

Declarations of Interest

Any Member attending the meeting is reminded of the requirement to declare if he/she has a personal interest in any item of business, as defined in the Code of Conduct. If that interest is a prejudicial interest as defined in the Code the Member should also withdraw from the meeting.

A G E N D A

- | | (Pages) |
|---|-----------|
| 1. Apologies for Absence | |
| 2. Minutes | |
| To confirm the minutes of the meeting held on 16 June 2014. | (1 - 2) |
| 3. Modern Councillor and Supporting the Democratic Process | |
| To receive a progress report from the Chairman of the Modern Councillor project. | (3 - 4) |
| <i>Appendix A</i> | (5 - 8) |
| <i>Appendix B</i> | (9 - 14) |
| 4. Ambulance Service Update | |
| To receive an oral update. | |
| 5. Annual Report 2014 | |
| To consider report of the Chief Executive. | (15 - 46) |
| 6. Police Commissioners Update | |
| To note the minutes of the meetings of the Thames Valley Police and Crime Panel held 16 May and 11 July 2014. | (47 - 70) |
| 7. Buckinghamshire Overview & Scrutiny Committee for Public Health Services | |
| To note the minutes of the meetings held on 20 May and 24 June 2014.- previously circulated. | |
| 8. Members Questions and Answers | |
| An opportunity for Members to raise questions about items: | |
| ▪ during the meeting | |
| ▪ written questions submitted previously | |
| ▪ raised by information items | |
| 9. Work Programme | |
| To note: | (71 - 82) |
| The Committee's Work Programme | |
| The Forward Plan | |

10. **Any other Business**

To consider any matters which the Chairman agrees as urgent in accordance with Section 100B of the Local Government Act 1972

11. **Exclusion of Public**

The Chairman to move the following resolution:-

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

12. **HS2 Update**

To consider report of the Chief Executive.

(83 - 86)

The next meeting is due to take place on Monday, 26 January 2015

OVERVIEW AND SCRUTINY COMMITTEE

Meeting - 16 June 2014

Present: Dr. Pope (Chairman)
Mr Anthony, Mr Griffin and Mrs Plant

Also Present: Mrs Sullivan

Apologies for absence: Mr Harding, Mr Chhokar and The Earl of Stockton

1. MINUTES

The minutes of the meeting of the Committee held on 24 March 2014 were agreed and signed by the Chairman.

2. MODERN COUNCILLOR AND SUPPORTING THE DEMOCRATIC PROCESS

The Chairman, in providing feedback on the work carried out by the Task and Finish Group set up to consider ways of supporting the modern councillor and the democratic process, said that significant progress had been made at the meeting on 8 May in agreeing an Induction Programme with an indicative timetable for events immediately following the District elections including a Market Day and briefing sessions on a variety of issues. A proposal to provide members with a Survival/Resource Pack to include key telephone contact numbers and details of Officers roles and responsibilities (with photographs) had also been agreed.

A number of issues still needed to be explored further including joint working, interactive question and answer sessions, the on-going training needs of members and the (additional) support that members will require to enable them to carry out their roles, particularly bearing in mind the decision to reduce the size of the Council. These issues would be discussed at a meeting of the Task and Finish Group to be arranged in early September and to inform this discussion the Chairman explained the intention to ask members to complete a questionnaire to be circulated at the Council meeting on 29 July.

3. CONNECTING COUNCILLORS AND COMMUNITIES

Following the request made at the last meeting the Committee received a report identifying the opportunities that are available to councillors to help them engage and communicate with their communities, through a greater use of technology.

The report, after setting out the purpose of communication, listed the approaches that ward councillors could use to communicate including:

- E-mail
- Weblogs
- Websites
- Social media

The report went on to discuss the technology currently available and the benefits and risks of social media.

By way of an example of the use of that councillors could make of technology the Committee received a presentation of the use made by councillors at CDC of tablets to receive information and access the internet and social media... The presentation particularly concentrated on the i-annotate application and the ability for members and officers to access agenda papers and reports thus reducing the need to produce hard copies.

After noting that the Council currently had no plans to go paperless the Committee agreed that although there were risks, technology offered a number of exciting opportunities for communicating with the electorate and felt that the issue should be re-visited after the District Elections to see how these opportunities could best be exploited.

4. FREEDOM OF INFORMATION MANAGEMENT AND RIPA ANNUAL REPORT JUNE 2014

The Committee received a report providing an update on the public engagement with the Freedom of Information Act 2000, Environmental Information Regulations 2004, the Data Protection Act 1998, the Transparency Code of Practice, the Infrastructure for Spatial Information in Europe (INSPIRE) Regulations, RIPA, Protection of Freedoms Act 2012.

The report, after explaining the legislative background including the implications of the Local Government Transparency Code 2014 and INSPIRE, went on to provide details of

- the number of subject access requests received (4)
- the number of FOI requests received in each of the years since 2010/2011
- the categories into which the FOI requests fell
- the arrangements made to implement the VUELIO management tracking system; and
- the arrangement for publishing information on the website

The Committee noted 608 FOI requests had been received in 2013/2014 which represented a 37% increase on the requests received in 2012/13 The Committee also noted that each FOI request cost on average £250 to process.

RESOLVED that the report be noted.

5. POLICE COMMISSIONERS UPDATE

The Committee noted the minutes of the meeting of the Police and Crime Panel held on 21 March 2014.

6. BUCKINGHAMSHIRE HEALTH AND ADULT SOCIAL CARE SELECT COMMITTEE

Copies of the draft minutes of the meeting of the Select Committee held on 20 May 2014 were circulated at the meeting and the Chairman drew the Committee's particular attention to minute 8 relating to Wexham Park Hospital.

The Committee noted the minutes of the meetings of the Select Committee held on 18 March, 15 April and 20 May 2014.

7. MEMBERS QUESTIONS AND ANSWERS

None received.

8. WORK PROGRAMME

After noting the Cabinet's Forward Plan and the Work Programmes of Bucks County Council and Wycombe Council, the Committee agreed that the following be added to its Work Programme for the meeting in October:

- Update from the Task and Finish Group on Modern Councillor and Supporting the Democratic Process
- Update on HS2

The meeting terminated at 7.15 pm

SUBJECT:	Modern Councillor and Supporting the Democratic Process		
REPORT OF:	Officer Management Team-	Director of Resources	
	Prepared by	-	Democratic & Electoral Services Manager

1. Purpose of Report

To provide feedback on the work carried out by the Task and Finish Group set up to consider ways of supporting the modern councillor and the democratic process.

2. Links to Council Policy Objectives

Aim 5 - Cohesive and strong communities – strong, confident and active communities
Support individual Councillor engagement with their communities.

3. Background

The Overview and Scrutiny Committee at its meeting on 3 February 2014 agreed to set up a Task and Finish Group to consider how the Council could best support the role of the “modern” councillor following the 2015 district elections bearing in mind the proposed reduction in the number of councillors, and shared service arrangements with CDC to ensure that Councillors have the tools they require to be effective community, corporate and partnership leaders. The following Councillors volunteered to work on the Task and Finish Group:

Councillors Chhokar, Griffin Kelly, Reed, Pope, The Earl of Stockton, Sullivan and Wallis.

The Overview and Scrutiny Committee at its last meeting was advised that the Task and Finish Group had agreed a draft Induction Programme with an indicative timetable for events immediately following the District elections including a Market Day and briefing sessions on a variety of issues. This draft was further updated at the meeting of the Task and Finish Group on 15 September and a copy is attached. It will be noted that a few details still need to be finalised e.g. dates for training sessions.

A proposal to provide members with a Survival/Resource Pack to include key telephone contact numbers and details of Officers roles and responsibilities (with photographs) was also agreed by the Task and Finish Group and work to produce this is underway.

The Task and Finish Group also received feedback on the questionnaire that had been circulated at the Council meeting on 29 July 2014. With a response rate of 63% (26 questionnaires) a number of very useful comments/suggestions were made as set out in the analysis in appendix B. The Task and Finish Group noted the concerns around IT generally, particularly the extranet site and the Director of Resources has undertaken to identify solutions to enable simpler access.

4. Resources, Risk and Other Implications

Costs will be incurred in producing a Member Survival pack, but these will be absorbed within existing budgets.

5. Recommendation(s)

The Committee are asked to note the report.

Officer Contact:	Kulvinder Tumber - Democratic & Electoral Services Manager
Background Papers:	None

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SUGGESTED DRAFT

COUNCILLOR INDUCTION PROGRAMME 2015

As soon as Notice of Election is published (end of March 2015)

All nominated candidates to

- Letter validating their nomination including web links to “so you want to be a District Councillor” see appendix 1 below for more details.
- Details of the induction process Appendix 2 below – so they can pencil in dates in their diary.

After the counting of votes

Note: Group leaders to be advised of any revisions to political balance and vacancies on Committees, PAGs etc.

Friday 8 May

All councillors receive a welcome pack. This includes :

- Welcome letter from Chief Executive
- **Forms (to be completed by 12 May):**
- contact details, bank information and car registration
- Membership of political group
- Business Card Template
- Timetable of Training sessions with indication of their availability
- Register of Interest Form (some legal advice maybe required for new councillors – this needs to be completed within 28 days of the election day)

Tuesday 12 May –

Welcome Session (including a buffet Lunch)

Suggestion –

13 May		
12:00 – 2:00 Buffet lunch provided	Democratic Services to receive completed forms; Members to sign the Declaration of Office and Photographs to be taken; Members to receive a copy of the constitution and member handbook: see Appendix 3	
Before 2pm	An Officer	General housekeeping e.g. where the toilets, refreshments facilities, members room, arrangements for badges, WiFi access-
2:00pm 15 Minutes	Welcome by Chief Executive Introducing DoS Introducing DoR	
2:15pm – 2:50pm (5 minutes each)	Introducing the Heads of Services	A quick introduction on each of the service areas and promotion of their market stall
2:50pm – 3pm	Questions.	
3:00pm – 5:00pm (tea coffee, lunch etc)	Market Stalls Market stall event where service heads are available to explain their services and answer questions. The Market would also be accompanied by short fact	

Appendix	<p>sheets backing all this up in form which councillors can keep and giving key information on service areas and other relevant information</p> <ol style="list-style-type: none"> a. Legal – b. Communication including IT issues/Social media c. Planning d. Licensing e. Community Safety f. Environmental Services g. Housing h. Data Protection/FOI i. Council tax, housing benefits and business rates
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Appendix 1 – So you want to be a District Councillor (available on the website)

- Profile of the District
- Committee Structure
- The Role of the District Councillor
 - The local and wider role
 - What makes an effective councillor
 - Diary of District Councillor
- The Role of South Bucks District Council
 - What services are provided
 - Budget
 - Joint Working with Chiltern District Council
- Priorities and Challenges
 - Corporate Plan
- Partnerships
 - CDC
 - County Council
 - Parish and Town Councils
 - Police
 - Probation
 - Health
 - Fire and Rescue
 - The Voluntary and Community Sector
 - The Business Sector
- Some Useful Websites

Appendix 2- Provisional Induction Timetable

<u>Date</u>	<u>Start Time</u>	<u>Event</u>
Tuesday 12 May	12pm – 5pm	Welcome Session and Market Stalls
Thursday 14 May	6pm	Planning Briefing
Monday 18 May	6pm	Licensing Briefing
Wednesday 20 May	6pm	Governance Briefing – Code of Conduct, Constitution and committee structure
26 May	6pm	Annual Council
27 May	4.15pm	Planning Committee (training for planning members before hand?)
2 June	6pm	Financial Management – including the bigger picture
Monday 15 June	6pm	IT Help Session – wifi access, intranet, extranet – interactive session
tba	tba	Community PAG and induction session
tba	tba	Environment PAG and induction session

tba	tba	Health and Housing PAG and induction session	Appendix
tba	tba	Resources PAG and induction session	
tba	tba	Sustainable Development PAG and induction session	
tba	tba	Overview and Scrutiny Committee and induction session	
tba	tba	Planning Committee	
tba	tba	Licensing Committee	
tba	tba	Audit Committee and induction session	
tba	tba	Personnel Committee and induction session	
tba	tba	Cabinet	
tba	tba	Planning Committee	
tba	tba	Joint Working – Joint Cmm; JAIC	
tba	tba	Joint Member Event with CDC	
tba	tba	How has it been for you?	

Appendix 3 - Members Handbook along with the Council's Constitution –

- Code of Conduct
- Members Allowance Scheme
- Officer Contact Details
- Meeting Dates
- Expenses Claim Form
- Moderngov postcard – detailing information on how to access decisions on the website and extranet
- Fire Alarm Information

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Members perform a variety of roles, some of which are set out below. Please indicate the importance you give to these roles	6 being most important						No ans	TOTAL
	6	5	4	3	2	1		
Serving and supporting the residents of your district ward	16	8	1					25
Making decisions at meetings as a Committee member	9	10	6					25
Holding surgeries	1	3	4	5	8	2	2	25
Policy development as a Member of PAG	10	8	5		2			25
Dealing with constituent's casework	8	3	10	4				25
Representative on outside bodies	3	3	6	5	3	3	2	25
Scrutiny of Council policies and performance	9	5	9	2				25
Working in Partnerships with other authorities/organisations	5	6	9	4			1	25
TOTAL	61	46	50	20	13	5	5	

Comments re other

"attendance at parish council meetings and local functions very important"

"articles written for local magazine regularly"

"would like more opportunity for policy development on PAG"

Thinking back over the last 3 years which support mechanism from the following have been the most useful to you	6 being most useful						1 No ans	TOTAL
	6	5	4	3	2	1		
Advice on the Constitution and the decision making process	3	7	7	2	2	3	1	25
Advice on the Code of Conduct and the declaration of interests	8	8	2	2	4	1		25
Attending training/workshops	3	9	6	4	1	2		25
Calendar of Committee meetings	13	5	2	2	2	1		25
Extranet allowing access to council information	1	6	2	5	6	4	1	25
Induction Programme including "Market Stalls" event	5	5	4	6	2	2	1	25
IT support	1	5	7	4	5	2	1	25
Members Handbook	6	10	3	3	3			25
Officers briefings	8	7	5	2	2	1		25

Receiving agenda papers and reports	14	5	4	1						25
Receiving Road Closure Notices	1	5	8	4	6					25
Receiving Performance monitoring reports	7	3	7	3	2	1				25
Support from other members	8	6	6	4	1					25
TOTAL	78	81	63	42	36	17			8	

Comments re other

"fed up with road closure notifications - too many - should be collated on a one site map"

"extranet is not up to speed"

"a buddy system would be good"

	6 being most useful									
	6	5	4	3	2	1	No ans	TOTAL		
Training and development opportunities you would find useful.										
Media training i.e. handling press/radio	8	4	3	7	1	0	2	25		
Political skills training	4	6	7	5	1	1	1	25		
Social Media training	6	6	3	5	2	2	1	25		
Personal development plan	6	2	2	8	5	1	1	25		
Training needs questionnaire	5	4	3	6	4	2	1	25		
Mentoring/coaching	5	4	5	4	6	0	1	25		
Chairing Skills	4	8	3	3	6	0	1	25		
IT training in using products such as MS Office	2	7	3	3	3	3	4	25		
Communication skills	3	5	3	7	3	2	2	25		
Effective meetings	5	6	3	5	3	2	1	25		
Scrutiny skills	3	7	9	5	0	0	1	25		
Public speaking	5	6	2	4	5	1	2	25		
On-line courses as a means of learning	4	3	5	8	1	2	2	25		
TOTAL	60	68	51	70	40	16	20			

Comments re other

"mentoring is highly effective "

"online is often not very interactive"

6 being most important

Tools you use to access information	6	5	4	3	2	1	No ans	TOTAL
PC/Laptop	19	3	1			1	1	25
Tablet (e.g. iPad)	10	6	2			3	4	25
Mobile phone	6	3	2	7	1	1	5	25
Smartphone e.g. Blackberry	6	3	1	3	1	5	6	25
Extranet	3	3	2	4	2	6	5	25
Telephone conferencing/Skype	1	2		4	5	5	8	25
Face to face meetings, networking	12	6	4				3	25
Council email	11	8	1	2			3	25
Personal email	13	5	4	1			2	25
Council website	6	7	5	4	1		2	25
External websites	7	3	3	1	2	2	7	25
TOTAL	94	49	25	26	12	23	46	

External websites used: Bucks CC, LGA, various government website, NEP, You Gov, google

Comments re other

"I avoid using SBDC ICT systems as much as possible as they are a constraint (planning postal is very good though)"

"Extranet really not up to speed"

Do you think the Council could have been more pro-active in ensuring that your skills/experience were utilised to a greater extent. Yes/No	Yes	No	No Ans	TOTAL
	10	11	4	25

If Yes please indicate how the Council could have collated this information?	
interviews to gain knowledge of their particular skills	x1
fill in a form	x1
questionnaire	x2
1:1 with leader after the election	x1
submit a CV	x1
mentoring	x1

Please provide any ideas/suggestions you may have for supporting the role of the modern councillor.	
mentoring	x8
providing more training	x4
good communication	x3
revamping induction - info on how the council works and how each cllr can contribute to this	x3
instead of using hardcopy papers - distribute papers electronically - go paperless	x2
greater use of video training, social media and electronic communities	x1
easier access to intranet	x1
ongoing dialogue and consulting members between meetings	x1
officers to gather key issues from members before writing reports, policy and recommendations	x1
quarterly meeting with officers supporting the relevant committees	x1

What was the most helpful support provided to you in your term?	
other members	x14
officer briefings before committees	x1

officer presentations at induction on their area	x1
easy access to officers who can give advice	x4
democratic services	x2
legal advice	x2
finance advice	x1
planning advice	x1
Email worked very well	x1
IT - to enable effective access	x1
LGA website and new councillor meeting at LGA office	x1
planning policy	x1
planning seminar	x1

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Annual Report 2014



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Contact details and Have your say

South Bucks District Council
 Capswood,
 Oxford Road,
 Denham, Bucks
 UB9 4LH



 01895 837200

 sbdc@southbucks.gov.uk

 www.southbucks.gov.uk

 Monday to Wednesday—9am to 5:30pm
 Thursday to Friday—9am to 5pm

Have your say

on our website by selecting consultations on the A-Z, email us at haveyoursay@southbucks.gov.uk or write to us at our freepost address:

Have your say, South Bucks District Council Freepost—SL9630, Capswood, Oxford Road, Denham, Uxbridge, UB9 4LH

We are interested in hearing your views

- ◆ Which services would you like the Council to protect?
- ◆ Do the services we provide continue to meet your needs?

Annual Report 2014

Last year, I wrote about how we are working with Chiltern District Council with a view to reducing our costs and improving service resilience. At the end of 2012 we had implemented a joint management team, saving £200,000 per year. 2012/13 brought the introduction of a joint senior management team generating further savings. By the end of the financial year 2013/14, seven service units had gone through a shared service review under our transformational project plan, with four shared services implemented during March and April 2014 and the other three due to be implemented by August 2014. The remaining eight services are planned for review by winter 2015. So far, we have generated annual savings of £660,000, with further savings of £200,000 to be implemented this year. This is a huge programme to ensure the quality of services offered is maintained or enhanced so we can deliver what is really valued by you whilst keeping costs (and therefore council tax) as low as possible.



As part of this programme, we are looking at how to make efficiencies such as rationalising attendance at meetings and developing shared strategies with Chiltern District Council to reduce workload. During 2013/14, the Chiltern Community Partnership and the South Bucks Partnership merged to generate cost savings and reduce duplication as well as aiming to build a stronger and more influential partnership for both Districts.

We continue to deliver on our Council Aims and Priorities and from February our new waste and recycling service was rolled out, enabling food and garden waste collections across the district as well as expanding household plastics and metal recycling. Garden waste recycling was introduced as an optional extra, so those who choose to can pay an additional fee for the service. This helps keep costs down and enables us to offer this service to those who need it.

Earlier this year, the new clubhouse opened at The South Buckinghamshire golf course. The official launch was in July and customer feedback is already positive. It has been built to ensure our precious energy and water resources are used effectively, which will keep running costs down.

For 2014/15, we continued to keep our portion of Council Tax at the 2010 level for the fourth year, as we realise how the current national financial situation impacts on many families and residents. This is despite the level of Government grant also remaining reduced. Additionally, we have contacted and worked with every one of our resident families affected by the Welfare Reform changes to support them through the transition.

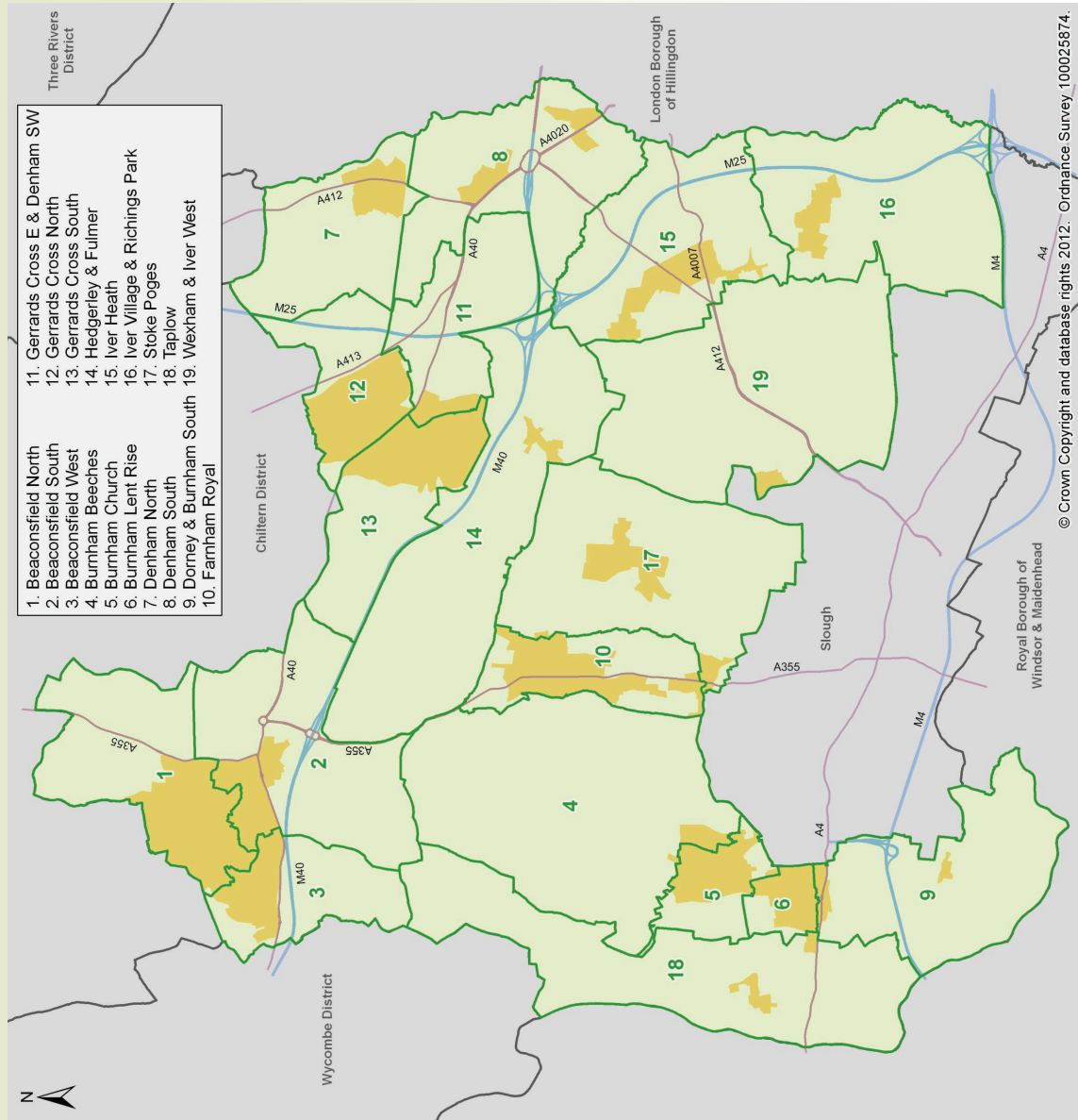
Finally, the Olympics 2012 may be over but have not been forgotten. As part of the legacy, our South Bucks schools won the 2013 Bucks Sports Award for the schools indoor rowing championships. Registrations for the 2014 event is up from 6 to 8 schools.

Please continue to let us know what you think the key issues are for our district and we will do our best to work with you to make a difference.

Adrian Busby

Leader, South Bucks District Council

A profile of South Bucks District



South Bucks is an attractive and popular district in which to live and work. It is relatively small at 141km², and lies within the Metropolitan Green Belt, with 87% of land designated as green belt.

The district contains over 20 small towns and villages, the largest of which are Beaconsfield, Burnham and Gerrards Cross. These towns have the best infrastructure and facilities. Most of the towns and villages have historic roots and these are preserved through the use of conservation areas and listed buildings.

The district is home to areas of outstanding natural beauty, including part of the Chilterns, Cliveden, the River Thames, Colne Valley Park and Burnham Beeches (designated a European Special Area of Conservation).

The larger towns of Maidenhead, Slough, High Wycombe and London (Hillingdon) border the district. These centres provide shopping facilities and services not available in the district, as well as many jobs for residents. In return, South Bucks provides open spaces which help meet the recreational needs of these larger centres.

2011 Census

The 2011 Census in England and Wales was undertaken by the Office for National Statistics. Census statistics help to provide up to date valuable information for public and private organisations to deliver services nationally and in the community. It provides a wide variety of information on housing and population that can be used by local authorities, other public bodies, businesses and voluntary organisations to develop policies and deliver tailored services in the community.

- The population of South Bucks based on the 2011 census results was 66,867, an increase of 7.9% from 2001, when it was 61,945.
- 12,951 people within South Bucks were aged 65 and over. This age group accounts for 19.4% of the population of South Bucks, higher than the England average of 16.4%.
- There were 26,514 households within South Bucks, an increase of 7% from 2001 when there were 24,781 households.
- There were 8,098 households with dependent children which accounted for 30.5% of all households in South Bucks.
- There were 1,195 lone parent households (where the lone parent is aged 16 to 74). This accounts for 4.5% of all households in South Bucks compared to 3.3% in 2001.
- 10,502 people fell within a Black & Minority Ethnic (BME) group in 2011, accounting for 15.7% of the population. This compares to 4,097 people in 2001, accounting for 6.6% of the population.
- There were 41,637 people in South Bucks who stated their religion as Christian accounting for 62.3% of the population. This has decreased from 46,815 people in 2001 (75.6% of the population).

- There were 9,300 people in South Bucks who stated that their day to day activities were limited due to long-term health problems or disability which accounts for 13.9% of the population of South Bucks.
- 6,893 people stated that they provided some form of unpaid care (10.4% of the population); this is slightly higher than the Buckinghamshire average of 9.8% and the England average of 10.3%.
- In South Bucks there is an average of 6.4 rooms per household and 3.2 bedrooms per household. South Bucks is ranked 1 out of 348 meaning it ranks the highest for the number of rooms and bedrooms per household compared to all other authorities in England.
- There were 2,711 households in South Bucks which had no cars or vans, accounting for 10.2% of all households.
- South Bucks has 2,966 households (11.2%) with 3 cars and 1,401 households (5.3%) with 4 cars and ranks highest for the number of households with 3 or 4 cars or vans, in England.
- 45.3% of the populations' method of travelling to work was by driving a car or van. 3,410 people (7.1%) travel to work either by train or via the underground, metro, light rail or tram which is an increase of 61% from 2001 (2,123 people).

More Census information is available on <http://www.ons.gov.uk/ons/guide-method/census/2011/index.html>

Source: Office for National Statistics licensed under the Open Government Licence v. 1.0

Joint Sustainable Community Strategy Vision (1)

The 2013-2026 Joint Sustainable Community Strategy was created by the Chiltern and South Bucks Strategic Partnership and sets out the long term aspirations and visions of the community in Chiltern and South Bucks. This strategy was created based on comprehensive consultation with local stakeholders, residents, the community and the voluntary sector. It sets out a vision for developing a sustainable community in Chiltern and South Bucks where people want to live and work now and in the future which is summarised below.

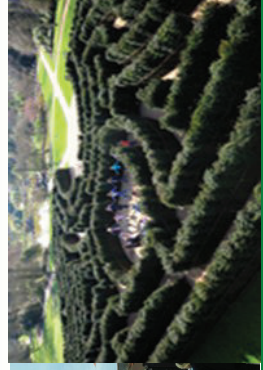
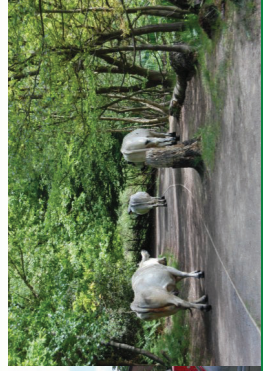
Chiltern and South Bucks will be places with:

- ◆ A prosperous and diverse economy that encourages local employers and small businesses so we can protect the area's economy for the future and achieve a better balance between the jobs available and the people to fill them;
- ◆ High quality education and lifelong learning which improves people's lives, enabling them to make well-informed decisions and play their full part in the community;
- ◆ A wide range of high quality housing, including a good supply of affordable homes to help meet community needs and maintain our services and communities;
- ◆ Beautiful, green countryside, high quality open spaces, attractive, distinctive and vibrant towns and villages, where our heritage is protected and improved;
- ◆ A sustainable environment where people take pride in their community and live low carbon lives;
- ◆ Lower levels of crime and anti-social behaviour, where the police are an active part of the community and people can live safe lives, being knowledgeable about how to prevent crime;



Joint Sustainable Community Strategy Vision (2)

- ◆ Effective and targeted transport solutions, including a well maintained transport infrastructure with improved north-south and east-west links;
- ◆ Lower levels of crime and anti-social behaviour, where the police are an active part of the community and people can live safe lives, being knowledgeable about how to prevent crime;
- ◆ A place with a wide range of accessible leisure opportunities
- ◆ Good health enjoyed by all, including those in deprived groups, where people take responsibility for their own well-being by making healthy lifestyle choices;
- ◆ Active communities involved in shaping decisions locally and who support the elderly and vulnerable to live full and independent lives;
- ◆ High quality services and facilities help people from all sections of the community, particularly the young, elderly and disadvantaged, to live independent and fulfilling lives;
- ◆ Equality of opportunity and fair access to services.



Our Aims

**Delivering cost effective,
customer-
focused services**



The council has three aims which are informed by the vision from the South Bucks Sustainable Community Strategy.

**Working towards safe and
healthier
communities**



**Striving to conserve the
environment and promote
sustainability**



Aim 1: Delivering cost effective, customer-focused services

Some of last year's achievements:

- ◆ The programme of joint working between Chiltern and South Bucks District Councils to improve service resilience and reduce financial costs continued, with annual savings of £0.5m already realised
- ◆ A shared internet platform enabled the rollout of our new web site, making self-service easier for South Bucks people
- ◆ Joint policies and strategies are being developed and implemented to support joint working, including joint service planning and business planning
- ◆ A local Council Tax Discount scheme was successfully introduced to replace the previous national Council Tax Benefit scheme
- ◆ A review of single person and empty property discounts for council tax was carried out, resulting in the reduction of 235 single person discounts that were no longer applicable, saving £94k, and 134 empty properties being reclassified as occupied, generating £32.5k in extra council tax income and additional Government funding of £1m over six years
- ◆ Those affected by welfare reform were contacted and supported through the change

Our priorities:

Provide great value services

- ◆ Optimise the effectiveness of our resources and assets
- ◆ Reduce costs through the shared services programme with Chiltern District Council
- ◆ Find more efficient ways of working, including reduced democratic costs through lower numbers of Members

Listen to our customers

- ◆ Consult with you on key issues and respond to results
- ◆ Develop our new web site, making information easier to find

Provide excellent services

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



This year we will:

- ◆ Have a robust and sustainable Medium Term Financial Strategy which recognises the Councils' Objectives and recognises key financial pressures, risks and constraints
- ◆ Ensure an appropriate balance between achieving a savings programme and service quality and resilience
- ◆ Develop phase 3 shared management arrangements to ensure further efficiency and integration
- ◆ Develop the customer strategy and implement a related work programme
- ◆ Develop new commissioning models of delivering services
- ◆ Develop the web sites to support the transformation of all Council services and improved online services

Aim 2: Working towards safe and healthier communities

Some of last year's achievements:

- ◆ Burglary, violent crime and antisocial behaviour continued to decrease year on year
- ◆ Projects were delivered in partnership with the Berkeley Foundation to support young carers and reduce anti-social behaviour
- ◆ New District Guide published for people moving into the area
- ◆ Two tailored health fairs were delivered in partnership with the access group, including dementia awareness and a tea dance
- ◆ A new clubhouse was built and opened at the South Buckinghamshire Golf club, improving the facilities for residents and generating energy savings
- ◆ The Sports Development Team worked with Baseball/Softball UK to deliver a 6-school (72 pupils) tournament at the Farnham Park Playing Fields, as well as working with Young Carers Bucks to provide a taster day for 40 children aged 6 - 12 years
- ◆ Through the Cohesion Forum, working with the food bank and South Buckinghamshire Community bank, to develop responsive support in South Bucks in response to community needs

Our priorities:

Improve community safety

- ◆ Work with partners to reduce crime, fear of crime and antisocial behaviour
- ◆ Work with young people at risk of becoming involved with crime

Promote healthier communities

- ◆ Address the needs of the vulnerable and elderly
- ◆ Work with communities affected by the closure of services to deliver them in alternative way

Promote local communities

- ◆ Support the voluntary sector and promote volunteering
- ◆ Engage with Parish and Town Councils and local neighbourhoods
- ◆ Work with the local MP, voluntary and community groups through the Cohesion and Inequalities Forum to develop and deliver a local action plan, enhancing community life



This year we will:

- ◆ Work with partners to reduce serious acquisitive crime and violent behaviour in our communities and to reduce anti-social behaviour
- ◆ Reduce the fear of crime through effective communications
- ◆ Get involved in the next phase of the Local Transport Plan to influence outcomes
- ◆ Promote Joint Working through the Healthy Community Partnership and Clinical Commissioning Group to tackle health inequality
- ◆ Reduce waiting lists through a new Bucks Home Choice policy to reduce waiting lists
- ◆ Facilitate an improved framework for neighbourhood engagement and revitalisation

Aim 3: Striving to conserve the environment and promote sustainability

Some of last year's achievements:

- ◆ A new waste and recycling service was rolled out across the district in February 2014, enabling more items to be recycled in response to residents' requests
- ◆ 20 roadshows were held between October 2013 - March 2014 to communicate the waste service changes
- ◆ Several local special planning documents (SPDs) were developed and signed off, including a statement of community involvement, Affordable Housing SPD, Mill Lane planning brief SPD and the Local Development Scheme
- ◆ A watching brief has been kept on aviation and consultations took place on the Gypsy and Traveller plan and Wilton Park planning brief
- ◆ Responded to the HS2 Environmental Impact Statement and to Air Traffic and Airport consultations
- ◆ The number of affordable housing was increased by returning properties to use, allocating commuted sums and supporting onsite development
- ◆ The Council remains one of the highest performing local authorities nationally in dealing with 'minor' and 'other' applications on time

Our priorities:

- #### Conserve the environment
- ◆ Conserve the Green Belt through the planning process
 - ◆ Challenge the proposed increased airport capacity for Heathrow
 - ◆ Safeguard our heritage for future generations
 - ◆ Seek to minimise the impact on environments and communities caused by HS2
- #### Promote sustainability
- ◆ Support South Bucks people to increase recycling and reduce waste through the new waste programme
 - ◆ Promote a healthy, sustainable and safe built environment
 - ◆ Promote energy efficiency and support South Bucks people to reduce their carbon emissions
 - ◆ Support the roll out of broadband



This year we will:

- ◆ Manage Green Belt development pressures via the Local Development Framework - Core Strategy
- ◆ Ensure full opportunity is taken to inform the scale and timing of any requirement for additional aviation capacity whilst minimising impact on both environments and communities
- ◆ Continue to lead on the 51m Alliance's communications campaign (against HS2)
- ◆ Support and encourage opportunities to improve the vitality of towns and villages
- ◆ Support Bucks Business First in the delivery of their Work and Skills Plan for Buckinghamshire
- ◆ Encourage towns and parishes to come forward with proposals for affordable housing and facilitate implementation

Here are some other key achievements...

Work has been done to enable a shared IT platform across Chiltern and South Bucks District Councils. This will reduce costs and improve resilience.

99% of residents responded to the annual canvas.

New joint Finance procedures were introduced across Chiltern and South Bucks with a new Procurement Strategy and new Contracts Procedure Rules.

Winner of the 2013 Bucks Sports Award (Legacy category) for our schools indoor rowing championships. Schools entering have risen from 6 in 2013 to 8 in 2014.

The Beacon Centre contract has been extended, which will see investment into the facility by the operator of over £90K and annual savings to the Council of circa £40K.

Improved regulatory compliance in Food premises – now 90% in South Bucks District

Evreham Sports Centre was refurbished.

Worked closely with Members, Management and UNISON to develop proposals on Harmonisation of Terms and Conditions of Employment across Chiltern and South Bucks Councils with a new joint Pay Spine.

£400,000 of housing assistance was delivered in the form of loans and grants to those in most need.

Financial Summary 2013/14

Our Finances

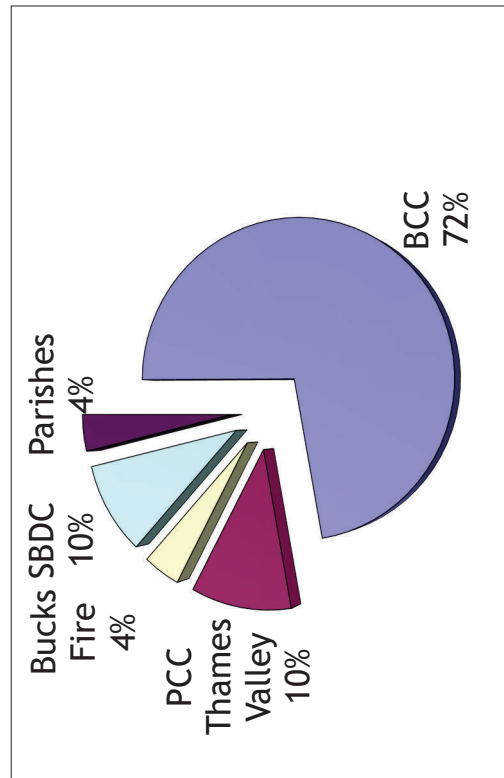
We want the Council's finances to be as clear and open as possible. This section explains how we have spent your money over the last year.

Council Tax and Business Rates

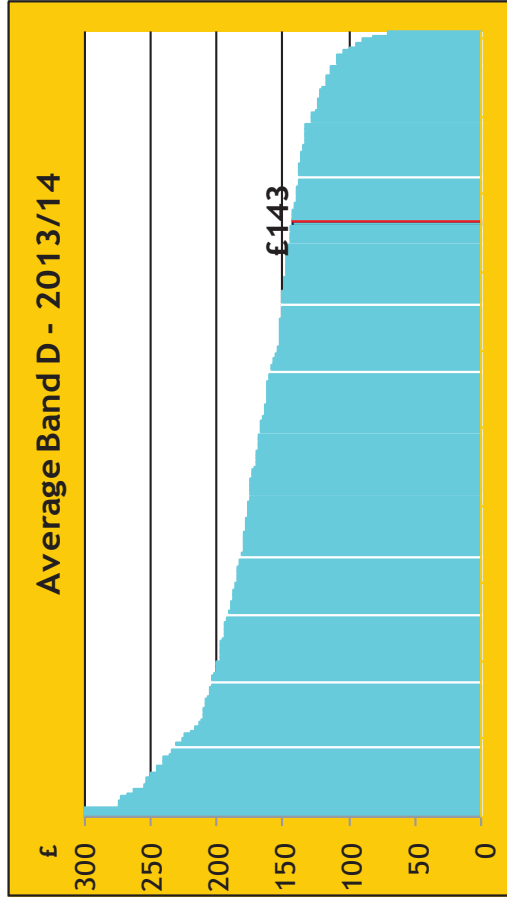
South Bucks District Council (SBDC) collects council tax on behalf of Buckinghamshire County Council (BCC), Police & Crime Commissioner for Thames Valley (PCC Thames Valley), Buckinghamshire and Milton Keynes Fire Authority, and local parish councils.

- ◆ Last year we raised a total of £46.9m in council tax on behalf of the above organisations, and collected 97.9% of the amounts due.
- ◆ We raised £29m in business rates and collected 98.8% of the amounts due. South Bucks share is 40% with Central Government receiving 50%, Bucks CC 9% and Bucks Fire 1%.

Where your Council Tax went to in 2013/14:



South Bucks has consistently set its element of council tax lower than average. In 2013/14 the South Bucks District Council Band D council tax was set at £143.00 for the year. This was amongst the lowest in the country as illustrated by the graph below (South Bucks shown as a red bar).



Last year the net cost of providing all the South Bucks District Council Services was £8.6m. This is net of all income from rents and fees & charges for services provided by the Council.

This was funded as follows:

- ◆ Central Government gave general grants totalling £2.2m,
- ◆ Non Domestic Ratepayers contributed £0.9m
- ◆ We earned £0.6m from interest and investment earnings, and
- ◆ Council taxpayers contributed £4.4m.

How have we spent our money?

The following table shows the cost of running council services between April 2013 and March 2014.

	Planned £'000	Actual £'000
Community Portfolio		
Community safety	192	182
Cultural and youth services	591	610
Community services	245	252
Elections and electoral registration	156	138
Other community services	10	4
	1,194	1,186
Environment Portfolio		
Refuse collection and recycling	1,711	1,674
District cleansing	1,162	1,199
Other environmental services	-341	-348
	2,532	2,525
Health & Housing Portfolio		
Environmental health	451	444
Housing	670	663
Licensing	92	103
Cemeteries	263	248
Other health & housing services	70	68
	1,546	1,526
Resources Portfolio		
Housing benefits and council tax support	359	303
Council tax and business rates collection	414	355
Support costs	850	861
Democratic processes	872	859
	2,495	2,378
Sustainable Development		
Planning & building control	1,768	1,841
	1,768	1,841
Other approved expenditure	310	265
Investment properties	-215	-224
Internal charge adjustments*	-857*	-881*
Total Cost of Services	8,773	8,616

* **Internal Charge Adjustments:** Local authorities are required to add notional depreciation charges to their accounts, to show the consumption of long term fixed assets over time. However, as local authorities are also required to fund long term fixed assets upon purchase, these notional depreciation charges are reversed out to avoid double counting.

Capital Programme

In addition to income and expenditure for the day-to-day running of services, we have a capital programme for funding large projects. These projects are funded from capital receipts from the sale of surplus assets, Government grants and other contributions.

This was our capital expenditure in 2013/14:

£	Housing Improvement Grants – £476k
£	IT equipment and systems – £168k
£	New waste & recycling service and vehicles – £2,228k
£	Depot works—£992k
£	Buildings and ground works – £55k
£	Environmental Improvements – £16k
£	Other – £21k

The largest element of the capital programme relates to the introduction of a new waste & recycling service, associated depot works and new vehicles.

Further Details about the Council's finances can be found in the Council's formal statement of accounts document which can be found on the Council's website at

www.southbucks.gov.uk

What have we delivered in Partnership?

During the early part of 2013/14, Partners agreed membership for a new, merged Local Strategic Partnership and Steering Group, to generate cost savings and reduce duplication as well as aiming to build a stronger and more influential partnership for both Districts. The Chiltern and South Bucks Partnership brings together representatives from the community and voluntary sectors with all the public services operating within the District working on a wide variety of projects delivering outcomes across all of the Joint Sustainable Community Strategy priorities. A separate annual report is produced for the Chiltern and South Bucks Strategic Partnership but below is a brief overview of just some of the areas of work that have been undertaken during 2013/14.

Some of the projects undertaken in partnership

- ◆ Developed and refreshed the two separate Sustainable Community Strategies to produce a joint Chiltern and South Bucks Sustainable Community Strategy 2013 - 2026.
- ◆ Worked with the NHS Chiltern Clinical Commissioning Group to raise awareness among town and parish councils about social isolation among the elderly, and the importance of prevention.
- ◆ The Families First project, led by Bucks County Council, continued to identify and work with families with complex needs.

Other actions undertaken by the joint Partnership:

- ⇒ An Economy group was set up which includes representatives from large business corporations, local businesses, the education sector and the voluntary sector. The aim of this group is to advise the Partnership on key economic issues facing the districts and to identify resources and programmes needed to support the two economic communities.
- ⇒ Both districts are continuing to do more to ensure they are more environmentally friendly and trying to reduce the districts' carbon footprint by wasting less energy, reducing the amount of waste going to landfill and encouraging residents and businesses to recycle more.
- ⇒ Chiltern and South Bucks District Councils are both founding members of the Green Deal Together Community Interest Company within the Thames Valley, providing local, trusted advice, support and implementation of energy efficiencies to both homes and businesses across Chiltern and South Bucks.
- ⇒ Property marking kits are being distributed across both districts in areas which have been identified as vulnerable to burglaries. Three years of data has been used to identify hotspot areas of crime in both districts. This has enabled for a more targeted approach which means resources have been used more efficiently.
- ⇒ The Safe Places scheme is being rolled out across the districts. The scheme helps vulnerable people deal with any incident that takes place about in the community - for example, harassment, bullying or anti-social behaviour. Above all, the scheme aims to help vulnerable people lead independent lives and feel safe.

How have we performed?

Performance has been improved or maintained on 49% of corporate indicators where change can be measured. Where targets are set, 62% of indicators have met or exceeded their target, with 22% of indicators missing their target by more than 10%. Information on Corporate indicators can be found in the performance tables from Page 19.

Performance Management and Data Quality

Within the Council we have a strong Performance Management Framework to drive continuous improvement. Managers take responsibility for performance within their departments and use the Covalent performance management software to monitor performance indicators, improvement actions and risk registers. Regular monthly monitoring reports on priority indicators and quarterly reports are produced for all performance indicators, actions and risks. Targets for all indicators are reviewed annually to ensure they are challenging whilst still achievable.

Data quality is an important area for the council and there is a continued focus on improving and developing the quality of data within the Council. The Council has Data Quality Standards in place which are reviewed every two years. This highlights the importance of maintaining good data quality. All new starters are made aware of the data quality standards, and online information management training is actively undertaken and monitored.



Staffing and Resources:

Continued support to managers and staff with sick absence has led to a reduction in days lost due to short-term sickness and better support for those with health issues. Despite having good attendance management practices in place, working days lost due to sick absence were higher than the previous year, due to long term sick absence due to surgery or acute illnesses. Voluntary leavers have risen from the previous year and are approaching underneath the public sector turnover rate, though this is to be expected during a period of change through the shared services programme with Chiltern District Council. The number of complaints received by departments continues to remain low and within target. The return of canvass forms remain high for the council and the County Council elections in May 2013 ran smoothly.

The percentage of council tax and non-domestic rates collected remained high and the speed of processing new housing benefit and council tax benefit claims improved on the previous year. Freedom of information (FOI) requests continued to increase, reaching a record 608, an increase of 38% on the previous year. Satisfaction with the internal legal client service remains high.

How have we performed?

Environment:

The amount of residual household waste per household is within target. The percentage of reuse, recycling and composting is just off target, but is expected to improve with the new waste and recycling service as it is better than last year, with only two months of the new waste collections included. The household refuse collections missed per month were well within target until February when the new waste service was introduced, resulting in the end of year figure failing to meet the target. This is expected to settle down by the end of quarter one of 2014/15.



The street cleanliness figures have all met their target for the year, however the number of flytipping incidents increased compared to last year and enforcement actions decreased, with 112 enforcement actions against fly tipping undertaken by South Bucks District Council Officers during 2013/14. 1,298 land charges searches were conducted, 99.9% within 5 days of receipt.

Sustainable Development:

Whilst building control applications checked within 10 working days went down to 94.5%, customer satisfaction with the service remains high at more than 95%.

Processing of 'major' and 'minor' applications within the set timescales improved year on year and are now just below target. Processing of 'other' applications to the targeted timescale remains on target but the percentage meeting the timescale has reduced slightly year on year to 96.55%. Planning appeals allowed is just under target at 32.9% and planning applicants satisfied or very satisfied with the service received has increased to over 91%.

The planning admin team continue to maintain high performance in processing and passing planning applications to case officers, taking an average of 3.54 days to do so against a target of 5 days. Regular progress monitoring meetings are in place to monitor enforcement where there is a breach of planning control.



The planning admin team continue to maintain high performance in processing and passing planning applications to case officers, taking an average of 3.54 days to do so against a target of 5 days. Regular progress monitoring meetings are in place to monitor enforcement where there is a breach of planning control.

How have we performed?

Community:

The rate of serious acquisitive crime remained steady in the District, after several years of falling, to a rate of 15.7 per 1,000 population. The Community Safety Partnership continue to deliver many projects in the district to raise awareness on crime prevention, for example how to secure your home from burglars campaign, “no doorstep selling” zones, a “don’t leave valuables in your car” campaign in pub car parks and “safe place” schemes. The County’s first Young Neighbourhood Watch scheme was launched in Burnham.



The number of young people taking part in art development programmes and sports development programmes remains high at over 2,500, and satisfaction rates with these events is above target at 92.98% satisfied. Satisfaction ratings with both the Beacon and Evreham Centres have increased, with over 50,000 attendances at the Evreham Centre and almost 78,000 attendances at the Beacon Centre over the last year. Following the opening of the new club house, the satisfaction rating of the South Buckinghamshire Golf Club has started to show an increase.

Health and Housing:

A further 25 affordable homes were delivered this year, including 12 new homes at Harvey House George Green, 7 acquisitions, 5 shared ownership properties and 1 cash incentive move. The number of households living in temporary accommodation at the end of year was above target at 36 households. This is reflected in the average length of stay in bed and breakfast accommodation which at 8.7 weeks is well above the 4 week target. Work is underway to reduce this. Homelessness was prevented for 20 households, with 3 households entering permanent accommodation via the Rent Deposit Scheme, below target. 100% of Disabled Facility Grant applications and Home Renovation Grant applications were processed within 15 working days.

The percentage of routine public requests that receive a response by the Environmental Health team remain high at 99%, with 98% of hackney carriage vehicle licences processed within 7 days together with 89% of drivers licences. Customer satisfaction for the licensing service remains high at 100% satisfied.



Performance Tables 2013/14

Key: Have we improved compared to 2012/13? ↑ = Better, ↔ = Same, ↓ = Worse. / Are we on target? ✓ = Exceeded it, ☐ = Within 10%, ✗ = Missed it											
Code	Performance Indicator	2012/13 Value	Annual Target 2012/13	Current Performance			Future Targets			Latest Notes	
				Actual 2013/14	Target 2013/14	Have we improved ?	Are we on target?	2014/15	2015/16		2016/17
Leader's Portfolio											
BV12 (C)	Working days lost due to sickness absence	8.69	8.5	12.98	8.5	↓	✗	12	11	10	Sickness figures have increased due to some long term sick due to surgery or acute illnesses.
CE10 (C)	Number of complaints received	50	100	56	80	↓	✓	80	80	80	
ES1a (C)	% of canvass forms returned	99%	96%	99%	96%	↔	✓	90%	90%	90%	
PT1 (C)	Voluntary leavers as a % of workforce	7.67%	6%	11.04%	8%	↓	✗	8.00%	8.00%	8.00%	
Deputy Leader / Sustainable Development Portfolio											
BC1 (C)	Applications checked within 10 working days	98.37%	98%	94.50%	98%	↓	☐	98%	98%	98%	
BC5 (C)	Customer satisfaction with the service	96.12%	94%	95.50%	94%	↓	✓	94%	95%	95%	
BV10 6 (C)	New homes built on previously developed land	78.09%	80.00%	75.69%	80.00%	↓	☐	80.00%	80.00%	80.00%	

Key: Have we improved compared to 2012/13? =Better, =Worse, =Same, / Are we on target? =Exceeded it, =Within 10%, =Missed it											
Code	Performance Indicator	2012/13 Value	Annual Target 2012/13	Current Performance			Future Targets			Latest Notes	
				Actual 2013/14	Target 2013/14	Have we improved ?	Are we on target?	2014/15	2015/16		2016/17
BV204 (C)	Planning appeals allowed	24.10%	30.00%	32.90%	30.00%	↓		30.00%	30.00%	30.00%	
DM1 (C)	% of planning applicants who are satisfied or very satisfied with the service	88.70%	80%	91.70%	80%	↑		80%	80%	80%	
DM2 (C)	% of new enforcement allegations where an initial site visit is undertaken within the timescales set out in the Enforcement Policy and Procedure	88	92	N/A	90	?	?	50	50	50	Performance information gathering is under review for reinstatement by quarter one of 2014/15
DM10 (C)	AV no days to process and pass planning applications to case officer	3.84	5	3.64	5	↑		5	5	5	
NI 154 (C)	Net additional homes provided	226	74	144	74	↓		63	56	49	
NI 157a (C)	Processing of planning applications: Major applications	68.42%	91.00%	78.95%	80.00%	↑		80.00%	80.00%	80.00%	
NI 157b (C)	Processing of planning applications: Minor applications	87.79%	91.00%	90.49%	92.00%	↑		90.00%	90.00%	90.00%	

Key: Have we improved compared to 2012/13? ↑ = Better, ↔ = Same, ↓ = Worse, / Are we on target? ✓ = Exceeded it, □ = Within 10%, ✗ = Missed it											
Code	Performance Indicator	2012/13 Value	Annual Target 2012/13	Current Performance			Future Targets			Latest Notes	
				Actual 2013/14	Target 2013/14	Have we improved ?	Are we on target?	2014/15	2015/16		2016/17
NI 157c (C)	Processing of planning applications: Other applications	98.11%	95.00%	96.55%	95.00%	↓	✓	95.00%	95.00%	95.00%	
NI 159 (C)	Supply of ready to develop housing sites	190.00%	100.00%	200.00%	100.00%	↑	✓	100%	100%	100%	
Resources Portfolio											
BV9 (C)	Percentage of Council Tax collected	98.30%	98.30%	97.90%	98.00%	↓	✓	98.00%	98.00%	98.00%	
BV10 (C)	Percentage of Non-domestic Rates Collected	99.00%	98.80%	98.80%	98.80%	↓	✓	98.80%	98.80%	98.80%	
BV76 d (C)	Housing Benefits Security number of prosecutions & sanctions	5.86	5	5.27	5	↓	✓	30 points	30 points	30 points	
BV78 a (C)	Speed of processing - new HB/CTB claims	20.1	19	16.9	19	↑	✓	19	19	19	
BV78 b (C)	Speed of processing - changes of circumstances for HB/CTB claims	8.5	8	7.9	8	↑	✓	8	8	8	

Key: Have we improved compared to 2012/13? =Better, =Worse, =Same, =Are we on target?, =Exceeded it, =Within 10%, =Missed it											
Code	Performance Indicator	2012/13 Value	Annual Target 2012/13	Current Performance			Future Targets			Latest Notes	
				Actual 2013/14	Target 2013/14	Have we improved?	Are we on target?	2014/15	2015/16		2016/17
CIM1 (C)	% of responses to FOI requests sent within 20 working days	58%	90%	99%	90%	↑		90%	90%	90%	
CP1b (C)	Website rating (SiteMorse) - PI for monitoring purposes only	104	150	247	125	↓		PI deleted going forward			The new website has improved content, effective 1st April 2014
LG1c (C)	Client satisfaction with the overall service	98.70%	96%	100%	96%	↑		96%	98%	98%	
NI 181 (C)	Time taken to process Housing Benefit/Council Tax Benefit new claims and change events	10.1	12.5	9	12.5	↑		12.5	12.5	12.5	
Environment Portfolio											
LC1 (C)	Standard searches carried out within 5 working days	95.30%	96%	99%	96%	↑		97%	97%	97%	
NI 191 (C)	Residual household waste per household	546	575	511	570	↑		565	565	555	

Key: Have we improved compared to 2012/13? =Better, =Same, =Worse, / Are we on target? =Exceeded it, =Within 10%, =Missed it											
Code	Performance Indicator	2012/13 Value	Annual Target 2012/13	Current Performance			Future Targets			Latest Notes	
				Actual 2013/14	Target 2013/14	Have we improved ?	Are we on target?	2014/15	2015/16		2016/17
NI 192 (C)	Percentage of household waste sent for reuse, recycling and composting	32.48%	34.50%	33.39%	35.00%			40.00%	40.00%	50%	New waste service should increase recycling.
NI 193 (C)	Percentage of municipal waste land filled	67.52%	65.50%	66.61%	65.00%			60.00%	60.00%	50%	New waste service should increase recycling.
NI 195a (C)	Street cleanliness indicator (Levels of Litter)	2.00%	3.00%	1.00%	3.00%			3.00%	3.00%	3.00%	
NI 195b (C)	Street cleanliness indicator (Levels of Detritus)	3.00%	5.00%	0.50%	5.00%			5.00%	5.00%	5.00%	
NI 195c (C)	Street cleanliness indicator (Levels of Graffiti)	0.00%	2.00%	0.00%	2.00%			2.00%	2.00%	2.00%	
NI 195d (C)	Street cleanliness indicator (Levels of Fly-posting)	0.00%	1.00%	0.00%	1.00%			1.00%	1.00%	1.00%	
NI 196 (C)	Improved street and environmental cleanliness - fly tipping	2	2	3	2			2	2	2	

Key: Have we improved compared to 2012/13? =Better, =Same, =Worse, / Are we on target? =Exceeded it, =Within 10%, =Missed it											
Code	Performance Indicator	2012/13 Value	Annual Target 2012/13	Current Performance			Future Targets			Latest Notes	
				Actual 2013/14	Target 2013/14	Have we improved ?	Are we on target?	2014/15	2015/16		2016/17
NI 197 (C)	Improved Local Biodiversity - proportion of Local Sites (Local Wildlife or Local Geological Site) where positive conservation management has been or is being implemented	50%	45%	50%	47%			49%	49%	49%	Information not updated during 2013/14. To be reviewed in the future by Bucks County Council.
PC03 (C)	Household refuse collections missed per month	56	75	95	75			75	75	75	Well below target until new waste service in February 2014
Community Portfolio											
C&YS 01a (C)	Number of young people taking part in art development programmes	2,374	1,800	1,804	1,800			PI deleted going forward			
C&YS 01s (C)	Number of young people taking part in sports development programmes	2,847	1,800	783	1,800			1,800	1,835	1,855	
C&YS 02 (C)	Customer satisfaction rating at the Beacon Centre.	78.45%	79%	80.04%	80%			81%	81%	82%	

Key: Have we improved compared to 2012/13? =Better, =Same, =Worse, / Are we on target? =Exceeded it, =Within 10%, =Missed it											
Code	Performance Indicator	2012/13 Value	Annual Target 2012/13	Current Performance			Future Targets			Latest Notes	
				Actual 2013/14	Target 2013/14	Have we improved ?	Are we on target?	2014/15	2015/16		2016/17
C&YS 03 (C)	Customer satisfaction rating at the Evreham Centre.	84.50%	82%	84.69%	82%			82%	78%	75%	
C&YS 04a (C)	Customer Satisfaction rating of arts events	90.85%	86%	92.98%	87%			PI deleted going forward			
C&YS 04s (C)	Customer Satisfaction rating of sports events	89.81%	86%	92.98%	87%			88%	88%	89%	
C&YS 05 (C)	Customer satisfaction rating at the South Buckinghamshire Golf Course	68.13%	75%	70.32%	76%			t.b.a.	t.b.a.	t.b.a.	Indicator moved to the Farnham Park Golf Trust
NI 15 (C)	Serious violent crime rate	2.79	Not set	2.82	2.73			PI deleted going forward			
CS2 (C)	Percentage reduction in violent offences against a person [from 2011/12 baseline 672]	New indicator replacing NI15									
NI 16 (C)	Serious acquisitive crime rate	15.63	16.12	15.7	15.32			PI deleted going forward			
NI 16a (C)	Domestic burglaries per 1,000 households	11.9	Not set	11.7	11.6			PI deleted going forward			

Key: Have we improved compared to 2012/13? =Better, =Same, =Worse, / Are we on target? =Exceeded it, =Within 10%, =Missed it										
Code	Performance Indicator	2012/13 Value	Annual Target 2012/13	Current Performance			Future Targets			Latest Notes
				Actual 2013/14	Target 2013/14	Have we improved?	Are we on target?	2014/15	2015/16	
CS3 (C)	Percentage reduction in burglaries from dwellings [from 2011/12 baseline of 317]									
NI 16b (C)	Robberies per 1,000 Population	0.6	Not set	0.4	0.6			PI deleted going forward		
NI 16c (C)	Theft of vehicle incidents per 1000 population	1.5	Not set	1.2	1.5			PI deleted going forward		
NI 16d (C)	Theft from vehicle incidents per 1000 population	8.61	Not set	9.24	8.44			PI deleted going forward		
CS1 (C)	Percentage reduction in theft from motor vehicles									
Health and Housing Portfolio										
BV213 (C)	Preventing Homelessness - number of households where homelessness prevented	31	20	20	20			20	20	20
EH3 (C)	Routine public requests that received a response in 4 days.	99.45%	99.50%	99%	99.50%			99.50%	99.50%	99.50%
								20		Will be renamed JtHS5b (C)

Key: Have we improved compared to 2012/13? =Better, =Same, =Worse. / Are we on target? =Exceeded it, =Within 10%, =Missed it											
Code	Performance Indicator	2012/13 Value	Annual Target 2012/13	Current Performance			Future Targets			Latest Notes	
				Actual 2013/14	Target 2013/14	Have we improved ?	Are we on target?	2014/15	2015/16		2016/17
EH6 (C)	% Customer Satisfaction responses rating the service as satisfied or very satisfied	75%	75%	75%	75%			75%	75%	75%	
Jt EH1 (C)	Percentage of food premises inspected when they were due		New indicator for 2014/15								
Jt EH2 (C)	Percentage of food premises (Risk Rating A to C) that are broadly compliant		New indicator for 2014/15								
HS1 (C)	Households receiving heating/insulation improvements (per quarter)	143	9	0	9			50	50	50	None delivered due to roll out of Green Deal. Will be renamed JtHS6b (C)
HS2 (C)	% Grant applications processed within 15 working days	New for 2013/14		100%	98%	New		PI deleted going forward			

Key: Have we improved compared to 2012/13? ↑ = Better, ↔ = Same, ↓ = Worse, ↓ = Worse. / Are we on target? ✓ = Exceeded it, □ = Within 10%, ✗ = Missed it											
Code	Performance Indicator	2012/13 Value	Annual Target 2012/13	Current Performance			Future Targets			Latest Notes	
				Actual 2013/14	Target 2013/14	Have we improved?	Are we on target?	2014/15	2015/16		2016/17
HS8 (C)	Homeless households entering permanent accommodation via Rent Deposit scheme.	7	12	3	9	↓	✗	9	9	9	Benefit changes led to reluctance of private landlords to let to housing benefit claimants. Will be renamed JtHS7b (C)
HS9 (C)	Average length of stay (weeks) of ALL households in Bed & Breakfast accommodation (monthly rolling figures).	4.2	5	8.7	4	↓	✗	PI deleted going forward			Impacted by increase in homelessness applications during 2013/14.
JtHS1 b (C)	Number of applicants with/expecting children who have been in B & B accommodation for longer than 6 weeks (Snapshot figure)	New indicator replacing HS9						0	0	0	
JtHS2 b	Number of affordable homes delivered by (i) new build and (ii) vacancies generated by local authority scheme	New indicator replacing NI155						22	22	22	

Key: Have we improved compared to 2012/13? =Better, =Same, =Worse, / Are we on target? =Exceeded it, =Within 10%, =Missed it												
Code	Performance Indicator	2012/13 Value	Annual Target 2012/13	Current Performance			Future Targets			Latest Notes		
				Actual 2013/14	Target 2013/14	Have we improved ?	Are we on target?	2014/15	2015/16		2016/17	
JtHS3 b	Average Length of stay in B & B temporary accommodation for (i) all households and (ii) households with/expecting children											
JtHS4 b	Number of private sector dwellings vacant for more than 6 months and returned to occupation following local authority intervention											
LI 08 (C)	% Hackney Carriage/private hire drivers licences received and renewed within 7 days	94%	98%	89%	98%			98%	98%	98%	98%	Will be renamed JtLI11 (C)
LI 09 (C)	% Hackney Carriage/private hire vehicle licences received and renewed within 7 days	100%	98%	98%	98%			98%	98%	98%	98%	Will be renamed JtLI12 (C)
LI 15 (C)	% of customers satisfied with the service received (Licensing)	100%	89%	100%	89%			89%	89%	89%	89%	Will be renamed JtLI13 (C)

Key: Have we improved compared to 2012/13? =Better, =Worse, =Same, / Are we on target? =Exceeded it, =Within 10%, =Missed it											
Code	Performance Indicator	2012/13 Value	Current Performance				Future Targets			Latest Notes	
			Annual Target 2012/13	Actual 2013/14	Target 2013/14	Have we improved ?	Are we on target?	2014/15	2015/16		2016/17
Jt LI4 (C)	Percentage of all licensing applications which are completed online		New Indicator - quarterly								
NI 155 (C)	Number of affordable homes delivered (gross)	36	30	25	24			PI deleted going forward			Replaced by JtHS2b (C)
NI 156 (C)	Number of households living in temporary accommodation	11	15	36	15			30	15	15	Will be renamed JtHS8b (C)

Prepared by Policy & Performance
June 2014

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Minutes

Minutes of the Thames Valley Police and Crime Panel held on Friday 16 May 2014, in Council Chamber Wycombe District Council Queen Victoria Road High Wycombe HP11 1BB, commencing at 11.00 am and concluding at 1.00 pm.

Members Present

Councillor Noel Brown (Chiltern District Council), Councillor Trevor Egleton (Buckinghamshire County Council), Councillor Jesse Grey (Royal Borough of Windsor and Maidenhead), Councillor Bill Jones (Vale of White Horse District Council), Councillor Pat Kennedy (Oxford City Council), Councillor Iain McCracken (Bracknell Forest Council), Councillor Barrie Patman (Wokingham Borough Council) and Councillor Quentin Webb (West Berkshire Council)

Officers Present

Michael Chard (Buckinghamshire County Council), Helen Fincher and Clare Gray

Others Present

David Carroll (Deputy Police and Crime Commissioner), Francis Habgood (Thames Valley Police), Paul Hammond (Chief Executive Office of the Police and Crime Commissioner), Anthony Stansfeld (Thames Valley Police and Crime Commissioner) and Ian Thompson (Acting CFO Office of the Police and Crime Commissioner)

Apologies

Councillor Bill Bendyshe-Brown (Wycombe District Council), Councillor Mark Booty (West Oxfordshire District Council), Terry Burke (Independent Co-opted Member), Councillor Anita Cranmer (South Buckinghamshire District Council), Councillor Kieron Mallon (Oxfordshire County Council), Councillor Tony Page (Reading Borough Council), Councillor Pam Pearce (Aylesbury Vale District Council), Councillor George Reynolds (Cherwell District Council), Councillor Bill Service (South Oxfordshire District Council), Councillor Mohammed Sharif (Slough Borough Council), Mr Rajinder Sohpal (Independent Co-opted Member), Councillor Cec Tallack (Milton Keynes Council) and Sara Thornton (Chief Constable Thames Valley Police)

1. Declarations of Interest

There were no declarations of interest.

2. Minutes

The Minutes of the Meeting held on 21 March 2014 were agreed as a correct record subject to amending Councillor Jesse Grey as an apology.

3. Confirmation Hearing - PCC Chief Finance Officer

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Members noted that the Police Reform and Social Responsibility Act 2011 stated that the PCC must notify the Panel of his proposed appointment to the post of the Commissioner's Chief Financial Officer. Under the Act the PCC must notify the Panel of the following information:-

- The name of the person proposed to be appointed to the post of Chief Finance Officer and Deputy Chief Executive (i.e Mr Ian Thompson).
- The criteria used to assess the suitability of Mr Thompson for the appointment including why he satisfies the criteria (as set out in the report).
- The terms and conditions on which Mr Thompson is to be appointed (included within the Annex to the report).

The Panel asked the following questions:-

What performance standards would the post be working to?

The Chief Executive reported that the job description and the roles and responsibilities of the post were included in the report. Under a separate system officers have a Performance Development Appraisal with interim reviews. Corporate and personal objectives are set for each postholder. This was a standard system used within the Police Force.

What is the split of responsibilities between the Deputy Chief Executive and the Chief Financial Officer (CFO)?

For the CFO the bulk of the work was financial management which was a statutory requirement. In order to create resilience it was important to have a Deputy Chief Executive. The post holder would contribute to the Statutory and Corporate Management for the OPCC.

Did the Structure have too many primary roles?

Ian Thompson had his own designated Deputy. The OPCC had rationalised its structure and taken out an unnecessary posts and reinvested this funding into other priority areas to build capacity and capability.

Why has it taken so long to make this appointment?

When the structure of the OPCC was being looked at a 'bottom-up' approach was taken. It was important to undertake a comprehensive review of organisational need before this appointment the Job Description of this key statutory post was finalised and an appointment made. The PCC reported that there were a number of fundamental changes happening within the OPCC such as responsibility for commissioning victim support and restorative justice services and the award of grants from the Property Fund. Some Services may only be given a small amount of funding but it could take a disproportionate amount of time to administer.

The Chairman asked for a briefing note on how the OPCC would operate in the future, including a structure chart.

Two Members proposed and seconded the recommendation which was agreed unanimously.

RESOLVED

That the Panel recommends to the Police and Crime Commissioner that Mr Ian John Thompson be appointed to the position of the PCC's Chief Finance Officer and Deputy Chief Executive.

4. Review of the Police and Crime Plan 2013-17

At the last Meeting the Deputy Police and Crime Commissioner had informed Members of the PCC's intention to publish a refreshed Police and Crime Plan that incorporates emerging new, additional, prioritised issues/risks.

The PCC reported on the following issues:-

Cyber Crime and Fraud

The PCC reported that crime was changing. Whilst residents were properly concerned about burglary, in fact the impact of it costs less than £10 million each year across the Thames Valley. In comparison the Home Secretary estimates that the cost of Cyber Crime was up to £50-60 billion for the Country. The PCC therefore estimated

that £1-2 billion of this must relate to the Thames Valley and yet was largely unreported. As a result of this some companies could suffer financial losses, particularly small and medium sized companies many of which exist in the Thames Valley. Cyber crime was dealt with centrally by the City of London Police. The PCC took fraud cases in his area very seriously. It was a difficult area as the victim and the perpetrator could be in different counties or countries even.

Female Genital Mutilation

This was another area of concern as there were so few prosecutions but one area which is particularly looking at this issue was Slough. There was a conference in Slough on Monday 19 May on this issue. Another area of concern was 'false' marriage.

Relationship with Crown Prosecution Service (CPS)

The PCC reported that there was a new Chief Crown Prosecutor for CPS Thame and Chiltern named Adrian Foster and it was important to develop a good relationship with the CPS in order to ensure that there was an efficient and effective system between the Police Force and the Crown Prosecution Service. Previously cases had been rejected because the quality of files and evidence were not seen as adequate and feedback from the CPS had been too late to address such deficiencies. It was important that there was adequate forward planning and that for the benefit of victims and witnesses, the case was not abandoned at a late stage shortly before the trial date.

Dealing with road traffic accidents

The Force would be looking at how serious road traffic accidents were dealt with. Roads often had to be closed for a long period of time which disrupted the local economy. They would be looking at collecting evidence more quickly.

Late night drinking

Some localities were better than others in dealing with late night drinking related problems and the PCC referred to the Purple Flag Scheme and the late night levy. Community Safety Partnerships would benefit from the late night levy scheme and it was up to Local Authorities to address this.

Multi Agency Safeguarding Hub (MASH)

Buckinghamshire, Oxfordshire and Milton Keynes were moving forward with the establishment of their Hubs but no solution had been found for Berkshire. The Leaders of the Berkshire Local Authorities had asked for individual Hubs but there were not enough police resources for this structure. The Police were putting forward the option of having two Hubs across Berkshire.

Victim Services

The PCC was developing a combined referral service to be commissioned in collaboration with the Sussex and Surrey PCC's (whereas Hampshire and Kent were organising their own arrangements for commissioning Victim Services).

Police Integrity and Leadership

There have been a number of high profile cases in the Country in which the police have been seen not to have acted as they should have, such as Hillsborough and the case with Stephen Lawrence. Cases of this type have not happened within Thames Valley Police but nevertheless the PCC and Chief Constable have set up the Complaints, Integrity and Ethics Panel.

During discussion Members made the following comments:-

A Member asked how a Local Force could address the huge issue of **cyber crime** which was a global activity. He asked whether any extra resources were required and whether this would be co-ordinated centrally. The PCC commented that this area of crime needed to be investigated properly. Cases would be reported centrally to the City of London Police but may then be allocated to local forces for local investigation. It was also important to alert local residents to this crime threat as for example older people could be targeted. It was important to promote keeping personal bank account information and computers secure.

Do you hold CSP's to account with agreed actions and targets?

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The PCC replied that to date CSP's were not reporting back in detail on how they spent their funding but if the PCC was not happy with the way the CSP was operating he would not give them any funding the following year. Members commented that any organisation who had been given funding should have a business plan outlining value for money and outcomes.

How far back would the Complaints, Integrity and Ethics Panel go back on previous cases?

The PCC reported that it depended on what issues the Panel was discussing. Some complainants continued to write into the Police over a number of years and the PCC commented that the system was open to abuse. It was important to draw a close to a complaint and to not cause a disproportionate amount of work e.g over a historical parking offence. The Deputy PCC reported that the first meeting would set the scene for Members and look at training. They would report back to the Panel on their Work Programme once established. A Member expressed concern about reopening old complaints and that the Panel had limited resources.

Was the PCC working on track for setting up Victim Services?

The PCC confirmed that they were working towards October 2014 for taking over responsibility for allocating grants for specialist service providers and April 2015 for commissioning and implementing the generic referral services, as per Ministry of Justice timetables and deadlines .

Were there any obstacles to the delivery of the Plan?

The PCC commented that some performance was difficult to measure and also some areas were not reported eg FGM, cyber crime and fraud. He would like to set clear targets e.g. how soon a road was opened after a traffic accident. Last year it was easier to monitor as he had three main priorities:-

- Burglary was now at a 40 year low and burglary in Reading had reduced by 40%. There was only one area where there was a 'red' performance indicator and this was in burglary where the figures were so low it was difficult to make an impact. To reduce the figures any further the Force would have to spend a disproportionate amount of time for little gain. It was important now to look at other areas of crime.
- Rural Crime was difficult to measure but on what information the Force had obtained there was a reduction of 20%. Feedback from residents has been very positive. Rural crime could also be a front to serious organised crime and intimidation and it was important to show a police response.
- MASH – this was proceeding well apart from the issues in Berkshire

The Member recognised this issue but also commented that it was essential that the Panel received a full report on performance which could include a dashboard of performance measures with red-amber-green highlights. This information was important to the Panel in order to assess whether the PCC was achieving his targets. Local Area Commanders could assist with this information. The PCC commented that he did not like performance being measured through a dashboard and used the example of burglary which showed red even though they were performing well in this area. Two extra burglaries could have a huge impact on the statistics as the figure was already low. This document could be misinterpreted by the public.

Has the Government given PCC's adequate funding for Victim Support?

The PCC reported that it was difficult to comment on at the moment. The Chief Executive said there was no evidence either way that the funding was insufficient. Ministry of Justice money had been given to PCC's to enable them to take responsibility at a local level for commissioning victim services that had previously been supported and delivered under a national system of victim support. There would be greater clarity as to the adequacy of funding when the PCC had undertaken a local needs assessment of what services victims require and the services had been subject to a competitive commissioning process. The PCC reported that historically Victim Support had got a loyal volunteer base and the OJEU Procurement Rules stated that they had to go out to contract which may introduce a risk that current volunteers may not or cannot carry out the work under whatever new arrangements are put in place. A Member commented that Local Authorities often gave grants to victim support and expressed concern that if this was not funded adequately the OPCC may look to Councils to help give extra funding, which they could not afford.

Was the OPCC adequately staffed?

The PCC had concerns about the sustainability of his small office and the impact on the office if a member of staff went on maternity or long term sick leave. It also helped to have the new appointment of Deputy Chief Executive to cover if needed. The OPCC had used a 'bottom-up' approach to their restructuring and had held staff workshops looking at the legislative obligations on the PCC and how this transcribed into day to day activities. They had looked in detail at the capacity and capability of the office and the level of resource and skill required to discharge roles and responsibilities. It was a collective effort to draw up a structure which was fit for purpose. Once job descriptions had been drawn up they had gone through a staff slot-in process and looked at pay evaluation for the new posts. They had been running a number of vacancies since November 2012 until all decision had been made on the new structure. No extra resources would be employed until they were sure that there was a demonstrable deficiency in the new structure.

What about the change in Government taxation?

The Chief Finance Officer reported that this issue of additional employer national insurance costs would be addressed in the next Medium term Financial Plan and commented that it affected Local Authorities as well.

The Chairman concluded by acknowledging the challenges ahead. He informed the PCC that performance against targets was an essential piece of information for the Panel in order to scrutinise his performance effectively. He would discuss how this could be taken forward with the PCC so that there could be success measures for each objective.

Action: Chairman/PCC

The Panel agreed the refresh of the Police and Crime Plan 2013-17.

5. Police and Crime Plan - overview of delivery

The Police and Crime Commissioner reported on Strategic Objective 1.

- Anti-Social Behaviour - At the end of 2013/14, 118 cases had been identified, of which 78 were closed and 40 remained open. They had met the target set out in the Plan. Reference was made to the Anti-Social Behaviour, Crime and Policing Act 2014 which was expected to be implemented in October 2014.
- Domestic and other inter-personal abuse, inc. child sexual exploitation – There are currently 19 ongoing investigations across most of the Thames Valley area relating to possible child exploitation which are at varying stages of investigation. The Force approach to the protection and investigation of children at risk from sexual exploitation is captured in a specific Child Exploitation Strategy. The Strategy is given effect through a detailed Action Plan and contains 31 specific actions and initiatives. The Serious Case Review for the Oxfordshire Safeguarding Children’s Board is due to be completed in July/August.
- Safeguarding vulnerable adults, children and young people – The Buckinghamshire MASH is expected to go live in September and the Oxfordshire and Milton Keynes MASH hubs are due to go live later in the Autumn. The Berkshire model has yet to be agreed. The Force has recognised the impact of offenders who can be classified as ‘Crime Magnets’. A response will only be used for serious offences.

During discussion the following points:-

- A Member referred to the Community Trigger which gives victims and communities the right to request a review of their case and bring agencies together to take a problem solving approach to find a solution. Recommendations for application of a Community Trigger across TVP were being drafted and considered by the Force in June and he asked if the document was ready to be circulated. The Deputy Chief Constable reported that it was being discussed at local level by the CSP’s and the PCC was waiting for their views. The Member commented that it would be useful to see an overview of comments for the Thames Valley. The Chief Executive commented that it would

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be useful for each Member to chase their own Local Authority for any responses, which could be co-ordinated by the Panel.

- Reference was made to the Berkshire MASH. The PCC commented that there were not enough Police Officers to resource six separate hubs and they only had resources for two hubs. The system needed to be sustainable and Council Leaders needed to discuss this further.
- A Member referred to the Troubled Families initiative and commented on the success of one agency dealing with all the issues rather than having to engage in lots of groups. This helped to remove barriers. CSP's have the best ability to reduce anti-social behaviour so it was important to retain the funding in this area. With joint working with the Police anti-social behaviour could be significantly reduced. There had been an excellent response to Anti-Social Behaviour in Chesham with four convictions. The Deputy Chief Constable reported that lead agencies were better placed in dealing with anti-social behaviour working with the community. He referred to 'Dfuse' which was a small charity that provides training in defusing social conflict and responding to crime and ASB which had recently provided training events in three areas in the Thames Valley. The root causes of ASB needed to be addressed. The PCC responded that resources for policing were limited and it was important to work with other agencies to address this area. An example was given of the work undertaken by Positive Futures in Oxford. The Chief Executive reported that they would be working with CSP's to look at priorities and how the funding was utilised in the most effective way using local knowledge. A Member commented that it was important to have a clear system in place for ASB.
- A Member asked for a briefing on the new ASB legislation. The Chief Executive reported that once they had received the relevant guidance from Government they would pass this onto Members.

The report was noted.

6. The Integrity of Crime Data in the Thames Valley

The PCC reported on the recent press coverage of the recent Interim Report by Her Majesty's Chief Inspector of Constabulary regarding crime recording by the police service at national level. The Interim Report drew on its findings from visits to 13 police forces, which did not include Thames Valley Police. Recording crime is very subjective e.g. if a 12 year old beat up his sister should this be recorded as a violent crime. Rape cases could also be reported incorrectly.

The Chief Executive reported that this Interim Report had attracted a lot of media coverage on the under reporting of crime. When Thames Valley were last inspected in September 2011 no significant issues were identified. He wanted to give assurance to Panel Members that the integrity of crime data was good so the PCC had requested a report from the Chief Constable. Unfortunately the national report had undermined confidence in all Police Forces. The Regional Inspector was adopting a harder test with Forces this year so although a clean bill of health was given in 2011, this time around forces would be assessed against higher standards.

The Deputy Chief Constable reported that government stated that the rules concerning data were not complex. However, the guidance covers over a hundred pages and includes a number of processes. He commented that the Service to the public and the victim was the most important aspect rather than the crime being in the wrong category. According to the crime survey in England and Wales crime had reduced by 38% and this responds to figures recorded by the Forces. However, there would always be unreported crime. Hospital admissions have reduced significantly relating to violent crimes and police figures support this information as well. He was confident that the Force was doing their utmost to record crime accurately.

During discussion the following points were noted:-

- The problem was the perception of crime rather than the level of crime itself which was still high. The PCC reported that this was a difficult issue to address.
- Reference was made to the new Niche System and whether this would impact on figures. The new system was very powerful and linked to a number of databases. There was an adjacent system

alongside the new system to ensure a proper transition of data and the outcomes for crime recording would still remain the same.

- A Member commented that frontline police officers needed good training in terms of recording crime. The Deputy Chief Constable reported that frontline officers were trained on a basic set of rules. However, once the information was sent to the main desk, those officers had been trained specifically on how crime was recorded so they could enter the information correctly. There was a code of ethics on crime recording. When officers were trained on the new system these rules would be reinforced.
- Were the Force confident that they would satisfy Inspectors? The Deputy Chief Constable reported that the figures were monitored and audited on a regular basis so he expected standards to be maintained. He commented that the size of the sample being used was quite small but could seem significant at a national level.
- How could you reassure the public? The Deputy Chief Constable reported that this was difficult without a recent inspection and there was a general distrust with all national statistics. They had the evidence of the previous inspection and it was up to the resident to make up their own mind. The Force received high satisfaction levels when obtaining feedback from victims and hopefully this message would be passed onto the general public.
- Would the change in the system have any adverse impact on management and staffing? The Deputy Chief Constable reported that there would always be unfamiliarity with a new system but there had been no changes to call handling. This had dropped slightly at the beginning but had returned to normal.
- A recent survey had been conducted on resident priorities in Bracknell Forest and the perception of crime was third on the list alongside the environment and leisure. The Member then referred to domestic abuse and the importance of getting standardised information from the NHS. His Local MP who was also a GP was addressing this issue with Health England.

The Chairman thanked the PCC for this item and commented on the importance to the Panel and the public of the robustness of Thames Valley reporting procedures.

7. Proposals for Future Operation of the Police and Crime Panel

The Chairman of the Police and Crime Panel reported on proposals for future meetings.

During discussion the following points were made:-

- There was a concern about the low attendance of Members at this meeting, obviously related to elections taking place and a number of Panel Members being involved.
- A Member expressed concern about having two venues but it was difficult to find a convenient meeting point for the Thames Valley. Whilst rotating did not work, having two venues would also be difficult. Another Member suggested not rotating around all venues but having more than two.
- A Member referred to public question time to Panel Members and how this would work alongside changing the venue arrangement. The Chairman reported that at the moment there was no facility for the public to ask questions of Members. This needed a structured process but it was unlikely there would be a huge number of questions put forward. The Panel could consider written questions as it was important to engage the public as much as possible. Another Member welcomed the idea of public questions which would be managed through the Panel.
- A Member welcomed the idea of undertaking more 'Task and Finish' work and expanding the 'overview' function of the Panel. It was important to both scrutinise and support the PCC.
- A Member welcomed the idea of having a themed meeting.
- The Chairman suggested that local issues were more Member led.

The Chairman suggested that as the attendance was low that the views of Members not present should be sought on the future working of the Panel and that they have a more focused approach to issues and perhaps a

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themed meeting with external organisations providing presentations. A decision on future options for the Panel will be made at the next meeting.

8. General Issues

The Panel received the report on national publications relevant to the work of the Police and Crime Panel.

A Member asked about the Association of Chief Police Officers (ACPO) being disbanded and what would take its place?

The PCC reported that the Home Secretary was looking at disbanding ACPO and moving the funding to PCC's to set up alternative arrangements, as necessary and appropriate, on the assumption that ACPO was not delivering. Retired Army General Sir Nick Parker had been asked by PCC's to look into this area and one suggestion was having a Chief Constables Council which should be more open and transparent about national policing issues.

Have there been any further developments on merging blue light services?

There has been some national discussion. In some cases this would be easy to achieve with smaller, county-based, force areas. Ambulance Services have very different control rooms and systems. It would be unrealistic to have the same triage and expertise for all three services. There needs to be a further steer from the Home Office about what direction this is taking. A Member commented that once further direction had been obtained that a briefing could be given to Members on how this would be taken forward.

9. Work Programme

The Work Programme would be amended according to revised priorities.

The Policy Officer reported that at the last meeting the Panel had agreed to set up a Task and Finish Group to investigate how the PCC could be supported in working in partnership with key stakeholders. A proposal/scoping template had been included within the agenda. Members were asked to volunteer for the Group and appoint a Chairman. The following Members volunteered; Barrie Patman, Iain McCracken, Quentin Webb and Jesse Gray. Other Members who were not present would be asked to volunteer via an e-mail.

10. Date and Time of Next Meeting

11 July 2014 – South Oxfordshire District Council

CHAIRMAN

Minutes

Minutes of the Thames Valley Police and Crime Panel held on Friday 11 July 2014, in Council Chamber South Oxfordshire District Council, Benson Lane, Crowmarsh Gifford, Wallingford OX10 8ED, commencing at 11.00 am and concluding at 1.30 pm.

Members Present

Councillor Bill Bendyshe-Brown (Wycombe District Council), Mr Terry Burke (Independent Co-opted Member), Councillor Anita Cranmer (South Buckinghamshire District Council), Councillor Trevor Egleton (Buckinghamshire County Council), Councillor Bill Jones (Vale of White Horse District Council), Councillor Kieron Mallon (Oxfordshire County Council), Councillor Iain McCracken (Bracknell Forest Council), Councillor Barrie Patman (Wokingham Borough Council), Councillor Pam Pearce (Aylesbury Vale District Council), Councillor George Reynolds (Cherwell District Council), Councillor Mohammed Sharif (Slough Borough Council), Councillor Dee Sinclair (Oxford City Council) and Councillor Quentin Webb (West Berkshire Council)

Officers Present

Michael Chard (Buckinghamshire County Council), Helen Fincher and Clare Gray

Others Present

David Carroll (Deputy Police and Crime Commissioner), Paul Hammond (Chief Executive - Office of the Police and Crime Commissioner), Anthony Stansfeld (Thames Valley Police and Crime Commissioner) and Ian Thompson (CFO and Deputy Chief Executive - Office of the Police and Crime Commissioner)

Apologies

Councillor Mark Booty (West Oxfordshire District Council), Noel Brown (Chiltern District Council), Councillor Jesse Grey (Royal Borough of Windsor and Maidenhead), Councillor Tony Page (Reading Borough Council), Councillor Bill Service (South Oxfordshire District Council), Rajinder Sohpal (Independent Co-opted Member) and Sara Thornton (Chief Constable Thames Valley Police)

1. Election of Chairman

RESOLVED

That Mr T Egleton be elected Chairman of the Thames Valley Police and Crime Panel for the ensuing year.

(Nominated by Mr I McCracken and seconded by Mrs P Pearce)

2. Appointment of Vice-Chairman

RESOLVED

That Mr K Mallon be appointed Vice-Chairman of the Thames Valley Police and Crime Panel

(Nominated by Mr B Jones and seconded by Mr I McCracken)

3. Declarations of Interest

Mr B Jones declared an interest as he received a pension from Thames Valley Police.

4. Minutes

The Minutes of the Meeting held on 16 May 2014 were agreed as a correct record.

5. Police and Crime Plan - Overview of Delivery

The Police and Crime Commissioner (PCC) gave an update on Strategic Objective 1 which covered the following areas:-

Strategic Objective 1:

- Violent crime
- Acquisitive Crime (esp. dwelling burglaries, rural crime and 'cyber' crime)
- Local priority crime
- Rural crime
- Troubled Families

He made the following points:-

- The level of violence against the person had risen very slightly by 0.5%. The category was wide-ranging and included youth violence and drinking and domestic violence.
- Domestic burglary had fallen by 19.8%. There had been a huge reduction last year and it was expected that this would level out this year but there still had been a reduction. The problem experienced now with burglary was re-offending rates. The detection rate for domestic burglary was 20%. Three years ago it was 10%. He commented that local performance statistics for burglary could be heavily skewed if a criminal came out of prison and quickly committed a number of burglaries.

During discussion the Panel asked the following questions:-

Violent Crime and Acquisitive Crime (p.15)

Whilst Members were encouraged that burglary had reduced there was concern about the increase in burglaries of garden sheds and Members asked for more information on this area.

The PCC commented that this was not specifically recorded and was an off shoot of rural crime. One of the difficulties was that resident's did not mark their garden machinery and therefore it was difficult to trace and recover the equipment. A criminal was caught recently who had stolen a large amount of garden machinery.

A Member referred to doorstep crime which was on the increase and asked whether this was being recorded? The PCC reported that this was jointly addressed by the Police and Trading Standards and could be addressed through education. There had been some prosecutions recently. He referred to his concerns about fraud on the doorstep which was a huge issue and also difficult to record. The Chairman reported that doorstep crime was linked to organised crime and large gangs who preyed on the vulnerable in the community.

A Member asked about corporate crime. The PCC said that this was difficult to record and that he thought that this should be dealt with by a central agency looking at fraud and cyber-crime with links to each Police Force. Fraud was currently addressed by the City of London Police. Some Forces were sent a

package of information and ask to investigate crimes locally. These sorts of crime involve criminals in widely separated areas both nationally and internationally and the most important deterrent was to educate people, banks and businesses.

Do police officers monitor the behaviour of criminals who have been recently released from prison?

The PCC reported that the police visit all released criminals regularly. However, they were not always informed that they were out of jail. It took up a lot of police time but was effective. They had tried GPS tagging on a voluntary basis but they could not enforce this. This should be one of the conditions of early release and bail.

What do you feel the reasons are for the rise in violence against the person? There was only two categories in this area.

Violent crime had only risen by 0.5%, which is not statistically significant. The figures fluctuated up and down but had dropped considerably in the last few years. This could be partly due to licensing regulations. There was also domestic abuse and because of the work undertaken in this area more people were reporting it and figures had increased. Late night violence had dropped.

Rape cases are sometimes difficult to prosecute and often the victim is known to the perpetrator. The victim was also often the only witness to the crime. The Crown Prosecution Service was improving in bringing cases to court. Some women from ethnic communities did not like reporting rapes as they could be ostracised by the community.

A Member asked about the link to grooming and child sexual exploitation. The PCC reported that recent cases had raised awareness of the issues with a number of agencies such as the NHS, schools, social services and the Crown Prosecution Service. He reported that Berkshire is to have two Multi agency Safeguarding Hubs one in Slough and the other in Reading.

A Member expressed concern about the two MASHs in Berkshire and how they would co-ordinate cases and transfer information. It was also difficult because each unitary authority dealt with issues differently and some authorities were more advanced in some areas than other authorities such as Families First. How would the work be divided? The PCC reported that it would not be possible to have six MASH in Berkshire and the important thing with MASH was continuity and sharing information. This was the most sensible solution to the structure of Berkshire with the resources available. Each issue would be dealt with by the closest MASH area.

What proportion of Police Officers in the Thames Valley have body worn video cameras? What evidence is there to say that they are acting as a deterrent from committing acts of violence against and in the presence of officers? Does the use of these cameras free up officer time and resources to focus on frontline police work?

300 Police Officers were wearing body worn video cameras. This had a beneficial impact on the number of guilty pleas for late night violence and domestic violence as some victims were reluctant to give evidence and this video evidence was enough for the police to take the case to court. It also helped to protect and monitor police officers. A Member asked if the different types of cameras used were a problem? The PCC reported that there were two types of camera technology. Different Police Forces have different views on body worn video cameras. These cameras have meant that police officers can spend more time on the street and it has increased efficiency. Were staff trained in using the cameras and told when to turn them on? The PCC commented that the cameras would only run for a limited period of time and officers were trained to use them.

A Member asked whether the data recorded by the cameras was held for a long period of time? The PCC replied that the data was held indefinitely if the offence was serious. They had a building which contained historical records which included the Great Train Robbery. Information recorded in old computer formats was difficult to retrieve.

The Chairman referred to the Custody Intervention Programme and funding being transferred to NHS England and asked the PCC whether he was confident that he would continue his progress on drug related inquisitive crime?

The PCC said he would respond in writing on this issue. He expressed concern about the treatment of people with mental health problems and commented that they should not end up in prison and this should be managed carefully.

Rural Crime (p.21)

What more do you feel that rural communities could do to help prevent rural crime?

The PCC reported that Parish Councils and farmers were getting involved in preventing rural crime. The Neighbourhood Action Teams were also very involved. Education played a key role including registering equipment which meant the police could be more responsive and more crimes were reported. The Deputy Police and Crime Commissioner reported that he was working with the NAGs and channelling information through to Parish Councils.

A Member asked about trafficking in rural areas and also forced labour and modern slavery?

The PCC reported that legislation was just going through Parliament on this issue and the Police should be given wide powers to tackle this. There were a number of prosecutions in the pipeline. There had been discussions with the Government Minister and MPs. There were gang masters who operated in some areas and one example was a family with learning disabilities who worked as slaves. One problem area was Slough.

6. Proposed Extension to the Contract of the Deputy Police and Crime Commissioner

The Panel noted that the Police Reform and Social Responsibility Act provides that the PCC may appoint a person as a Deputy and that they must notify the Panel. Councillor David Carroll was appointed in December 2012 for a two year period. The PCC now wished to extend his contract until December 2015.

The PCC reported that this was a part time post. Many other PCC's had a number of assistants helping them but the Thames Valley did not. The post of Deputy was important as the Thames Valley was a huge area and it was difficult to cover three counties.

The Panel asked the following questions:-

A Member asked how the PCC represented the County of Oxfordshire as the PCC was from Berkshire and the Deputy was from Buckinghamshire?

The PCC reported that the Deputy supported him in his role across the Thames Valley but it was useful to have a Deputy who lived on the other side of the Thames Valley in terms of attending meetings and reducing travel time. Oxfordshire was well represented as the PCC's office was located in Kidlington, Oxfordshire and he spent a lot of time in this area. He did not want to take on lots of assistants like other PCC areas as he wanted to use resources in the most effective manner.

A Member thanked the Deputy PCC for visiting Slough and listening to the issues faced in this area.

Why does the proposed appointment run to 31 December 2015 and not until the PCC elections in May 2016?

It was useful to extend the contract past the General Election in May 2015 and then to see what changes may take place affecting policing, the future of PCCs and the next scheduled PCC elections in May 2016.

What would his duties be on a day to day basis?

The PCC reported that his duties would not be routine. He chaired the new Complaints, Integrity and Ethics Panel. They met once a week to look at the Work Programme.

How do you monitor the performance of the Deputy PCC?

The PCC reported that he received feedback on the work of the Deputy and talked to him regularly on how the work was being undertaken.

Questions to the Deputy PCC:

What do you feel have been your key achievements in your job to-date?

The Deputy PCC reported that supporting the PCC was a key achievement and helping him in the budget and planning process and developing the structure of the new Office. The Chief Executive was responsible for the governance of the office, however the PCC and Deputy PCC would be consulted. The Panel would discuss the new structure of the Office at its next meeting.

He had attended a number of meetings and was developing good working relations with a number of partners. Being Chairman of the Complaints, Integrity and Ethics Panel was a major achievement. They were now working hard on developing capacity to commission and administer Victim and Witnesses Support Services.

A Member asked for further details on the Complaints, Integrity and Ethics Panel. The Deputy PCC reported that they had held the second meeting. Members were developing the Work Programme, undertaking training and looking at different scenarios. This meeting was important in terms of transparency. The PCC reported that another area they were looking at was the changes to Senior Officers pay and conditions and the change to the Association of Chief Police Officers, particularly on the ethics side. The Panel would report to the PCC who would use the information to hold the Chief Constable to account.

Would this Panel deal with long standing complaints?

The Chairman reported that this was currently being discussed by the Independent Members. The PCC reported that there was no control over complaints and could be referred up to the Independent Police Complaints Commission. Some complaints were not resolved very quickly and some Police Officers could be on restricted duties for up to six years. A Member asked whether PCC's could influence a change in legislation? The PCC had sent letters in relation to this issue. Some complaints could be trivial e.g. over a parking fine and become obsessive and vexatious and generate huge files. The legislation was not drafted as well as it could be; some areas said 'must' others said 'may'. The Chairman reported that this was a real issue for the Panel who had limited resources.

A Member commented that the Deputy PCC had not yet visited his Local Authority. The Deputy PCC reported that he was working his way around Councils and that the Thames Valley was a big area. His visits not only included Local Authorities but the Local Criminal Justice Board, probation, courts and social services. He had spent a day in Oxford City recently and they had looked at issues such as homelessness, drugs and alcohol. The PCC generally tended to liaise with Berkshire as he lived closer to this area.

What would you do if you had a difference of opinion with the PCC?

The Deputy PCC reported that it was human nature to sometimes have a different viewpoint and he would have an honest discussion with the PCC and the best way he could represent the public. The PCC reported that the legislation had not been taken forward on appointing Deputies and currently he was an employee of the OPCC. Many of the 43 PCC's were over 60 and it was important to have some succession planning. He referred to the sad news of the recent death of the PCC for West Midlands, which was a huge area and they now had to plan for another election which was extremely costly and would take place in August, when many people would be on holiday.

RESOLVED unanimously

That the Panel endorse the proposed extension of Councillor David Carroll's appointment as Deputy Police and Crime Commissioner for Thames Valley to 31 December 2015.

(Proposed Mr T Egleton and seconded Mr K Mallon)

7. Police and Crime Panel Annual Report

The Panel received the draft Annual Report of the Police and Crime Panel. The Chairman particularly highlighted the comments made by individual Members, whose names would be added in the final version.

A Member referred to page 5 and asked that the role of the PCC should also refer to the Police and Crime Plan and the Delivery Plan.

The Panel Members thanked the Policy Officer for his work on the Annual Report.

RESOLVED

That the Thames Valley Police and Crime Panel Annual Report be agreed.

8. Proposals for Future Operation of the Police and Crime Panel

Members received a report on the future operation of the Panel.

The Panel were reminded of the Centre for Public Scrutiny's (CfPS) four principles of good scrutiny and accountability:

1. constructive 'critical friend' challenge
2. amplifies the voices and concerns of the public
3. led by independent people who take responsibility for their role
4. drives improvement in public services.

The Chairman reported that the local issues report had been very useful in the scrutiny of the Police and Crime Plan objectives and had appreciated the support of each Authority's Community Safety Partnership Officer. The Panel were now up to date on local issues. The proposal was now to move onto a themed meeting looking at areas like Child Sexual Exploitation, female genital mutilation and rural and doorstep crime. They could liaise with key members, officers and request information from external witnesses which would stimulate debate and develop scrutiny with the PCC.

Public involvement could also be added to the agenda to increase public awareness. In terms of public questions a Member expressed concern about dealing with vexatious issues and that public questions needed to have a clear procedure. It should not criticise police operational issues as this was outside the Panel's remit. The new public questions item would need to be advertised appropriately. Each Member should promote the work of the Panel in their own areas. Members agreed with 3(i) that there should be strict criteria with time limited questions and one supplementary question. There would also be a screening process to ensure that there were not any inappropriate or vexatious questions.

Members welcomed the new proposals. During discussion the following points:-

- The themed debate was a good idea and would particularly help with national issues such as cyber crime.
- A suggestion was made about developing a protocol with the PCC on how this would operate and include the role of outside experts.
- Specialist knowledge would aid the work of the Panel. The Member also referred to the excellent Police and Crime Panel Conference held recently which showed the good and robust working relationship between the Panel and the PCC. Members had a duty to be fully engaged on police and crime issues.
- A Member asked whether there would be a cost to involving external witnesses. Speakers would be given travel expenses. It was still important to involve Local Authorities on what was happening in their areas and also best practice. Members could take on this role. The Chairman reported that Members could also use the general issues section.
- The PCC reported that if there was a detailed local question he may not be able to answer it without notice. Local Police Area Commanders could give a more detailed response. If the PCC was not able to answer detailed questions he could always respond in writing, unless adequate notice was given.
- A Member emphasised the importance of increasing public involvement and the use of webcasting. Another Member felt that it was important to rotate around different Authorities. Webcasting would appeal to a much wider audience, particularly a younger audience. Reference was made to the DCLG guidance on Open and Accountable Local Government and the freedom to record all public meetings.
- A Member commented on the importance of social media particularly Twitter and re-tweeting to get the message across. The Panel had six meetings a year with the budget meeting. They could have two themed meetings a year which would draw more public interest and media and help partnership working.
- The revised Work Programme would be agreed at the next meeting.

RESOLVED

That to raise the profile and increase engagement with the Panel that the following areas should be introduced:-

- **Themed Meetings**
- **Two Task and Finish Groups per year**
- **Introduce public questions using Option 3.1**
- **Option 4.2 - Hold meetings at three venues with webcasting facilities if available to reduce travel time for all Panel Members over the course of the year. This should be reviewed regularly in case other Authorities wanted to hold the Meeting and obtained webcasting facilities.**
- **Ensure that agenda items are outcome focused and targeted in order to scrutinise the Police and Crime Commissioner in the delivery of his actions, with particular reference to the delivery of the Police and Crime Plan.**
- **Request more detailed performance information from the Police and Crime Commissioners Office relating to the Police and Crime Plan.**
- **Police and Crime Panel Members lead on local issues through the main agenda items.**

9. Annual Review of Police and Crime Panel Rules of Procedure and Police and Crime Panel Budget

The Panel received the Rules of Procedure and the break down on the Home Office budget for the Thames Valley Police and Crime Panel. The Rules need to be reviewed annually at the Panel's Annual Meeting. The overall Home Office Grant to the Panel had been reduced for 2014/15 to £64,340 from £71,000 in 2013/14, approximately a 10% reduction. The Rules of Procedure would need to be amended to take into account the change to venues being used and public participation. Some revised wording would be brought back to the next meeting.

A Member asked for a copy of the agenda pdf to be circulated to Members as well as the link to the papers (amend 4.9).

Another Member asked whether Panel Members could attend conferences. The Policy Officer would check this with the budget holder and respond before the next meeting.

The Rules of Procedure should be updated to include the new guidance on Open and Accountable Local Government and the recording of meetings.

RESOLVED

That the Rules of Procedure be agreed subject to the amendments listed above.

10. General Issues

The Panel received the report on general issues.

The PCC responded to the following questions:-

Victims' Support Funding

The PCC has recently been awarded an additional £373,000 funding from the Home Office for Victims of Crime.

What will this money be used for? How will success be monitored?

The OPCC submitted 4 bids to the Ministry of Justice's 'Competed Fund' covering the themes of:-

1. Domestic and Sexual Violence
2. Recovery from serious crime (through Restorative Justice and counselling)
3. Wraparound support for victims with complex needs
4. Remote video link to courts for victims

The OPCC were successful in receiving funding for the first 2 bids ('Domestic & Sexual Violence' and 'Recovery from serious crime') totalling £373,000.

The funding will be used specifically to:

- support young and adult victims to recover from experiences of sexual abuse;
- children and young people experiencing domestic violence;
- explore the use of restorative justice with very serious crime, and
- increase the availability of trauma counselling for victims of crime.

The OPCC will agree outcomes with providers, who will be expected to report back at the end of the financial year on implementation and delivery as all funding must be spent by 31st March 2015.

Police Property Act Fund

The PCC has established a Police Property Act Fund for 2014/15. This fund is made up of money that has been recovered by the Police and the proceeds of items that cannot be returned to their owners. This fund will approximately be £200k and applications have been invited from local voluntary and community groups who contribute towards reducing crime and/or whose work supports the PCC's Police and Crime Plan objectives.

How many bids have been received to-date? What types of activity have the bids covered? Will you ensure that there is a good geographical spread of the accepted bids to cover organisations across the Thames Valley?

In total the OPCC received 231 different bids seeking funding of approximately £1.3m. However, several of these bids will be discounted because they only have a very tenuous link to delivery of the Police and Crime Plan objectives.

The bids cover a wide range of police and crime related activities and have been received from a great variety of bodies:

- A large number of bids relate to diversionary activities, such as scouts and guides, sporting activities and youth clubs. Unfortunately, whilst these are very worthy bodies, due to the fact that their activities are not directly related to my Police and Crime Plan objectives, these type of bids are unlikely to be supported this time round.
- The OPCC have also received many bids in respect of young children, the elderly, offenders, the homeless, home security and different cultural and faith groups - as well as local residents wanting their own speed cameras and CCTV systems!
- Other bids relate to victim services, street angels, drug & alcohol services, restorative justice services, mediation services and national police related charities. Several bidders already provide assistance and direct support to TVP in different ways.
- Given that this is a public bidding process the OPCC will do their best to ensure that all 'similar purpose' bodies, such as scout groups, youth clubs, drug and alcohol services, etc., are treated consistently and fairly across the Thames Valley.

Although the PCC will do his best to ensure an equitable spread of grant allocation across the TVP area, this will inevitably depend on the number and quality of bids submitted from each area, what they are for, and their relevance in terms of how well they will contribute to the delivery of the Police and Crime Plan priorities and objectives.

A Member commented that it would be useful for bidders to receive information on whether their bid represented value for money. In addition it was difficult for voluntary organisations to plan ahead if they only received funding for one year. The PCC reported that he adopted a consistent approach. He could not guarantee funding for the following year. The Vice-Chairman reported that this funding should be used as 'start up' funding

and then voluntary organisations should find ongoing funding elsewhere. There had been good publicity for this initiative and previous bids had been allowed this year.

Multi-Agency Safeguarding Hubs (MASH)

Can you please update the Panel on the progress in establishing MASH's across the Thames Valley?

- The Oxfordshire MASH is established in a strong way
- The Milton Keynes and Buckinghamshire MASH hubs are expected to be ready by September
- Berkshire is yet to progress to the same level of advancement as the other 2 counties – at present it is planned that:-
 - The current 6 referral centres are to continue in each local authority area
 - 2 MASH hubs are to be established in Reading and Slough due to the high volume of cases in these areas.

Further discussions are still required to determine how this proposed model of 2 hubs can be taken forward.

Cross border crime

How are you working with neighbouring PCCs to tackle cross border crime? Have you formed strategic alliances to tackle such instances through better partnership working?

[For example, in Chiltern and South Buckinghamshire criminals are travelling from the MET and Hertfordshire to commit burglaries and then quickly travelling outside of the Force area]

The PCC's work with neighbouring PCCs to tackle cross border crime does exist where there is a common strategic need.

- For example, one of the key priorities in the Police and Crime Plan is tackling rural crime in Thames Valley and the PCC (along with 17 other PCCs – many of whom border Thames Valley) have recently signed up to the National Rural Crime Network. Once established, the Network will provide an online resource for police, community safety practitioners and others interested in supporting rural communities – this is a positive benefit in challenging crime across Thames Valley.
- Another example is the PCC's contribution to the Home Secretary's 'Strategic Policing Requirement' – he was obliged to ensure that sufficient resources are allocated to the Chief Constable to enable Thames Valley Police to support regional and national cross-border policing work to tackle the threats of serious organised crime, international terrorism and internet-based 'cyber' crime

Whilst there is no 'strategic alliance' with other neighbouring PCCs (who will have differing priorities to the PCC) to tackle this type of burglary, he does nevertheless retain broad oversight of cross-border criminality across individual Local Policing Areas in Thames Valley through his performance monitoring framework.

In addition, the PCC meets all LPA Commanders on an annual basis to better understand local performance risks and issues; this may include reference to individual LPA cross-border operations where it is appropriate to discuss this.

The specific example of cross-border criminality the Panel has referred to, e.g. burglary in Chiltern and South Bucks LPA, is of great concern to residents in those affected areas (as well as those in Slough and Windsor & Maidenhead) but tackling it is a local operational matter, which falls under the direction and control responsibilities of the Chief Constable.

However, the PCC is aware that the Force is considering a bid for an analyst to track the crime across the borders and there have been several police initiatives targeting crime groups.

A Member reported that his own area had been a victim of their own success in that they had managed to catch many criminals but this meant criminals were coming in from other areas to fill the vacuum.

Anti-social behaviour Community Trigger:

How will you (the PCC) ensure that there is a consistent approach to the ASB Community Trigger across the Thames Valley?

(especially as the legislation states that CSPs will be able to determine the level this will be set at?)

The 'Community Trigger' is a mechanism for victims of anti-social behaviour to request that 'relevant bodies' undertake a case review. The responsibility for implementing the 'Community Trigger' is down to the 'relevant bodies', i.e. local authorities, police, health providers and providers of social housing.

Accordingly, the PCC alone cannot ensure a consistent approach across the Thames Valley – that is largely down to local authorities, working with partners.

Notwithstanding this, TVP, on behalf of the relevant bodies, has facilitated the development of a set of recommendations for implementing the 'Community Trigger' in a consistent fashion across the Thames Valley.

The recommendations have been developed following consultation with representatives from relevant bodies, CSPs and the OPCC. The recommendations have also taken into account the experience of trials and pilots in other force & CSP areas, including Manchester, Avon & Somerset, and Brighton & Hove.

The 'community trigger' threshold recommended to be used across the Thames Valley should meet the following circumstances:-

- Where an application for an ASB case review is made and
- At least 3 reports from 1 person within a 6 month period or 5 reports from different people within a 6 month period are made to either the local council, police or a registered social housing provider.

As each application should be assessed on its merits, further guidance has been prepared and recommended to allow local flexibility to enable professional judgement and discretion to be used, as necessary and appropriate.

A 'Gatekeeper' or 'single point of contact' (SPOC) for the Community Trigger is required for each local area. It has been recommended that the 'Gatekeeper' or 'SPOC' should be a local authority / CSP member of staff due to their existing competence and expertise.

It has also been recommended that appeals are reviewed by a senior manager within the local authority, e.g. the Community Safety Manager. The OPCC has endorsed these recommendations.

Will the roll out of the ASB Community Trigger have an impact on CSP funding?

It may have an impact on CSP activities and workload, which may have resource implications.

Will the implementation of the Community Trigger impact on policing resources in each local area if an unrealistic/inconsistent level of trigger is applied in different areas?

If the above recommendations are agreed and adopted in each local authority area then there should be a realistic and consistent application of the community trigger principles across the Thames Valley.

However, the OPCC will not know whether the volume of applications will be consistent or variable across individual local authority / LPA areas and, therefore, the OPCC do not know what the impact on policing resources will be until the scheme has been established.

However, according to TVP, the evidence from the Community Trigger pilot areas suggests that there is not going to be a great number of trigger applications.

During discussion the following points were asked:-

- A Member asked for a copy of the information
- A Member referred to victim support. The PCC reported that they were working with Sussex and Surrey but Kent and Hampshire were doing their own thing. 17 other Police Forces were considering joining in with the

Thames Valley and if they all joined there would be an aggregate commissioning fund of approximately £60 million. A Member asked about the workload. This was under review. The Chief Executive reported that the victim support contract had achieved a lot of national interest but they had spent a lot of time on this area. This was one of the reasons why the PCC Annual Report and the refresh of the Police and Crime Plan had been deferred as there was a fixed deadline for officers to implement the necessary arrangements to enable the PCC to commission victim support services which must therefore take priority. The Chief Executive had approached the PCC and asked for two additional officers to help with the workload on a temporary contract basis. They would fund these posts from their own OPCC budget and from the victim support Government grant funding.

11. Work Programme

The Work Programme will be amended to take into account the revised operational arrangements.

12. Date and Time of Next Meeting

19 September - West Berkshire Council

CHAIRMAN



Thames Valley Police & Crime Panel

Chairman: Cllr. Trevor Egleton

Anthony Stansfeld

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Thames Valley Police & Crime Panel Secretariat

Policy, Performance and Communications
Buckinghamshire County Council
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(01296) 387728

15 July 2014

Dear Mr Stansfeld,

Proposed Extension to the Contract of the Deputy Police and Crime Commissioner for the Thames Valley

I am writing to you on behalf of the Thames Valley Police and Crime Panel about the proposed extension to the contract of the Deputy Police and Crime Commissioner (DPCC) for Thames Valley, Councillor David Carroll, to the 31st December 2015.

The Panel received detailed paperwork at the meeting held on 11 July concerning the role of the DPCC. The answers provided by both you and Councillor Carroll highlighted the value of the position of DPCC, particularly in relation to building relationships with key partners across the Thames Valley. Cllr Carroll also highlighted a number of key areas that he has taken a lead and as such added value to the work of the Office of the Police and Crime Commissioner, these include:

- Establishing the Complaints, integrity and ethics panel
- Supporting you in the development of the priorities for the Police and Plan by engaging with partners

After deliberations members agreed to:

Endorse the proposed extension of Councillor David Carroll's appointment as Deputy Police and Crime Commissioner for Thames Valley to the 31st December 2015.

Yours Sincerely,


A handwritten signature in black ink, appearing to read 'T. Egleton'.

Councillor Trevor Egleton

Chairman, Thames Valley Police and Crime Panel



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**POLICE
& CRIME**
COMMISSIONER
THAMES VALLEY

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Chairman
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Anthony Stansfeld
Police & Crime Commissioner
for Thames Valley

Date: 16th July 2014
Our Ref: AS/LMR
Your Ref: PCP11072014

Dear Councillor Egleton,

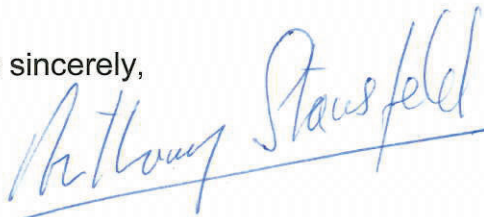
Re: Proposed Extension to the contract of the Deputy Police and Crime Commissioner for Thames Valley

Further to the confirmation hearing held by the Police and Crime Panel last Friday, I acknowledge receipt of your letter dated 15th July and the decision of the Panel to "*Endorse the proposed extension of Councillor David Carroll's appointment as Deputy Police and Crime Commissioner for Thames Valley to the 31st December 2015*".

In response, and in accordance with paragraph 12(2) of Schedule 1 of the Police Reform and Public Responsibility Act 2011, may I inform you of my decision to ACCEPT the decision of the Panel, and I will arrange for Councillor Carroll's contract to be extended accordingly.

May I also take this opportunity to thank you and the Panel for conducting the confirmation hearing process in such a challenging but fair manner.

Yours sincerely,



Anthony Stansfeld
Police and Crime Commissioner for Thames Valley

cc Councillor David Carroll Deputy Police and Crime Commissioner for Thames Valley

SBDC O & S WORK PROGRAMME - TIMETABLE 2014						
Ref	Topic	Target date	Meeting Date	✓	06-Oct-14	26-Jan-15
Programmed Reviews of services/issues						
1	Review tbc	As and when required	As recommended by Cabinet			
2	Review tbc	As and when required	As recommended by Cabinet			
Regular monitoring of performance/activities						
3	Performance Monitoring	Annually	After Year End & in Year		Interim Rpt Q3 2013/4	Update on 2013/4
4	Monitoring of Comments, complaints RIPA and FOI	Annually	After Year End		Report Due	
5	Consideration of Cabinet Budget proposals	Annually	Feb Meeting			Update
6	Police Commissioners	Annually	As & when required		Update	
7	Ambulance Service	As and when required	Annual update			Report Due
Other Non recurring issues						
8	HS2 & Central Railway - Progress Update after announcement of Government decision	As and when required	As & when required			
9	Census 2011 Analysis of demographic changes in the District	As and when required	As & when required			
10	Civil Enforcement	As and when required	As & when required			
11	Car Park Policy	required	As & when required			
12	Car Parking Charges	required	As & when required			
13	Homelessness Strategy	required	required		Postponed 2015	
14	Housing Strategy	required	required		Postponed 2015	

Agenda Item 9

	2013	2013	2014	2014	2014	2014	2015
Overview & Scrutiny	10-Jun	07-Oct	03-Feb	24-Mar	16-Jun	06-Oct	26-Jan



South Bucks

District Council

SOUTH BUCKS DISTRICT COUNCIL FORWARD PLAN / 28 DAY NOTICE

LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)
(MEETINGS AND ACCESS TO INFORMATION (ENGLAND) REGULATIONS 2012)

This notice, published in accordance with Regulation 9 of the above Regulations, sets out the key decisions (and non-key decisions) that the Council's Cabinet intends to make at public or private meetings to be held within the next 28 days and beyond.

A further notice - called the Agenda - setting out the items to be considered at the Cabinet (in public and private) will be available no less than 5 working days before the meeting at

<http://www.sbdc-spider.southbucks.gov.uk/uuCoverPage.aspx?bcr=1>

Leader (Councillor A Busby)						
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation - How & When ³	Decision Maker & Date ⁴	Private report (Y/N) and reason private ⁵	Lead Officer ⁶	First Notified ⁷
N	Economic Activity Update. To provide an update on the work going on within South Bucks District to promote economic development, and to inform a debate on what should be done to promote economic sustainability in the district.		Cabinet: 14.10.2014	N	Chief Executive	05.08.2014
N	Q1 and Q2 Performance Reports 2014-15 These reports monitor performance against pre-agreed targets and seek approval for any proposed changes to targets.		Cabinet: 25.11.2014	N	Chief Executive	12.05.2014
Y	Budget 2015/16 and Later Years The report provides members with an update on the budget position for 2015/16 in order for the Cabinet to agree a draft budget to be the basis of budget reports to PAGs and Overview & Scrutiny Committee.		Cabinet: 25.11.2014	Y part of the report to be private - Schedule 12A part 1 para (3)	Director of Resources	12.05.2014
Y	Budget and Council Tax 2015/16 To set the Council's budget and Council Tax for 2015/16.	Community PAG: 04.12.2014	Cabinet: 09.02.2015 Council: 24.02.2015	Y part of the report to be private - Schedule 12A	Director of Resources	12.05.2014

Leader (Councillor A Busby)

Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation - How & When ³	Decision Maker & Date ⁴	Private report (Y/N) and reason private ⁵	Lead Officer ⁶	First Notified ⁷
		Environment PAG: 03.12.2014 Health and Housing PAG: 10.12.2014 Resources PAG: 11.12.2014 Sustainable Development PAG: 27.11.2014		part 1 para (3)		

Deputy Leader, Cabinet Member - Sustainable Development (Councillor R Reed)

Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation - How & When ³	Decision Maker & Date ⁴	Private report (Y/N) and reason private ⁵	Lead Officer ⁶	First Notified ⁷
Y	Wilton Park Supplementary Planning Document The report seeks approval of the Wilton Park Supplementary Planning Document.	Sustainable Development PAG: 17.12.2013 (draft for consultation) Sustainable Development PAG: TBA	Portfolio Holder: 17.12.2013 (to endorse draft for consultation) Cabinet: TBA	N	Head of Sustainable Development	01.05.2013
N	Duty to Co-operate Regular update on the Council's legal duty to co-operate with other local planning authorities on strategic cross boundary matters.	Sustainable Development PAG: 04.09.2014	For information	N	Head of Sustainable Development	12.05.2014

Cabinet Member - Community (Councillor A Cranmer)

Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation - How & When ³	Decision Maker & Date ⁴	Private report (Y/N) and reason private ⁵	Lead Officer ⁶	First Notified ⁷
Y	Community Development & Village Hall Grant To consider applications for grant funding.	Community PAG: 17.09.2014	Cabinet 14.10.2014	N	Head of Healthy Communities	12.05.2014

Cabinet Member - Community (Councillor A Cranmer)

Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation - How & When ³	Decision Maker & Date ⁴	Private report (Y/N) and reason private ⁵	Lead Officer⁶	First Notified⁷
Y	Subscriptions and Donations To consider applications for funding.	Community PAG: 17.09.2014	Cabinet 14.10.2014	N	Head of Healthy Communities	12.05.2014
Y	Farnham Park Playing Fields - Application for additional softball pitch and conversion of bungalow into sports club BSUK presently have three permanent Baseball/Softball pitches at Farnham Park Playing Fields and are interested in converting the Laurels bungalow into a clubhouse. They have also applied for an additional dedicated softball pitch, which would require the conversion of two casual football pitches.	Community PAG: 17.09.2014	Cabinet 14.10.2014	Y Schedule 12A part 1 para (3)	Director of Services	05.08.2014
N	Developing a Community Development Plan for SBDC Report asking members to comment on outline objectives for a Community Development Plan.	Community PAG: 17.09.2014	Portfolio Holder for Community 19.09.2014 (endorsing objectives)	N	Head of Healthy Communities	05.08.2014
N	Bonus Scheme- Golf General Manager and Sales Staff To agree a bonus scheme for relevant staff based on sales/financial performance.	Community PAG: 17.09.2014	Personnel 22.09.2014 Cabinet 14.10.2014	Y Schedule 12A part 1 para (3)	Director of Services	21.08.2014

Cabinet Member - Environment (Councillor N Naylor)

Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation - How & When ³	Decision Maker & Date ⁴	Private report (Y/N) and reason private ⁵	Lead Officer⁶	First Notified⁷
Y	Flats Waste Collection Service Review Update Report to update Members on the progress of the Flats Service Review and to agree the policy for dealing with communal collections	Environment PAG: 10.09.2014	Cabinet 14.10.2014	N	Head of Environment	05.08.2014
N	Revised Joint Waste Strategy To provide a verbal update	Environment PAG: 10.09.2014	For Information	N	Head of Environment	05.08.2014

Cabinet Member - Environment (Councillor N Naylor)

Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation - How & When ³	Decision Maker & Date ⁴	Private report (Y/N) and reason private ⁵	Lead Officer⁶	First Notified⁷
	on the Memorandum of Understanding.					
Y	Waste Management Planning Guidance Report to outline the updated Waste Management Planning Guidance.	Environment PAG: 03.12.2014	Cabinet 09.02.2015	N	Head of Environment	05.08.2014
N	School Waste Collections Update Update on school waste collections following the introduction of the new waste and recycling service	Environment PAG: 10.09.2014	For Information	N	Head of Environment	05.08.2014
Y	Car Park Annual Report To report on the operation of the Council's Pay & Display car parks and discuss possible changes for 2015-16.	Environment PAG: 10.09.2014	Cabinet 14.10.2014	N	Head of Environment	05.08.2014
Y	Beaconsfield Old Town Common Land - Unauthorised placing of bollards, planter, and surfacing on Common Land, London End, Beaconsfield To request Members' views about the recent unauthorised placement of bollards, planter and surfacing on the Common Land and to request authorisation for further action to be taken. This report also discusses other matters relating to the Common Land.	Environment PAG: 10.09.2014	Cabinet 14.10.2014	N	Head of Environment	26.08.2014

Cabinet Member - Resources (Councillor D Smith)

Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation - How & When ³	Decision Maker & Date ⁴	Private report (Y/N) and reason private ⁵	Lead Officer⁶	First Notified⁷
N	Station Road Car Park Lease discussions.	Resources PAG: 11.09.2014	Cabinet: 14.10.2014	Y Schedule 12A part 1 para (3)	Head of Environment	18.02.2014
Y	Taplow Boat Yard Update and way forward.	Resources PAG: 11.09.2014	Cabinet: 14.10.2014	Y Schedule 12A part 1 para (3)	Head of Environment	12.05.2014

Cabinet Member - Resources (Councillor D Smith)

Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation - How & When ³	Decision Maker & Date ⁴	Private report (Y/N) and reason private ⁵	Lead Officer⁶	First Notified⁷
Y	Bath Road Depot To report back on Tender exercise and to consider options for the depot's future use.	Resources PAG: 11.09.2014	Cabinet: 14.10.2014	Y Schedule 12A part 1 para (3)	Head of Environment	01.05.2013
Y	Council contracts To consider the outcome of the joint procurement process for a joint plant maintenance contract with Chiltern.	Resources PAG: 11.12.2014	Cabinet: 09.02.2015	Y Schedule 12A part 1 para (3)	Head of Environment	01.08.2013
N	Investment Performance Quarter Ending 30th June 2014 To report the investment performance of the quarter ending 30th June 2014.	Resources PAG: 11.09.2014	For Information	N	Head of Finance	05.08.2014
Y	Treasury Management Strategy 2015/16 To determine the approach to investments for 2015/16 in accordance with the Code of Practise for Treasury Management, and the council's Treasury Management Policy.	Resources PAG: 11.12.2014	Cabinet: 09.02.2015	N	Director of Resources	05.08.2014
Y	Mooring Fees To consider the future method for collecting fees at River Road	Resources PAG: 11.09.2014	Cabinet 14.10.2014	Y Schedule 12A part 1 para (3)	Head of Environment	14.08.2014
Y	Wyatts Covert Woodland - Proposed Transfer to Colne Valley CIC To propose the transfer of land at Wyatts Covert Woodland, Denham to the Colne Valley Park Community Interest Company (CIC)	Resources PAG: 11.09.2014	Cabinet 14.10.2014	N	Head of Environment	21.08.2014

Cabinet Member - Health and Housing (Councillor J Woolveridge)

Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation - How & When ³	Decision Maker & Date ⁴	Private report (Y/N) and reason private ⁵	Lead Officer⁶	First Notified⁷
Y	Housing Strategy To approve a Housing Strategy.	Health & Housing PAG: 25.09.2014 Health & Housing PAG: 10.12.2014	Cabinet: 14.10.2014 (to agree draft for consultation) Cabinet:	N	Head of Healthy Communities	05.02.2013

Cabinet Member - Health and Housing (Councillor J Woolveridge)

Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation - How & When ³	Decision Maker & Date ⁴	Private report (Y/N) and reason private ⁵	Lead Officer⁶	First Notified⁷
		Overview and Scrutiny: 26.01.2015	09.02.2015 (to recommend approval of the strategy) Council: 24.02.2015 (to approve the strategy)			
Y	Homelessness Strategy 2014-2019 To agree a homelessness strategy for 2014-2019.	Health & Housing PAG: 25.09.2014 Health & Housing PAG: 10.12.2014 Overview and Scrutiny: 26.01.2015	Cabinet: 14.10.2014 (to agree draft for consultation) Cabinet: 09.02.2015 (to recommend approval of the strategy) Council: 24.02.2015 (to approve the strategy)	N	Head of Healthy Communities	06.11.2013
N	Housing Services Update Information item to update members on the current position of several housing initiatives.	Health and Housing PAG: 25.09.2014	For information	N	Head of Healthy Communities	12.05.2014
N	Environmental Health Improvement Plan Information item to update Members on the current position of the Environmental Health Improvement Plan.	Health and Housing PAG: 25.09.2014	For information	N	Head of Healthy Communities	12.05.2014
Y	Invest to Save - Mid-Term Energy Investment Saving Opportunities The report advises on the annual cost saving opportunities to the Council, directly resulting from upfront energy reduction investment.	Health and Housing PAG: 25.09.2014 Environment PAG: 10.09.2014 Resources PAG: 11.09.2014	Cabinet: 14.10.2014	N	Head of Healthy Communities	12.05.2014

Cabinet Member - Health and Housing (Councillor J Woolveridge)

Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation - How & When ³	Decision Maker & Date ⁴	Private report (Y/N) and reason private ⁵	Lead Officer⁶	First Notified⁷
N	Scrap Metal Dealers Act 2013 Adoption of provisions of new legislation & delegation of powers and functions to Head of Healthy Communities.	Health and Housing PAG: 25.09.2014	Cabinet: 14.10.2014	N	Head of Healthy Communities	05.08.2014
N	Woodland Burial extension To update the PAG on progress on the extension of the woodland burial section at Parkside Cemetery.	Health and Housing PAG: 25.09.2014	For Information	N	Head of Healthy Communities	05.08.2014
N	Health Profiles 2014 Public Health England published updated Health Profiles for all District Councils on 8th July 2014. This report summarises the South Bucks profile and highlights areas of concern.	Health and Housing PAG: 25.09.2014	For Information	N	Head of Healthy Communities	07.08.2014
N	Minor Amendments to the Current Private Sector Renewal Strategy To amend the Strategy to enable targeted households to access DECC Climate Change Green deal Communities Grant and to transfer £40k from the Home Renovation Grant Capital Programme to the Flexible Home loan Scheme to deliver a ring fenced equity loan in SBDC.	Health and Housing PAG: 25.09.2014	Cabinet: 14.10.2014 Council 28.10.2014	N	Head of Healthy Communities	14.08.2014
Y	Waiver of Requirement to Repay Disabled Facilities Grant To seek agreement to waive the requirement to repay a Disabled facility Grant following the sale of an adapted property.	Health and Housing PAG: 25.09.2014	Cabinet: 14.10.2014	Y Schedule 12A part 1 para (1 & 3)	Head of Healthy Communities	22.08.14
N	Housing Commuted Sums - Update Update for Members on the income from Housing Commuted Sums and how this income is being utilised	Health and Housing PAG: 25.09.2014	For Information	N	Head of Healthy Communities	28.08.2014

Cabinet Member - Health and Housing (Councillor J Woolveridge)

Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation - How & When ³	Decision Maker & Date ⁴	Private report (Y/N) and reason private ⁵	Lead Officer⁶	First Notified⁷
N	DECC Communities Fund To provide an update	Health and Housing PAG: 25.09.2014	For Information	N	Head of Healthy Communities	20.08.2014

1. Key Decision

The Regulations explains a “key decision” as an executive decision which is likely:-

- (a) to result in the local authority incurring expenditure which is, or the making of savings which are significant having regard to the relevant authority’s budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant authority.

With regard to (a) Paragraph 6.2 of the Council’s Executive Procedure Rules defines a key as a decision which has income or expenditure effect of £5,000 or more where the sum has not already been budgeted.

2. Report Title and Summary

A summary and title of a report is listed in this column. Reports that will be considered at a meeting will be available 5 working dates before the meeting at <http://www.sbdc-spider.southbucks.gov.uk/uuCoverPage.aspx?bcr=1>

3. Consultation - How and When

This column shows the process of consultation, which takes place prior to Cabinet.

To support the role of the Portfolio Holders, Policy Advisory Groups (PAGs) have been set up to provide advice and guidance. A report is submitted to the PAG for its consideration, following which the minutes of the PAG are submitted to Cabinet. Cabinet considers the advice of the Portfolio Holder and the PAG when making a decision. The dates of PAGs are shown on the following notice. Whilst meetings of the PAGs are not open to the public the agenda papers and reports (except those subject to prohibition or restriction) are published on the Council’s website.

4. Decision Maker & Date

This column shows who the Decision will be taken by and the date of when the Decision is due to be taken.

5. Private Report and Reason Private

Members of the public are welcome to attend meetings of the Cabinet, however the public can be excluded for an item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1, subject to the qualifications and interpretations in Parts 2 and 3, of Schedule 12A to the Local Government Act 1972 (as amended)

The relevant paragraphs are listed in the table below:

Paragraph	
1.	Information relating to any individual.
2.	Information which is likely to reveal the identity of any individual.
3.	Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4.	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in

	connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5.	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
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; or (b) to make an order or direction under any enactment.
7.	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Making Representation

If you wish to make representations about why a meeting should not take place in private then submit your representations at least 10 clear working days before the meeting to Democratic and Electoral Services, South Bucks District Council, Capswood, Oxford Road, Uxbridge, UB9 4LH - email democraticservices@southbucks.gov.uk so that they can be included in this further notice along with a statement of response to the representations as required under Regulation 5.

6. Officer Contact

This column confirms who the lead officer is for each item.

7. First Notified

This column shows the date the item was first published on the Forward Plan.

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