

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 11 November 2015. | (5 - 6) |
| 3. Budget and Council Tax 2016/2017 | |
| To consider report of Director of Resources. | (7 - 22) |
| 4. Welfare Reform /Universal Credit Update | |
| To receive an oral update. | |
| 5. Safe Place Scheme | |
| To consider report of the Director of Services. | (23 - 26) |
| 6. Local Plan Update | |
| Oral update. | |
| 7. HS2/WRATH Update | |
| Oral Update. | |
| 8. South Bucks District Council Performance Report - Quarter 2 2015-16 | |
| To consider report of the Acting Chief Executive due to be submitted to Cabinet on 9 February 2016. | (27 - 28) |
| <i>Appendix A</i> | (29 - 30) |
| <i>Appendix B</i> | (31 - 34) |
| 9. Bucks Health and Adult Social Care Select Committee | |
| To note the minutes of the meetings held on: | (35 - 56) |
| 24 September, 20 October and 24 November 2015 | |
| 10. Bucks Children's Social Care and Learning Select Committee | |
| To note the minutes of the meetings held on: | (57 - 60) |
| 22 September 2015 | |

11. **Members Questions and Answers**

An opportunity for Members to raise questions about items:

- during the meeting
- written questions submitted previously
- raised by information items

12. **Work Programme**

To note the work programme timetable and the South Bucks District Council Forward Plan. **(61 - 62)**

Appendix 1 - Forward Plan **(63 - 68)**

13. **Any other Business**

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

14. **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.”

15. **Minutes**

To confirm the Part II minutes of the meeting held on 11 November 2015. **(69 - 74)**

The next meeting is due to take place on Monday, 14 March 2016

OVERVIEW AND SCRUTINY COMMITTEE

Meeting - 11 November 2015

Present: Mr Hollis (Chairman)
Mr Bastiman, Mrs Lowen-Cooper, Mr Read, Mr Sangster,
Mr Vincent and Mr Walters MBE

Apologies for absence: Mr Harding

21. MINUTES

The minutes of the meeting of the Committee held on 11 November 2015 were agreed and signed by the Chairman.

22. SAVINGS REVIEW

The Panel set up by the Committee on 5 October 2015 at the request of the Cabinet to consider saving proposals put forward by officers had met on three occasions during the latter part of October and the Committee received a report attaching a private appendix containing the views of the Panel on the 33 proposals they had received from officers together with the savings/income they were estimated to achieve.

To assist the Cabinet in determining their deliverability and impact, the Committee divided the 33 proposals into the following 3 categories:

- Green – Proposals (22 in total) that are straightforward with no material risks or issues around deliverability
- Amber - Proposals (6) that need further work before making final decision/Proposals for the medium term once issues and risks are better understood
- Red – Proposals (6) not supported

(Note: One proposal was split between green and amber)

In agreeing that the proposals as categorised should be forwarded to the Cabinet, members felt that it was important to stress to Cabinet the following needs:

- Building capacity - to enable work on the more complex projects to progress
- Prioritising - to avoid overloading capacity
- Investment - to invest to save by ensuring the transformation agenda and in particular projects achieving savings/income are adequately resourced

The Chairman wished to thank members of the Committee for their participation in the Panel meetings and their contributions to the savings review.

23. MONTHLY BUDGET MONITORING REPORT

The Committee noted a paper providing an update on the budget monitoring position as at the 30 September 2015 and divided into the following sections:

- Estimated Revenue Outturn Position
- Training Budget
- Key Income Areas
- Budget Risks
- Revenue Reserves
- Capital Programme
- Capital Reserves

An appendix to the report provided a summary statement showing the overall revenue budget monitoring position by portfolio, together with a detailed breakdown by portfolio.

24. **EXCLUSION OF PUBLIC**

RESOLVED that under Section 100A(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Part I of Schedule 12A to the Act. The paragraph number is given under the heading

25. **PRIVATE APPENDIX REFERRED TO IN ITEM 3**

Paragraphs 1 and 2

Whilst categorising the savings proposals as described in minute 22 the Committee made reference to the private appendix summarising the comments of the Panel on each proposal.

The meeting terminated at 7.10 pm

SUBJECT:	BUDGET & COUNCIL TAX REPORT 2016/17
REPORT OF:	Leader of the Council
RESPONSIBLE OFFICER	Director of Resources
REPORT AUTHOR	Jim Burness
WARD(s) AFFECTED	All

1. Purpose of Report

- 1.1 This report provides information affecting the Council's revenue budget for 2016/17 in order for the Cabinet to make recommendations to Council on 23rd February regarding the Council's budget and council tax for 2016/17.

2. Recommendations

Revenue Budget 2016/17

- 1) Approve the Revenue budget for 2016/17 as summarised in the table in para 5.20 and recommend this to Council.
- 2) Agree the following use of earmarked reserves for 2016/17.
 - a) Local Development Plan, £163,500
 - b) Transformation Reserve, £18,040
- 3) Approve a budget requirement of £8,154k, which will result in a District council tax of £148.00 for a Band D property.
- 4) Confirm the level of fees and charges for 2016/17 already considered by Portfolio Holders as part of the information underpinning their budgets.
- 5) Note the advice of the Director of Resources (Appendix A).
- 6) Agree to update the Members allowances scheme for 2016/17 in line with the change of officers pay, prior to a review of the scheme during 2016.

Setting the Council Tax

- 7) Agree that this report be made available to all Members of the Council in advance of the Council Tax setting meeting on 23rd February, and a final report is produced for the Council meeting incorporating the information from preceptors, and the final decisions of the Cabinet on the budget.

Medium Term Financial Strategy

- 8) To note the comments in the report on the Council's financial position in respect of the years following 2016/17.

Farnham Park Trust

- 9) Agree to recommend to Council the revenue and capital budgets for 2016/17 summarised in Appendix C

3. Executive Summary

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

4. Reason for Recommendations

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

5. Information

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

Contents of Report

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

Section A - Financial Context and Base Budget position

- 5.2 In December the Cabinet considered the budget position in the light of the funding position facing the Council in the coming years, and agreed a draft budget. The draft Portfolio budgets were considered by the Policy Advisory Groups. The budgets included no unavoidable expenditure, but would take into account savings expected to arise from the joint working with Chiltern DC. The overall approach also aimed to follow the objectives of the medium term financial strategy of balancing income and expenditure and strengthening the Council's financial position.
- 5.3 On 17 December the Government announced the provisional Local Authorities financial settlement for 2016/17.
- 5.4 For South Bucks the following table shows the key figures for 2016/17.

	2014/15 £'000	2015/16 £'000	2016/17 £'000
Business Rate Baseline	11,701	11,925	12,024
Business Rate Tariff	-10,716	-10,921	-11,012
Baseline Need	985	1,004	1,012
Revenue Support Grant	1,161	871	436
Settlement Funding Assessment	2,146	1,875	1,448
Year on Year Change (£k)		-271	-427
Year on Year Change (%)		-13%	-23%

- 5.5 The table illustrates the continuing material reduction in funding to the Council that had been anticipated, but at a more accelerated pace. Funding reductions will continue until at least 2019/20 and South Bucks DC will no longer receive Revenue Support Grant after 2017/18. This is due to the fact that in the funding system South Bucks is seen as a low needs and high resource authority.
- 5.6 For authorities who are no longer in receipt of RSG before 2020/21, they will be subject to additional tariff payments so that the overall reduction in Government funding does not fall only on authorities in receipt of RSG, essentially it can be seen as “negative RSG. The impact of the additional tariff for South Bucks DC from 2017/18 as follows.

	2016/17 £k	2017/18 £k	2018/19 £k	2019/20 £k
Additional Tariff	0	0	170	410

This is something new to the funding system, and has not been factored into previous financial forecasts for the Council and the implications are illustrated in the section of the report covering the Medium Term Financial position.

- 5.7 The Business Rate Baseline represents the Government’s estimate of the amount of business rates it anticipates the Council will collect. However income from Business Rates can be materially affected by appeals lodged by businesses with the Valuation Office. Successful appeals will reduce the business rates collectable.
- 5.8 Growth in business rates above the Baseline are subject to a 50% levy, with the levy being additional payments to the Government. The amount of the levy can be reduced if groups of authorities pool their business rates and payments to the Government. As South Bucks and two other Bucks Districts, Chiltern and Aylesbury Vale, expect to have business rate growth, they have formed a pool for 2016/17 in order to retain more of the growth¹.

Section B – Investment Income and Grants

- 5.9 The Council’s Treasury Management Strategy for 2016/17 which is being recommended to Cabinet following consideration by the Resources PAG, sets out the approach aiming to deliver investment income for 2016/17 of £430k.
- 5.10 An important source of grant funding for the authority is the New Homes Grant that currently rewards authorities for each new home by providing a grant equivalent to the national average Band D council tax on the property for each of the six years following completion of the property. The cumulative funding the Council will receive in 2016/17 from this source is £1,479k, an increase on the current year of £149k.
- 5.11 The Government is consulting on changing the New Homes Grant system. The consultation is looking at reducing the duration of funding to four years or less, from the current six years. It also suggesting:
- linking payments to authorities having in place an approved Local Plan;
 - having different payments for houses created after appeal from those approved by the authority without going to appeal;
 - having a minimum baseline for housing growth numbers, above which additional funding would be received. The baseline is proposed to be that the normal growth

¹ Report to Cabinet October 2015

in properties will be 0.25% per annum. For South Bucks this is approximately 80 units.

5.12 This year there is no offer of a Council Tax Freeze grant.

Section C – Budget Requirement and Council Tax Issues

5.13 The draft budget has been considered by the PAGs and subsequently two adjustments have been made to those budgets. These are:

- Additional savings of £181k have been built in. These are the proposals arising from the review of savings options by O&S Committee that the Committee considered robust enough to include in the budget and the Cabinet concurred with this advice.
- Income figures have been updated to reflect the provisional finance settlement.

5.14 The build-up of the budget, based on a £5 increase in the District council tax, is summarised in the following table. The Council is able to increase its council tax by £5 as it is in the lowest quartile of district council tax levels nationally.

Revenue Budget 2016/17	Per Cabinet report 17 Dec 15 £'000	Savings £'000	Other Adjust £'000	Current Figures £'000
Environment Portfolio	2,323			2,323
Healthy Communities Portfolio	1,481	-17		1,464
Resources Portfolio	3,784	-164		3,620
Sustainable Development	907			907
Total PAG Budgets	8,495	-181		8,314
Capital Charges etc	-76			-76
Investment Income	-430			-430
Use of Earmarked Reserves				
- LDD	-163			-163
- Transformation	-18			-18
Addition to General Reserve	131	181	165	477
Addition to Reserves – Economic Development			50	50
Budget Requirement	7,939	-	215	8,154

5.15 The draft budget proposes using reserves as follows:

- Local Development Document (LDD) reserve, £163k.
- Transformation Reserve for support of shared service work, £18k.

5.16 In 2016/17 the Council is in the position to add to its General Reserve £0.48m. This would put the Reserve in a stronger position to support the Capital Programme in the medium term, as the projection of the programme is that the current level of resources are being depleted. The report on the Capital Programme on this agenda illustrates the position in more detail. It is also proposes to add £50k to a reserve for economic development and infrastructure projects impacting on the District (e.g HS2, WRATH).

- 5.17 The draft budget has been discussed at the Overview & Scrutiny Committee and any comments received will be made known to members at the meeting.
- 5.18 The latest budget monitoring information shows that the forecast level of General reserves at the end of the current financial year to be £1.97m. Section E of the report contains the Director of Resources advice on the level of reserves.

Section D – Medium Term Financial Strategy

- 5.19 The Council's medium term financial strategy which underpins the specific decisions taken on the budget, sets out show how the Council's corporate aims can be progressed within the likely level of resources available to the Council. The strategy which was reviewed by the Cabinet in November has the following key principles.
- The matching of expenditure and income in the medium term
 - Aligning new expenditure to Corporate Business Plan priorities and to improve value for money
 - Having in place sound financial processes to control and monitor expenditure
 - Awareness of the financial risks facing the Authority and using this to inform the Authority's level of financial reserves
- 5.20 The following table sets out the current Medium Term Financial projections.

	2015/16 £k	2016/17 £k	2017/18 £k	2018/19 £k	2019/20 £k
Net Expenditure	8,104	8,238	8,086	8,230	8,640
Funding					
Use of Reserves (incl LDF)	224	181	98	98	168
Investment Income	400	430	350	250	250
Revenue Support Grant	919	436	60	0	0
Additional Tariff	0	0	0	-170	-410
New Homes Grant	1,330	1,479	1,108	1,041	814
Retained Business Rates	928	1,512	1,530	1,710	2,530
Council Tax	4,303	4,727	4,900	5,060	5,180
Band D C/Tax	£143	£148	£151	£154	£157
Surplus(+)/Deficit (-)	-	+527	-40	-241	-108

Assumptions

- Expenditure reduces as a result of savings approved following O& S Committee exercises and in anticipation of savings from last service reviews.
- Government (RSG) funding assumed to reduce in line with the information contained in the provisional Local Government Settlement, including the effect of the additional tariff.
- The forecast growth in business rates for 2016/17 (£500k after 50% levy) is assumed to be sustained over the period, and that full retention of business rates comes into effect in 2019/20, enabling all the growth to be retained locally.

- The changes outlined in the consultation on New Homes Grant are assumed to come into effect from 2017/18. An allowance has been made for the impact of the Mill Lane and Wilton Park developments.
- A decline in investment income as cash reserves decline as a result of planned spending (e.g. s106 agreements, capital programme etc).
- Council tax assumed to increase by 1.99% per annum after a £5 increase in 2016/17.

5.21 The forecast table shows the potential future funding gap for the Authority that starts to develop from 2018/19 onwards. The forecast deficit position essentially arises from the introduction as part of the 2016/17 Settlement of the additional tariff (“negative RSG”). The position is also sensitive to the level of business rates and how the eventual full retention of business rates in 2019/20 will impact on the Council

5.22 The picture is clearly one that shows of a continuing need to identify means of reducing net costs in the coming years. What the Authority has achieved to date has put it in the position where it can plan towards savings over more than one year. Also as council tax becomes increasing the main source of funding for the Council that it can influence, decisions on the level of the tax become important to the Council’s medium term financial strategy.

5.23 The Council has been successful in the past in managing its cost base by having a clear focus on the key priorities, minimising resources being committed in non-priority areas, and effective budget management and developing a saving programme. Looking forward its major expenditure pressures are likely to come from:

- Responding to major national infrastructure proposals. This would include major public inquiries, or issues that may arise from the outcome of the Aviation Review in 2016.
- The funding of the historic deficit on the Pension scheme, the next revaluation of which will be in 2016.

5.24 The Medium Term Financial Strategy projects forward to 2019 the Council’s financial position. It illustrates clearly the importance of continuing to deliver further savings over the period and this will include the joint working project with Chiltern DC, if the use of reserves to support expenditure is to be avoid and limited to one off items.

Section E – Advice of Director of Resources

5.25 The detailed advice of the Director of Resources as the Authority’s statutory financial officer is set out in Appendix A. In summary the key points of the advice are as follows.

- The estimates for 2016/17 have been prepared in a thorough and professional manner.
- The key budget risks and sensitivities have been identified.
- The main financial risks to the Council for the coming year have been assessed as follows.
 - Shortfall on income targets, (See Appendix B Sensitivity Analysis).
 - The cost of major planning inquiries, enforcement actions or responding to national infrastructure proposals that impact on the area.
 - The costs of temporary accommodation, and supporting solutions to the temporary accommodation issue.

Specific earmarked reserves exist to cover some of these matters.

- 5.26 The suggested prudent level of general reserves for 2016/17 is £870k. As there is no planned use of the General Reserve in 2016/17 the prudent level of reserves will be achieved, and also would keep reserves above the £1,250k aimed for within the Medium Term Financial Strategy.
- 5.27 In the medium term the Authority will continue to face the risks in delivering its corporate plan objectives in the context of the continuing limitation of external funding resources.
- 5.28 There are a number of key financial risks to be aware of in the medium term and these are set out in the following table.

Risk	Response
Managing the gap between cost increases the Council will face year on year, and the continued significant reductions in government funding, and the limitation of council tax increases.	Key to managing this risk will be identifying further savings for the years from 2017/18 onwards. In addition monitoring and forecasting council tax and business rate income will be important.
Growing mismatch between the local supply and demand of affordable housing increases pressure on temporary accommodation budgets.	Temporary accommodation budgets monitored. Funding made available via s106 agreements and other sources are effectively used. Planning policies seek to narrow the supply and demand gap.
Uncertainty over cost and nature of arrangements for the disposal of waste and recycling material collected could lead to higher costs than necessary.	Costs will need to be monitored and negotiations undertaken as appropriate with the disposal authority and with the Council's waste collection contractor.
The Pension Fund deficit requires the Authority to continue to increase contributions to the Fund.	Monitor performance of the Pension Fund, and also deficit position annually as part of final accounts process. Assess implications of increasing contribution levels as part of financial planning.

6. Consultation

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

7. Options

- 7.1 The report sets out the position based on increasing the district element of the council tax to £148.00.
- 7.2 There is the option of not increasing the Council Tax, or increasing at a lower level. This would result in less resource being available to fund the capital programme, strengthen reserves, and the funding gap increasing in future years.
- 7.3 There is also the option of increasing the Council by more than the referendum threshold of £5. However it is not considered realistic to consider a local referendum due to the cost of organising a referendum, and the risk of voters not supporting any additional increase in Council Tax.

8. Corporate Implications

- 8.1 The strategic and financial risks facing the Authority are set out in the report.
- 8.2 The Council is also required to approve a budget for the Farnham Park Charity's activities. The Community PAG has already considered the detailed budget and fees and charges. Appendix C summarises the budgets for approval and referral to Council.

9. Links to Council Business Plan

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

10. Next Steps

- 10.1 The report and Cabinet's decisions will form the basis of the Council tax decision of the Council on 23rd February.
- 10.2 A report will be produced for the Council meeting bringing together the precepts that have been notified to the Council, from parishes and the major precepting bodies. This will then enable the Council to set the overall council tax for the area.

Background Papers:	None
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CHIEF FINANCIAL OFFICER REPORT

- .1 I am making this report in compliance with the personal responsibilities placed upon me by s25 to s28 of the Local Government Act 2003. The legislation requires me to report to the Authority on two matters.
- The robustness of the estimates it makes when calculating its budget requirement.
 - The adequacy of the Authority's reserves, taking into account the experience of the previous financial year.
- Robustness of Estimates**
- .2 The process for preparing the budgets started in the autumn of 2015. From the outset the budget development was influenced by a number of key factors.
- The need to keep expenditure and likely resources into balance given the limitations on increases in council tax and the significant reductions in government grant.
 - The national economic picture that affects many of the Council's main income streams and levels of housing and benefits expenditure.
 - The need to resource the implications of the corporate business plan to enable the Council to make progress on its corporate aims.
- .3 During 2015 the Authority has continued its working with Chiltern DC and is progressing a programme of service reviews to explore opportunities for joint working. The savings from the completed service reviews are reflected in the 2016/17 budgets. As in recent years the 2016/17 budget is integrated with the Authority's service planning process, and therefore plans reflect the resources available.
- .4 The budget process has rigorously limited new expenditure to only the unavoidable minimum.
- .5 The financial position of the Council clearly indicated the need to continue to make savings for future years, and work is in progress to identify further savings options for future years. The continued focus on delivering savings is important, and part of this will be having in place mechanisms to monitor and report on agreed savings.
- .6 The detailed budget preparation was overseen by an experienced qualified accountant, supported by other finance staff familiar with the requirements of the budget preparation process. The basis of the estimates included the following elements which are in my view crucial to setting realistic budgets.
- Staffing budgets are prepared on a zero base approach, and are built up based on the actual staffing establishment and its current costs. The final budgets also include a vacancy factor of 2% consistent with that used in past years which has proved to be realistic.
 - The budgets reflect as far as can be determined costs of major contracts including known or likely cost increases.
 - The budgets are informed by the results of the 2015/16 budget monitoring and recognise those issues that are unavoidable and would carry through into 2016/17.
 - The budget identified the on-going cost of Council decisions taken since March 2015.

- .7 The detailed budget have been scrutinised by:
- Officers
 - Portfolio Holders
 - PAGs
- .8 Any savings proposals have been reviewed in order to be satisfied of their robustness, and their impact on the Council's corporate aims, and on the residents/users of services. The budget does not contain any unspecified or unrealistic savings proposals or contingencies.
- .9 The key issue of investment income has been assessed in the context of the treasury management strategy for the Authority, and this sets out how the proposed income for 2016/17 will be achieved.
- .10 Finally the budgets have been assessed as part of the Authority's approach to risk management and the major financial risks identified. These will be referred to in the following section dealing with the adequacy of reserves.
- .11 Taking all these factors into account I am satisfied that the estimates have been prepared on a robust basis.

Adequacy of Reserves

- .12 The Council has a policy on its reserves, and this policy accords with the guidance issued by the Chartered Institute of Finance and Accountancy (CIPFA) on local authority reserves and balances. In essence the Policy states that the minimum level should be based on 7½% of the net cost of services, plus any material financial risks identified for the coming financial year for which specific provision has not been made.
- .13 With regard to Business rates, the Council will continue to account for the business rates timing adjustments via a 'NDR Timing Difference' adjustment to the General Fund balance.
- .14 The Code of practice on local authority accounting requires the purpose, usage and basis of transactions of earmarked reserves to be identified clearly. The Council only has four earmarked reserves where it has full control over their deployment. As at 31st March 2016 these are estimated to stand at:
- | | |
|--|-------|
| ▪ Local Development Document (LDD) Reserve | £520k |
| ▪ Insurance Fund, | £35k |
| ▪ Disaster & Emergency Relief Fund, | £27k |
| ▪ Transformation Reserve | £240K |
- .15 The LDD reserve will be applied to help offset the costs of developing the joint Local Plan with Chiltern DC, which is a statutory obligation, and is running over a number of financial years. The current estimate is that £163k will be applied in 2016/17 but this will be kept under review during the course of the financial year.
- .16 The insurance reserve is reviewed annually at the end of each financial year in order to assess whether the current level of the fund is considered adequate. Similarly the Disaster & Emergency Relief Fund, which is primarily applied to deal with flooding incidents is reviewed annually.

- .16 The Transformation Reserve is to provide funding towards the initial one off costs associated with joint working projects, or other projects that will improve efficiency by transforming services.
- .17 In considering the level of general reserves in addition to the cash flow requirements the following factors are considered:

Budget assumptions	Financial standing and management	Comment on SBDC position
The treatment of inflation and interest rates	The overall financial standing of the Authority (level of borrowing, debt outstanding, council tax collection rates)	The budgets are based on known price increases as far as is possible. External advice has been taken on interest rate forecasts and these have been used with prudent assessments of the level of cash available for investment. This is all set out in the Treasury Management Strategy.
Estimates of the level and timing of capital receipts	The Authority's track record in budget and financial management	The forecast of future capital receipts reviewed over the course of the budget process to ensure it is realistic. At present no major receipts are anticipated in the coming years.
The treatment of demand led pressures	The Authority's capacity to manage in-year budget pressures	The Authority has in place regular budget monitoring procedures to identify any in year pressures, and to consider what actions can be taken. Reports are produced monthly for Management Team and Cabinet members. The budget process has also picked up any demand led pressures that need to be built into the 2016/17 budget. There are quarterly budget review meetings with members to review the current year's position and future years' issues.
The treatment of savings/efficiency gains	The strength of financial information and reporting arrangements	The budget preparation and monitoring processes are used to identify and monitor savings. The deployment of savings is

Budget assumptions	Financial standing and management	Comment on SBDC position
		determined by the Council's budget process and its medium term financial strategy which directs resources towards priorities and ensures overall matching of expenditure to resources.
The financial risks inherent in any significant new funding partnerships, major outsourcing deals or major capital developments	The Authority's virement and end of year procedures in relation to budget under/overspends at authority and departmental level	The Council undertakes a risk assessment of the budget risks it faces. The major risks for 2016/17 are highlighted below.
The availability of other funds to deal with major contingencies	The adequacy of the Authority's insurance arrangements to cover major unforeseen risks.	The Authority has sufficient reserves to cover insurance liabilities. It has also the resources in general or earmarked reserves to make reasonable contingencies against matters such as LDD, major enforcement actions etc.

- .18 From the preceding table it can be seen that the Authority takes action to reduce budget risk and therefore influence the level of reserves it needs to hold. There will always be areas of risk or uncertainty and which need to be assessed as part of the budget process.
- .19 The main financial risks to the Council for the coming year have been assessed as follows.
- Shortfall on income targets, (See Appendix B Sensitivity Analysis).
 - The cost of major planning inquiries, enforcement actions or responding to national infrastructure proposals that impact on the area.
 - The costs of temporary accommodation, and supporting solutions to address temporary accommodation issues. Specific earmarked reserves exist to cover some of these matters.
- .20 The budget sensitivity of a number of key budget areas has been assessed as part of the risk assessment process on the budget. The detail of the analysis is attached. Based on the budget experience of the current year it would be prudent to allow for the possibility of some income shortfalls, and for costs planning enforcement or inquiries.
- .21 In the longer term there will be the risks of:
- Managing the gap between cost increases the Council will face year on year, and the continued significant reductions in government funding, and the limitation of council tax increases. Key to managing this risk will be identifying further savings for the years from 2017/18 onwards.

- The costs of reaching and enforcing the Council’s planning decisions, or responding to national infrastructure proposals. This would include major public inquiries.
- The costs of the Authority’s waste collection and recycling services in the context of Bucks CC’s disposal arrangements.

.21 As a small authority the Council is always faced with the risk to achieving its objectives from capacity and reliance on a number of key staff. Therefore staffing issues will need to be kept carefully under review going forward, and establishing joint teams with Chiltern DC will help improve resilience.

.22 Taking all these factors into account it would be advisable to plan for a level of general reserves of at least around £870k for the forthcoming financial year, exclusive of any specific contingencies for local development plan work, transformation or insurance. This figure is made up as follows.

	£k
7½% Net Cost of Services	620
Potential shortfall on income targets	100
Potential additional temporary accommodation costs	100
Planning inquiries or infrastructure consultations	50
	870

Legal Considerations

.23 The setting of the budget and the council tax by Members involves their consideration of choices and alternatives and Members have considered these in various earlier reports. No genuine and reasonable options should be dismissed out of hand and Members must bear in mind their fiduciary duty to the council taxpayers of South Bucks District Council. Should Members wish to make additions or reductions to the budget, on which no information is given in the report before Members, they should present sufficient information on the justification for and consequences of their proposals to enable the Cabinet (or the Council) to arrive at a reasonable decision on them.

.24 The report sets out relevant considerations for Members to consider during their deliberations, including the statement above from the Chief Financial Officer. Members are reminded of the need to ignore irrelevant considerations. Members have a duty to seek to ensure that the Council acts lawfully. They are under an obligation to produce a balanced budget and must not knowingly budget for a deficit. Members must not come to a decision that no reasonable authority could come to, balancing the nature; quality and level of services that they consider should be provided, against the costs of providing such services.

.25 Members are reminded of s106 of the Local Government and Finance Act 1992, which prohibits any Member who has not paid for at least two months his/her Council Tax when it becomes due, from voting on setting the budget and making of the Council Tax and related calculations.

Jim Burness
Director of Resources
February 2016

**Appendix
B**

Budget Sensitivity Analysis 2016/17

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

Change in Demand	<u>Worsen Budget Position</u>		2016/17 Budget £	<u>Improve Budget Position</u>	
	10% Decrease £	5% Decrease £		5% Increase £	10% Increase £
Land Charge Income	-13,500	-6,750	-135,000	6,750	13,500
Car Park Income	-92,928	-46,464	-929,280	46,464	92,928
Planning Income	-62,100	-31,050	-621,000	31,050	62,100
Academy Golf Income	-15,980	-7,990	-159,800	7,990	15,980
Building Control Income (SBDC share)	-32,540	-16,270	-325,400	16,270	32,540
<i>Difference</i>	<i>-217,048</i>	<i>-108,524</i>	<i>0</i>	<i>108,524</i>	<i>217,048</i>
Change in Interest Earnings	20% Decrease	10% Decrease	-	5% Increase	10% Increase
Fixed/Bond & Minor Interest	-86,000	-43,000	-430,000	21,500	43,000
<i>Difference</i>	<i>-86,000</i>	<i>-43,000</i>	<i>0</i>	<i>21,500</i>	<i>43,000</i>
Other Significant Financial Risks	Worst Case £	Slightly Worse £	2016/17 Budget £	Slightly Better £	Best Case £
Planning appeals - legal costs	100,000	30,000	10,000	5,000	0
Planning enforce - legal costs	60,000	20,000	10,000	5,000	0
	160,000	50,000	20,000	10,000	0
<i>Difference</i>	<i>-140,000</i>	<i>-30,000</i>	<i>0</i>	<i>10,000</i>	<i>20,000</i>
Grand Total	-443,048	-181,524	0	140,024	280,048

APPENDIX C

Farnham Park Trust Budgets

1. Objective

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

2. Revenue Budgets

2.1. The following table summarise the 2016/17 revenue budgets for the Farnham Park Trust.

	2016/17 Budget £
Farnham Park Sports Field	56,410
The South Buckinghamshire Golf Course	-318,868
Catering	-33,254
Golf Management Service *	165,933
Grounds Maintenance *	216,947
Depreciation on Endowment Assets	9,700
	96,868

** Net of recharge to Academy*

3. Capital Budgets

3.1. The following table shows the capital programme for the Farnham Park Trust.

Scheme	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
Grounds Maintenance Machinery	35	35	35	35

4. Recommendation

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

- the 2016/17 revenue budget, and associated fees and charges
- the 2016/17 capital programme.

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SUBJECT:	<i>Safe Place Scheme</i>
REPORT OF:	<i>Councillor Trevor Egleton – Portfolio for Healthy Communities</i>
RESPONSIBLE OFFICER	<i>Martin Holt – Head of Healthy Communities</i>
REPORT AUTHOR	<i>Katie Galvin – 01494 732265 kgalvin@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>All</i>

1. Purpose of Report

This paper provides an overview of the Safe Place Scheme that has been established in parts of South Bucks.

2. Reasons for Recommendations

N/A

3. Content of Report

The Safe Place Scheme was initially introduced to the District in 2012. The scheme was put in place as part of the countywide Safer Bucks Plan with the aim to provide reassurance to vulnerable people and their carers, or people who find themselves in challenging situations. The scheme assists vulnerable people to live more independent lifestyles and obtain help when they are out in the community.

Buckinghamshire Community Safety Partnership's main aim was to build a network of suitable venues, such as local shops and restaurants, where someone can go for help and assistance across Buckinghamshire.

A countywide Task and Finish Group has been established to support the roll-out to new areas. Members of the group include representatives from Adult Social Care and BuDS (Buckinghamshire Disability Service) who are helping to raise awareness of this initiative to their users.

Burnham was the first high street to be signed up in July 2012. The scheme is now in place in Beaconsfield, Gerrards Cross, Holtspur, Iver, Iver Heath and Richings Park.

What is Safe Place?

The scheme helps a vulnerable person deal with any incident that takes place in the community – for example, assisting a confused older person, or providing support to someone who has been harassed. Above all, the scheme aims to help vulnerable people lead independent lives and feel safe in South Bucks.

Some vulnerable people not in receipt of care or supervision often find it difficult to live independently; this scheme aims to provide reassurance for users of the service, as well as to their families and carers, that they have a means to alert someone if they are out alone and require assistance.

Although the main aim of the scheme is to provide reassurance for the more vulnerable members of the community who may need assistance, it is also available for anyone who is feeling unsafe, unwell, or has had a fall etc.

How does the scheme work?

A 'safe place logo' window sticker designed to help identify the scheme identifies the premises as a safe place. Vulnerable persons needing assistance can access these places when required to gain assistance.

Scheme members are given a card to show they are part of the scheme and the card will identify who they are and who their emergency contact is. (However, it is not a requirement to have the card to be able to access this service)

The Community Safety Partnership is working to identify safe places and raise awareness of the scheme in the community. To set up a scheme a member of the Community Safety Partnership visits a premises and explains the purpose of the project. If they agree to joining the scheme they receive a door sticker/ laminated contact card and an information sheet and the company details are added to the District website and partners and residents are advised on the new safe place location.

What are businesses expected to do?

If a vulnerable person seeks help, members of staff would be expected to make a phone call if necessary, reassure them and provide a temporary safe haven until help and support arrives.

Businesses that wish to sign up to the scheme must have two or more employees on the premises at any given time in order to handle situations presented to them while still being about to maintain business as usual.

Businesses will receive a list of contacts so that the employees know who they can contact if a vulnerable individual presents themselves. By signing up to the scheme, businesses will be providing reassurance to both users of this service and their carers, enabling individuals to be more independent.

The Community Safety team has recently been approached by libraries and GPs surgeries requesting to join the scheme after successful and very positive engagement with a vulnerable resident who asked for support after seeing the Safe Place logo on the door.

4. Consultation

N/A

5. Options

All options should be identified and explored with a justification for the preferred option. This needs to relate back to the recommendation.

6. Corporate Implications

Reports must include specific comments addressing the following implications;

3.1 *Financial - None*

3.2 *Legal - None*

3.3 *Crime and Disorder – this work forms part of the work within the Chiltern and South Bucks Community Safety Partnership Plan.*

7. Links to Council Policy Objectives

Safer Communities - being safe, feeling safe

Health and Well-Being - healthier, happier and longer lives

Cohesive and Strong Communities - strong, confident and active communities

8. Next Step

Members to note the report and support future roll out across the District.

RECOMMENDATION

Members to note the report and support future roll out across the District.

Background Papers:	None
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SUBJECT:	<i>South Bucks District Council Performance Report – Q2 2015-16</i>
REPORT OF:	<i>Leader of the Council – Councillor Ralph Bagge</i>
RESPONSIBLE OFFICER	<i>Acting Chief Executive – Bob Smith</i>
REPORT AUTHOR	<i>Rachel Prance (01494 732903) Laura Campbell (01895 87236).</i>
WARD/S AFFECTED	<i>Report applies to whole district</i>

1. Purpose of Report

The purpose of this report is to outline the performance of Council services against performance indicators and service objectives during April to September 2015.

RECOMMENDATION

Cabinet is asked to note this report.

2. Executive Summary

Overview of performance indicators (PIs) against targets across the Council:

Portfolio	No of PIs	PI on target ✓	PI slightly below target ◻	PI off target ✗	Unkn own/ Data only
Leader's	3	0	0	2	1
Resources	12	9	1	0	2
Healthy communities	16	3	0	4	9
Deputy Leader/ Sustainable development	10	8	1	0	1
Environment	3	2	0	0	1
Total PIs	44	22	2	6	14

3. Reasons for Recommendations

3.1 This reports factual annual performance against pre-agreed targets. Management Team, Cabinet, Council and Overview & Scrutiny Committee receive regular updates detailing our progress towards service plan objectives, performance targets and strategic risks, in line with our Performance and Improvement Framework.

3.2 Two detailed performance tables accompany this report:

- **Appendix A – Priority indicators 2015-16**
- **Appendix B – Quarterly corporate performance indicators 2015-16.**

4. Key points to note this quarter:

4.1 Of the six off-target PIs, three are priority PIs. Please refer to the appendices for full details.

4.2 Of the 14 unknown PIs, four are provided for information only, nine are not reported this quarter and one is a new PI for this year where the target has not yet been set.

4.3 **Leader's**: voluntary leavers as a percentage of the workforce and working days lost due to sickness remain above target, the latter mainly due to long-term sick absence. Personnel Committee are kept fully informed.

4.4 **Healthy communities**: all four of the off-target PIs relate to housing, please refer to the appendices to view individual reasons. Three are linked to the national increase in demand for temporary accommodation, which a government briefing paper states¹ is 11% nationally year on year at March 2015, with a further 3% increase by June 2015, the biggest single area impacted being London.

5. Consultation

Not applicable.

6. Options

Not applicable.

7. Corporate Implications

7.1 Financial - Performance Management assists in identifying value for money.

7.2 Legal – None specific to this report.

7.3 Crime and Disorder, Environmental Issues, ICT, Partnership, Procurement, Social Inclusion, Sustainability – reports on aspects of performance in these areas.

8. Links to Council Policy Objectives

Performance management helps to ensure that performance targets set through the service planning process are met and any dips in performance are identified and resolved in a timely manner. This report links to all three of the Council's objectives, listed below:

Objective 1 - Efficient and effective customer focused services

Objective 2 - Safe, healthy and cohesive communities

Objective 3 - Conserve the environment and promote sustainability

9. Next Step

Once approved, this report and appendices will be published on the website.

Background Papers:	N/A
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¹ (<http://researchbriefings.files.parliament.uk/documents/SN02110/SN02110.pdf>)

Appendix A - Priority PIs 2015-16 Q2 - SBDC

Code	Description	Actual 2014/15	Target 2014/15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Target 2015/16 (YTD)	Traffic Light	Latest Note
Leader's portfolio																		
SbHR1	Working days lost due to sickness absence	14.49	12	16.44	14.34	14.28	14.61	14.93	14.86							11	<input checked="" type="checkbox"/>	Sickness figures have increased due to some officers being on long term sick due to surgery or acute illnesses. Management Team are aware of the situation, active attendance management in place. 160.98 for September+ 724.99 = 885.97 (info taken from Tensor)/119.21 (average FTE figure) = 7.43/6*12= 14.86
Resources																		
SbRB1	Speed of processing - new HB/CTB claims	20.3	19	15.9	17.7	17.2	17.2	16.8	17							19	<input checked="" type="checkbox"/>	
SbRB2	Speed of processing - changes of circumstances for HB/CTB claims	8.3	8	7	7.9	7.9	7.9	7.9	7.9							8	<input checked="" type="checkbox"/>	
SbRB3	Percentage of Council Tax collected	97.90%	98.00%	11.70%	21.10%	30.50%	39.70%	48.70%	58.10%							98% (49.00%)	<input checked="" type="checkbox"/>	
SbRB4	Percentage of non-domestic rates collected	98.80%	98.80%	14.10%	20.70%	30.30%	38.70%	47.90%	56.30%							98.8% (49.40%)	<input checked="" type="checkbox"/>	
Health Communities																		
SbCmsf	Percentage reduction in violent offences against a person, year on year (quarterly)	-7.53%	Data Only			-7%			-17.20%							Data Only	n/a	South Bucks has seen an increase in violence against a person, year on year. Thames Valley Police say that this is due to a change in recording standards, introduced in April 2015.
SbHS1	Number of applicants with/expecting children who have been in B & B accommodation for longer than 6 weeks (snapshot figure at end of month)	9	0	8	4	5	6	9	11							0	<input checked="" type="checkbox"/>	The increase is due to a rise in demand for temporary accommodation, reflecting national trends, and a lack of opportunities to move B&B residents on to alternative accommodation. Several of the families concerned have large numbers of children, making it challenging for officers to source alternative suitable accommodation. Two of the households recorded have subsequently moved on from B&B. A further household was being accommodated pending an appeal against the Council's decision. This appeal has now been heard and decided in the Council's favour so this placement will be ending.

Code	Description	Actual 2014/15	Target 2014/15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Target 2015/16 (YTD)	Traffic Light	Latest Note
SbHS8	Number of households living in temporary accommodation (snapshot at the end of the month)	39	30	44	43	51	51	51	55							15	<input checked="" type="checkbox"/>	The demand for homelessness assistance remains high, reflecting national trends. The low number of affordable housing vacancies available for moving on applications has resulted in the continuing high level of temporary accommodation placements. Officers continue to focus on moving on clients as quickly as possible following a decision on their homelessness application.
Sustainable Development																		
SbSD2	Special measures: speed of processing major applications, for assessment in Oct/Nov 2016 (cumulative)	87.20%	41.00%	92.00%	92.31%	93.10%	93.55%	94.29%								51.00%	<input checked="" type="checkbox"/>	Review period is 1st July 2014 - 30th June 2016. 33 out of 35 major applications during this period processed within time. If performance falls below 51% at the end of the monitoring period, the Council will be placed into special measures. Target changed to 51% or more in November 2015.
SbSD5	Special measures: quality of major applications, for assessment in Oct/Nov 2015 (cumulative)	10%	19.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%							19.00%	<input checked="" type="checkbox"/>	Period for major applications determined is: 1st January 2013 - 31st December 2014. Period for appeals overturned against the applications determined in this period is to 30th September 2015. 5 overturned on appeal out of 50 appeals, with the results of a further case pending. Of the 5 major appeals allowed, 2 were delegated decisions and 3 were Committee decisions, 1 being Pinewood. The remaining 2 Committee refusals were made contrary to the officer's recommendation. If performance falls above 19%, the Council will be placed into special measures.
Environment																		
SbWR4	Percentage of relevant assessed land and highways within the district having deposits of litter and detritus that fall below the acceptable level.	New PI	New PI		8.00%				15.00%							t.b.a.	n/a	The result for quarter one is different to future quarters as the PI was in the design stage during collection and a smaller sample was selected. Quarter two results are higher than expected, mostly due to high levels of detritus in the district. The mechanical sweepers were due to be replaced a year ago, so are less effective than they should be. One has just been replaced, with the other due imminently. We expect to see an improvement in quarter three. Results will be reviewed to propose a suitable target in future months.

Appendix B - SBDC Quarterly Corporate Performance Indicator Report - (Quarter 2 - 2015-16)

Note: Excludes Priority Performance Indicators - see Appendix A

PI code	Name	2014/15 Value	Annual target 2014/15	This PI is on target												Latest notes			
				Apr-15 value	May-15 value	Jun-15 value	Jul-15 value	Aug-15 value	Sep-15 value	Oct-15 value	Nov-15 value	Dec-15 value	Jan-16 value	Feb-16 value	Mar-16 value		Annual target 2015/16	Traffic light (latest actual)	Responsible officer
Leader's Portfolio																			
SbCP1 (C)	Number of unique visitors to the main website (by period)	207574	data only	21,997	26,378	19,827	20228	19567	20,193									n/a	Rachel Prance
SbHR2 (C)	Voluntary leavers as a percentage of workforce (extrapolated for year)	13%	8%			17.91%			11.94%									☒	Judy Benson
Resources																			
SbBS1 (C)	Availability of ICT systems to staff from 7.30 am to 6.30 pm (by period)	new PI	99.50%			99.90%			99.90%									☑	Sim Dixon
SbBS2 (C)	Percentage of calls to Steria resolved within SLA period (by period)	new PI	95%	100.00%	100.00%	100.00%	97.80%	92.70%	95.80%									☑	Sim Dixon
SbBS3 (C)	Percentage of responses to FOI requests sent within 20 working days (by month)	88%	90%	95%	93%	100%	100%	61%	98%									☑	Sim Dixon
SbCS1 (C)	Number of complaints received (cumulative)	42	80	4	8	9	12	18	20									☑	Nicola Ellis
SbLD2 (C)	Percentage of canvass forms returned	98.00%	90%	annual PI												Reported annually.			
SbLD3 (C)	Standard searches carried out within 5 working days (cumulative)	97.10%	96%	100%	100%	100%	100%	100%	99.80%									☑	Joanna Swift
JtLD1 (C)	Client satisfaction with the shared service. Percentage satisfied or very satisfied.	100%	96%	6 monthly						6 monthly						94%	☐	Joanna Swift	

Appendix B

KEY	This PI is below target		This PI is slightly below target												This PI is on target		Traffic light (latest actual)	Responsible officer	Latest notes		
	PI code	Name	2014/15 Value	Annual target 2014/15	Apr-15 value	May-15 value	Jun-15 value	Jul-15 value	Aug-15 value	Sep-15 value	Oct-15 value	Nov-15 value	Dec-15 value	Jan-16 value	Feb-16 value	Mar-16 value				Annual target 2015/16	
JPF1 (C)	Percentage of faults fixed within SLA period (for implementation when new joint contract starts towards end of 2016)	new PI	new PI	n/a					n/a								t.b.a.	n/a	Chris Marchant	New PI for when the new plant maintenance contract is implemented.	
Healthy communities																					
SbCL1a (C)	Customer satisfaction rating at the Beacon Centre.	92%	81%														annual PI	81%	?	Martin Holt	Reported annually.
SbCL1b (C)	Customer satisfaction rating at the Eyreham Centre.	81%	82%														annual PI	78%	?	Martin Holt	Reported annually.
SbCL1c (C)	Satisfaction rating at the Farnham Park Golf Trust	N/A	77%														annual PI	77%	?	Martin Holt	Reported annually.
JL13 (C)	Percentage of customers satisfied with the service received (Licensing) - (annual)	67%	89%														annual PI	89%	?	Martin Holt	Reported annually.
JL15 (C)	Percentages of licences received and issued/renewed within statutory or policy deadlines (cumulative quarterly)	98.10%	95%						83.20%									97%	<input checked="" type="checkbox"/>	Martin Holt	12 out of 517 not dealt with within timescales.
SbCmsf 1 (C)	Percentage reduction in burglaries from dwelling, rolling year on year (quarterly)	36.00%	data only															data only	n/a	Martin Holt	The number of burglary to dwellings has decreased when compared to previous rolling year - 201 compared to 266 the previous year.
SbCmsf 3 (C)	Percentage reduction in theft from vehicle, rolling year on year (quarterly)	36.00%	data only						27.70%									data only	n/a	Martin Holt	This has decreased from 522 offences to 388, year on year to 30th September 2015.
SbEH2 (C)	Percentage of food premises (risk rating A to C) that are broadly compliant (snapshot quarterly)	90%	89%						91%									88%	<input checked="" type="checkbox"/>	Martin Holt	Total food premises 553, broadly compliant is 518. Source: local EH database.
SbEH3 (C)	Percentage customer satisfaction responses rating the service as satisfied or very satisfied (environmental health)	75%	75%						75%									75%	<input checked="" type="checkbox"/>	Martin Holt	Estimated based on previously collected data, due to system problem which is under investigation.

KEY	This PI is slightly below target												This PI is on target												Traffic light (latest actual)	Responsible officer	Latest notes
	PI code	Name	2014/15 Value	Annual target 2014/15	Apr-15 value	May-15 value	Jun-15 value	Jul-15 value	Aug-15 value	Sep-15 value	Oct-15 value	Nov-15 value	Dec-15 value	Jan-16 value	Feb-16 value	Mar-16 value	Annual target 2015/16										
SbH52 (C)	Number of affordable homes delivered by (i) new build (ii) vacancies generated by local authority scheme (iii) acquisition of existing properties for social housing (cumulative)	23	22			0			0								22 (5.5)	☒	Martin Holt	No additional affordable homes/ vacancies delivered this year. Registered providers (including L & Q) are reviewing business plans following Government policy announcements.							
SbH53i (C)	Average Length of stay in B & B temporary accommodation for all households (snapshot at end of period)	9.90	4			10.80			6.90								4	☒	Martin Holt	Whilst the situation has improved in September, demand continues to be high, reflecting national trends.							
SbH54 (C)	Number of private sector dwellings vacant for more than 6 months and returned to occupation following local authority intervention	0.00	15														15	?	Martin Holt	Reported annually.							
SbH59 (C)	Bucks Home Choice - rolling year on year percentage change in number of applicants (quarterly)	new PI	new PI			20.00%			48.00%								t.b.a.	n/a	Martin Holt	The number registered at 30/9/15 was 440 compared to 296 the previous year.							
Sustainable development																											
JbBC1 (C)	Applications checked within 10 working days	83.64%	82%	79.00%	86.30%	83.05%	84.20%	88.20%	88.30%								85%	☑	Peter Beckford								
JbBC4 (C)	Customer satisfaction with the building control service. (cumulative)	95.16%	93%	94.00%	94.44%	91.23%	91.90%	92.00%	92.70%								94%	☐	Peter Beckford								
SbPP1 (C)	Net additional homes provided	139	63														199	?	Peter Beckford	Reported annually.							
SbSD7 (C)	Percentage of planning applicants who are satisfied or very satisfied with the planning service	91%	80%	95.60%	92.30%	91.30%	92.70%	93.64%	91.54%								80%	☑	Peter Beckford								
SbSD8 (C)	Planning appeals allowed.	40.30%	30%	25.00%	14.30%	23.10%	29.20%	29.00%	27.80%								30%	☑	Peter Beckford								
SbSD10 (C)	Processing of planning applications: minor applications (cumulative)	94.75%	92%	100%	100%	100%	100.00%	98.60%	98.36%								92%	☑	Peter Beckford	180 out of 183 applications received were processed on time.							
SbSD11 (C)	Processing of planning applications: other applications (cumulative)	98.72%	95%	97.80%	98.82%	98.88%	98.68%	98.22%	98.31%								95%	☑	Peter Beckford	524 out of 533 were processed on time.							

Appendix B

KEY	This PI is below target		This PI is slightly below target		This PI is on target		Annual target 2014/15	Annual target 2015/16	Traffic light (latest actual)	Responsible officer	Latest notes								
	PI code	Name	2014/15 Value	Annual target 2014/15	Apr-15 value	May-15 value						Jun-15 value	Jul-15 value	Aug-15 value	Sep-15 value	Oct-15 value	Nov-15 value	Dec-15 value	Jan-16 value
SbSD12 (C)	Percentage of new enforcement allegations where an initial site visit is undertaken within 20 days (the timescales set out in the Enforcement Policy and Procedure) (snapshot)	92.17%	50%			84.31%		87.50%	<input checked="" type="checkbox"/>	Peter Beckford	48 new allegations, 42 within timescale, still have some days to go before time limit expires.								
Environment																			
SbWR1 (C)	Household refuse collections, number of containers missed per month (calculated by P&C team on weekly basis)	155	75	72	69	118	130	84	106								125	<input checked="" type="checkbox"/>	Chris Marchant
SbWR3 (C)	Percentage of household waste sent for reuse, recycling and composting (cumulative)	51.91%	40%	51.58%	54.87%	55.54%	54.12%	55.59%	52.55%								50%	<input checked="" type="checkbox"/>	Chris Marchant



Buckinghamshire County Council
Select Committee
 Health and Adult Social Care

Minutes

HEALTH AND ADULT SOCIAL CARE SELECT COMMITTEE

Minutes from the meeting held on Thursday 24 September 2015, in Mezzanine Room 2, County Hall, Aylesbury, commencing at 1.00 pm and concluding at 3.00 pm.

This meeting was webcast. To review the detailed discussions that took place, please see the webcast which can be found at <http://www.buckscc.public-i.tv/>
 The webcasts are retained on this website for 6 months. Recordings of any previous meetings beyond this can be requested (contact: democracy@buckscc.gov.uk)

MEMBERS PRESENT

Buckinghamshire County Council

Ms A Macpherson (In the Chair)
 Mrs M Aston, Mr N Brown, Julia Wassell and Mr A Huxley

District Councils

Mr A Green Wycombe District Council
 Mr N Shepherd Chiltern District Council

Others in Attendance

Ms K McDonald, Health and Wellbeing Lead Officer
 Ms J Woodman, Committee Adviser
 Ms Z Calkin, Lead Commissioner for Learning Disabilities, Lead Commissioner for Learning Disabilities
 Mr A Payne, Aervice Manager - Chase, Bucks CC
 Mr R Corbett, CEO of Healthwatch Bucks

1 APOLOGIES FOR ABSENCE / CHANGES IN MEMBERSHIP

Apologies were received from Mr Roger Reed, Mrs Wendy Mathews, Mrs Patricia Birchley, Mrs Janet Blake, Mr Tom Hunter Watts, Mrs Jean Teesdale, Mr Brian Roberts and Mr Brian Adams.

Mr Andy Huxley substituted for Mr Brian Adams.

The following changes were confirmed:

- Mr Darren Hayday has resigned from the Committee



South Bucks
District Council



Agenda Item 9

2 DECLARATIONS OF INTEREST

There were no interests declared

3 MINUTES

The minutes of the meetings on the 30th June and 11th August were agreed as a correct and accurate record. Timings will be added to the last meeting minutes.

Actions arising from 30th June Meeting

Julia Wassell's question during Chairman's update regarding delays to Occupational Therapist assessments of disabilities assessments will be chased for a response.

Item 8 on the Communities, Health and Adult Social Care Budget, had an action for Trevor Boyd to update the Committee with the outcome of this planning work. Mike Appleyard stated he will update the Chair with the outcome around the base budget work in the next week and added that there might be changes before the budget is agreed in early January.

4 PUBLIC QUESTIONS

Julia Wassell asked a question on behalf of a member of the public. 'Why is there inequality in screening for bowel cancer? In England it is at 60 years of age, whilst in Scotland it is at 50 years of age.'

Action: The Committee Adviser will seek a response by the date of the next meeting on 20th October

5 CHAIRMAN'S UPDATE

The Chairman updated the Committee on:

- The Cabinet response to the 15 Minute Care Visits Domiciliary Care Visits Inquiry. The Cabinet agreed all 5 recommendations with 1 caveat on recommendation 4, regarding the payment of carers travel time. Mike Appleyard stated that companies will be encouraged to consider the payment of travel time for their staff, from April next year and added the County Council can't demand this. The Chairman stated the need to be mindful of the new NICE guidance which states that 15 minute visits were only acceptable as part of a wider package and should only be used to deliver one or two simple tasks such as medication and providing a drink. All personal care should be part of a longer visit. This was reflected in chairman's report. All Members agreed that fair remuneration was an essential component of retaining Care Workers and reducing staff turnover. The Chair concluded that the progress of the Inquiry recommendations will be submitted to the Committee in 6 months and then 12 months' time.
- Early Cancer diagnosis rates at Chiltern and Aylesbury Vale CCG's. The Chairman updated the Committee on the 2013 figures from the national intelligence cancer network which show that 29% of people within Chiltern CCG receive early stage 1+2 diagnosis) (371 out of 1280 people.) Aylesbury Vale is 33.2% (247 out of 745 people) This compares to an England average of 46%. By comparison Oxfordshire CCG is 47.5% (1199 out of 2526 people). The Committee decided it will look at this in more detail at a future meeting.
- CQC Care Home Inspection Reports. Three homes in Buckinghamshire since June 2015 are rated as Inadequate: Alpha Community Care, Reach Sistine Manor and Russell House. Russell House was also placed in special measures. The Chair confirmed that Buckinghamshire County do not currently place clients in Russell

House. The Committee endorsed receiving an update on improvement planning currently being undertaken at these homes. The Chair agreed to raise concerns with the Adult Safeguarding Board.

6 COMMITTEE UPDATE

There were no updates from the committee.

7 OVERVIEW OF THE LEARNING DISABILITIES SERVICE

Adam Payne and Zita Calkin provided the Committee with an overview of the Learning Disability Service to inform the focus of a future inquiry. SEE PAPERS AND WEBCAST FOR FULL DETAIL.

During the discussion the following areas were covered:

- The definition of a learning disability
- The Buckinghamshire picture for Learning Disabilities and future demand
- The current work streams and activities for the service.

8 OPTIONS PAPER TO INFORM THE SCOPE OF AN ADULT LEARNING DISABILITY INQUIRY

Adam Payne and Zita Calkin provided members with an overview of the 4 options for a potential Committee inquiry SEE PAPERS AND WEBCAST FOR FULL DETAIL.

During the discussion members raised questions on

- Transition Services what ages this service covered and the development of a new team.
- The issues of people with mild to moderate learning disabilities accessing social housing and leisure activities.
- How to stimulate the voluntary and community sector to provide more accessible services.
- How integration of health and social care services was progressing. The Committee agreed the need to monitor this at future meetings.
- The Committee agreed to choose social inclusion as the focus of the inquiry. It was agreed this could also look at aspects of advocacy and accessibility covered within options 1 and 3.

Actions:

- **The Committee will conduct an inquiry into Learning disabilities. The focus will be:**
 - Improving the social inclusion of people with learning disabilities in Buckinghamshire communities.**
- **The Inquiry will be chaired by Margaret Aston.**

9 UPDATE ON THE PARTNERSHIP APPROACH TO TACKLING FEMALE GENITAL MUTILATION IN BUCKINGHAMSHIRE

Katie McDonald provided members with an overview of the discussions that took place at challenge event with key partners hosted by the Buckinghamshire Safeguarding Children Board and Health and Wellbeing Board on 18 September. SEE PAPERS AND WEBCAST FOR FULL DETAIL.

Agenda Item 9

During discussions the following areas were covered:

- The projected prevalence of FGM locally and the need to ensure the validity of data.
- There was a broad consensus at the partnership meeting that cases are under reported
- FGM is a broad issue and not solely isolated within African Countries / communities
- The need to bridge partnership working with neighbouring counties and District Councils with Buckinghamshire.
- There had been no arrests or convictions for FGM in Buckinghamshire
- Concerns raised by schools to effectively tackle specialist and complex issues such as FGM. The challenge event highlighted the need to identify and train –in-school specialist.
- The importance of partners working with GPs in areas of Buckinghamshire highlighted as having higher predicted figures.
- How to improve communication mechanisms through working with women’s and faith groups.

Julia Wassell drew the Committee’s attention to an International Girls Day at Buckinghamshire New University on 10th October, (11am – 5pm) hosted by Thames Valley Police. The free event will highlight the importance of rights for women across the world.

10 KEY LINES OF INQUIRY FOR DAY OPPORTUNITIES CENTRES AGENDA ITEM AT 20TH OCTOBER HASC MEETING

Members noted the key Lines of inquiry for the forthcoming meeting item on the development of day opportunity centres. SEE PAPERS AND WEBCAST FOR FULL DETAIL.

Action: For Members to receive an update on the progress of the Wycombe Day Centre at the next meeting on 20th October.

11 COMMITTEE WORK PROGRAMME

Member discussed and noted the work programme. Members requested an item looking at Health Statistics. The current statistics reported by Clinical Commissioning Boards were not felt to be user friendly. Members would like to see a synthesis of data which shows how the health of the county is progressing.

Action: A future meeting item to look at key health indicators and trend data tracking the health and wellbeing of residents.

12 DATE AND TIME OF NEXT MEETING

The next full webcast meeting will be on 20th October at 10.00am.

CHAIRMAN

3 MINUTES

The minutes of the meeting on 24th September 2015 were confirmed as a correct and accurate record.

4 PUBLIC QUESTIONS

There were no public questions

5 CHAIRMAN'S UPDATE

The Chairman updated the Committee on the response from the Public Health Team regarding the following question raised on behalf of a member of the public

“Why is there inequality in screening for bowel cancer? In England it is at 60 years of age, whilst in Scotland it is at 50 years of age?”

Response: In England:

‘For men and women aged 60-74 in England there is a universal screening test. The NHS Bowel Cancer Screening Programme offers screening every two years. The test checks for the presence of blood in a stool sample, which could be an early sign of bowel cancer. In Scotland this is offered from 50-74 year olds.’

An additional one-off test called bowel scope screening is being introduced in England. This is offered to men and women at the age of 55 years. It involves a doctor or nurse using a thin flexible instrument to look inside the lower part of the bowel and remove any small growths, called polyps, that could eventually turn into cancer. NHS Scotland is now offering bowel scope screening to some men and women aged around 60.’

6 COMMITTEE UPDATE

Julia Wassell raised a query concerning future provision at Wycombe General Hospital. There is a planning process to update the older part of the Hospital, and a need to find out from the Trust what the timescale for replacement is. Julia Wassell stated that the minutes of the Trust Board noted a decision will be made in March 2016 with completion in April 2018 and yet it is unclear what is involved. Julia Wassell will submit a written question to the Chair of HASC regarding her queries and concerns. Mr Noel Brown raised concerns that the Trust had not notified HASC.

Mrs Margaret Aston raised concerns regarding the funding and future funding of NHS dentistry in Buckinghamshire. HASC will investigate the issue and may add this item to their work programme. Responding to a query from Mr Noel Brown HASC will also investigate who to go to when raising a complaint.

7 FRIMLEY HEALTH TRUST UPDATE

Andrew Morris provided Members with a verbal overview of the progress towards quality improvements, future plans for trust sites, services and impacts on residents. SEE PAPERS AND WEBCAST FOR FULL DETAIL.

During the discussion the following areas were covered:

- Frimley Hospital Trust employs 8,200 people, the budget is £600 million and is the 12th largest organisation in the NHS. Frimley has contact with approximately 1 million people per year.
- There have been significant improvements since the Trust took on Wexham Park and Heatherwood. Wexham Park has delivered on all its Monitor standards

- The Trust has recently had its CQC Inspection involving 45 Inspection staff over 3 days. Results will be known in 6-8 weeks. Trust is also due an unannounced inspection.
- Changing work culture important strand of improvements, treating people as customers.

Key areas are:

- The development of the Emergency Centre – a £45 million investment with a short stay assessment unit with referral to specialities if needed. Wrapped around this will be point of care testing, with CT scanner, Ultrasound and Radiology facilities. People will be seen in a private room if they require admission. It will take 2 years to develop. Improving cancer services. The Trust is looking to provide radiotherapy at the Slough site, working in partnership with Royal Berkshire NHS Trust.
- Developing a brand new bespoke elective centre at the Heatherwood site costing £65 million. A land sale will help finance this. It will comprise 6 operating theatres, 48 beds, day case places for surgery and outpatient facilities and diagnostics.
- The move towards consultant delivered services at Wexham. The NHS is moving towards more of a consultant delivered offering.
- Complaints to the Trust are down.
- Staffing is a huge issue for the Trust, particularly on the Wexham site, against national shortage. The Trust has made an offer to 120 nurses from the Philippines who train to US standards. Also committed to training and preceptorship as a mechanism to retain staff.
- The Trust has support from the local senate and CCG to provide a 24/7 heart attack service on the Wexham site.

Questions raised by members

- The amount of community engagement particularly around issues such as car parking and importance of bus links
- The Trust making links with training providers to improve recruitment of nurses
- Overly bureaucratic processes regarding DBS checks
- What will be covered by the maternity upgrade.

8 CARE MARKET ASSURANCE

Rachel Rothero and Graham Finch provided Members with an overview of local quality assurance processes. SEE PAPERS AND WEBCAST FOR FULL DETAIL

During the discussion the following areas were covered:

- New responsibilities under the Care Act. Care Quality Commission (CQC) for market oversight and Local Authorities for continuity of services if a provider / facility fails.
- The care market seeing a polarisation between self-funders and Local Authority (LA) funded. LA's are effectively competing with self-funders and Clinical Commissioning Groups (CCG's). Limitations in the market are staffing availability. Biggest risks are linked to supply of nursing and care staff and financially the introduction of the national living wage and how this will be funded. New entries into the market are targeting self-funders. However LA is still biggest purchaser.
- More work needed to help proactively prepare and forward plan for care and support.
- New respite responsibilities driving up demand for short term placements.
- Factors that affect market stability including organisational structure, turnover, regulation responsibilities. Increasing risk is employment related factors.

- Market failure risk locally attached to local providers of 150 -200 bed facilities.
- The responsibilities and steps the Council and the Care Quality Commission take to have oversight of the Care Market at 3 tiers of oversight and intervention

Questions raised by members concerned:

- New approaches to recruiting nursing and care staff.
- Potential duplication of processes
- Differentials in inspection standards for nursing and residential care.
- Looking at best practice of delivery mechanisms

9 COMMITTEE WORK PROGRAMME

The Committee noted the work programme.

10 DATE AND TIME OF NEXT MEETING

The next full webcast committee meeting will be on 24th November 2015 at 10:00am.

11 DAY CARE OPPORTUNITIES

Rachel Rothero, Ainsley MacDonnell and Kelly Taylor and Cllr Mike Appleyard provided Members with an overview of the review of day care opportunities across the county. SEE PAPERS AND WEBCAST FOR FULL DETAIL

During the discussion the following areas were covered:

- Transparent that driver of changes was to make savings on a recurrent basis. Under personalisation also had to create a market place which led to creation of Buckinghamshire Care. Driver was also ensuring value for money, improving quality and better utilisation.
- Service has made £3 million savings and have further half a million worth of savings built into the Buckinghamshire Care Contract
- Still have issues around development of Wycombe site, now looking at completion in 2018 and back to looking at utilising Orchard House site.
- Burnham will open in Mid-November 2015.
- Thrift Farm will become a key part of income generation and the services at the site are aimed at people with learning disabilities.
- Built demographic growth into the capacity of the new build.
- One of key strategies of Buckinghamshire Care is to income generate and as part of this creating marketing and promotion strategies.
- Buckinghamshire Care is responsible for Community Engagement and a lot work is needed in engaging people who are not presently clients.
- Encouraging GP's to signpost to the centres particularly where there are social isolation concerns.

Questions raised by members

- Types of contracting models the service is considering to ensure value for money and stability
- Centres apparent under-utilisation and problems with staff recruitment
- Differential pricing regarding self-funders and full charge County-Council funded.
- The catchment areas of the Centres.
- Planned engagement of BME community and older people.
- Promotion of what the centres will offer older people, utilising the Local Area Forums to promote centres and services.

12 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

That the press and public be excluded for the following item which is exempt by virtue of Paragraph 3 of Part 1 of Schedule 12a of the Local Government Act 1972 because it contains information relating to the financial or business affairs of any particular person (including the authority holding that information)

13 DAY CARE OPPORTUNITIES - BUSINESS INFORMATION

The business information was noted.

CHAIRMAN

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Buckinghamshire County Council
Select Committee
Health and Adult Social Care

Minutes *HEALTH AND ADULT SOCIAL CARE*
SELECT COMMITTEE

Minutes from the meeting held on Tuesday 24 November 2015, in Mezzanine Room 2, County Hall, Aylesbury, commencing at 10.00 am and concluding at 12.10 pm.

This meeting was webcast. To review the detailed discussions that took place, please see the webcast which can be found at <http://www.buckscc.public-i.tv/>
The webcasts are retained on this website for 6 months. Recordings of any previous meetings beyond this can be requested (contact: democracy@buckscc.gov.uk)

MEMBERS PRESENT

Buckinghamshire County Council

Ms A Macpherson (In the Chair)

Mr R Reed, Mr B Adams, Mrs M Aston, Mrs P Birchley, Ms J Blake, Mr B Roberts and Julia Wassell

District Councils

Ms S Adoh
Mr A Green
Mr N Shepherd
Dr W Matthews

Local HealthWatch
Wycombe District Council
Chiltern District Council
South Bucks District Council

Others in Attendance

Ms J Woodman, Committee and Governance Adviser
Mr N Dardis, Chief Executive, Buckinghamshire Healthcare Trust
Dr A Gamell, Chief Clinical Officer, Chiltern Clinical Commissioning Group
Ms L Patten, Chief Officer, Aylesbury Vale Clinical Commissioning Group
Ms L Perkin, Programme Director for Integrated Care
Mr N MacDonald, Chief Operating Officer, Buckinghamshire Healthcare trust
Ms C Morrice, Chief Nurse and Director of Patient Care Standards, Buckinghamshire Healthcare NHS Trust
Dr T Kenny, Medical Director, Buckinghamshire Healthcare NHS Trust
Dr Jane O'Grady – Director of Public Health, Buckinghamshire County Council

1 APOLOGIES FOR ABSENCE / CHANGES IN MEMBERSHIP

Apologies were received from Mr Brown and Mr Hunter-Watts.



South Bucks
District Council



2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 MINUTES OF THE MEETING HELD ON 20TH OCTOBER 2015

The minutes of the meeting on 20th October 2015 were confirmed as an accurate record.

4 PUBLIC QUESTIONS

The Chairman read out Mr Bill Russell's questions and the response received from Lesley Perkins (Programme Director for Integrated Care) in regard to the Better Care Fund:

Q1. Better Care Fund: How does the Friends and Family Test for patients in the acute hospital relate to the patient experience of those receiving services (funded by the BCF) designed to keep them out of hospital? We need a proper measure of the patient experience not the FFT.

Response from Lesley Perkin 'Mr Russell is quite right that the existing, national metrics on patient experience are not relevant if we want to understand the experience of an integrated journey. This was discussed at the last Health and Wellbeing Board and all members agreed that it would be good to develop a local metric that aims to improve this situation. This wouldn't just be the patient experience of individual services funded by the BCF but rather a joined up measure across the pathway. I'm afraid I don't have details of how this will be done at this stage but as a first step intelligence is being gathered from other parts of the country who have already made some progress on this complicated topic.'

The Chairman added that there was an item on the BCF on the agenda and that Lesley Perkin may wish to elaborate further as part of her presentation.

Q2. 'GP services: What can the Council do to help recruit Doctors and Nurses to work in Bucks GP surgeries where there is a crisis happening now? Can you help with cheap housing for young Doctors & nurses, e.g. better facilities to improve working conditions?'

The Chairman stated that she had been advised that this was outside the scope of this Committee. It was a District Council issue around housing. The CCGs had also been asked to comment about recruitment for doctors and nurses.

The Vice Chairman agreed and added that this was a timely question as District Councils were due to consult on their Local Plans. Suggested that HASC write to the Leaders of all four District Councils in Buckinghamshire and ask that key worker housing is included in the Local Plan.

HASC debated the issue further and the following points were raised:

- Employers have a responsibility to provide suitable housing and this used to happen in the NHS.
- The Housing Act is quite specific on the employees they have to provide housing for and Government advises on what constitutes a key worker.
- HASC should write to NHS England regarding the expansion housing of provision and the need for more GP surgeries as some GPs are presently at full capacity. NHS England need to make better links to allow for S106 monies to be utilised for healthcare development.

Actions:

- **HASC write to the Leaders of all four District Councils in Buckinghamshire and ask that significant consideration is given to key worker housing**
- **HASC write to NHS England to highlight the need for the provision of primary healthcare infrastructure investment linked to housing expansion programmes across Buckinghamshire.**

Action: Committee & Governance Adviser

5 CHAIRMAN'S UPDATE

The Chairman highlighted the following:

- The Committee's concern regarding NHS dentistry funding and future funding – Members have been circulated with a brief report regarding this. There is no evidence of under-provision but are issues of accessibility. However where there is under performance money in a dental practice is clawed back at a regional level by NHS England and this is not necessarily re-invested in Buckinghamshire. NHS England would like more accurate information around housing expansion so they can plan for more NHS Dentistry provision and ensure investment is targeted in the right areas.

Actions:

- **To add NHS Dentistry to HASC work programme discussion on 8th December. Specifically looking at:**
 - **Community Dentistry Service provision for elderly and vulnerable people.**
 - **Quality of NHS dentistry provision**
 - **Provision of dentistry in hospital settings and the pressures faced.**
 - **Provision of NHS Dentistry in the south of the county**
- Milton Keynes Hospital and its future – The Chairman stated she would be attending a scrutiny meeting in Bedfordshire regarding the Healthcare Review and will update the Committee on this.

6 COMMITTEE UPDATE

- Mrs Aston updated the Committee on the progression of the Learning Disability Inquiry in her role as chair of the inquiry group.
- Mr Shepherd met with the Chair of Chiltern CCG Board to discuss performance data and how this can best presented to HASC and this will be included in the work programmes discussions on 8th December.
- Julia Wassell attended a seminar by 'Healthy Minds'

7 BUCKINGHAMSHIRE HEALTHCARE NHS TRUST IMPROVEMENT PLAN AND UPDATE ON WYCOMBE HOSPITAL

Neil Dardis (Chief Executive) Carolyn Morrice (Chief Nurse), Dr Tina Kenny (Medical Director) and Neil MacDonald (Chief Operating Officer) updated the Committee on the Buckinghamshire Healthcare Trust Improvement planning process post the Care Quality Commission's Inspection. SEE PAPERS AND WEBCAST FOR FULL DETAIL

During the discussion the following areas were covered:

- An update on the CQC Inspection report findings from March 2015 on Community Services and the unannounced inspection covering urgent care and end of life services.
- Buckinghamshire Healthcare Trust (BHT) were rated as good for caring overall and had made significant improvements from the year before in urgent care services. Community end of life services were rated as good.
- Improvement work and planning has looked to address culture and leadership issues particularly in Children's Community Services and challenges regarding recruitment and retention of staff.
- The Public Health Team are conducting Needs Assessments around 0-5 and 5-19 Services, finding out what the need is and how it differs across the county. Have launched a survey to capture views of Reception, Year 6 and Year 9 children to inform the strategic approach to Healthy Schools.
- BHT has incorporated the inspection findings into their overall improvement plan. The overall improvement strategy priorities are: reducing mortality, improving the patient experience and reducing harm. BHT has seen significant reductions in harm from falls, incidents and has an A rated stroke service.
- The CCGs outlined the integrated prevention work to reduce hospital admissions and further work needed with social care around speeding up discharges for those who are medically stable.

Wycombe Hospital

- BHT continues to invest in services at the site and is in the process of developing clinical strategies. BHT is keen to engage HASC and the community but have no definitive plans at this point in time. Probably looking at spring next year for any strategic plans.

Other Issues raised by Members and discussed:

- The use of agency staff to maintain safe services.
- The quality of discharge papers and ensuring coordinated IT systems and care pathways across partners and geographical areas.
- Winter pressures, learning from the year before and how this will be managed this year.
- Patient experiences and learning from the challenges people face with multiple complex needs.
- Understand how BHT working with Children's Services and Public Health to drive improvements in Children's Community Health.
- Likely cuts to public health funding and implications.
- Contingency plans if a junior doctors strike goes ahead, communication to the public and impact on budgets.

Action

To have RAG rating on the Improvement Report and for HASC to be sent an exception report

Action: BHT

8 BETTER CARE FUND

Lesley Perkin provided members with an update on the Better Care Fund (BCF) key projects, performance outcomes and risk management. SEE WEBCAST AND PAPERS FOR FULL DETAIL.

During discussion the following areas were discussed:

- BCF is a national mandate and involves integration of existing funds.
- Buckinghamshire BCF is a combined budget of £28.8 million and this is the minimum amount under the terms of the programme. The maximum was £100 million.
- Identification of services in Bucks covered under the BCF.
- National metrics attached to the BCF are not just impacted on by BCF services. Bucks BCF is not hitting targets on non-elective admissions and re-ablement targets although internal monitoring shows the re-ablement areas are improving.
- BRAVO is an example of the positive work around integration.
- Integration work being taken forward is locality working led by GPs working with partners across health and social care at a ground level.
- BCF will continue into next year and details will be outlined in the comprehensive spending review.
- The need to ensure providers are working in an integrated way in addition to commissioners.
- Systems resilience work operationally includes contact line for care homes to contact GP. Strategically there is a county –wide Care Home Strategy programme working with providers looking at different ways of ways.
- There is a need for Health and Social Care to work with closer Care Homes and a further consideration of applying conditions on providers.

In response to questions from Members the following issues were also discussed:
The Integration of Community Health Teams and likelihood of this happening.

- The Picture of what's happening with Care Homes and how commissioners manage this.
- The Need for new models of Care Homes.
- Clarification on why the risk register provided has no actions listed.

Actions

- **HASC add Care Home market and new models of provision to 8th December work programme discussions.**

Action: Committee & Governance Adviser

- **CCGs and Adult Social Care to report back to HASC on the BCF risk register and the inclusion of actions against red and amber residual risk.**

Action: CCGs and Adult Social Care

9 CANCER SCREENING

HASC took collective decision to have this item deferred and to have a simpler, clearly laid out paper submitted by the CCGs in the New Year.

Annet Gamell briefly updated the Committee on the following:

- There seems to be an issue with an issue with recording
- Cancer survival rates and mortality rates shows the local CCGs are above or are at least in-line with national averages
- The Cancer Outcome survey data to be rolled out nationally and CCGs are looking at 70% recording.

Action

- **CCGs to compile Cancer Screening paper which covers cancer diagnosis, flows through the system to treatment.**

10 GP INQUIRY 12 MONTH UPDATE

Members noted the update report provided. The RAG status report is attached

11 WORK PROGRAMME

The work programme was noted.

There was a reminder to members that there is a work programme workshop on 8th December.

12 DATE AND TIME OF NEXT MEETING

The next full webcast committee meeting will be on 2nd February 2016 at 10am.


CHAIRMAN


HASC GP Services Inquiry – 12 month progress on Recommendations



Select Committee Inquiry Report Completion Date: 25th November 2014


Date of this update: 24th November 2015


Lead Officer responsible for this response: Debra Elliot (NHS England for Recs 1,3,4,7), Richard Corbett (Healthwatch Bucks for Recs 5), Annet Gamell & Lou Patten (Aylesbury Vale & Chiltern CCGs for Rec 2 & 6)

Accepted Recommendations	Original Response and Actions	Progress Update	Committee Assessment of Progress (RAG status)
<p>1: NHS England should publish a national benchmark indicator of general practice funding per capita, facilitating comparisons with the funding received in different CCG areas. This benchmark should then be published as a routine at least annually in future.</p>	<p>I think we go some way to meeting this request for action though our publishing NHS payments to general practice 2013-14 through the Health and Social Care Information Centre. This was published just last week.</p> <p>This is a list of investment into each and every general practice, broken down to reflect payments from NHS England against a range of national enhanced services as well as core.</p> <p>This does not correlate directly with GP take home pay, - because for GP partners this is obviously dependant on the net profits arising from these payments having taken away running costs. The majority of these in primary care (as in NHS generally) being staffing costs.</p> <p>Whilst it is common to look towards some sort of benchmark, - it proves very difficult to be able to rank payments to practices in any logical form. – As you know, core funding to general practice is based on a weighted formula, - Currently, - practices do not receive equal levels of pay based on their weighted list size. – It is to address this inequality that the DH imposed a contractual change to withdraw MPIG over 7 years. Likewise, we have decided that PMS practices should be funded at the same level for the same work as GMS practices, and have agreed a transition of between 4-7 years to be determined locally.</p> <p>One could argue that the pace of change is too slow, however, we are aware that for a significant minority of practices this change in funding can be significant, alongside this, the Carr-Hill formulae is being revised, therefore we</p>	<p style="text-align: center;">N/A</p>	<p style="text-align: center;"></p>

	<p>cannot make assumptions about the eventual distance from target until the new weighting formulae which reflects better patient need, is agreed with the profession.</p> <p>Our position therefore is that whilst we are committed to more open and transparent information being available to the public in terms of investment into primary care, we need to be cautious about turning this into a benchmarking exercise as this fails to recognise the complexities in primary care funding and the inability to compare like with like.'</p>		
<p>2. A GP Demand Management Action Plan should be agreed by the CCGs and NHS England Area Team as part of the Primary Care Strategy to facilitate a coordinated and shared approach to reducing avoidable appointments and demands on GP services, as well as promoting greater self-care. This should be delivered either by the local CCGs or as an early co-commissioning project undertaken with the NHS England Area Team.</p>	<p>In order for the CCG's to deliver their vision for primary care as outlined in our strategy (currently in draft) a number of goals have been identified. Although a 'GP Demand Management Action Plan' is not referred to specifically, two of these goals will deliver what they believe the HASC require from this recommendation, which is to systematically reduce demand on primary care through actions such as increasing self-care or alternative signposting for patients. The goals from our draft strategy that this particularly relates to are:</p> <ol style="list-style-type: none"> 1) Enable people to take personal responsibility for their own health and wellbeing, and for those that they care for, with access to validated, localised and readily available educational resources 2) Improved and appropriate access for all to high quality, responsive primary care that makes out-of-hospital care the default <p>As a 5 year strategy, the document does not include details of how they will achieve this but in the next steps section the CCG commits to specific deliverables in year one. Of relevance are</p> <ul style="list-style-type: none"> • to have a whole system programme to increase self-management • Implementation of a system-wide care planning approach <p>Should they feel that this work will benefit from collective effort with NHS England this would be an opportunity to take forward through co-commissioning to maximise impact. (Louise Patten, AV CCG).</p> <p>We accept in full this recommendation, but can only accept responsibility for those parts that are within CCG control in terms of demand management (Louise Patten AV CCG).</p>		 <p>Implementation date April 2016</p>





	<p>From March 2015 -(Debra Elliot, NHS England Area Team). 'As you acknowledge, within General Practice the issues of demand management, "appropriate utilisation", signposting to other primary, community and social care services is very complex. The Primary Care strategies led by the CCGs, in conjunction with NHS England, are currently in production. Your suggestion to expand the range of 'other demands' is helpful. The CCGs will be able to indicate how they might be incorporated, where practical, into the strategies. However we wish to sound a 'word of caution'. The development of the strategies is critical work and we would not support any actions that might lead to delays. The CCG may be able to advise if further detail on this recommendation can be provided without leading to delay.'</p>		
<p>3. The NHS England Area Team, in liaison with local CCGs and the Local Medical Committee, should clarify roles, responsibilities and contacts for NHS engagement on land use planning matters, and how information will be shared between themselves and with local practices. The Area Team should review whether they have the processes and data in place to secure developer contributions for general practice investment</p>	<p>'We agree that our response was not completely comprehensive on the complex issues of health requirements in relation to spatial planning. The lack of detail is perhaps indicative of the complexity of planning across a range of Health & Social Care commissioners whilst encouraging innovative solutions from the market. Currently there is no single guidance document for this area. Co-commissioning should certainly assist in the joining together of NHS commissioners. Joint commissioning committees between CCGs and NHS England will require robust health & social care strategies looking to the 5 year forward view. In conjunction with the CCGs we are looking to strengthen and regularise our working arrangements with the Planning Authorities. The use of the Community Infrastructure Levy (CIL) is indeed an important mechanism in areas of change and growth. The NHS would want to utilise this where ever possible.'</p>		<p>Implementation date April 2016</p>
<p>4. Following the publication of the Primary Care Strategy, the NHS England Area Team should agree with the local CCGs a plan for how the necessary investment in primary care premises will be encouraged, supported and delivered over the next five years.</p>	<p>NHS England funding will deliver on the promise of a new deal for primary care, as highlighted in the NHS Five Year Forward View. It is the first tranche of the recently announced £1billion investment to improve premises, help practices to harness technology and give practices the space to offer more appointments and improved care for the frail elderly – essential in supporting the reduction of hospital admissions. GPs across the country are being invited to submit bids to improve their premises, either through making improvements</p>		<p>Implementation date April 2016</p>

	<p>to existing buildings or the creation of new ones. In the first year it is anticipated that the money will predominantly accelerate schemes which are in the pipeline, bringing benefits to patients more quickly. GPs are being invited to bid for the investment funding. They will need to set out how practices will give them the capacity to do more; provide value for money; improvements in access and services for the frail and elderly.</p> <p>This new funding, alongside our incremental premises programme, will accelerate investment in increasing infrastructure, accelerate better use of technology and in the short term, will be used to address immediate capacity and access issues, as well as lay the foundations for more integrated care to be delivered in community settings.</p>		
<p>5. Healthwatch Bucks in liaison with the CCGs should lead on the identification of less developed PPGs and the formulation of a support package for them which should be publicised on the Healthwatch Bucks website</p>		<p>Healthwatch Bucks has undertaken two projects looking at Patient Participation Groups as a result of the HASC recommendation. The first project benchmarked the number and size of PPGs across the County. The second project asked Practice Managers about their views of PPGs and how useful they were proving to be for the practice.</p> <p>Both projects showed that there is a very mixed picture across the County. From very effective large patient groups to a number of practices that have nothing. There was also a mixed view of how useful they were to the practices, while acknowledgement was made of how useful they could be.</p> <p>We have now started a project in the Chiltern PPG area to support the development of PPG groups. This will involve setting up three groups and providing a variety of support to 14 other practices. We will also provide generic support to all practices in the area and look to</p>	

		share this support and learning to practices in the Aylesbury Vale area. This project started in October 2015 and will run for the next two years.	
6. The Primary Care Strategy should outline what the future of GP service delivery in Buckinghamshire should look like in five years' time, and how individual GP practices will be supported to deliver this	The Buckinghamshire wide primary care strategy is currently in draft form. Before it is finalised at the end of March there will be further consultation and feedback from stakeholders which will be completed through the Let's Talk Health website and with all those that fed into the original consultation. The strategy will include our vision for primary care, one of the goals of which is to support providers of primary care. In your letter a lead contact was requested for each recommendation.	Primary Care Strategy submitted to 24 th HASC for comment and published by CCG's April 2015.	
7. NHS England acknowledge our concerns over the imbalance in local GP service capacity and demands, and commit to additional funding for CCGs undertaking co-commissioning of GP services with the Area Teams so this additional CCG activity is adequately resourced	<p>I think we can highlight here the statement in the 5 year forward view that challenges the next government to recognise the significant investment required in the NHS if we are to continue to meet the growing demand from patients.</p> <p>The view however is that this is not just pressure in primary care, it is pressure across the system. The 5 YFV describes a need to move away from seeing primary and secondary care as separate entities, - undoubtedly, more investment is needed in both areas. But to invest across the system so that we could continue to meet the growing needs of the patient within the current model of health care is not possible within the current and likely future economic climate. – we cannot seek to grow the secondary care and specialist services bed base and primary care and community infrastructure, - to meet the needs of the aging population.</p> <p>Instead, we need to move towards new integrated models of care, - and these are being tested out through plans to launch 'vanguard sites' – local communities where investment is being focused to challenge and old ways of working and redesign care.</p> <p>It would be worth going back to the local counsellors to highlight that whilst the intention is to test out</p> <ul style="list-style-type: none"> • Multi-professional community providers • Primary and acute care systems • New models pf care around community hospitals 		

	<ul style="list-style-type: none"> • New care pathways for patients in nursing / residential homes <p>The NHS cannot do this alone, - with increasing numbers of patients needing to be cared for with their LTCs, - not cured by the NHS, - local authorities need to recognise the integral part they need to play in providing support and care for patients in the community</p> <p>NHS England is working with CCGs to develop opportunities for them to take the lead locally as NHS commissioners, - co-commissioning will unlock many of the barriers to commissioning integrated care and CCGs can invest from secondary to primary care. To do this though, CCGs need to be confident that GPs and the wider primary care teams, can develop the capacity to care for more patients with complex needs in the community. – and to do this, - we are going to need to work with local authorities to support this shift in care.'</p>		
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RAG Status Guidance

	<i>Recommendation implemented to the satisfaction of the committee.</i>		<i>Committee have concerns the recommendation may not be fully delivered to its satisfaction</i>
	<i>Recommendation on track to be completed to the satisfaction of the committee.</i>		<i>Committee consider the recommendation to have not been delivered/implemented</i>



Buckinghamshire County Council
Select Committee
Children's Social Care and Learning

Minutes

CHILDREN'S SOCIAL CARE AND LEARNING SELECT COMMITTEE

Minutes from the meeting held on Tuesday 22 September 2015, in Mezzanine Room 2, County Hall, Aylesbury, commencing at 10.00 am and concluding at 12.17 pm.

This meeting was webcast. To review the detailed discussions that took place, please see the webcast which can be found at <http://www.buckscc.public-i.tv/>
The webcasts are retained on this website for 6 months. Recordings of any previous meetings beyond this can be requested (contact: democracy@buckscc.gov.uk)

MEMBERS PRESENT

Margaret Aston, Phil Gomm, Paul Irwin, Valerie Letheren (Chairman), Wendy Mallen, Robin Stuchbury and Katrina Wood

CO-OPTED MEMBERS PRESENT

David Babb

OFFICERS PRESENT

Carol Douch, David Johnston and Simon Rose

1 APOLOGIES FOR ABSENCE

David Watson and Dev Dhillon

2 DECLARATIONS OF INTEREST

None

3 MINUTES

Agreed



INVESTOR IN PEOPLE



Agenda Item 10

4 PUBLIC QUESTIONS

None

5 CHAIRMAN'S REPORT

The Chairman gave her report which included mention of:

- Department for Education and Local Government Association Peer Review Team visits to the council
- Trip to Birmingham City Council scrutiny by members of the Select Committee

6 COMMITTEE MEMBER UPDATES

Cllr. Stuchbury mentioned time spent with social workers and the visit to Birmingham. Also he mentioned a public event on child sexual exploitation that he attended.

7 CABINET MEMBER UPDATES

8 CABINET MEMBER FOR EDUCATION & SKILLS

The Cabinet Member for Education & Skills gave his update, which included reference to the following:

- Performance on adult learning
- Support for schools and work on the early years and children's centres
- Take up of home to school transport
- Budgetary pressures
- Audit report on the Buckinghamshire Learning Trust

SEE PAPERS/WEBCAST FOR CONTENT

9 CABINET MEMBER FOR CHILDREN'S SERVICES

The Cabinet Member for Children's Services gave her update, which included reference to the following:

- Work with Essex and Cambridgeshire County Councils
- The senior management team is now permanent
- The rate of agency social workers is down.
- The Local Government Association will be conducting a peer review

SEE PAPERS/WEBCAST FOR CONTENT

10 CHILD SEXUAL EXPLOITATION (CSE)

Members questioned the Cabinet Member and senior officers on the following:

- Partnership working with the police on child sexual exploitation investigations
- The number of contacts going to the Multi-Agency Safeguarding Hub
- Sexual Exploitation Risk Assessment Conference
- Attendance at Buckinghamshire Safeguarding Children Board
- The responsibility to raise awareness of child sexual exploitation with GPs
- What the outreach work commissioned from Barnardos will consist of

SEE PAPERS/WEBCAST FOR CONTENT

11 CHILDREN'S SERVICE IMPROVEMENT PROGRAMME UPDATE REPORT

Members questioned the Cabinet Member and senior officers on the following:

- The development of the Practitioners' Board
- Early Help Panels
- 'Red' rated success measures

SEE PAPERS/WEBCAST FOR CONTENT

12 CHILDREN'S SOCIAL CARE AND LEARNING BUSINESS UNIT PERFORMANCE

13 QUARTER 1 (2015/16) PERFORMANCE DATA

Members questioned the Cabinet Member and senior officers on the following:

- Educational standards at Key Stage 4
- Free school meals
- The performance of pupils with special educational needs and disabilities

SEE PAPERS/WEBCAST FOR CONTENT

14 CHILDREN'S SOCIAL CARE AND LEARNING BUSINESS UNIT BUDGET MONITORING

Members questioned the Cabinet Member and senior officers on the following:

- Strategies to manage the demand on children's services
- Proposals to raise foster carer allowances
- Potential income streams from the Educational Psychology Service

SEE PAPERS/WEBCAST FOR CONTENT

Agenda Item 10

15 NARROWING THE GAP INQUIRY PROGRESS UPDATE (PART 2 - UPDATE ON BCC RECOMMENDATIONS)

Members agreed to consider the update in more detail outside of the meeting.

SEE PAPERS/WEBCAST FOR CONTENT

16 CHILDREN'S SOCIAL CARE & LEARNING SELECT COMMITTEE WORK PROGRAMME

Members considered the work programme.

The committee agreed to add Children's Centres to its work programme.

SEE PAPERS/WEBCAST FOR CONTENT

17 DATE OF NEXT MEETING

3rd November 2015

CHAIRMAN

OVERVIEW & SCRUTINY WORK PLAN 2015-16

Item	Annual Ad Hoc	Meeting Date	October	February	March	June
Performance Indicators Review	Every Meeting	-				
Budget Monitoring Review	Every Meeting	-				
Budget Proposals	Annual	Feb 16				
Annual Review of FoI/DP	Annual	Jun 16				
Frimley Park Trust Update	Annual	Mar 16				
Ambulance Service	Annual	Feb 16				
Update on HS2/WRATH/Heathrow	Ad hoc	Oct 15				
Local Plan/Core Strategy Development	Ad hoc	Oct 15				
Advice Services in South Bucks	Ad hoc	Mar 16				
Universal Credit and Welfare Reform Changes	Ad hoc	Feb 16				
Bucks Health & Adult Care Select Cmm Minutes	Every Meeting	-				
Bucks Children's Social Care & Learning Select Cmm Minutes	Every Meeting	-				

Note

1. All Members will receive notification of the publication of the 28 Day Forward Plans and can raise with the Chairman of O&S any items to be added to an O&S meeting agenda.
2. Budget monitoring reports will be circulated to Members of O&S Cmm

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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 BAGGE					
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
Y	Budget and Council Tax 2016/17 To set the Council's budget and Council Tax for 2016/17.	Overview and Scrutiny: 01.02.2016	Cabinet: 09.02.2016 Council: 23.02.2016	Report - N Appendix - Yes (Paragraph 3)	Jim Burness Email: Jim.Burness@southbucks.gov.uk
Y	Bucks Advantage Business Plan & Funding Contribution (Bucks Thames Valley Local Enterprise Partnership): To agree the Business Plan and to extend funding at 2014/15 levels until further notice.		Cabinet: 09.02.2016	Report - N Appendix - Yes (Paragraph 3)	Bob Smith Email: Bob.Smith@Southbucks.gov.uk
N	Service Plans Summaries To introduce the service plan summaries for each of the main service areas.		Cabinet; 09.02.2016	N	Rachel Prance Email: RPrance@chiltern.Gov.uk
Y	Buckinghamshire Infrastructure Investment Plan To receive the Buckinghamshire Infrastructure		Cabinet 09.02.2016	N	Anita Cacchioli Email: Anita.Cacchioli@SouthBucks.gov.uk

LEADER - COUNCILLOR BAGGE					
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
N	Performance Indicator Review 2016/17 To introduce proposed changes.		Cabinet: 12.04.2016	N	Rachel Prance Email: RPrance@chiltern.gov.uk
Y	Capital Programme 2016/17 to 2019/20 To consider and agree the proposed updates to the capital programme.		Cabinet 09.02.2016	N	Jane Clarke jclarke@chiltern.gov.uk
N	Performance Monitoring To receive Q2 Monitoring report,	Overview and Scrutiny 1.02.2016	Cabinet 09.02.2016	N	Rachel Prance Email: RPrance@chiltern.gov.uk
N	Performance Monitoring To receive Q3 Monitoring report.	Overview and Scrutiny 14.03.2016	Cabinet 12.04.2016	N	Rachel Prance Email: RPrance@chiltern.gov.uk

SUSTAINABLE DEVELOPMENT PAG - COUNCILLOR 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 Officer
N	Joint CDC/SBDC Local Plan To receive an update on progress	Sustainable Development PAG: 10.03.2016	For information	N	Graham Winwright Graham.Winwright@southbucks.gov.uk
N	HS2 To receive an update on progress	Sustainable Development PAG: 10.03.2016	For Information	Y (Para 5)	Jane Griffin Email: Jane.Griffin@southbucks.gov.uk

HEALTHY COMMUNITIES PAG - COUNCILLOR EGLETON					
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
N	Healthy Communities Update To receive an update on activities.	Healthy Communities PAG: 25.02.2015	For Information	N	Martin Holt Email: Martin Holt@southbucks.gov.uk
N	Joint Housing Strategy Framework	Healthy Communities	Cabinet: 20.04.2016	N	Michael Veryard

HEALTHY COMMUNITIES PAG - COUNCILLOR EGLETON					
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
	Consider the adoption of a joint Housing Strategy between South Bucks DC and Chiltern DC and agree the key themes and objectives it should contain.	PAG: 25.02.2016			Email: mveryard@chilterngov.uk
N	Joint Homelessness Strategy Consider the adoption of a joint Homelessness Strategy between South Bucks DC and Chiltern DC and agree the key themes and objectives it should contain.	Healthy Communities PAG: 25.02.2016	Cabinet: 20.04.2016	N	Michael Veryard Email: mveryard@chilterngov.uk
N	Joint Private Sector Housing Strategy Consider the adoption of a joint Private Sector Housing Strategy between South Bucks DC and Chiltern DC (setting out policies to improve and maintain housing conditions in the private sector) and agree the key themes and objectives it should contain.	Healthy Communities PAG: 25.02.2016	Cabinet: 20.04.2016	N	Michael Veryard Email: mveryard@chilterngov.uk
N	Joint Housing Financial Assistance Policy Consider the adoption of a joint Housing Financial Assistance Policy between South Bucks DC and Chiltern DC (setting down the criteria for grants and loans to support adaptations, repairs and improvements) and agree the key themes and objectives it should contain.	Healthy Communities PAG: 25.02.2016	Cabinet: 20.04.2016	N	Michael Veryard Email: mveryard@chilterngov.uk
Y	Safeguarding Policies For Chiltern & South Bucks District Councils To approve new adult and children safeguarding policies for Chiltern & South Bucks District Councils.		Cabinet 09.02.2016	N	Martin Holt Email: Martin.Holt@southbucks.gov.uk

HEALTHY COMMUNITIES PAG - COUNCILLOR EGLETON					
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
N	Subscriptions & Donations 2016-17 Grant applications to the Subscriptions & Donations fund.	Healthy Communities PAG: 25.02.2016	Cabinet: 20.04.2016	N	Claire Speirs Email: claire.speirs@SouthBucks.gov.uk
Y	Use of Commuted Sums to enable Affordable Housing Delivery on a Section 106 Site. To consider a proposal to allocate a commuted sum to facilitate delivery of affordable housing on ex SGT Car Dealers site in Taplow.		Cabinet 09.02.2016	Y Para 3	Martin Holt Email: Martin.holt@southbucks.gov.
N	Beacon Centre Request for Structural Survey.	Healthy Communities PAG: 25.02.2016	Cabinet: 20.04.2016	N	Claire Speirs Email: claire.speirs@SouthBucks.gov.uk

ENVIRONMENT PAG - COUNCILLOR SULLIVAN					
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
Y	Beaconsfield Common Land - Policy for Control of Use of Common Land To agree a policy for use of the Common Land.	Environment PAG: 01.03.2016	Cabinet: 20.04.2016	N	Simon Gray Email: Simon.Gray@southbucks.gov.uk
N	Assets for Community Value To consider updating procedures	Environment PAG: 01.03.2016	Cabinet: 20.04.2016	N	Simon Gray Email: Simon.Gray@southbucks.gov.uk
N	Street Naming and Numbering To consider updating procedures	Environment PAG: 01.03.2016	Cabinet: 20.04.2016	N	Simon Gray Email: Simon.Gray@southbucks.gov.uk
N	Green Deal Communities Fund Project To advise the Portfolio Holder of the outcomes and evaluation of the Green Deal Communities Fund Project.	Environment PAG: 01.03.2016	For Information	N	Joanna Faul Email: Joanna.Faul@southbucks.gov.uk

RESOURCES PAG -COUNCILLOR ANTHONY					
Y	Council Tax Support Scheme To agree a scheme for 2016/17		Cabinet 09.02.2016 Council 23 02.2016	N	Neil Berry Email: neil.berry@southbucks.gov.uk
N	Treasury Management Quarterly Report Quarter 3 2015/16 To report on Treasury Management performance for Sept 2015 - Dec 2015	Resources PAG: 03.03.2016	For Information	N	Helen O'Keeffe Email: HOKeeffe@chiltern.gov.uk
Y	River Road, Taplow To agree mooring fees.	Resources PAG: 03.03.2016	Cabinet: 20.04.2016	N	Chris Marchant Email: Chris.Marchant@Southbucks.gov.uk
Y	Plant Maintenance Contract To update on progress.	Resources PAG: 03.03.2016	Cabinet: 20.04.2016	Y (Para 3)	Chris Marchant Email: Chris.Marchant@Southbucks.gov.uk
N	Gerrards Cross To consider car parking charges	Resources PAG: 03.03.2016	Cabinet: 20.04.2016	N	Chris Marchant Email: Chris.Marchant@Southbucks.gov.uk
Y	Beaconsfield To consider car parking arrangements.	Resources PAG: 03.03.2016	Cabinet: 20.04.2016	Y (Para 3)	Chris Marchant Email: Chris.Marchant@Southbucks.gov.
Y	Capswood Offices To consider subleasing arrangements	Resources PAG: 10.12.2015 03.03.2016	Cabinet: 09.02.2016 20.04.2016	Y (Para 3)	Chris Marchant Email: Chris.Marchant@Southbucks.gov
N	Discretionary Rate Relief To consider two applications	Resources PAG: 03.03.2016	Cabinet: 20.04.2016	Y (Para 3)	Neil Berry Email: neil.berry@southbucks.gov.uk

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) a key is a decision which has income or expenditure effect of £50k or more but excludes contracts for and expenditure on repairs, maintenance and improvements works within budget provision and approved policy where the contract or expenditure has either been properly and specifically approved by or on behalf of the Cabinet or by an Officer

Appendix1

Classification: OFFICIAL

acting under delegated powers, save where Contract Standing Orders require the Cabinet itself to authorise acceptance of a tender and such acceptance has not previously been authorised or delegated by the Cabinet.

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-spider2.southbucks.gov.uk/democracy/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 by whom the Decision will be taken and the date 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.

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