

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 30 June 2016. **(5 - 8)**
3. **Ambulance Service Presentation**
To receive a presentation from Andy Battye (Head of Operations) and Mark Ainsworth (Director of Operations) of the South Central Ambulance Service NHS Foundation Trust.
4. **Chiltern and South Bucks Local Plan (2014 - 2036) Preferred Options Public Consultation**
To consider report of Head of Sustainable Development. **(9 - 96)**
5. **Review of planning Enforcement Arrangements**
To consider the report of the Interim Director of Services. **(97 - 102)**
Appendix 1 **(103 - 114)**
6. **Planning Performance Report 1 April 2015 - 31 March 2016**
To consider the report of the Head of Sustainable Development. **(115 - 116)**
7. **Annual Scrutiny Review**
To consider report of Director of Resources. **(117 - 120)**
8. **South Bucks District Council Performance Report Q1 2016-17**
To consider report of Acting Chief Executive. **(121 - 122)**
Appendix A **(123 - 124)**
Appendix B **(125 - 128)**

9. **Bucks Health and Adult Social Care Select Committee**

To receive the minutes of the Committees held on:

<i>14 June 2016</i>	(129 - 130)
<i>21 June 2016</i>	(131 - 180)
<i>26 July 2016</i>	(181 - 200)

10. **Bucks Children's Social Care and Learning Select Committee**

To receive the minutes of the Committees held on:

<i>5 July 2016</i>	(201 - 210)
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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.

(211 - 212)

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

The next meeting is due to take place on Monday, 30 January 2017

OVERVIEW AND SCRUTINY COMMITTEE

Meeting - 30 June 2016

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

Also Present: Mr Bagge and Mr Naylor

Apologies for absence: Mr Harding and Mr Bastiman

3. MINUTES

The minutes of the meeting held on 14 March 2016 and 10 May 2016 were confirmed by the Chairman.

4. SOUTH BUCKS DISTRICT COUNCIL PERFORMANCE REPORT ANNUAL REPORT 2015-16

Members of the Overview and Scrutiny Committee received a report outlining the performance of Council Services against indicators and service objectives during the year 2015-16.

The Committee noted that this year's report had been reduced to a two-sided info-graphic, from the 40+ page report of previous years. Officers clarified to the Committee that the info-graphic was designed in order to highlight key achievements in a more user-friendly format, which was deemed better in terms of engagement with residents and the media.

Members were able to view further detail through the performance tables attached as:

- Appendix A – Annual Report SBDC 2015-16;
- Appendix B – Priority Indicators 2015-16;
- Appendix C – Quarterly corporate indicators 2015-16.

Within the report, Members of the Committee found it of interest to note that voluntary leavers as a percentage of the workforce had increased, with officers assuring Members that the detail was discussed comprehensively at Personnel Committee.

In terms of the off-target PIs, these fell within the Housing remit, and reflected the issues discussed within various forums by Members prior to this meeting of the Overview and Scrutiny Committee, primarily around the provision of affordable housing. Members wished to be updated on the current situation regarding affordable housing, with officers explaining that developers often buy land in order to provide affordable housing, later claiming viability issues, therefore frequently providing an affordable housing contribution, as opposed to providing the actual affordable housing.

The Head of Healthy Communities clarified that flexibility within the use of funds allocated would help in terms of how affordable housing could be acquired, and incentivised, including within the private sector.

The Chairman noted in particular that the indicators pertaining to Licensing matters needed to be supported by increased surveying, with short, simpler surveys in order to provide more reliable statistics. The Chairman raised further questions in regards to the Evreham Centre satisfaction survey indicators, which were explained by the Head of Healthy Communities as being mostly due to a faulty air conditioning unit, which had now been replaced.

The Committee therefore **RESOLVED** that:

1. the Performance Reports and the Annual Report be noted.

5. **ADVICE SERVICES IN SOUTH BUCKS**

The Committee received a report requested by Members, updating the Committee on the advice services operating in the South Bucks District Council area.

The report summarised the range of services, highlighting that the SBDC website identifies a range of organisations that can provide advice and support on wide-ranging issues. It was seen that South Bucks District Council seeks to support the organisations and volunteers via promotion of activities on the website, as well as directly through the Subs and Donations programme as detailed in Appendix 1. The Committee were also able to garner an overview of the main organisations that the Council refer residents to, including: Community Impact Bucks, Northgate, L&Q, Three Rivers CAB, Mediation Bucks and Wycombe's Women's aid. Detailed within the report were those organisations that had previously accessed the Subs and Donations Grants.

The report further detailed to Members that a review of the Subs and Donations and Community Development Grants was currently being undertaken in order to identify the outcomes delivered by the organisations and how they therefore link to the Council's key objectives and priorities, with the purpose of helping to identify future priorities for funding. In response to a question from the Chairman, it was clarified that a new application had to be made by each organisation annually if they wished to apply for a grant.

The Committee therefore **RESOLVED** that:

1. The report be noted.

6. **JOINT PRIVATE SECTOR HOUSING STRATEGY AND FINANCIAL ASSISTANCE POLICY**

The Committee received a report notifying the Chairman and Members of the Overview and Scrutiny Committee of the forthcoming consultation regarding the draft joint Private Sector Housing Strategy and associated policies covering financial assistance, Houses in Multiple Occupation and housing enforcement across South Buck District Council and Chiltern District Council, in order to seek the Committee's comments.

The report informed Members that the strategy and associated policies would encompass the Council's housing standards roles, which could broadly be split into two categories – assistance and enforcement. Officers clarified that assistance would cover improvements and help with housing issues, including support such as disabled grants. Regarding enforcement, this would include tackling poor quality accommodation, and ways to ensure housing standards, including those of HMOs.

The report further detailed that the Council has a statutory duty to review housing conditions in order to tackle serious housing health hazards: the Private Sector Housing Renewal Strategy 2007-2012 – setting out the Council's approach to improving local housing conditions – is now out of date. As such, the Council has prepared a draft strategy to reflect changes in national housing policy and to apply new legislative requirements and increased financial constraints. Additionally, amendments have been made to the financial assistance policy as seen in Appendix 2, with the main changes highlighted to Members in Appendix 3.

After questions from Members, Officers clarified that the Council's Policy and Budget Framework Procedure rules require Cabinet to publicise a timetable for proposals to the

Council for the adoption of any plan, strategy or budget that forms part of the budget and policy framework, alongside arrangements for consultation after publication of initial proposals, with the consultation period being no less than 6 weeks. Officers further informed the Committee that they would be consulting with groups including the Landlords forum, Occupational Therapy, and those who had been (and were going) through the process in order to allow the consultation to be as wide-reaching as possible.

It was therefore **RESOLVED** by the Committee that:

1. The draft strategy and policy documents be considered by Cabinet;
2. Members note the intention to undertake a 6 week consultation on the joint strategy and associated policies as required by the Policy and Budget Framework procedure rules following the Cabinet meeting on 4 July.

7. **FREEDOM OF INFORMATION MANAGEMENT AND RIPA ANNUAL REPORT**

The Members of the Overview and Scrutiny Committee received a report updating them on public engagement with the Freedom of Information Act 2000, Environment Information Regulations 2004, the Data Protection Act 1998, the Transparency Code of Practice, the INSPIRE Regulations, RIPA, and Protection of Freedoms Act 2012.

The report analysed the FOI activities for the past year, which is shown to be the first year of material reduction in the number of requests received since the FOI requirements came into effect, with a decrease on last year of 9%. The Committee were informed that of those FOIs processed, 86% were responded to within 20 days, as per the standards laid down by the Information Commissioner's Office.

It was explained to the Committee that the introduction of a workflow tracking system had helped with the efficiencies of the services: the tracking of each request could be monitored by the Corporate Information Officer, with automated reminders to Officers dealing with the requests.

The report further detailed to Members that FOI requests that were repeatedly submitted – e.g. those concerning business rates data – were published on the website regularly, with staff signposting the enquirer, thereby reducing response times. This further enhances the promotion and support of digital transformation and transparency, with the Council progressively publishing its FOI datasets in order to improve proactive transparency and promoting the effective process of FOI in the public interest.

Officers updated the Members of the Committee as to the revised FOIA Code of Practice under section 45, which is being consulted on by the Government, with expectation that the emphasis will be on further publishing of certain information sets.

The report went on to cover the requirement to report to members on any authorisations issued under the Regulation of Investigatory Powers Act 2000 (RIPA). The Council had not undertaken any activities covered by RIPA, as had been the case for a number of years. The criterion surrounding the use of the Act has also been considerably tightened. After a question from a Member regarding the training provided to Council staff, Officers agreed that it may be a good idea to open up the training to those individuals, such as Parish Clerks, who may have to deal with FOIs, but may not otherwise receive training.

It was therefore **RESOLVED** that:

1. The report be noted.

8. **BUCKS HEALTH AND ADULT SOCIAL CARE SELECT COMMITTEE**

The minutes of the Bucks Health and Adult Social Care Select Committee held on 22 March, 18 April and 10 May 2016 were noted by the Committee.

9. **BUCKS CHILDREN'S SOCIAL CARE AND LEARNING SELECT COMMITTEE**

The minutes of the Bucks Children's Social Care and Learning Select Committee held on 23 February, 12 April and 24 May 2016 were noted by the Committee.

10. **MEMBERS QUESTIONS AND ANSWERS**

None.

11. **WORK PROGRAMME**

The Work Programme was noted by the Committee.

12. **ANY OTHER BUSINESS**

None.

The meeting terminated at 7.24 pm

SUBJECT:	<i>Chiltern and South Bucks Local Plan (2014 – 2036) Preferred Options Public Consultation</i>
REPORT OF:	<i>Cabinet Members for Sustainable Development Council – Councillor Peter Martin (Chiltern District Council) Councillor Nick Naylor (South Bucks District Council)</i>
RESPONSIBLE OFFICER	<i>Peter Beckford, Head of Sustainable Development</i>
REPORT AUTHOR	<i>Graham Winwright, Planning Policy Manager 01494 732269 gwinwright@chiltern.gov.uk or graham.winwright@southbucks.gov.uk</i>
WARD/S AFFECTED	<i>All wards in both districts</i>

1. Purpose of Report

To enable the Overview and Scrutiny Committee the opportunity to consider and comment on a report to the Joint Committee on 12th October to approve the Green Belt Preferred Options consultation stage of the emerging Chiltern and South Bucks Local Plan.

RECOMMENDATION

The Overview and Scrutiny Committee is recommended to provide comments that the Committee would like the Chiltern and South Bucks Joint Committee to take into account when it considers a report on the Chiltern and South Bucks Local Plan (2014 – 2036) Preferred Options Public Consultation on 12th October 2016.

2. Reasons for Recommendations

2.1 To enable the views of the Committee to be taken into account when the Joint Committee makes its decision on the Green Belt Preferred Options stage of the emerging joint Local Plan.

3. Content of Report

3.1 Members will recall that there was a joint Chiltern and South Bucks Overview and Scrutiny Committee presentation on the Green Belt

Preferred Options stage of the emerging Local Plan on 26th September followed by questions and answers with officers.

3.2 Attached to this report as Annex 1 is the report to the Joint Committee on 12th October, the contents of which are self-explanatory.

3.3 Particularly attention is drawn to Appendix 1 to the Joint Committee report which is the draft Green Belt Preferred Options Consultation Document and the consultation process set out under Recommendation 4.

4. Consultation - Not Applicable

5. Options, Corporate Implications and Links to Council Policy Objectives

– Set out in the Joint Committee report in Annex 1.

6. Next Step

6.1 The approved views of the Committee will be reported to the Joint Committee in advance of or at the meeting of 12th October along with the views of the Chiltern Overview and Scrutiny Committee who are similarly considering the report in advance of 12th October.

<p>Background</p> <p>Papers:</p>	<p>Identified in the attached Joint Committee report.</p>
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SUBJECT:	<i>Chiltern and South Bucks Local Plan (2014 – 2036) Preferred Options Public Consultation</i>
REPORT OF:	<i>Cabinet Members for Sustainable Development Council – Councillor Peter Martin (Chiltern District Council) Councillor Nick Naylor (South Bucks District Council)</i>
RESPONSIBLE OFFICER	<i>Peter Beckford, Head of Sustainable Development</i>
REPORT AUTHOR	<i>Graham Winwright, Planning Policy Manager 01494 732269 gwinwright@chiltern.gov.uk or graham.winwright@southbucks.gov.uk</i>
WARD/S AFFECTED	<i>All wards in both districts</i>

7. Purpose of Report

To approve for consultation purposes Green Belt Preferred Options and associated documents as part of the emerging Chiltern and South Bucks Local Plan (2014 – 2036) in accordance with the councils approved Local Development Scheme. To also approve details for the consultation process and to recommend a review of the Local Development Scheme.

RECOMMENDATIONS

The Joint Committee is recommended:

1. To delegate authority to the Head of Sustainable Development to prepare and to publish on the councils websites before the start of the Preferred Options Consultation:

- a) a report of the Initial Consultation Incorporating Issues and Options**
- b) Draft Green Belt Assessment Part 2
and**
- c) Green Belt Development Options Appraisal.**

- 2. To approve the Green Belt Preferred Options Consultation Document (Appendix 1) for public consultation purposes.**
- 3. To delegate authority to the Head of Sustainable Development in consultation with the two Cabinet Members for Sustainable Development to undertake any necessary minor changes before publication to the Green Belt Preferred Options Consultation Document approved under recommendation 2 above.**
- 4. Preferred Options public consultation to be carried out so as to comprise:**
 - a) Commencement on 31st October 2016 and to run until 5 pm on 12th December 2016**
 - b) Details to be included on the council websites**
 - c) Invitations to Duty to Co-operate organisations to comment and to meet prior to the close of consultation**
 - d) Invitations to comment to be sent to all town and parish councils**
 - e) Details to be sent to all individuals and organisations on the councils joint consultation database**
 - f) Documents to be available in all libraries serving communities within the plan area**
 - g) A pre-consultation press briefing/conference and a number of press releases during the consultation period**
 - h) Information and updates on Council social media**
 - i) Fifteen exhibitions to be held throughout the plan area in accordance with details set out in Appendix 2**
 - j) Two pre-consultation briefing presentations (26th October and 31st October) invited to all council members, town and parish councils, Chiltern and South Bucks County Council members, MPs and key known stakeholder local groups/organisations.**
- 5. To delegate authority to the Head of Sustainable Development for the preparation of associated public consultation material (e.g. exhibition displays) in consultation with the two Cabinet Members for Sustainable Development.**
- 6. To instruct officers to review the Local Development Scheme.**

8. Reasons for Recommendations

- 8.1 The recommendations have been arrived through a number of evidence based led processes, member engagement, previous consultation and Duty to Co-operate discussions.
- 8.2 The recommended consultation process itself being an integral part of the Local Plan process which will inform subsequent council decisions.

9. Content of Report

- 9.1 Members will be aware that the Local Development Scheme or timetable (approved by both Councils) for the preparation of the joint Chiltern and South Bucks Local Plan includes a Preferred Options Consultation starting in October/November 2016.
- 9.2 Officers have been undertaking a detailed work programme to be able to arrive at the position of being able to recommend Green Belt preferred options, in summary:
- a) Analysing 5,431 responses to the Initial Consultation Incorporating Issues and Options carried out in January to March 2016 (a final report is being prepared and recommended to be published prior to the Preferred Options Consultation start).
 - b) Updating and adding to the Local Plan evidence base (published on both council websites) through in-house studies, commissioning consultants and working jointly with other organisations. Undertaking additional evidence base work (including a Draft Green Belt Assessment Part 2) which will be published on the council websites as soon as they become available.
 - c) Carrying out on-going duty to co-operate discussions with a range of organisations, importantly including adjacent local planning authorities.

- d) Engaging with members through the Joint Planning Policy Member Reference Group, the meetings being open to all Council members to attend.
- e) Seeking the view of both councils Overview and Scrutiny Committees.
- f) Undertaking a Green Belt Development Options Appraisal which has led to recommended preferred options.

9.3 Attached as Appendix 1 is a recommended Green Belt Preferred Options Consultation Document, the content of which explains the scope and purpose of the consultation, how this fits within the overall Local Plan timetable, will reference key evidence base documents in the final version, sets out preferred options for development and identifies key matters for consultation.

9.4 Members will appreciate that this consultation is a very important part of the Local Plan process (albeit not being a statutory requirement) at a stage where key parts of the evidence base are not complete and where duty to co-operate discussions such as how to plan for unmet needs are on-going. Despite this matters have progressed sufficiently for the councils to now be able identify Green Belt preferred options for consultation. The outcome of this consultation will help inform the decisions on which proposal sites should go forward as part of the draft Local Plan in due course.

9.5 A presentation was given to both councils Overview and Scrutiny Committees on 26th September and both Committees met subsequently to consider this report (South Bucks on 3rd October and Chiltern on 5th October). The outcome from the Overview and Scrutiny Committees will be reported verbally at the meeting.

10. Consultation

10.1 The Preferred Options Consultation will be carried out in accordance with both councils Statement of Community Involvement, details of which are set out in Recommendation 4 above.

4.2 Fifteen exhibitions are recommended as part of the consultation process (see Appendix 2), thirteen at locations around the districts on Saturdays and evenings during the first three weeks of the consultation period and an exhibition at both Council offices at all other times during normal office opening hours for the whole consultation period. The 'travelling' venues have been advertised on the councils websites and notified to members, town and parish councils and key local stakeholder groups.

11. Options

5.1 This stage of the Local Plan follows on from an earlier Issues and Options consultation and has tested a significant number of options. There will be set out as part of the consultation in the Green Belt Development Options Appraisal.

6. Corporate Implications

- 6.1 *Financial* – This consultation can be carried out within approved budgets.
- 6.2 *Legal* – legal and regulation requirements have been fully considered and complied with.
- 6.3 *Environmental Issues and Sustainability* – these are integral considerations to the local plan and the plan process will be subject to a formal Sustainability Appraisal, Strategic Environmental Assessment and Habitat Regulation Assessment.
- 6.4 *Partnership* – Partnership working is a key part of the local plan process through the Duty to Co-operate (a continuous process) and with others such as the Bucks Thames Valley Local Enterprise Partnership and Bucks and Milton Keynes Natural Environment Partnership. In addition key parts of the evidence base has been prepared in partnership.

6.5 *Crime and Disorder and Social Inclusion* – these will be important considerations for the local plan, its consultation processes and evidence base.

7. Links to Council Policy Objectives

7.1 The Joint Local Plan, of which this stage is a key part, will help deliver the following Councils objectives:

“We will deliver cost effective, customer focused services” – the consultation will listen to our customers and as far as possible take their views into account.

“We will work towards safe, healthy and cohesive communities” – through the plans policies, proposals and allocations and in engaging with key partner organisations and town and parish councils.

“We will strive to conserve the environment and promote sustainability”

8. Next Step

8.1 Following this consultation the Local Development Scheme proposes a draft Local Plan consultation in March/April 2017. Members will appreciate that officers are prioritising resources as best as possible to try to meet the timetable however there are a number of converging factors which have (and anticipate could) significantly put the March/April 2017 target date at risk. These include:

- a) Reduced staff levels and recruitment difficulties – the Shared Planning Policy Team has never been at full strength and have struggled to recruit to all posts and to a senior level.
- b) The Planning Policy Team has had to take on-board significant non-local plan work which has deflected resources (for example six neighbourhood planning processes over the last ten months).

- c) Processing an unprecedented number of consultation responses at the Issues and Options Consultation stage and risk that the Preferred Options Consultation will generate another high response.
 - d) A number of complicated Duty to Co-operate discussions which are on-going.
 - e) Delays in evidence base work for reasons outside of the Councils control (e.g. changes in Government policy/advice).
- a. Members will be aware of the Government pushing local planning authorities to speed up plan-making particularly in areas of high housing pressures and have introduced the risk of intervention for those authorities that have not produced a local plan by early 2017. Although the Government have not identified areas of “high pressure” nor defined what “produced” or “early 2017” will mean, in practice our councils could be facing risk of intervention. Having said that there are potentially a significant number of authorities likely to be in the same position and by early 2017 our Local Plan will be in an advanced position.
- b. Regardless of the timetable, officers will only be recommending the Council consult on a draft Local Plan if the Councils are considered to have met the Duty to Co-operate, that the Plan is considered to be sound and has an up to-date evidence base and in that respect the March/April 2017 date is recommended to be reviewed. If reviewing this date officers will seek the views of the Department of Communities and Local Government and Planning Inspectorate.

<p>Background Papers:</p>	<ul style="list-style-type: none"> • Local Plan evidence base documents • Local Development Scheme • Representations received as part of the Initial Consultation incorporating Issues and Options and subsequent documents supplied in connection with submitted representations
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Chiltern and South Bucks

Local Plan

Green Belt Preferred Options Consultation



October - December 2016

Chiltern and South Bucks district councils are preparing a joint local plan. The Chiltern and South Bucks Local Plan will review both councils planning policies and seek to meet collective development needs through a new Local Plan to cover the period up to 2036.

It is vital for the councils to have in place an up-to-date Local Plan that will identify the right level of development to be planned for to best meet local needs.

The councils carried out an Issues and Options consultation in January to March 2016 and received 5,431 responses. Thank you to everyone who responded. These responses have helped inform this Preferred Options Consultation, related studies and will also inform the Draft Local Plan to be prepared for consultation next year.

A key part of the Local Plan will be to explore options for meeting development needs in the Green Belt that cannot be met within built areas, on previously developed land nor can be met in areas outside of Chiltern and South Bucks. This work is not yet complete but has progressed sufficiently for Preferred Options to be identified and tested through public consultation.

We are aware that development in the Green Belt can raise significant concerns within our communities and that if this is to occur it needs to be fully justified. For this reason the councils are carrying out a Preferred Options Consultation before making decisions on what development proposals in the Green Belt should be included in the Draft Local Plan. Responses to this consultation along with additional technical and evidence base work will help inform our draft plan proposals.

The councils are undertaking a Green Belt Assessment of which Part 1 is complete and Part 2 is published as a draft and are progressing other technical work all of which has helped shape our Preferred Options. All related documents are available on the Council websites and can be commented on as part of this consultation.

Overview and Scrutiny**3rd October**

At this stage we are still considering the principles of development. Some details are identified, should the options be taken forward, but other details such as infrastructure needs, access arrangements or type or mix of development will need to be considered further.

This public consultation is an important opportunity for the councils to receive and take into account your views on our Preferred Options for development in the Green Belt and we would urge local residents and groups, businesses, organisations, landowners and developers to take part in this public consultation.



**Councillor Peter Martin
Chiltern Cabinet Member
for Sustainable Development**



**Councillor Nick Naylor
South Bucks Cabinet
Member
for Sustainable
Development**

Chiltern and South Bucks Local Plan 2014 – 2036

Green Belt Preferred Options Public Consultation**1. Introduction**

- 1.1 Chiltern District Council and South Bucks District Council carried out an Initial Consultation (Regulation 18) Incorporating Issues and Options in January to March 2016 for a joint Local Plan to cover the period 2014 to 2036. The outcome of this consultation is helping scope the Plan, identifying issues to be addressed, form a development strategy to meet needs and assist in identifying deliverable sustainable development options.
- 1.2 Key issues the Local Plan will need to address include the following along with an update on how these are being progressed:
- a) The **level of development that should be planned for** taking account of overall development opportunities, policy and environmental constraints, deliverability and the scope to secure sustainable development within the Local Plan area and wider sub-regional context.

Update: The councils have jointly with Aylesbury Vale and Wycombe district councils undertaken a September 2016 review of the draft Buckinghamshire Housing and Economic Development Needs Assessment (HEDNA). This update and the earlier HEDNA are available on the council websites.

The updated HEDNA shows that over the plan period there is a need for 14,700 new dwellings and 10 ha of net employment land (industrial warehousing and offices) arising in Chiltern and South Bucks. This represents a slight reduction from the earlier Draft HEDNA (previously 15,100 dwellings and net 15ha of employment land).

The Issues and Options consultation earlier this year came to the

view that the level of development needed could not be sustainably met within Chiltern and South Bucks and this position remains for the revised Draft HEDNA figures. This is based on a draft and emerging Housing and Economic Land Availability Assessment (HELAA) which will identify development capacity and deliverability of opportunities within the build areas outside of the Green Belt and on previously developed land in the Green Belt. Work is progressing on updating the Draft HELAA and an updated version will be published alongside the draft Local Plan next year.

The councils have been in discussions under the Duty to Co-operate to explore the potential for some of Chiltern and South Bucks development needs to be met outside the Plan area and have agreement in principle for unmet needs to be provided in the emerging Vale of Aylesbury Local Plan subject to further evidence to justify the amount of development and the Vale of Aylesbury Local Plan being able to identify sufficient capacity. Based on evidence base updates and the Preferred Options position Chiltern and South Bucks district councils estimate an unmet housing need of 5,800 dwellings.

Discussions on employment needs are on-going. Agreement with Aylesbury Vale District Council will be dependent on the outcome of the HEDNA, HELAA, Preferred Options conclusions and Duty to Co-operate discussions.

Chiltern and South Bucks district councils' position remains that our needs as a first priority should be met through sustainable development opportunities within Chiltern and South Bucks but that full needs will not be able to be met, despite opportunities that are likely to be found through a Green Belt review and increasing densities for development opportunities.

The councils may have to commission a further update of the HEDNA before finalising a draft Local Plan and will continue to explore all options under the Duty to Co-operate for meeting unmet needs from Chiltern and South Bucks.

- b) A **review of the Green Belt** and whether land could in principle be removed from the Green Belt to help contribute to meeting development needs, namely whether exceptional circumstances exist for a Green Belt change and whether or not a change will significantly harm the purposes of including land in the Green Belt.

Update: The councils are undertaking a Green Belt Assessment Part 2 (a detailed assessment of options identified under a Part 1 assessment for further testing, options identified in the Issues and Options Consultation and other strategic site options identified in both councils Call for Sites last year and/or in responses to the Issues and Options Consultation). The Part 2 Assessment has been published as a draft and will be completed after taking into account the outcome of this consultation and other work. The Part 1 and draft Part 2 Green Belt Assessments and their methodologies are available on the council websites.

- c) A **Green Belt Development Options Appraisal** taking into account the Green Belt Assessment to-date, other on-going technical work such as Sustainability Appraisal, infrastructure needs, impact on the Chilterns Area of Outstanding Natural Beauty (AONB) and other information such as relevant consultation responses at Issues and Options and additional information provided by those promoting site options.

Update: A Green Belt Development Options Appraisal report has been published on the council websites, the conclusions of which (in terms of identifying Preferred Options) has been brought forward into this Preferred Options Consultation Document.

- d) **Infrastructure requirements** necessary to support the level of planned development.

Update: As part of the Issues and Options Consultation the councils published an Infrastructure Capacity Study: Report of Settlement

Findings Baseline Assessment. This identified that existing infrastructure such as roads, schools and some health services was largely under stress and that in significant parts of the plan area there was likely to be insufficient capacity for certain infrastructure to support anticipated levels of new development unless there was significant additional provision of new or improved infrastructure.

The councils are working with infrastructure and service providers to understand the implications for different growth scenarios and have undertaken transport modelling with Buckinghamshire County Council and others both locally and across a wider area (Buckinghamshire and surrounding areas). This work is on-going and evidence base documents will be published on the council websites as they become available.

In relation to schools, new or enlarged schools will be required within the plan period however at this stage the number, location and timing for school provision will not be known until the overall level of planned growth and its distribution across the plan area has been established. New school provision could include the need for a new secondary school to increase overall capacity. If this is the case then a new secondary school will need to be included within one of the preferred option sites, reducing the amount of land available for housing by about 5.3 ha.

More detailed infrastructure work and further transport modelling will be undertaken on the Preferred Options, informed where relevant by responses to this consultation.

Delivery of essential infrastructure is a key part of achieving sustainable development. The councils later this year expect to consider whether they should prepare a Community Infrastructure Levy (CIL) schedule and charge for certain types of development to help fund essential infrastructure needs. Major development proposals may be required to directly provide affordable housing and some infrastructure on-site and/or to part fund specific infrastructure through legal agreements. Also the councils will consider other funding mechanisms such as working with infrastructure providers through their investment

programmes or with Bucks Thames Valley Local Enterprise Partnership on funding opportunities.

- 1.3 This consultation is limited to the councils preferred development options in the Green Belt (1 ha or more in size), the evidence base documents that support them and views on whether alternative or additional options should be considered. Sufficient work has been undertaken to arrive at preferred options however this work is not complete and is on-going. Responses to this consultation will inform decisions on which Green Belt options should be taken forward in the draft Local Plan.
- 1.4 It is anticipated that alternative options will be promoted as part of this consultation from landowners, developers or other interested parties. These alternatives may have already been considered by the councils (e.g. previously put forward during Call for Sites or during the Issues and Options consultation, identified in the Green Belt Assessment Part 1 or included in the Issues and Options Consultation document at that stage) but have now been rejected.

It is requested that if alternative options are to be put forward, those putting them forward first consider the **Green Belt Development Options Appraisal** (and more detailed related studies where relevant) on the council websites to see if the option has already been considered and if so to understand why it has been rejected.

If the alternative option is still to be promoted and has already been considered and rejected then the councils would request that the reasons for rejection are fully addressed as part of consultation response.

- 1.5 Following this public consultation the councils intend to produce a draft local plan for public consultation in 2017 prior to submission later in 2017. The timetable maybe subject to review.
- 1.6 This document sets out Green Belt preferred development options with key findings so far, emerging thinking and areas where the councils are particularly interested in receiving views. All documents referred to can be found on the councils' websites.

1.7 This public consultation will be carried out in accordance with both councils Statement of Community Involvement and will run from 31st October 2016 to 5pm on 12th December 2016. Representations must be made in writing and can be submitted via e-mail or by post:

The Planning Policy Team
Chiltern District Council and South Bucks District Council
King George V House
King George V Road
Amersham
Bucks. HP6 5 AW

[website](#) link

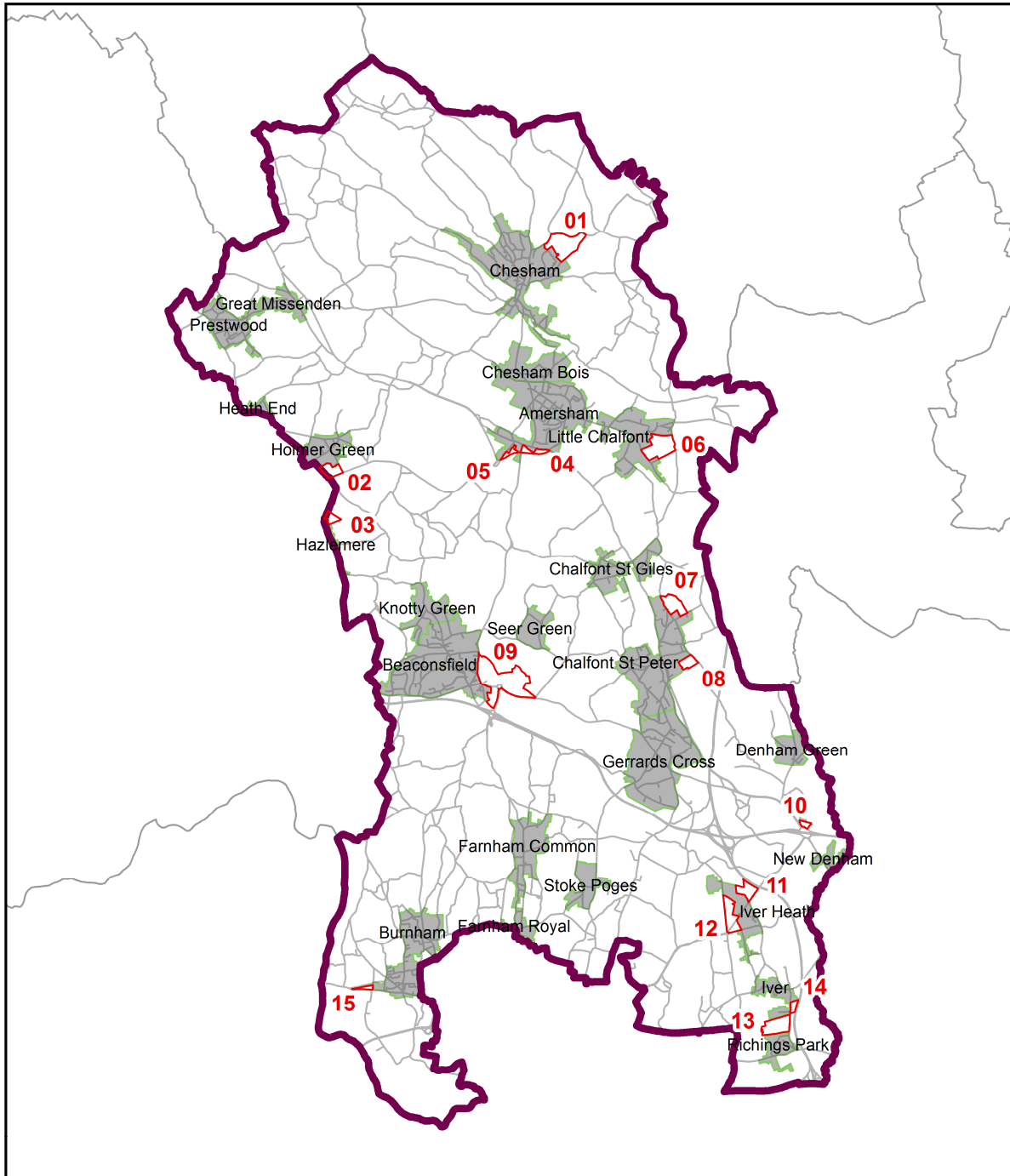
All representations must be received by 5 pm on 12th December 2016.

If you would like to discuss any matter relating to this consultation, the emerging Local Plan or evidence base then please contact a member of the Planning Policy Team during normal office hours on (01494) 586678.

Chiltern and South Bucks Local Plan 2014 – 2036**Green Belt Preferred Options Public Consultation****October/December 2016**

2.1 The following table lists the councils preferred options to be removed from the Green Belt for development followed by a map to show the preferred options in relationship to each other.

Option No.	Site	Pages
1.	North East of Chesham	
2.	Area South of Holmer Green	
3.	Land East of Hazlemere	
4.	Area South of London Road West, Amersham Old Town	
5.	Area South East of Whielden Street, Amersham Old Town	
6.	Area South East of Little Chalfont	
7.	National Epilepsy Centre, Chalfont St Peter	
8.	Area South East of Chalfont St Peter	
9.	Area East of Beaconsfield	
10.	Land North of Denham Roundabout	
11.	Land North of Iver Heath, South East of Pinewood	
12.	Area West of Iver Heath	
13.	Area North of Iver Station	
14.	Area to the East of Ridgeway Business Park, Iver	
15.	Land adjacent to Taplow Station	



Legend

- Area Proposed for Release from the Green Belt
- Local Plan Boundary
- Built Up Area Outside of the Green Belt

N

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It is important to note that the councils have not made a decision yet on which sites should be removed from the Green Belt but have

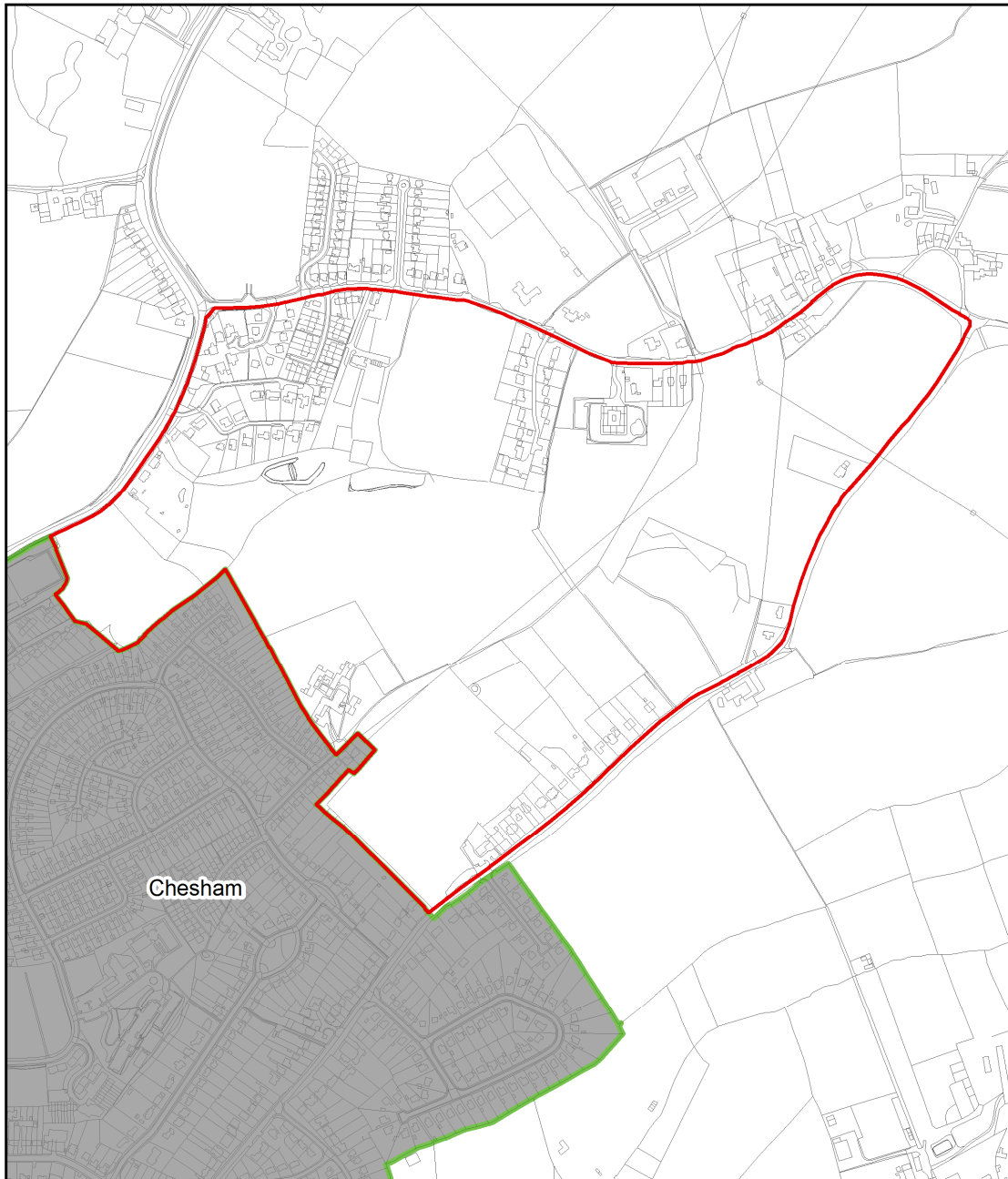
approved the Preferred Options for consultation purposes based on the evidence base at this stage. Further technical work is on-going and will need to be considered before a final decision is made however the technical work has been progressed sufficiently to allow the Council to identify its preferred options and to seek views through this public consultation.

- 2.2 It should also be noted that this consultation only considers strategic Green Belt options for growth and does not seek to cover all potential changes to the Green Belt to be proposed in the draft Local Plan. For example the councils are undertaking a detailed Inner Green Belt Boundary Review which may result in some boundary changes (for example removal of the Library, Village Hall and Car Park, Cokes Lane, Little Chalfont); are considering removal of some previously developed or committed land uses from the Green Belt on the edge of settlements (such as Pinewood Studios, Iver Heath; and Mill Lane, Taplow) and will be exploring whether some settlements currently in the Green Belt should be removed. These potential other Green Belt changes are outside the scope of this consultation.
- 2.3 The remainder of this report provides details for each preferred option including references to key evidence base documents, a plan, planning issues to be considered and key questions that the councils will need to address for each option.
- 2.4 In relation to matters outstanding and need to be considered in the next stage of the plan process, the following relate to all of the preferred option sites and so are not repeated in the table for each option:

Outstanding Matters for all Preferred Options	<p>The following general considerations are on-going and views are welcomed on these as part of the consultation:</p> <p style="margin-left: 40px;">a) Where residential development is proposed, the level and type of affordable housing that needs to be required as part of the proposal.</p>
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	<p>b) Specific infrastructure requirements and/or community facilities needed to support the proposed development.</p> <p>c) Whether there should be other specific development requirements.</p> <p>d) Whether the development proposal will be viable.</p>
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Preferred Option 1: North East of Chesham



Legend

- Area Proposed for Release from the Green Belt
- Local Plan Boundary
- Built-Up Area Outside of the Green Belt

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Preferred	The area proposed to be removed from the Green Belt is
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Overview and Scrutiny

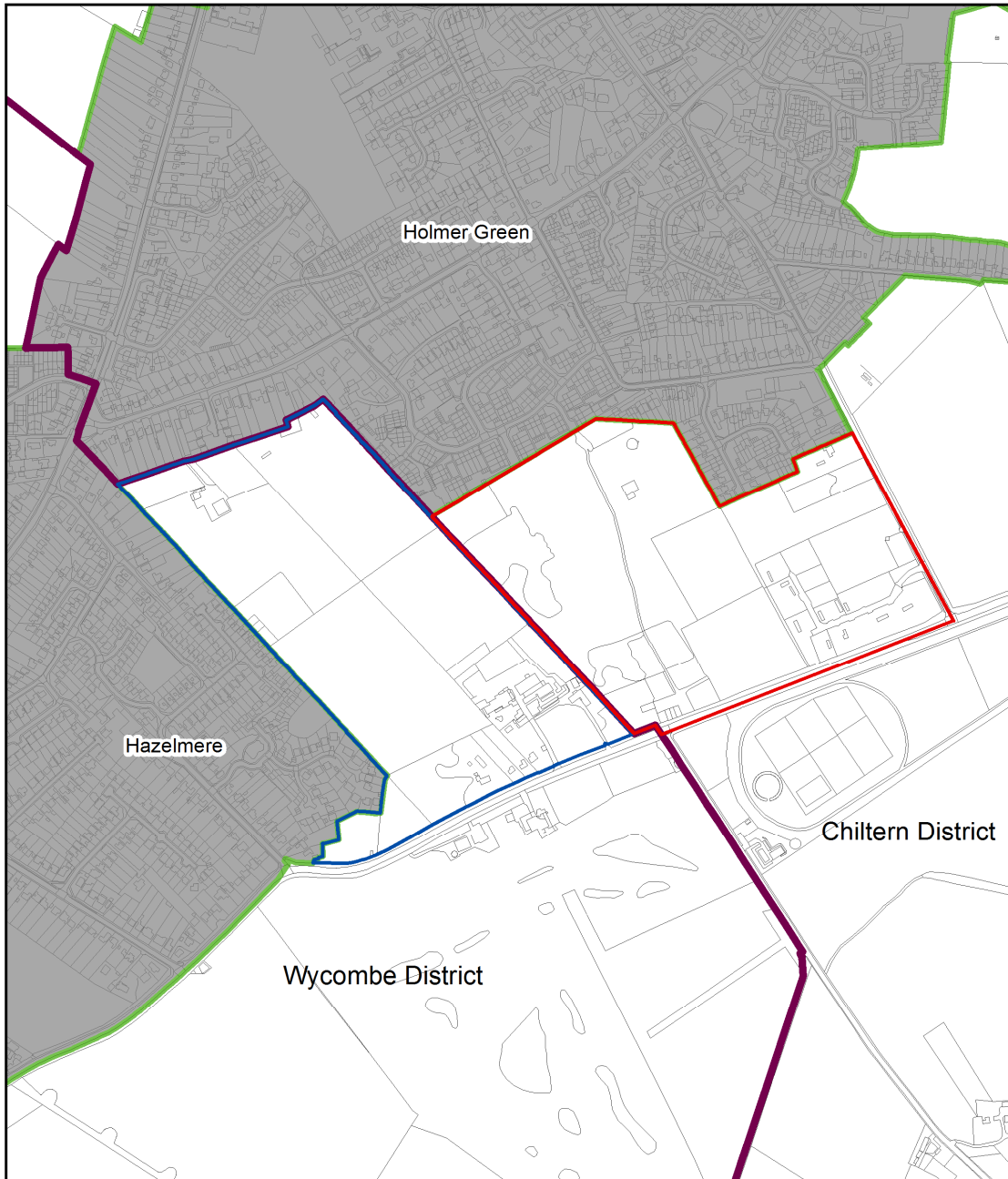
3rd October

Options Proposal	<p>57.26 ha but due to constraints, existing development and other considerations not all of the area is considered developable.</p> <p>The area is defined by the existing build area of Chesham to the south, Nashleigh Hill to the west, Lycrome Road to the north, and Lye Green Road to the east.</p> <p>The developable area is estimated at 26.1 ha, to include associated open space, necessary infrastructure and other requirements.</p> <p>The proposed average residential density is 35 dwellings per hectare giving a proposed residential capacity of approximately 900 dwellings.</p> <p>The development proposal to comprise residential development, associated infrastructure, open space, possibly a local centre and potentially Gypsy and Traveller accommodation. Consideration should also be given to scope to include specialist accommodation for elderly people close to local amenities and open space and self-build housing.</p>
Requirements as part of any Development	<p>The following would be required as part of any development proposal should this preferred option be included in the Local Plan:</p> <ul style="list-style-type: none"> a) Comprehensive development in accordance with an approved Development Brief. b) Necessary infrastructure (either directly provided on-site or secured through funding by the developer) or development delayed until provided by an infrastructure provider or other means. c) An appropriate proportion of affordable housing - expectation at this stage is that at least 40% of dwellings should be affordable (i.e. have an appropriate level of subsidy).

	<ul style="list-style-type: none"> d) If required, Gypsy and Traveller accommodation to be located, planned, designed and landscaped appropriately within the site. e) Creation of a community focal point based on Brushwood Junior School, potential local centre and through design, layout and density changes across the site. f) Connectivity with adjoining built areas, community facilities and transport access points with emphasis on walking, cycling and passenger transport. g) Adequate functional open spaces to include children play facilities. Viable and sustainable management and funding proposals put in place for all open space areas. h) Retention of wooded areas, important trees and hedgerows. Enhanced tree planting / landscaping within the site with particular attention to boundary areas with the countryside. i) Open spaces as far as possible to be connected to enhance the development setting and to encourage wildlife connectivity with the countryside and across the site.
<p>Infrastructure (e.g. schools, health, road improvements and health)</p>	<p>Infrastructure requirements are being considered however at this point it is clear that the following will be required:</p> <ul style="list-style-type: none"> a) Potential expansion of Brushwood Junior School b) Provision of a Sustainable Urban Drainage System so that the site addresses its own drainage impacts to as far as possible lessen, or at the very least prevent exacerbation of flood risk in Chesham.
<p>Additional Outstanding</p>	<p>The following considerations are on-going and views are welcomed on these as part of the consultation:</p>


<p>Matters (see 2.4 above)</p>	<ul style="list-style-type: none"> a) The level and type of affordable elderly person accommodation units that need to be required as part of the proposal (in addition to general housing affordable units). b) Whether part of the site will be required for Gypsy and Traveller accommodation and if so what number of units and type of accommodation (i.e. pitches for travellers or mobile homes / park homes for non-travellers). c) Whether part of the site should be required to be made available for self-build and custom built accommodation. d) Whether the scale of development proposed can support a local centre, potentially comprising convenience shop(s), local health infrastructure and other community services /facilities. e) -Potential impacts on the A416, White Hill and the B4505/ White Hill/ Botley Road roundabout and mitigation measures.
<p>Key Evidence Base References</p>	<p>Further background information can be found in the following key evidence base documents on the Council websites:</p> <p>Draft Green Belt Assessment Part 2 – (Reference number 1.01, page xx)</p> <p>Green Belt Development Options Appraisal - – (Reference number 1.01, page xx)</p>

Preferred Option 2: Area South of Holmer Green



Legend

- Area Proposed for Release from the Green Belt
- Proposed Release in Wycombe District Draft Local Plan (HW8)
- Local Plan Boundary
- Built-Up Area Outside of the Green Belt

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Preferred	The area proposed to be removed from the Green Belt is
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Options Proposal	<p>17.63 ha adjoining a 19.0 ha site within Wycombe District which is proposed to be removed from the Green Belt as part of the draft Wycombe Local Plan. If this preferred option is to be progressed the councils will work with Wycombe District Council to ensure that the sites are planned and developed together (including infrastructure needs).</p> <p>The Chiltern District preferred option area is defined by the A404 to the south, Earl Howe Road to the east, the proposed development site in the draft Wycombe Local Plan (Chiltern District boundary) to the west and the built area of Holmer Green to the north.</p> <p>If Wycombe District Council do not progress their development proposal at Holmer Green then the councils would need to reconsider whether land should be taken out of the Green Belt and a development proposal in the Chiltern and South Bucks Local Plan be appropriate in isolation.</p> <p>The developable area within Chiltern District is estimated at 12.2ha, to include associated open space, necessary infrastructure and other requirements. Given the likely need for a new primary school and other requirements the estimated residential development area is 9.0ha.</p> <p>The Chiltern District proposed average residential density is 30 to 35 dwellings per hectare giving a proposed residential capacity of about 300 dwellings. Density would also need to be considered in conjunction with the Wycombe Local Plan proposal to ensure consistency of approach. The draft proposal in Wycombe being for a developable area of about 9.15 ha for between 240 and 320 dwellings with a density range of 26 to 35 dwellings per hectare.</p> <p>The development proposal to comprise residential</p>
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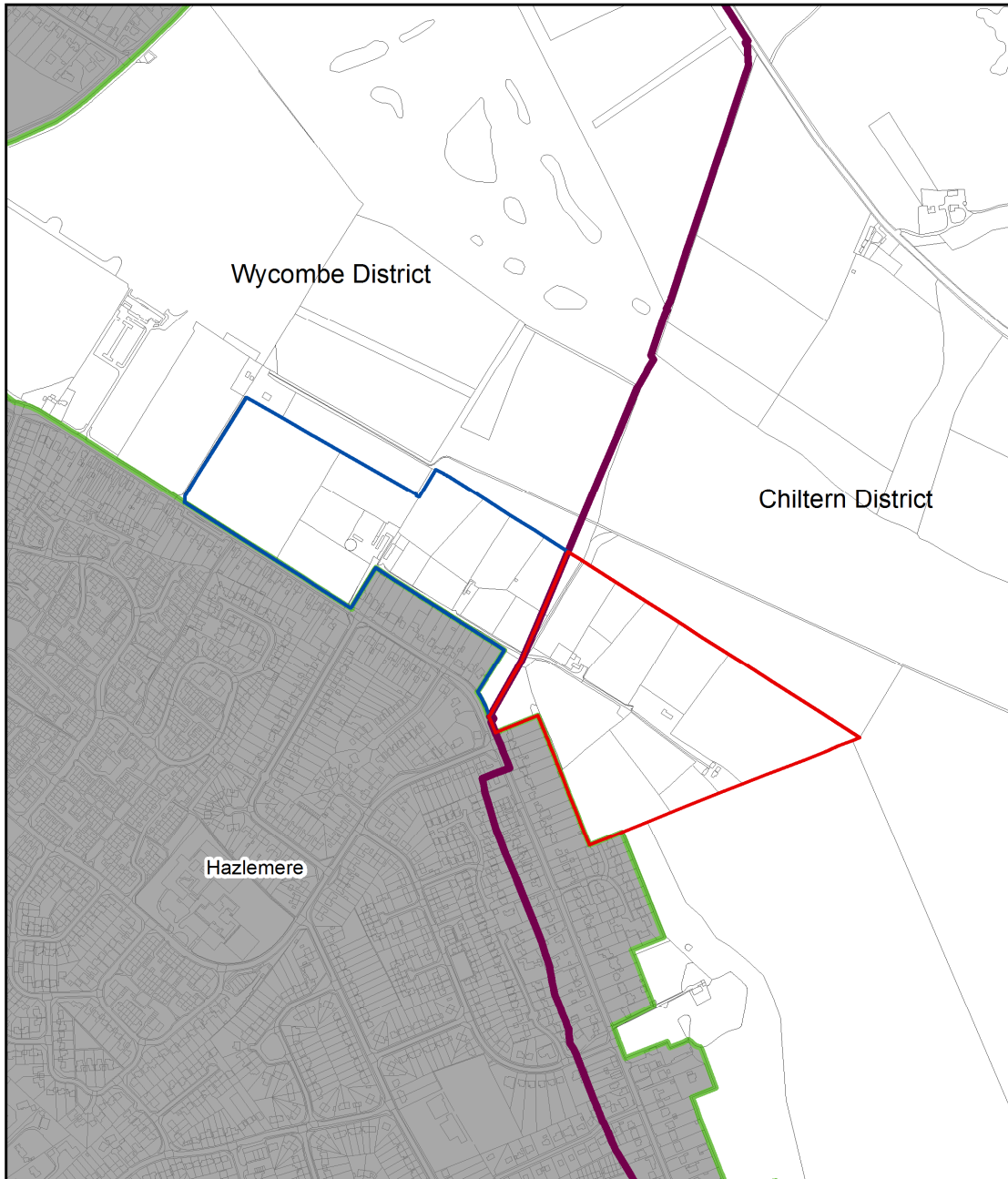
	development, travelling showpeople accommodation, associated infrastructure and open space.
Requirements as part of any Development	<p>The following would be required as part of any development proposal should this preferred option be included in the Local Plan:</p> <ul style="list-style-type: none"> a) To be planned comprehensively with adjacent land within Wycombe District. b) Necessary infrastructure (either directly provided on-site or secured through funding by the developer) or development delayed until provided by an infrastructure provider or other means. c) An appropriate proportion of affordable housing - expectation at this stage is that at least 40% of dwellings should be affordable (i.e. have an appropriate level of subsidy). Affordable housing considerations to be taken into account as part of the larger site within Wycombe District. d) Adequate functional open spaces to include children's play facilities. Viable and sustainable management and funding proposals put in place for all open space areas. e) Connectivity with adjoining built areas, community facilities and transport access points with emphasis on walking, cycling and passenger transport. f) Retention of important trees and hedgerows. Enhanced tree planting / landscaping within the site with particular attention to boundary areas with the countryside. g) Retention of the travelling showpeople site and, if appropriate, expansion through internal site arrangements or enlargement of the site.

Overview and Scrutiny

3rd October


	<p>h) Enhanced landscaped boundary treatment to the boundaries that abut the Chilterns Area of Outstanding Natural Beauty.</p>
<p>Infrastructure (e.g. schools, health, road improvements and health)</p>	<p>Infrastructure requirements are being considered in conjunction with Wycombe District Council assuming at this stage that the proposal in Wycombe District will be taken forward. At this point it is unclear on what infrastructure will be required however additional school provision is likely to be needed in Holmer Green either through existing school improvements or potential new primary school.</p>
<p>Additional Outstanding Matters (see 2.4 above)</p>	<p>The following considerations are on-going and views are welcomed on these as part of the consultation:</p> <ul style="list-style-type: none"> a) Whether Wycombe District Council propose to continue with their draft Local Plan proposal at Holmer Green and if so whether any resultant development can be planned and delivered together as one site. b) Whether the travelling showpeoples site needs to be expanded and if so whether this can be secured within the existing site or whether the site needs to be enlarged. c) Viability considerations as part of a comprehensive scheme with the adjacent site in Wycombe District.
<p>Key Evidence Base References</p>	<p>Further background information can be found in the following key evidence base documents on the Council websites:</p> <p>Draft Green Belt Assessment Part 2 – (Reference number 1.03, page xx)</p> <p>Green Belt Development Options Appraisal – – (Reference number 1.03, page xx)</p>

Preferred Option 3: Land East of Hazlemere



Legend

- ▭ Area Proposed for Release from the Green Belt
- ▭ Potential Release in Wycombe District Draft Local Plan (HW12)
- ▭ Local Plan Boundary
- ▭ Built-Up Area Outside of the Green Belt

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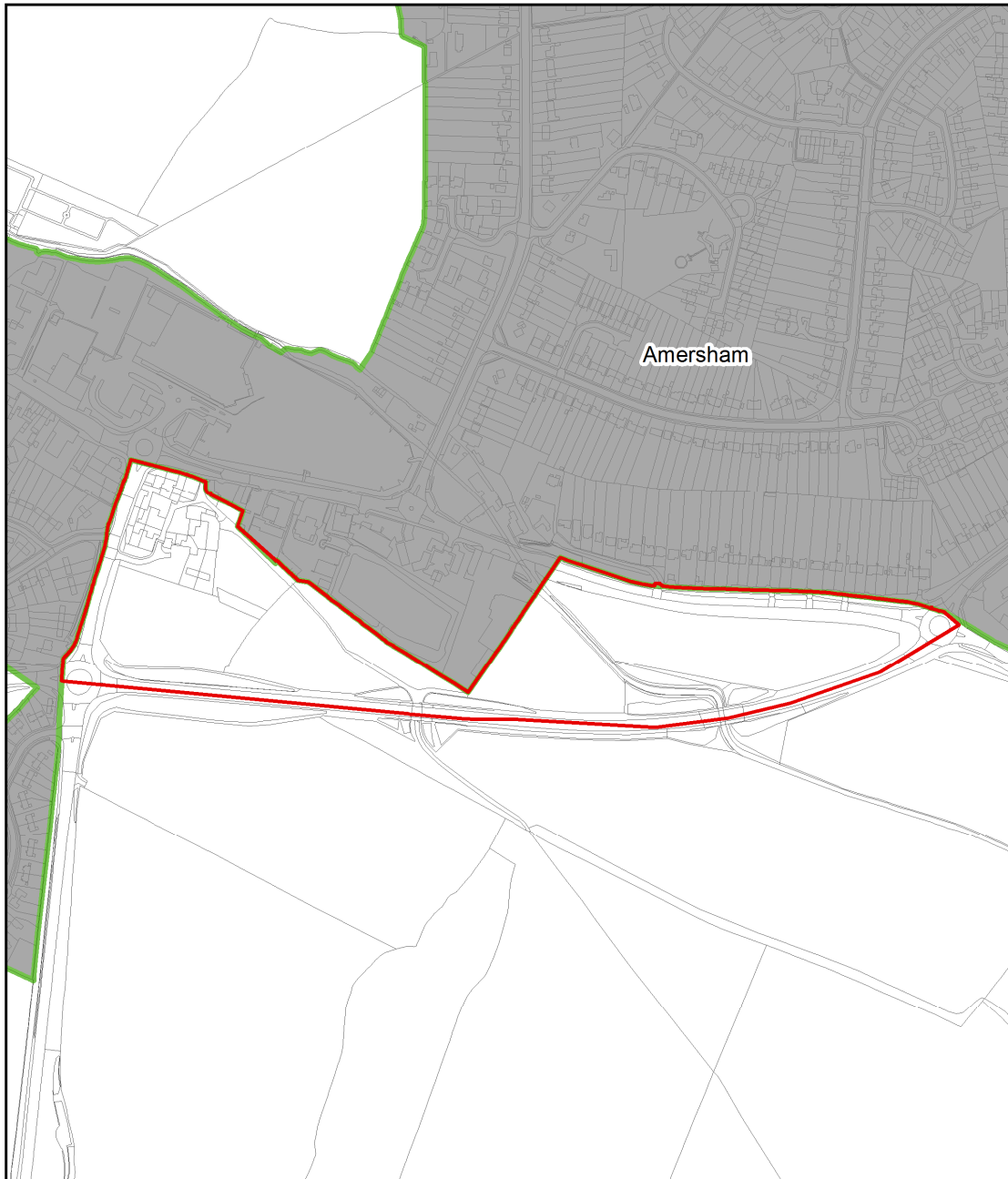
Preferred	The area suggested to be removed from the Green Belt
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Options Proposal	<p>is 9.22 ha adjoining a 8.24 ha site within Wycombe District which is being considered for possible removal from the Green Belt within the Draft Wycombe Local Plan however both sites are within the Chilterns AONB and would need to be considered together in terms of potential impact on the Chilterns AONB and whether the proposals within their context comprise major development in the AONB.</p> <p>The option in Chiltern District is also dependent on the Wycombe Local Plan proposal being taken forward and would need to be planned and developed together (including infrastructure needs).</p> <p>The Chiltern District area is defined by the built area, the development option being considered in the draft Wycombe Local Plan (Chiltern District boundary) and ancient woodland to the north and east.</p> <p>The potential developable area within Chiltern District is estimated at 6.67ha, to include associated open space, necessary infrastructure and other requirements.</p> <p>The Chiltern District proposed average residential density is 30 to 35 dwellings per hectare giving a proposed residential capacity of approximately 200 dwellings. Density would also need to be considered in conjunction with any Wycombe Local Plan proposal to ensure consistency of approach. The potential option identified in Draft Wycombe Local Plan does not indicate a developable area or density but the combined sites could yield some 350 dwellings at 30 dwellings per ha, subject to AONB considerations.</p> <p>The councils will need to come to a view together as to whether or not the proposal as a whole constitutes major development in the AONB in this context and if so whether exceptional circumstances exist to allow</p>
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	<p>development in the AONB. This assessment will be carried out in conjunction with Wycombe District Council.</p> <p>The development proposal, if acceptable in principle in the AONB, to comprise residential development, associated infrastructure and open space.</p>
Requirements as part of any Development	<p>The following would be required as part of any development proposal should this preferred option be included in the Local Plan:</p> <ul style="list-style-type: none"> a) To be planned comprehensively with adjacent land within Wycombe District if included in the emerging Wycombe Local Plan. b) Necessary infrastructure (either directly provided on-site or secured through funding by the developer) or development delayed until provided by an infrastructure provider or other means. c) An appropriate proportion of affordable housing - expectation at this stage is that at least 40% of dwellings should be affordable (i.e. have an appropriate level of subsidy). Affordable housing considerations to be taken into account as part of the larger site within Wycombe District. d) Adequate functional open spaces to include children play facilities. Viable and sustainable management and funding proposals put in place for all open space areas. e) Connectivity with adjoining built areas, community facilities and transport access points with emphasis on walking, cycling and passenger transport. f) Retention of important trees and hedgerows. Enhanced tree planting / landscaping within the

	<p>site with particular attention to boundary areas with the countryside.</p> <p>g) Development to accord with the Chilterns AONB Residential Design Guide.</p> <p>h) Appropriate mitigation measures to protect against potential harm to the ancient woodland Common Wood. To include a minimum 15m buffer of semi-natural habitat (as advised by Natural England and the Forestry Commission). The actual buffer required to be assessed at the outset as part of any development proposal.</p>
Infrastructure (e.g. schools, health, road improvements and health)	Infrastructure requirements will be considered in conjunction with Wycombe District Council if this option is to be taken forward.
Additional Outstanding Matters (see 2.4 above)	<p>The following considerations are on-going and views are welcomed on these as part of the consultation:</p> <p>a) Whether Wycombe District Council propose development in their Local Plan, both proposals are appropriate in the AONB and if so whether any resultant development can be planned and delivered together as one site.</p> <p>b) Viability considerations as part of a comprehensive scheme with the adjacent site in Wycombe District.</p>
Key Evidence Base References	<p>Further background information can be found in the following key evidence base documents on the Council websites:</p> <p>Draft Green Belt Assessment Part 2 – (Reference number X.XX, page xx)</p> <p>Green Belt Development Options Appraisal - – (Reference number X.XX, page xx)</p>


Preferred Option 4: Area South of London Road West, Amersham Old Town



Legend

-  Area Proposed for Release from the Green Belt
-  Local Plan Boundary
-  Built-Up Area Outside of the Green Belt

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Preferred	The area proposed to be removed from the Green Belt is
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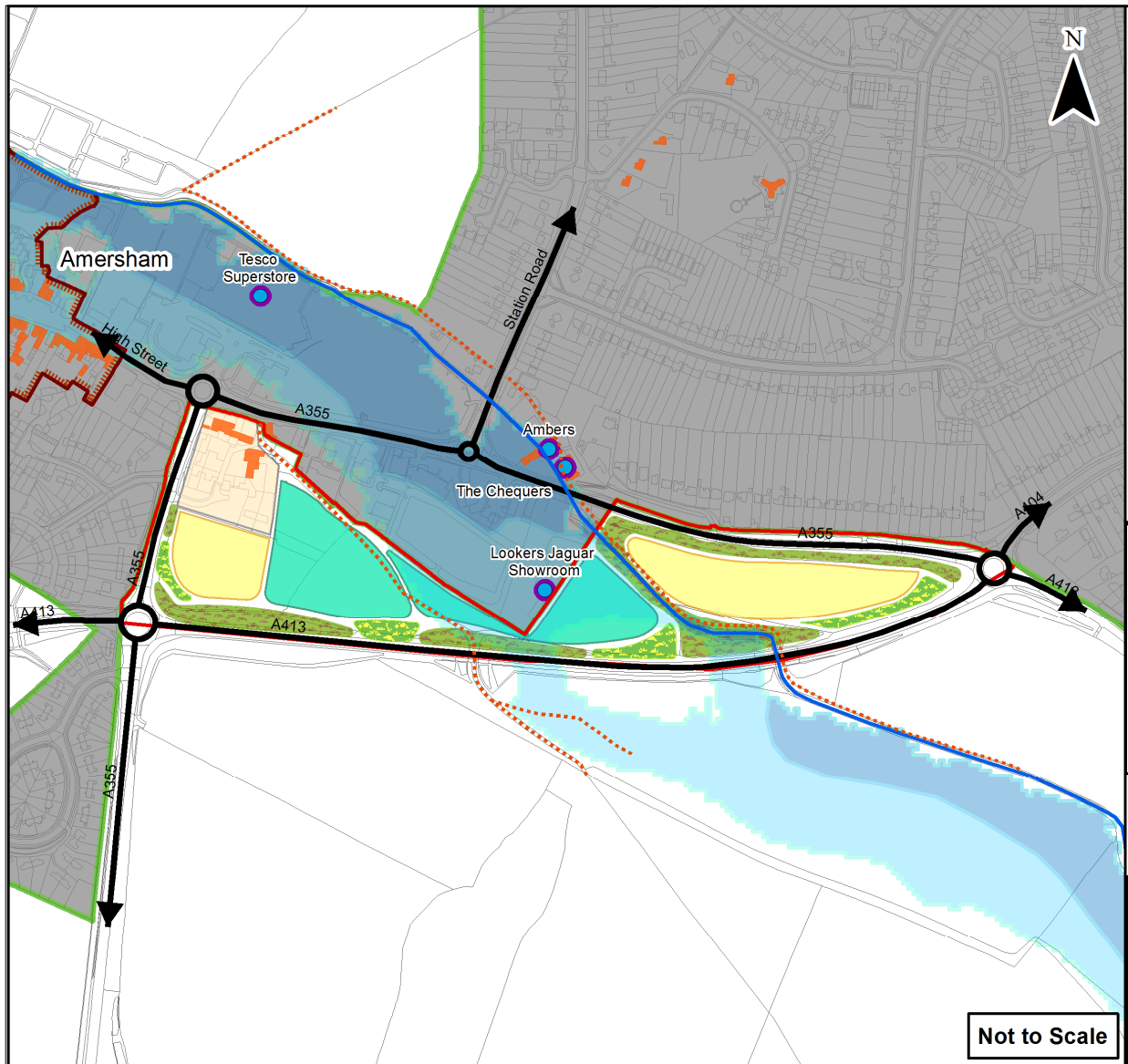
<p>Options Proposal</p>	<p>9.66 ha but due to constraints including flood risk, being within the Chilterns Area of Outstanding Natural Beauty (AONB) and other considerations not all of the area is considered developable.</p> <p>The area is defined by the A355, the by-pass to the south and existing edge of the built area of Amersham to the north.</p> <p>The residential developable area is estimated at 1.8 ha and the proposed average residential density is 30 dwellings per hectare giving a proposed residential capacity of about 50 dwellings. Density is lower than other preferred options due to the site being located in and considerations for the AONB and other anticipated limiting constraints (flood risk and anticipated potential access limitations).</p> <p>The development proposal will need to be subject to a flood risk assessment and to comprise two residential areas, open space and retain existing residential and commercial uses.</p> <p>The development of 50 dwellings across two parts of the site and within this context is not considered to constitute major development in the AONB provided development proposals have regard to appropriate design, layout and density.</p>
<p>Requirements as part of any Development</p>	<p>The following would be required as part of any development proposal should this preferred option be included in the Local Plan:</p> <ul style="list-style-type: none"> a) Necessary infrastructure (either directly provided on-site or secured through funding by the developer) or development delayed until provided by an infrastructure provider or other means. b) Provision of affordable housing - expectation at

	<p>this stage is that at least 50% of dwellings should be affordable (i.e. have an appropriate level of subsidy). Both residential areas to make an affordable housing contribution but, subject to viability, the area owned by Chiltern District Council to provide a higher proportion than would otherwise be required.</p> <p>c) Open spaces to include childrens play facilities. Viable and sustainable management and funding proposals put in place for all open space areas.</p> <p>d) Connectivity with Amersham, retail and community facilities and transport access points with emphasis on walking, cycling and passenger transport including improved crossing arrangements for London Road West.</p> <p>e) Retention of important trees and hedgerows. Enhanced tree planting / landscaping within the site with particular attention to protecting views from within the AONB.</p> <p>f) Development to accord with the Chilterns Buildings Design Guide.</p> <p>g) Site specific flood risk assessment to be carried out and all appropriate mitigation and flood alleviation measures to be delivered.</p> <p>h) Noise mitigation measures against background traffic noise from the by-pass.</p>
<p>Infrastructure (e.g. schools, health, road improvements and health)</p>	<p>Infrastructure requirements are being considered however at this point it is unclear what will be required.</p>
<p>Additional</p>	<p>The following considerations are on-going and views are</p>

Overview and Scrutiny**3rd October**

Outstanding Matters (see 2.4 above)	<p>welcomed on these as part of the consultation:</p> <ul style="list-style-type: none"> a) Whether part of the site should be required to be made available for self-build and custom built accommodation. b) Scope for new development to be served off the vehicular access off Gore Hill or secured through other access arrangements. c) Financial contribution to improvements to Gore Hill Roundabout. d) A Level 2 Strategic Flood Risk Assessment.
Key Evidence Base References	<p>Further background information can be found in the following key evidence base documents on the Council websites:</p> <p>Draft Green Belt Assessment Part 2 – (Reference number 1.06, page xx)</p> <p>Green Belt Development Options Appraisal - - (Reference number 1.06, page xx)</p>

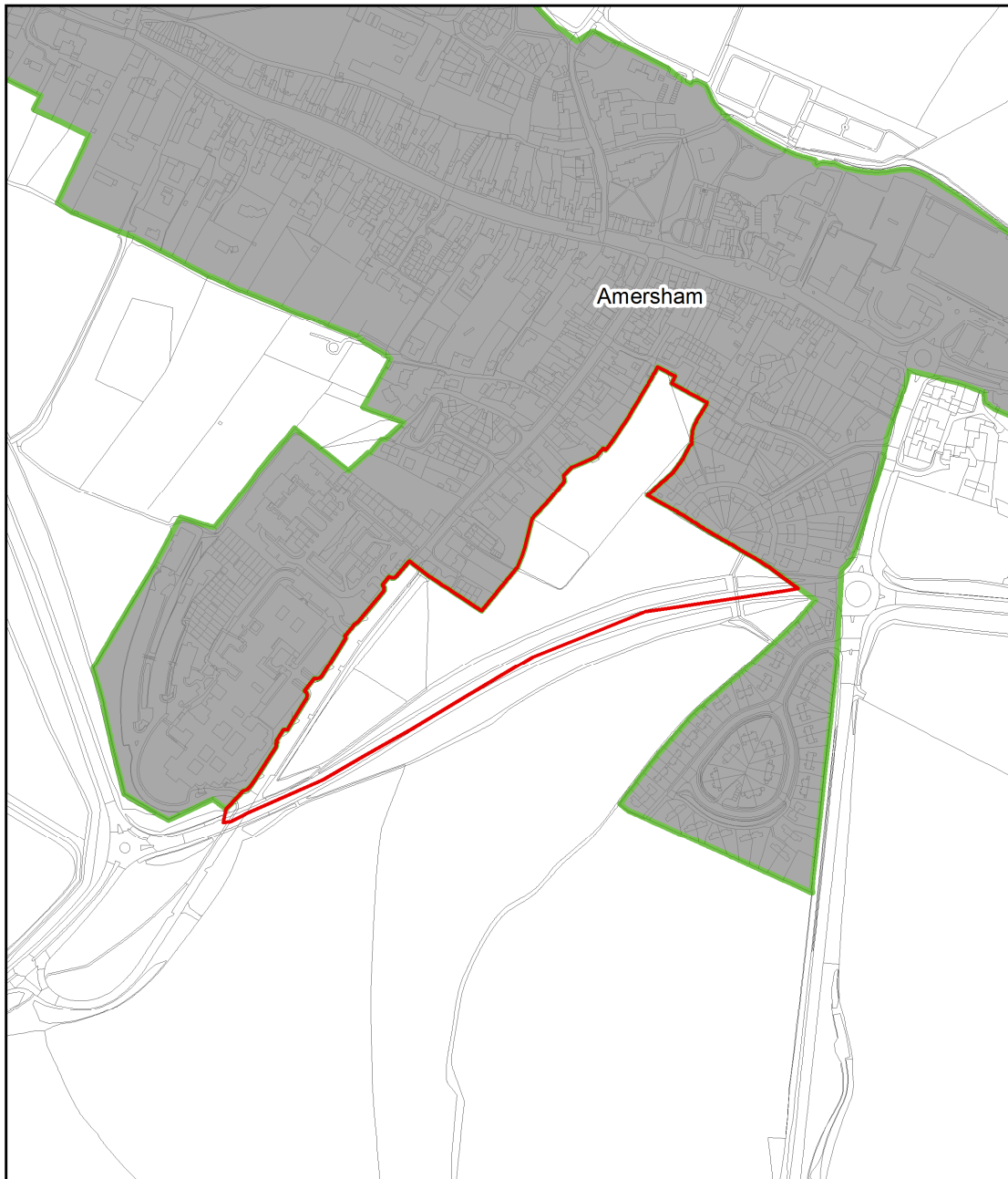
The following map illustrates some of the above considerations.



Legend	
	Site Boundary - 9.66ha
	Built-Up Area
	Existing - Residential
	Existing - Woodland/Wooded Area
	Potential Screening
	Potential Open Space
	Potential New Dwellings
	Public Right of Way
	Existing Road
	Listed Building
	Conservation Area
	Point of Interest
	River Misbourne
	Flood Zone 3a
	Flood Zone 3b


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Preferred Option 5: Area South East of Whielden Street, Amersham Old Town



Legend

- Area Proposed for Release from the Green Belt
- Local Plan Boundary
- Built-Up Area Outside of the Green Belt

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Preferred	The area proposed to be removed from the Green Belt is
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Overview and Scrutiny

3rd October

Options Proposal	<p>5.99 ha and is defined by the A413 by-pass to the south and existing edge of the built area of Amersham Old Town to the north.</p> <p>The development proposal to comprise residential development and public open space.</p> <p>The developable area is estimated at 2.2 ha split into two parts separated by proposed public open space. The proposed average residential density is 35 to 40 dwellings per hectare giving a proposed residential capacity of about 70 to 80 dwellings. This reflects the location close to Amersham Old Town Local Centre, being within the Chilterns Area of Outstanding Natural Beauty (AONB), parts within the setting of listed buildings and being adjacent to Amersham Old Town Conservation Area.</p> <p>The development of 70 to 80 dwellings in two parts separated by open space within this context is not considered to constitute major development in the AONB (e.g. development parts set against the built area of Old Amersham, area separated by the by-pass, and proposed developable areas having no significant views of the site from within other parts of the AONB and no specific identifiable landscape value meriting protection).</p> <p>The proposed public open space is to meet the existing local need and the open space needs of the proposed development; to protect the setting of important listed buildings; views out from within the Amersham Old Town Conservation Area and protect important views of Amersham Old Town generally and specifically St Marys Church. Given the sensitive setting of the developable areas careful regard will be needed to design, layout, density, the site's historical setting, details and use of materials.</p>
Requirements	The following would be required as part of any

as part of any Development	<p>development proposal should this preferred option be included in the Local Plan:</p> <ul style="list-style-type: none"> a) To be in accordance with an approved Development Brief. b) Necessary infrastructure (either directly provided on-site or secured through funding by the developer) or development delayed until provided by an infrastructure provider or other means. c) An appropriate proportion of affordable housing - expectation at this stage is that at least 40% of dwellings should be affordable (i.e. have an appropriate level of subsidy). d) Functional public open space to be provided enabled by residential development and to include children play facilities. Viable and sustainable management and funding proposals to be provided as part of the development. e) Connectivity with adjoining built areas, community facilities and transport access points with emphasis on walking and cycling. f) Layout, design and use of materials to complement the adjacent Amersham Old Town Conservation Area and nearby listed buildings. Design to also take account of the Chilterns Buildings Design Guide. Important views of Amersham Old Town and key buildings such as St Marys Church to be protected. g) Retention of important trees, wooded area and hedgerows. Enhanced tree planting / landscaping within the site.
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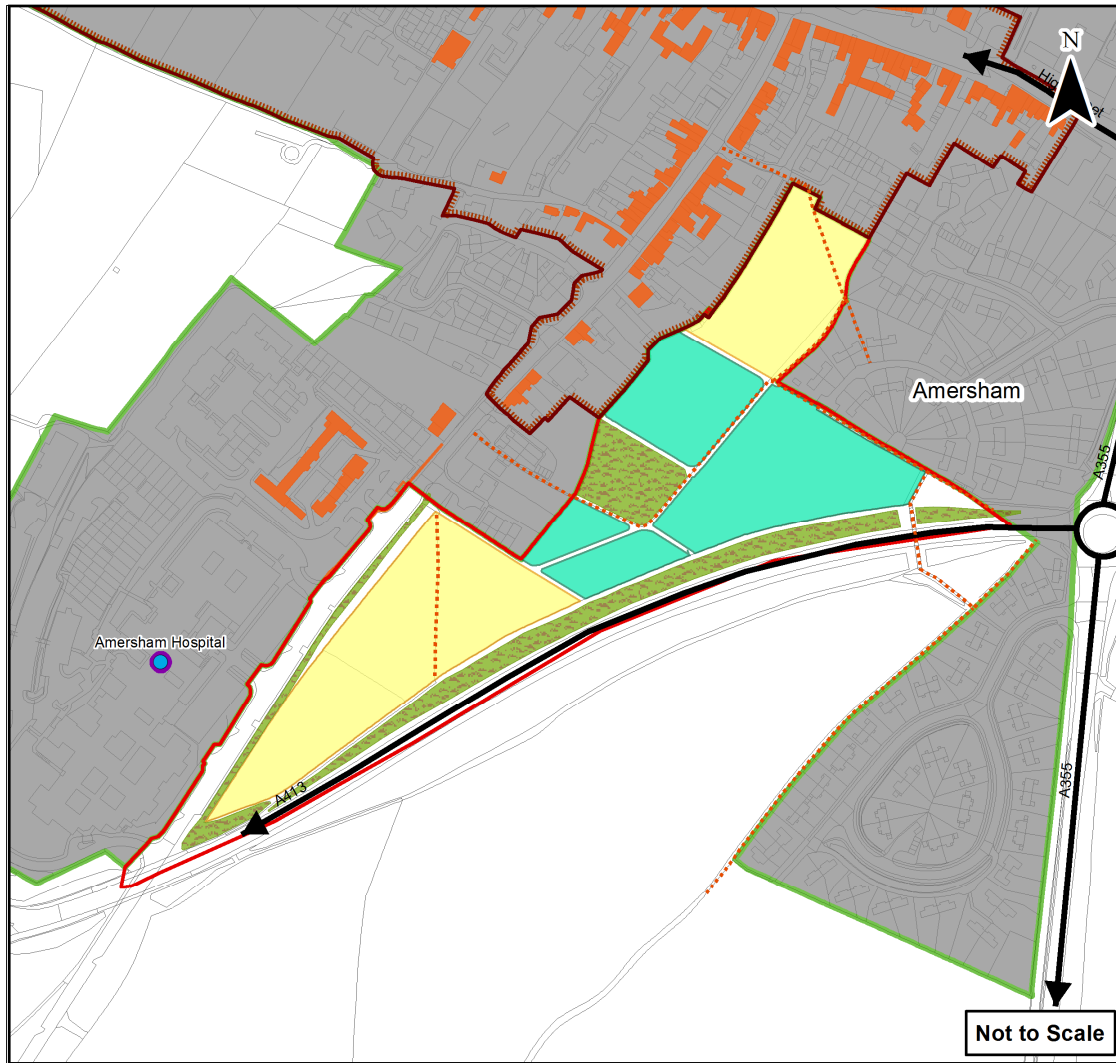
Overview and Scrutiny

3rd October

	<p>h) Appropriate landscaped buffer between the site and A355 by-pass and to include a footpath.</p> <p>i) Noise mitigation measures against background traffic noise from the by-pass.</p>
Infrastructure (e.g. schools, health, road improvements and health)	Infrastructure requirements are being considered however at this point it is unclear what will be required.
Additional Outstanding Matters (see 2.4 above)	<p>The following additional considerations are on-going and views are welcomed on these as part of the consultation:</p> <p>a) Vehicular access arrangements off Whielden Green.</p> <p>b) Extent of land needed for public open space, its design and on-going management arrangements.</p> <p>c) Financial contribution to improvements to Gore Hill Roundabout</p>
Key Evidence Base References	<p>Further background information can be found in the following key evidence base documents on the Council websites:</p> <p>Draft Green Belt Assessment Part 2 – (Reference number 1.05, page xx)</p> <p>Green Belt Development Options Appraisal - – (Reference number 1.05, page xx)</p>

The following map illustrates some of the above considerations.

Overview and Scrutiny

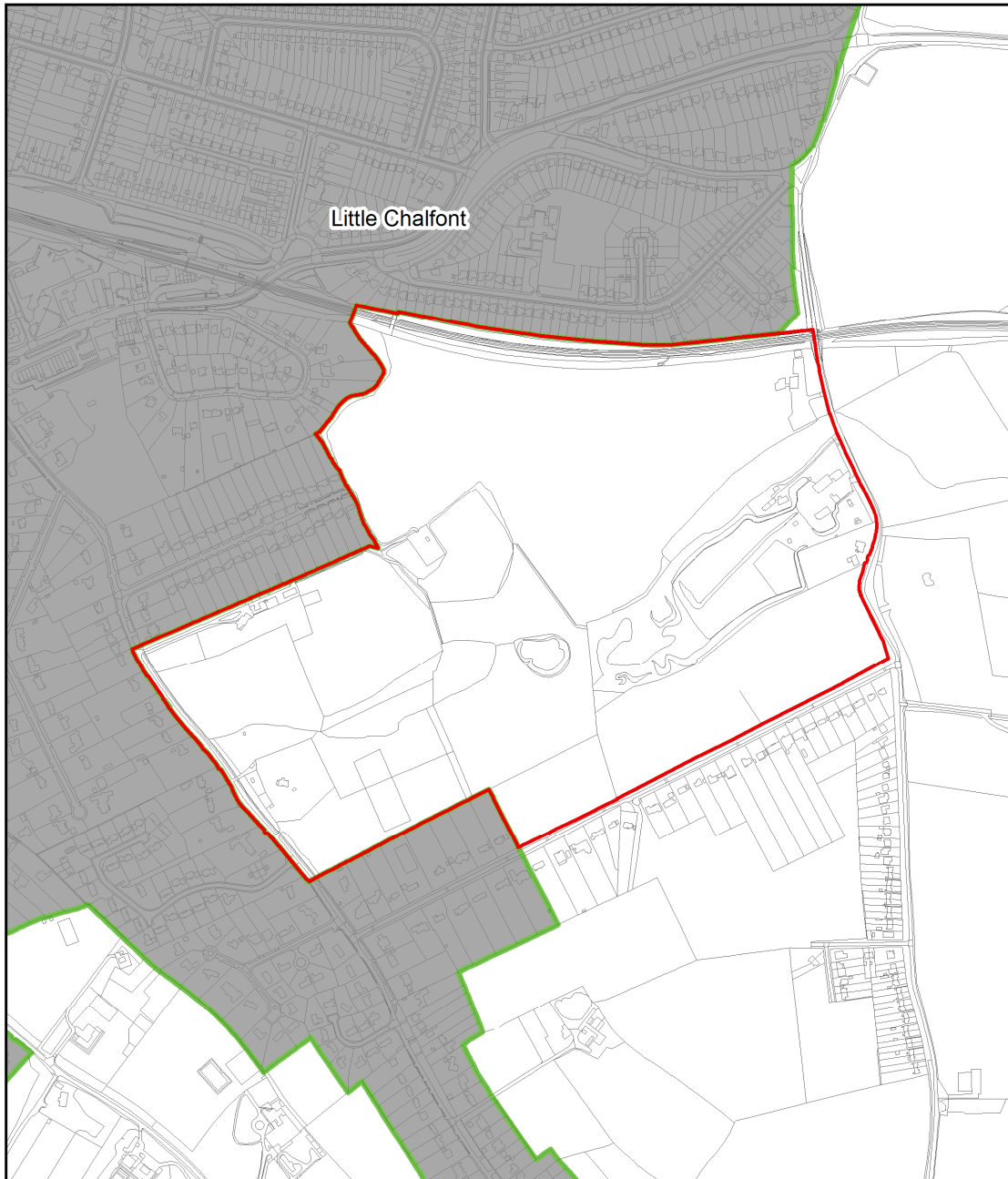


Legend

- Site Boundary - 5.99ha
- Built-Up Area
- Existing - Woodland/Wooded Area
- Potential Open Space
- Potential New Dwellings
- Listed Building
- Conservation Area
- Point of Interest
- Public Right of Way
- Existing Road


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Preferred Option 6: South East of Little Chalfont



Legend

- Area Proposed for Release from the Green Belt
- Local Plan Boundary
- Built-Up Area Outside of the Green Belt

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Preferred	The area proposed to be removed from the Green Belt is
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<p>Options Proposal</p>	<p>51.22 ha but due to constraints and other considerations not all of the area is considered developable.</p> <p>The area is defined by the edge of the existing built area of Little Chalfont to the north and west, Lodge Lane to the east and Long Walk to the south.</p> <p>Further work is needed to define the developable area, the mix of land uses to be proposed, areas to be protected from development, open space requirements and the land take required for infrastructure and associated uses/facilities. At this stage it is estimated that between 850 to 1,000 dwellings could be developed.</p> <p>The residential density will vary across developable parts of the site but is expected to be averaged out between 30 to 35 dwellings per hectare taking account of the site being adjacent to the Chilterns Area of Outstanding Natural Beauty (AONB).</p> <p>The development proposal to comprise residential, specialist accommodation for elderly people, local centre(s), employment, associated infrastructure and community facilities, open space and potentially Gypsy and Traveller accommodation and self-build houses.</p>
<p>Requirements as part of any Development</p>	<p>The following would be required as part of any development proposal should this preferred option be included in the Local Plan:</p> <ul style="list-style-type: none"> a) Comprehensive development in accordance with an approved Development brief. b) Necessary infrastructure (either directly provided on-site or secured through funding by the developer) or development delayed until provided by an infrastructure provider or other means. c) An appropriate proportion of affordable housing -

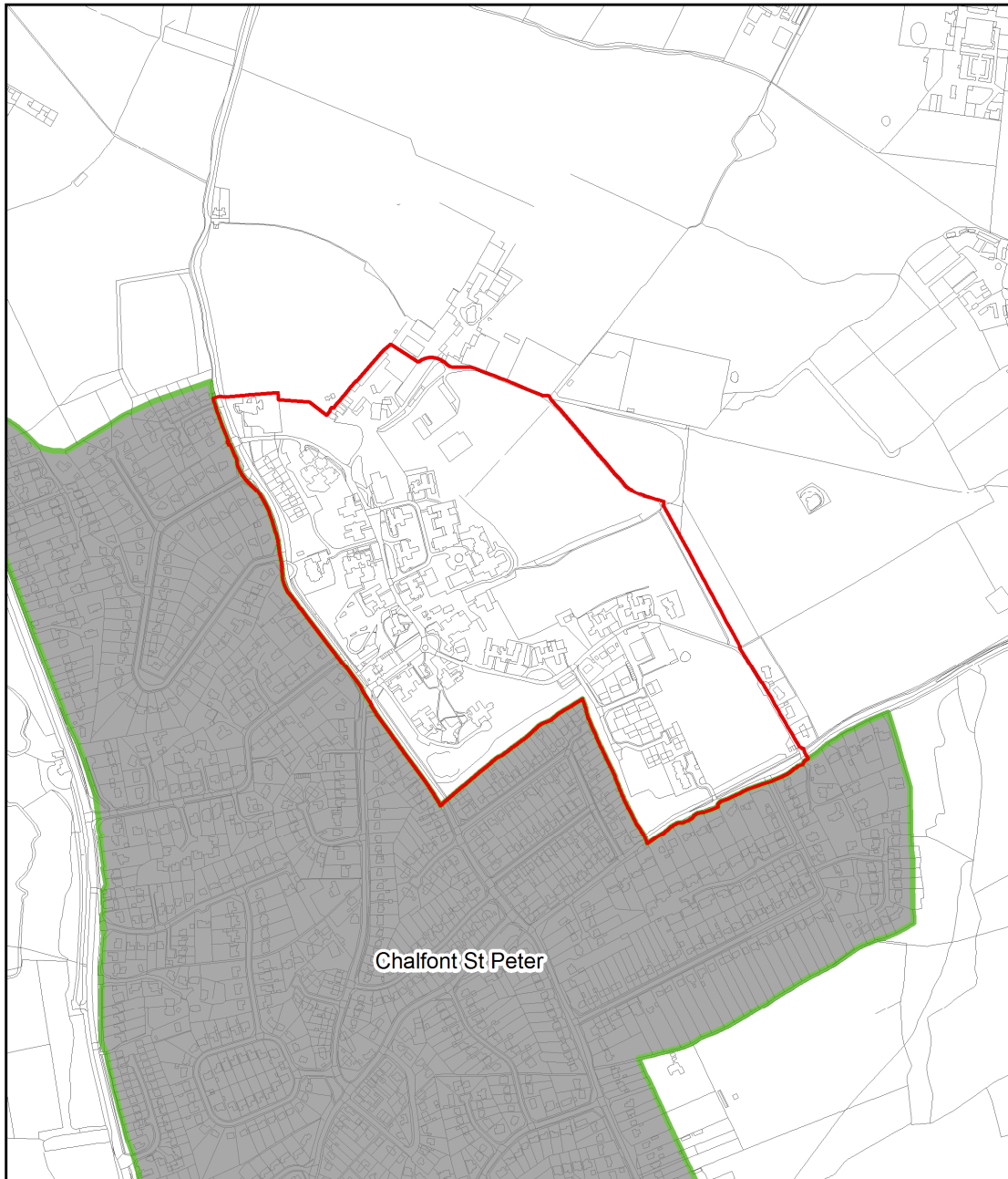
expectation at this stage is that at least 40% of dwellings should be affordable (i.e. have an appropriate level of subsidy).

- d) If required, Gypsy and Traveller accommodation to be located, planned, designed and landscaped appropriately within the site.
- e) Creation of community focal points based on local centre(s), school and community facility provision and through design, layout and density changes across the site.
- f) Adequate functional open spaces to include childrens play facilities. Viable and sustainable management and funding proposals put in place for all open space areas.
- g) Connectivity with adjoining built areas, community facilities and transport access points with emphasis on walking, cycling and passenger transport. In particular pedestrian and cycle provision within the site, enhancement required between the site and Chalfont and Latimer Station and need to provide bus transport subsidy until the development has reached a reasonable point.
- h) Retention of wooded areas, important trees and hedgerows. Enhanced tree planting / landscaping with particular attention to boundary areas with the countryside/Chilterns Area of Outstanding Natural Beauty (AONB) and enhancement of landscape features within the site.
- i) Appropriate mitigation measures to protect against any potential harm to the ancient woodlands on the site. This will include a minimum 15m buffer of semi-natural habitat between any development

	<p>and the ancient woodland, (as advised by Natural England and the Forestry Commission). The actual buffer required is determined on a site by site basis, therefore this should be assessed at the outset as part of any development proposal.</p> <p>j) Design, layout, landscaping and location of development and open space to take account of views of the site from the adjacent AONB. Density levels should also reduce closer to the site edge with the countryside (buffer area with the AONB) and design to take account of the Chiltern Buildings Design Guide.</p> <p>k) Open space, landscaping and other appropriate buffer treatment to be provided between residential and employment areas.</p> <p>l) Open spaces as far as possible to be connected to enhance the development setting and to encourage wildlife connectivity with the countryside and across the site.</p>
<p>Infrastructure (e.g. schools, health, road improvements and health)</p>	<p>Infrastructure requirements are being considered however at this point it is clear that the following will be required:</p> <p>a) Need to directly provide education and community facilities and a contribution to local health infrastructure.</p> <p>b) Lodge Lane improvements north of Honours Yard.</p>
<p>Additional Outstanding Matters (see 2.4 above)</p>	<p>The following considerations are on-going and views are welcomed on these as part of the consultation:</p> <p>a) The level and type of affordable elderly person accommodation units that needs to be required as part of the proposal (in addition to general housing affordable units).</p>

	<p>b) Whether part of the site will be required for Gypsy and Traveller accommodation and if so what number of units and type of accommodation (i.e. pitches for travellers or mobile homes / park homes for non-travellers).</p> <p>c) Whether part of the site should be required to be made available for self-build and custom built accommodation.</p> <p>d) School provision required as part of the development proposal and its timing for delivery (including primary and possibly secondary provision within the wider catchment)</p> <p>e) Potential impacts on the A404 and nearby roads and mitigation</p>
Key Evidence Base References	<p>Further background information can be found in the following key evidence base documents on the Council websites:</p> <p>Draft Green Belt Assessment Part 2 – (Reference numbers 1.08, page xx and 2.10, page xx)</p> <p>Green Belt Development Options Appraisal - – (Reference number 1.08, page xx and 2.10, page xx)</p>

Preferred Option 7: National Epilepsy Centre, Chalfont St Peter



Legend

- Area Proposed for Release from the Green Belt
- Local Plan Boundary
- Built-Up Area Outside of the Green Belt

N

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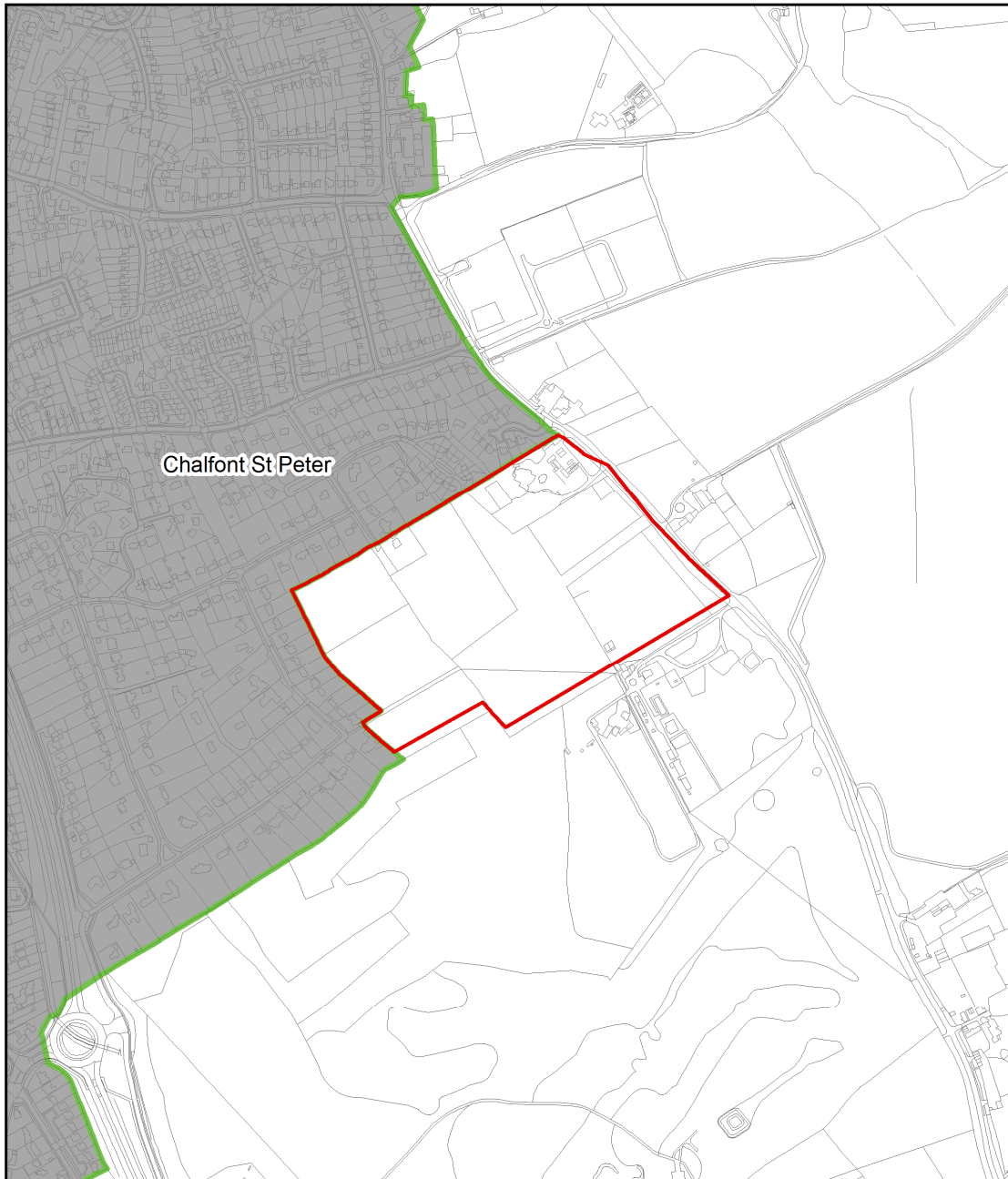
Preferred	The area proposed to be removed from the Green Belt is
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<p>Options Proposal</p>	<p>27.97 ha but due to existing development and other considerations not all of the area is considered developable.</p> <p>The area is defined by the sports pitch to the rear of Debenham House, existing workshop and office buildings associated with the main use of the site (i.e. not including agricultural buildings), footpath and woodland blocks and tarmacked access road off Rickmansworth Lane to the north and east and the built area of Chalfont St Peter to the south and west.</p> <p>The developable area capable of forming a Local Plan proposal is estimated at 3.71ha, to include associated open space, necessary infrastructure and other requirements and is considered best suitable for specialist elderly accommodation given proximity to existing specialist facilities and identified need or uses associated with the National Epilepsy Centre. Some general housing provision, potentially enabling older people to downsize locally (an objective of the Chalfont St Peter Neighbourhood Plan to provide such opportunities), to be considered. Further small scale development or redevelopment proposals may exist within the wider area proposed to be removed from the Green Belt.</p>
<p>Requirements as part of any Development</p>	<p>The following would be required as part of any development proposal should this preferred option be included in the Local Plan:</p> <ul style="list-style-type: none"> a) Necessary infrastructure (either directly provided on-site or secured through funding by the developer) or development delayed until provided by an infrastructure provider or other means. b) An appropriate proportion of affordable housing / care home provision - expectations at this stage are that at least 40% of dwellings / units should be




	<p>affordable (i.e. have an appropriate level of subsidy).</p> <p>c) Adequate functional open spaces to be provided. Childrens play facilities to be included if general housing is to be provided. Viable and sustainable management and funding proposals put in place for all open space areas.</p> <p>d) Connectivity with adjoining built areas, community facilities and transport access points with emphasis on walking, cycling and passenger transport.</p> <p>e) Retention of important trees and hedgerows. Enhanced tree planting / landscaping within the site with particular attention to boundary areas with the countryside. Existing trees/hedgerows create three potential developable areas which should be retained and enhanced as green corridors within the site and linking with the wooded areas/countryside on the edge of the site.</p>
<p>Infrastructure (e.g. schools, health, road improvements and health)</p>	<p>Infrastructure requirements are being considered however at this point it is unclear what will be required.</p>
<p>Additional Outstanding Matters (see 2.4 above)</p>	<p>The following considerations are on-going and views are welcomed on these as part of the consultation:</p> <p>a) The level and type of affordable elderly person accommodation units that needs to be required as part of the proposal (in addition to general housing affordable units).</p> <p>b) Whether some general housing should be included as part of any development proposal.</p>
<p>Key Evidence Base</p>	<p>Further background information can be found in the following key evidence base documents on the Council</p>

References	<p>websites:</p> <p>Draft Green Belt Assessment Part 2 – (Reference number 1.20, page xx)</p> <p>Green Belt Development Options Appraisal - – (Reference number 1.20, page xx)</p>
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Preferred Option 8: Area South East of Chalfont St Peter



Legend

-  Area Proposed for Release from the Green Belt
-  Local Plan Boundary
-  Built-Up Area Outside of the Green Belt

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Preferred	The area proposed to be removed from the Green Belt is
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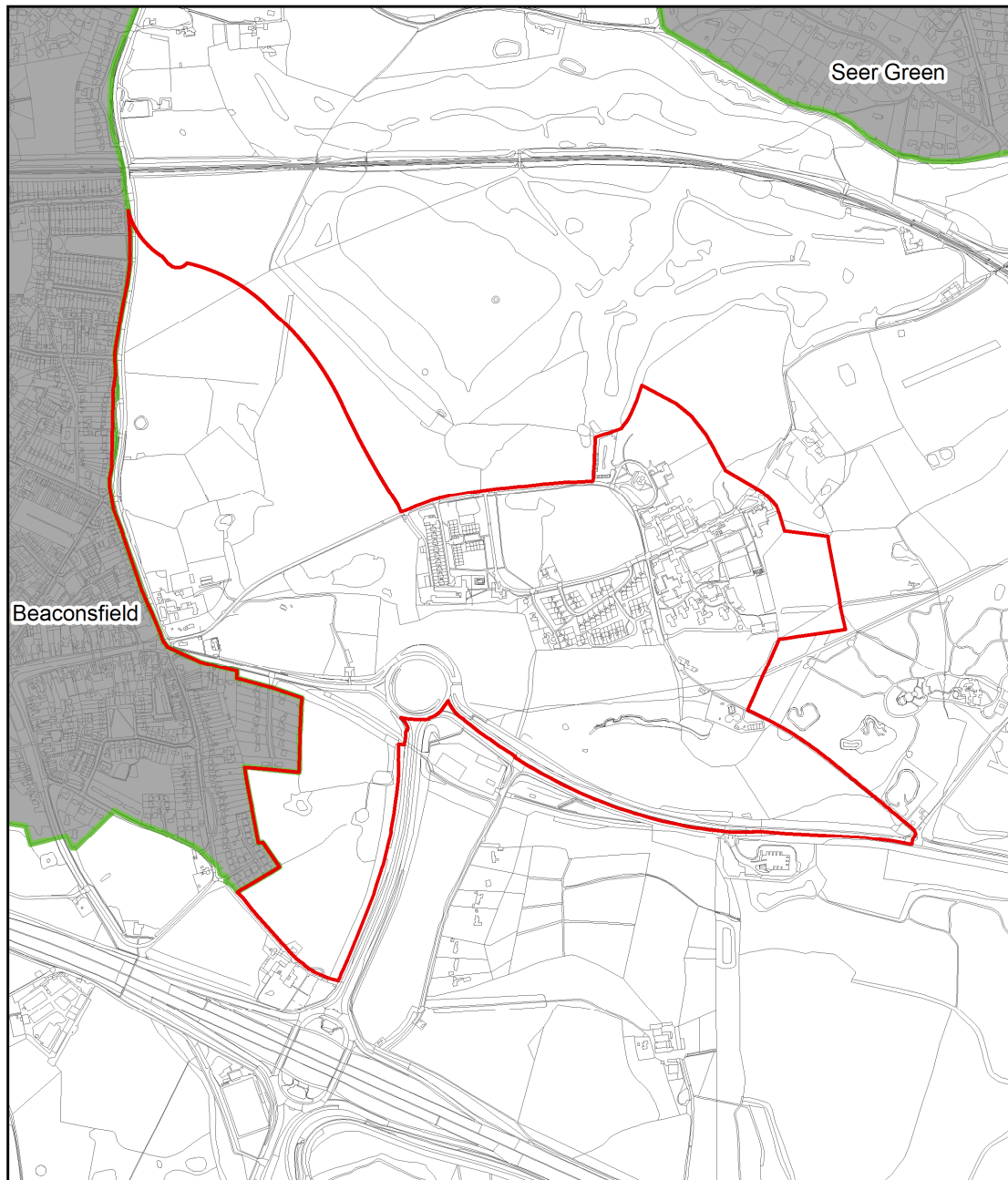
<p>Options Proposal</p>	<p>13.71 ha but due to constraints and other considerations not all of the area is considered developable.</p> <p>The area is defined by the built area of Chalfont St Peter, Denham Lane to the east and woodland and Scout Camp to the south.</p> <p>The developable area is estimated at 12ha, to include associated open space, necessary infrastructure and other requirements.</p> <p>The proposed average residential density is 35 dwellings per hectare giving a proposed residential capacity of 420 dwellings.</p> <p>The development proposal to comprise residential development, open space and associated infrastructure requirements.</p>
<p>Requirements as part of any Development</p>	<p>The following would be required as part of any development proposal should this preferred option be included in the Local Plan:</p> <ul style="list-style-type: none"> a) Necessary infrastructure (either directly provided on-site or secured through funding by the developer) or development delayed until provided by an infrastructure provider or other means. b) An appropriate proportion of affordable housing - expectation at this stage is that at least 40% of dwellings should be affordable (i.e. have an appropriate level of subsidy). c) Adequate functional open spaces to include children play facilities. Viable and sustainable management and funding proposals put in place for all open space areas. d) Appropriate boundary treatment with the adjacent

Overview and Scrutiny

3rd October

	<p>Scout Camp.</p> <p>e) Connectivity with adjoining built areas, community facilities and transport access points with emphasis on walking, cycling and passenger transport.</p> <p>f) Retention of important trees and hedgerows. Enhanced tree planting / landscaping within the site with particular attention to boundary areas with the countryside.</p>
Infrastructure (e.g. schools, health, road improvements and health)	Infrastructure requirements are being considered however at this point it is unclear what will be required.
Additional Outstanding Matters (see 2.4 above)	No additional outstanding matters identified.
Key Evidence Base References	<p>Further background information can be found in the following key evidence base documents on the Council websites:</p> <p>Draft Green Belt Assessment Part 2 – (Reference number 1.11, page xx)</p> <p>Green Belt Development Options Appraisal – (Reference number 1.11, page xx)</p>

Preferred Option 9: Area East of Beaconsfield



Legend

- Area Proposed for Release from the Green Belt
- Local Plan Boundary
- Built-Up Area Outside of the Green Belt

N

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Preferred	The area proposed to be removed from the Green Belt is
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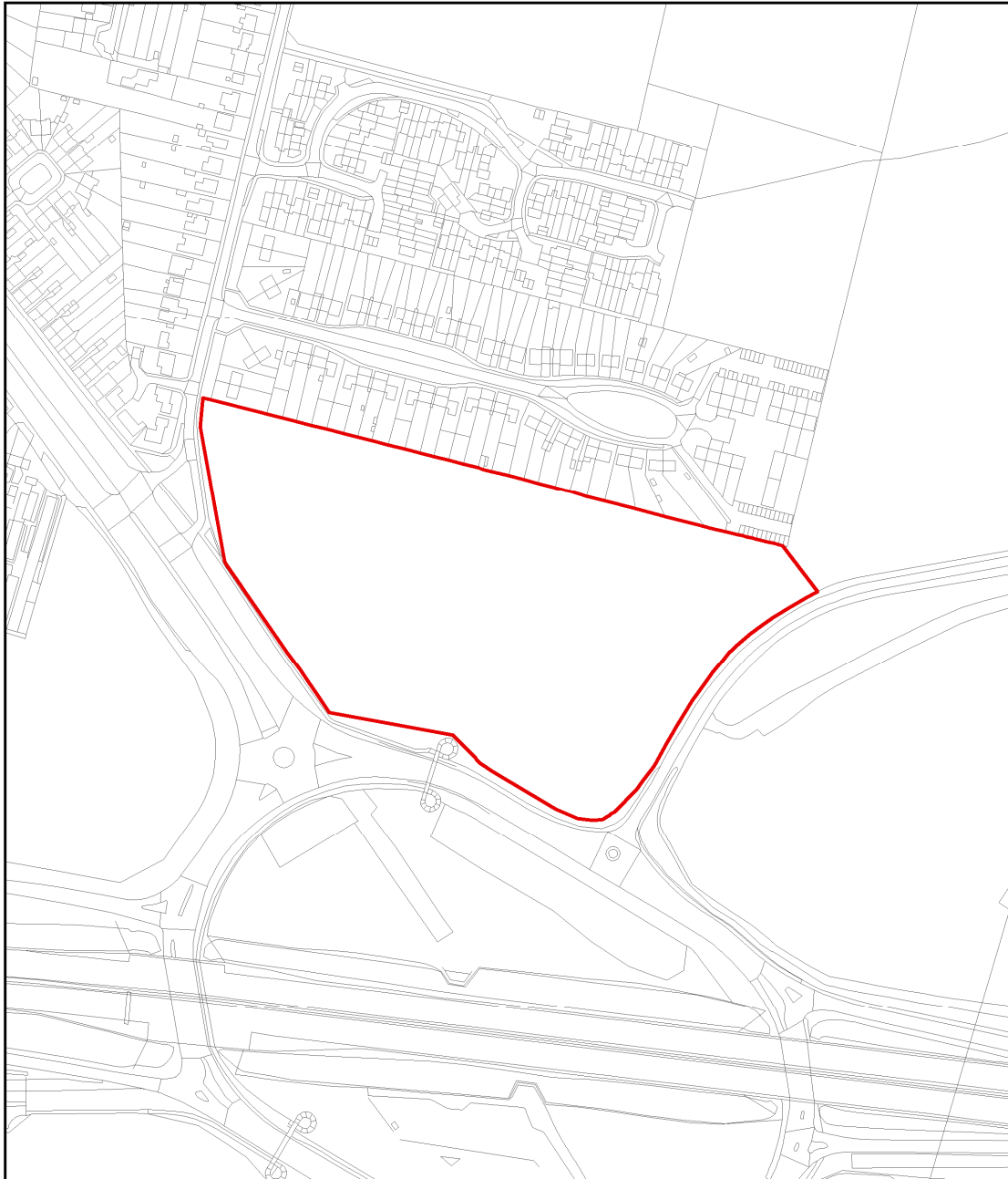
<p>Options Proposal</p>	<p>117.39 ha but due to constraints, existing uses to be retained and other considerations not all of the area is considered developable.</p> <p>The area is defined predominantly by existing strategic roads to the south, the built area of Beaconsfield to the west and Wilton Park proposed development (existing Wilton Park Development Brief) and proposed alignment of the Beaconsfield Relief Road to the east.</p> <p>Further work is needed to define the developable area, the mix of land uses to be proposed, areas to be protected from development, open space and sports requirements and the land take required for infrastructure and associated uses/facilities. At this stage it is estimated that between 1,500 and 1,700 dwellings (including some 300 dwellings currently being proposed at Wilton Park under the South Bucks Core Strategy) and 5 ha of employment space could be developed.</p> <p>The residential density will vary across the developable areas of the site but is expected to be averaged at 30 dwellings per hectare taking account of the site being in the proximity of Burnham Beeches Special Area of Conservation and will be required to provide additional open space.</p> <p>The development proposal to comprise mixed use development predominantly residential (including specialist accommodation for elderly people), sports facilities and open space (retained and new), employment, local shopping, services and community facilities, associated infrastructure and possibly accommodation needs for Gypsy and Travellers and self-build houses.</p>
<p>Requirements as part of any Development</p>	<p>The following would be required as part of any development proposal should this preferred option be included in the Local Plan:</p>

- a) Comprehensive development in accordance with an approved Development Brief.
- b) Necessary infrastructure (either directly provided on-site or secured through funding by the developer) or development delayed until provided by an infrastructure provider or other means.
- c) An appropriate proportion of affordable housing - expectation at this stage is that at least 40% of dwellings should be affordable (i.e. have an appropriate level of subsidy).
- d) If required, Gypsy and Traveller accommodation to be located, planned, designed and landscaped appropriately within the site.
- e) Creation of community focal points based on local centre(s), school and community facility provision and through design, layout and density changes across the site
- f) Open space requirements to take account of Natural England's requirement to provide sufficient open space to reduce increases in local visitor pressures on nearby Burnham Beeches. Open spaces to include children play facilities. Viable and sustainable management and funding proposals put in place for all open space areas.
- g) Connectivity with adjoining built areas, community facilities and transport access points with emphasis on walking, cycling and passenger transport. Need to provide a bus subsidy until the development has progressed to a suitable point.
- h) Retention of wooded areas, important trees and




	<p>hedgerows. Enhanced tree planting / landscaping within the site with particular attention to boundary areas with the countryside.</p> <p>i) For office development, the imposition of a planning condition removing permitted development rights to convert the offices to residential at some future point as offices are to be provided as part of the exceptional circumstances for taking land out of the Green Belt, to meet future office needs, secure the right balance of uses and best match resident needs to housing based infrastructure locally.</p>
<p>Infrastructure (e.g. schools, health, road improvements and health)</p>	<p>Infrastructure requirements are being considered however at this point it is clear that the following will be required:</p> <p>a) Delivery of the Beaconsfield Relief Road, part of which will require to be directly provided as part of development phases and/or via financial/land contributions.</p> <p>b) Need to directly provide education and community facilities and a contribution to local health infrastructure.</p>
<p>Additional Outstanding Matters (see 2.4 above)</p>	<p>The following considerations are on-going and views are welcomed on these as part of the consultation:</p> <p>a) The level and type of affordable elderly person accommodation units that needs to be required as part of the proposal (in addition to general housing affordable units).</p> <p>b) Whether part of the site should be required to be made available for self-build and custom built accommodation.</p> <p>c) Whether part of the site will be required for Gypsy</p>

	<p>and Traveller accommodation and if so what number of units and type of accommodation (i.e. pitches for travellers or mobile homes / park homes for non-travellers).</p> <p>d) School provision required as part of the development proposal and its timing for delivery. (including primary and possibly secondary provision within the wider catchment)</p> <p>e) Potential reinforcement of the primary electricity substation in Beaconsfield (dependent on the level of development being proposed)</p> <p>f) Potential impact on the M40 junction 2 and need for mitigation (dependent on the level of development being proposed)</p>
<p>Key Evidence Base References</p>	<p>Further background information can be found in the following key evidence base documents on the Council websites:</p> <p>Draft Green Belt Assessment Part 2 – (Reference numbers 1.13 to 1.15, pages xx to xx)</p> <p>Green Belt Development Options Appraisal - – (Reference numbers 1.13 to 1.15, pages xx to xx)</p>


Preferred Option 10: Land North of Denham Roundabout



Legend

-  Area Proposed for Release from the Green Belt
-  Local Plan Boundary
-  Built-Up Area Outside of the Green Belt

N



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Overview and Scrutiny

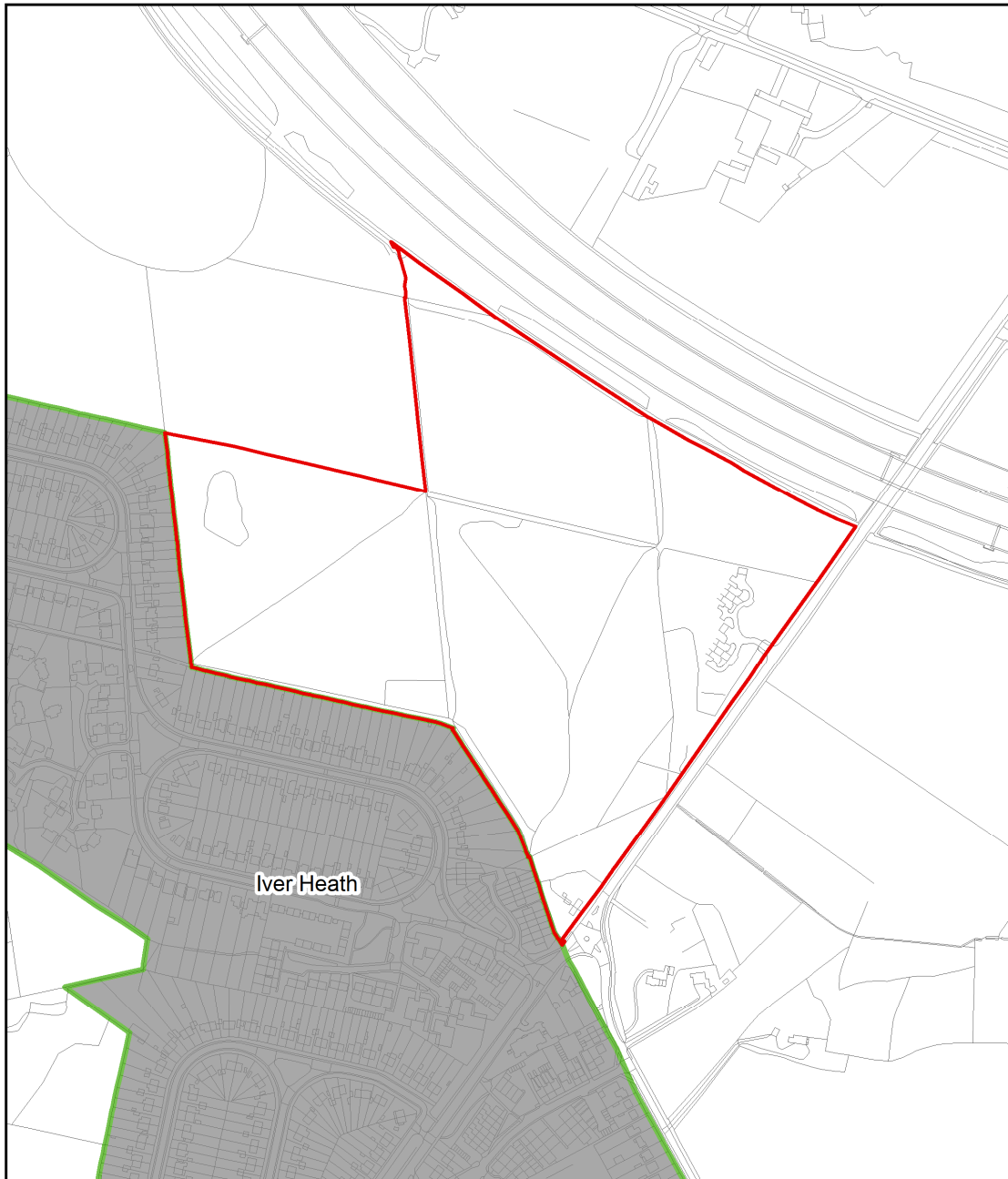
3rd October

Preferred Options Proposal	<p>The area proposed to be removed from the Green Belt is 4.65ha and defined by the strategic road network to the south and west, Denham Court Drive and curtilages of residential properties to the north.</p> <p>The developable area to include necessary infrastructure and other requirements.</p> <p>The development proposal to comprise offices and ancillary uses within a landscaped setting.</p>
Requirements as part of any Development	<p>The following would be required as part of any development proposal should this preferred option be included in the Local Plan:</p> <ul style="list-style-type: none"> a) Necessary infrastructure (either directly provided on-site or secured through funding by the developer) or development delayed until provided by an infrastructure provider or other means. b) Connectivity with adjoining built areas and transport access points with facilities for walking, cycling and passenger transport access. c) Structured landscaping. d) The imposition of a planning condition removing permitted development rights to convert the offices to residential at some future point as offices are to be provided as part of the exceptional circumstances for taking land out of the Green Belt, to meet future office needs, secure the right balance of uses and best match resident needs to housing based infrastructure locally.
Infrastructure (e.g. schools, health, road improvements and health)	<p>Infrastructure requirements are being considered however at this point it is unclear what will be required.</p>

Overview and Scrutiny**3rd October**

Additional Outstanding Matters (see 2.4 above)	<p>The following considerations are on-going and views are welcomed on these as part of the consultation:</p> <ul style="list-style-type: none"> • Vehicular access arrangement with the strategic road network and potential impact on the Denham roundabout and mitigation requirements.
Key Evidence Base References	<p>Further background information can be found in the following key evidence base documents on the Council websites:</p> <p>Draft Green Belt Assessment Part 2 – (Reference number X.XX, page xx)</p> <p>Green Belt Development Options Appraisal - – (Reference number X.XX, page xx)</p>

Preferred Option 11: Land North of Iver Heath, South East of Pinewood



Legend

- Area Proposed for Release from the Green Belt
- Local Plan Boundary
- Built-Up Area Outside of the Green Belt

N

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Preferred	The area proposed to be removed from the Green Belt is
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Overview and Scrutiny

3rd October

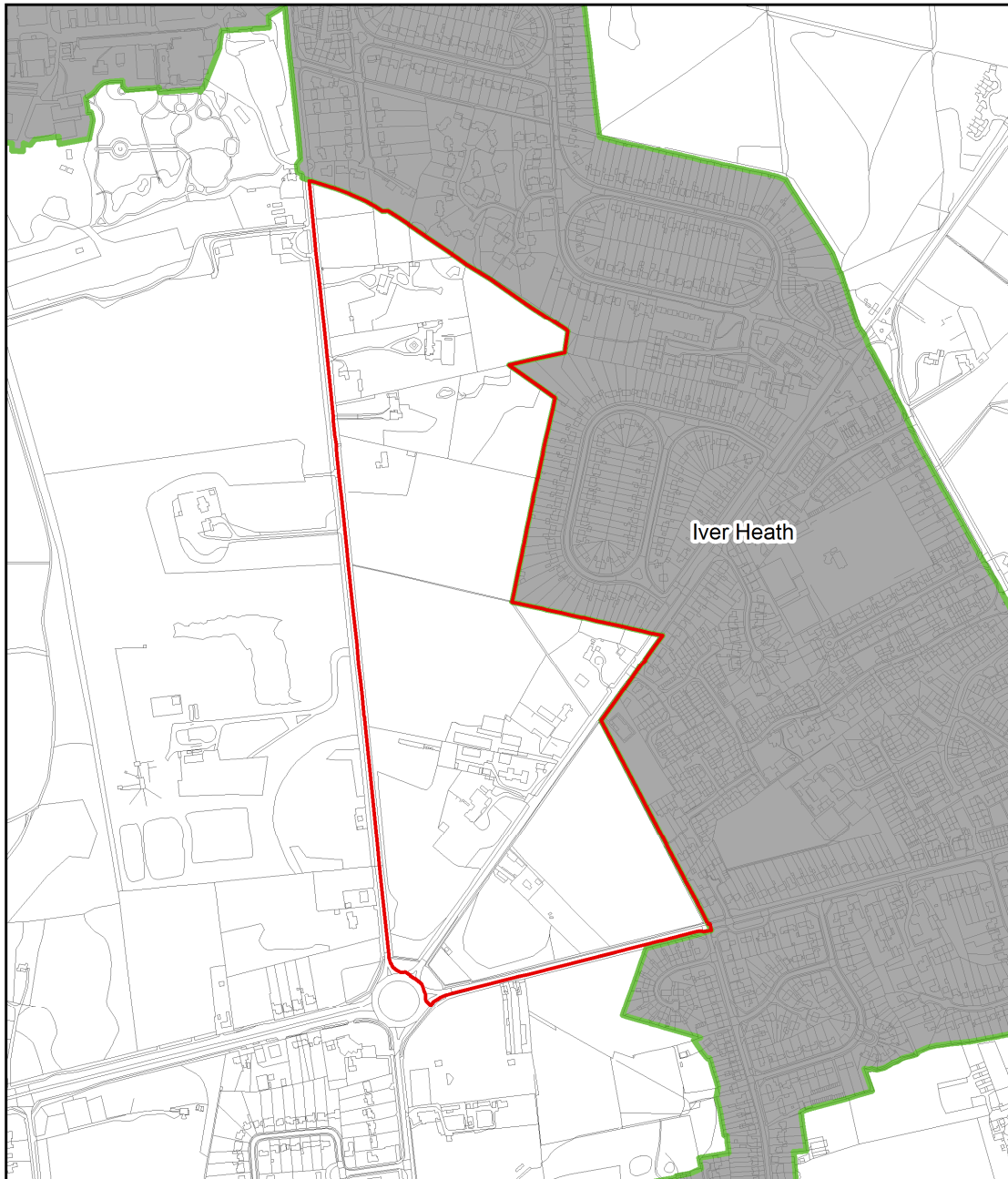
Options Proposal	<p>19.41 ha and defined by the built area of Iver Heath to the south and west, Pinewood Studios land to the west and roads to the north and east.</p> <p>This option may be suitable for a range or mix of uses including residential, offices, industrial, commercial or film related activities. The developable area is estimated at 16.01ha, to include associated open space, necessary infrastructure and other requirements however development will need to be delayed until after 2025.</p>
Requirements as part of any Development	<p>The following would be required as part of any development proposal should this preferred option be included in the Local Plan:</p> <ul style="list-style-type: none"> a) Necessary infrastructure (either directly provided on-site or secured through funding by the developer) or development delayed until provided by an infrastructure provider or other means. b) Connectivity with adjoining built areas and transport access points with facilities for walking (including existing public footpaths), cycling and passenger transport access. c) Structured landscaping and suitable buffer between residential and non-residential uses and the motorway. d) The imposition of a planning condition removing permitted development rights to convert the offices to residential at some future point as offices are to be provided as part of the exceptional circumstances for taking land out of the Green Belt, to meet future office needs, secure the right balance of uses and best match resident needs to housing based infrastructure locally. e) Development to be delayed beyond 2025 (or later)

Overview and Scrutiny

3rd October


	if required) so as to avoid adding construction traffic to committed construction traffic such as connected with major infrastructure projects like Western Rail Link to Heathrow.
Infrastructure (e.g. schools, health, road improvements and health)	Infrastructure requirements are being considered however at this point it is unclear what will be required.
Additional Outstanding Matters (see 2.4 above)	No additional outstanding matters identified.
Key Evidence Base References	<p>Further background information can be found in the following key evidence base documents on the Council websites:</p> <p>Draft Green Belt Assessment Part 2 – (Reference number X.XX, page xx)</p> <p>Green Belt Development Options Appraisal – (Reference number X.XX, page xx)</p>

Preferred Option 12: Area West of Iver Heath



Legend

- Area Proposed for Release from the Green Belt
- Local Plan Boundary
- Built-Up Area Outside of the Green Belt

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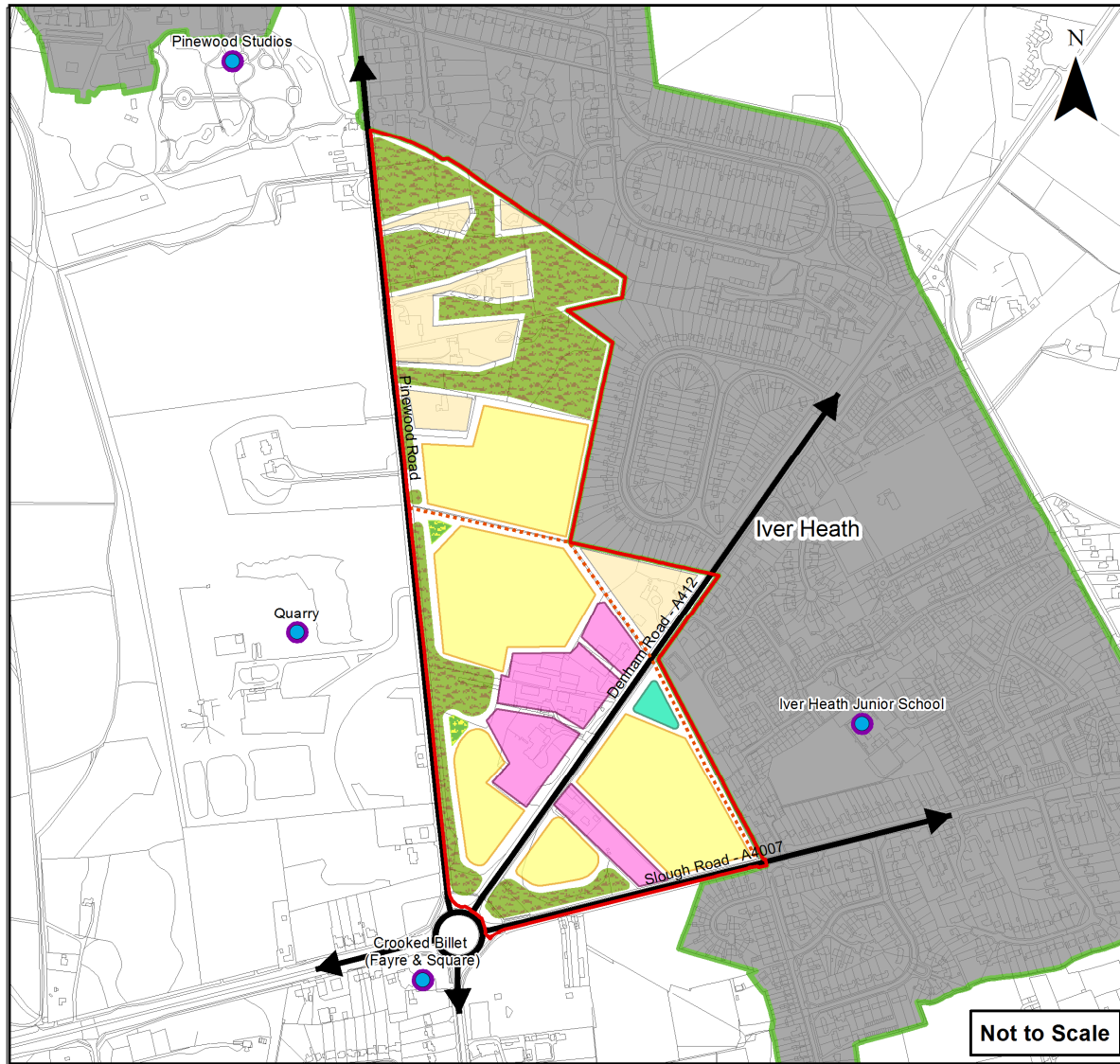
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Preferred	The area proposed to be removed from the Green Belt is
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<p>Options Proposal</p>	<p>31.65 ha but due to constraints, existing development and other considerations not all of the area is considered developable.</p> <p>The area is defined by the built area of Iver Heath to the east, A4007 to the south and Pinewood Road to the west.</p> <p>The developable area is estimated at 10.27 ha, to include necessary infrastructure and other requirements. The developable area is significantly reduced due to the need to retain existing uses or functional open areas.</p> <p>The proposed average residential density is 35 dwellings per hectare giving a proposed residential capacity of 360 dwellings.</p> <p>The development proposal to comprise residential, open spaces and associated infrastructure however development will need to be delayed until after 2025.</p>
<p>Requirements as part of any Development</p>	<p>The following would be required as part of any development proposal should this preferred option be included in the Local Plan:</p> <ul style="list-style-type: none"> a) Necessary infrastructure (either directly provided on-site or secured through funding by the developer) or development delayed until provided by an infrastructure provider or other means. b) An appropriate proportion of affordable housing - expectation at this stage is that at least 40% of dwellings should be affordable (i.e. have an appropriate level of subsidy). c) Adequate functional open spaces to include children play facilities. Viable and sustainable management and funding proposals put in place for all open space areas.

	<p>d) Connectivity with adjoining built areas, community facilities and transport access points with emphasis on walking, cycling and passenger transport.</p> <p>e) Retention of wooded areas, important trees and hedgerows. Enhanced tree planting / landscaping within the site with particular attention to boundary areas with the countryside.</p> <p>f) Development to be delayed beyond 2025 (or later if required) so as to avoid adding construction traffic to committed construction traffic such as connected with major infrastructure projects like Western Rail Link to Heathrow.</p>
Infrastructure (e.g. schools, health, road improvements and health)	Infrastructure requirements are being considered however at this point it is unclear what will be required.
Additional Outstanding Matters (see 2.4 above)	<p>The following considerations are on-going and views are welcomed on these as part of the consultation:</p> <ul style="list-style-type: none"> Given anticipated levels, timing and duration for construction traffic in the vicinity particularly associated with major infrastructure projects such as HS2 whether development should be held back through safeguarding towards the end of the Plan period.
Key Evidence Base References	<p>Further background information can be found in the following key evidence base documents on the Council websites:</p> <p>Draft Green Belt Assessment Part 2 – (Reference number 1.20, page xx)</p> <p>Green Belt Development Options Appraisal - – (Reference number 1.20, page xx)</p>

The following map illustrates some of the above considerations. It should be noted that as this is an illustration details of highway improvements connected with the Pinewood Studios development have not been included.

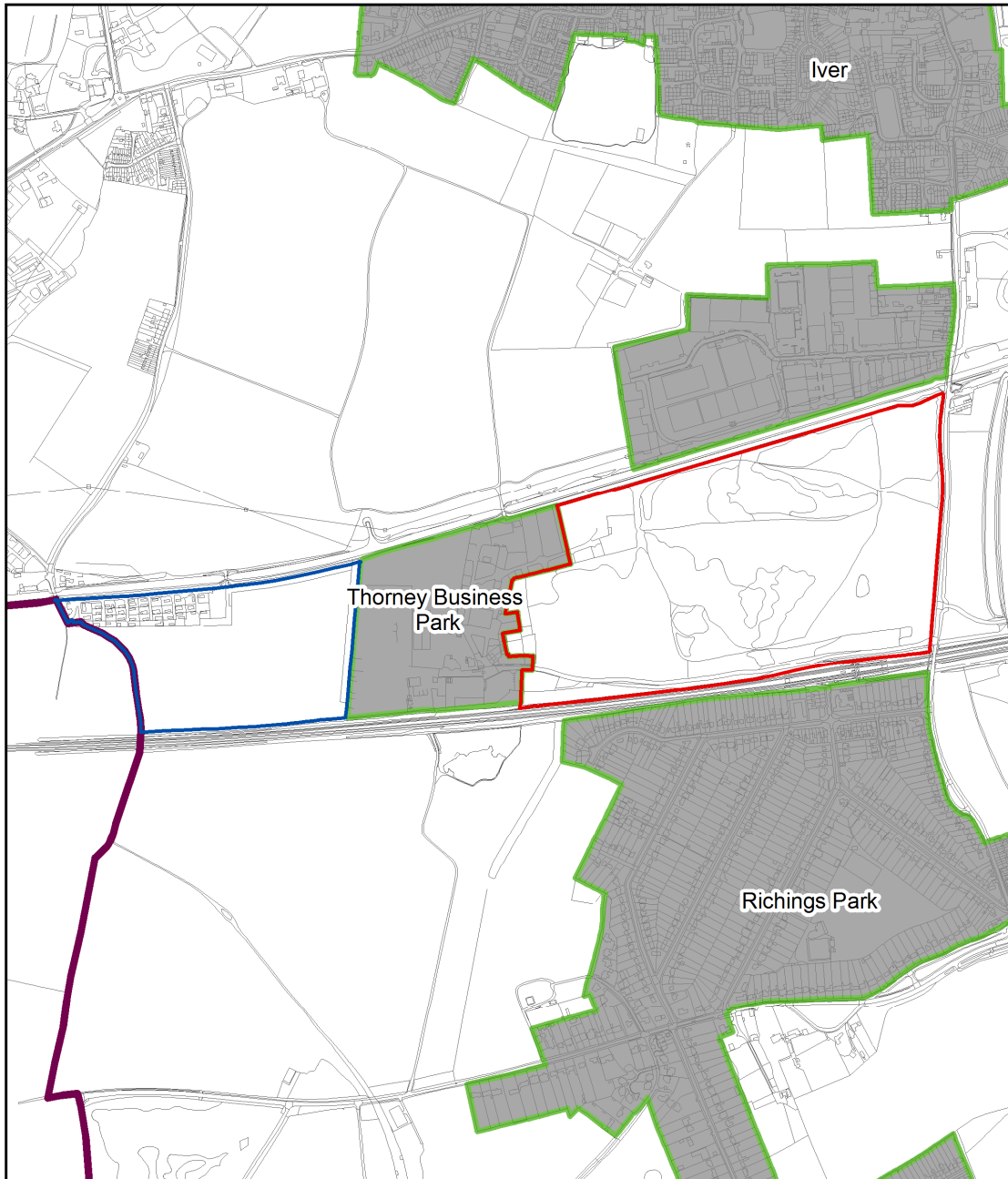


Legend

- Site Boundary - 31.65ha
- Built-Up Area
- Existing - Residential
- Existing - Mixed Use
- Existing - Woodland/Wooded Area
- Potential Woodland Extension
- Potential Open Space
- Potential New Dwellings
- Point of Interest
- Public Right of Way
- Existing Road


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Preferred Option 13: Area North of Iver Station



Legend

- Area Proposed for Release from the Green Belt
- Land to the West of Thorney Business Park
- Local Plan Boundary
- Built-Up Area Outside of the Green Belt

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Preferred	The area proposed to be removed from the Green Belt is
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Options Proposal	<p>33.86ha but due to constraints and other considerations not all of the area is considered developable.</p> <p>A significant part of the site is a Biological Notification Area (currently being assessed for Wildlife Site status) and a Biodiversity Opportunity Area in the current Development Plan for South Bucks. If found suitable as a Wildlife Site then the development potential for the site will be significantly reduced. This preferred option assumes no Wildlife Site designation but open spaces should be planned and managed to secure biodiversity improvements.</p> <p>The area is defined by Thorney Lane South to the east, Grand Union Canal Slough Arm to the north, Great Western mainline to the south and the existing employment site to the west.</p> <p>If this preferred option is to be taken forward the development proposal will include the comprehensive redevelopment of Thorney Business Park as an integral part of the overall development and construction towards an Iver Relief Road. The developable area is estimated at 24 ha (21 ha for residential), to include associated open space, necessary infrastructure and other requirements. The developable area excludes an area of the site potentially unviable due to former landfill issues. Much of the land at the eastern end of the site is former landfill and levels of contamination will need to be assessed. Undevelopable areas should be prepared as public open space associated with the development, contribute to the development setting and managed to protect any biodiversity value and achieve the objectives of the Biodiversity Opportunity Area in the current Development Plan.</p> <p>The proposed average residential density is 35 to 40 dwellings per hectare giving a proposed residential</p>
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	<p>capacity of 800 dwellings.</p> <p>The development proposal to comprise residential and 3 ha of office development, associated infrastructure including relevant parts of a relief road and primary school, open space, a local centre with shops and services and potentially Gypsy and Traveller accommodation. Consideration should also be given to scope to include specialist accommodation for elderly people close to local amenities and open space, a canal marina, self-build housing and associated facilities/access arrangements to Iver Station.</p>
Requirements as part of any Development	<p>The following would be required as part of any development proposal should this preferred option be included in the Local Plan:</p> <ul style="list-style-type: none"> a) Comprehensive development in accordance with an approved Development brief including the appropriate treatment for undevelopable land. b) Necessary infrastructure (either directly provided on-site or secured through funding by the developer) or development delayed until provided by an infrastructure provider or other means. This may include a new car park for Iver Crossrail station. c) An appropriate proportion of affordable housing - expectation at this stage is that at least 40% of dwellings should be affordable (i.e. have an appropriate level of subsidy). d) Adequate functional open spaces to include children play facilities. Viable and sustainable management and funding proposals put in place for all open space areas. e) Connectivity with adjoining built areas, community

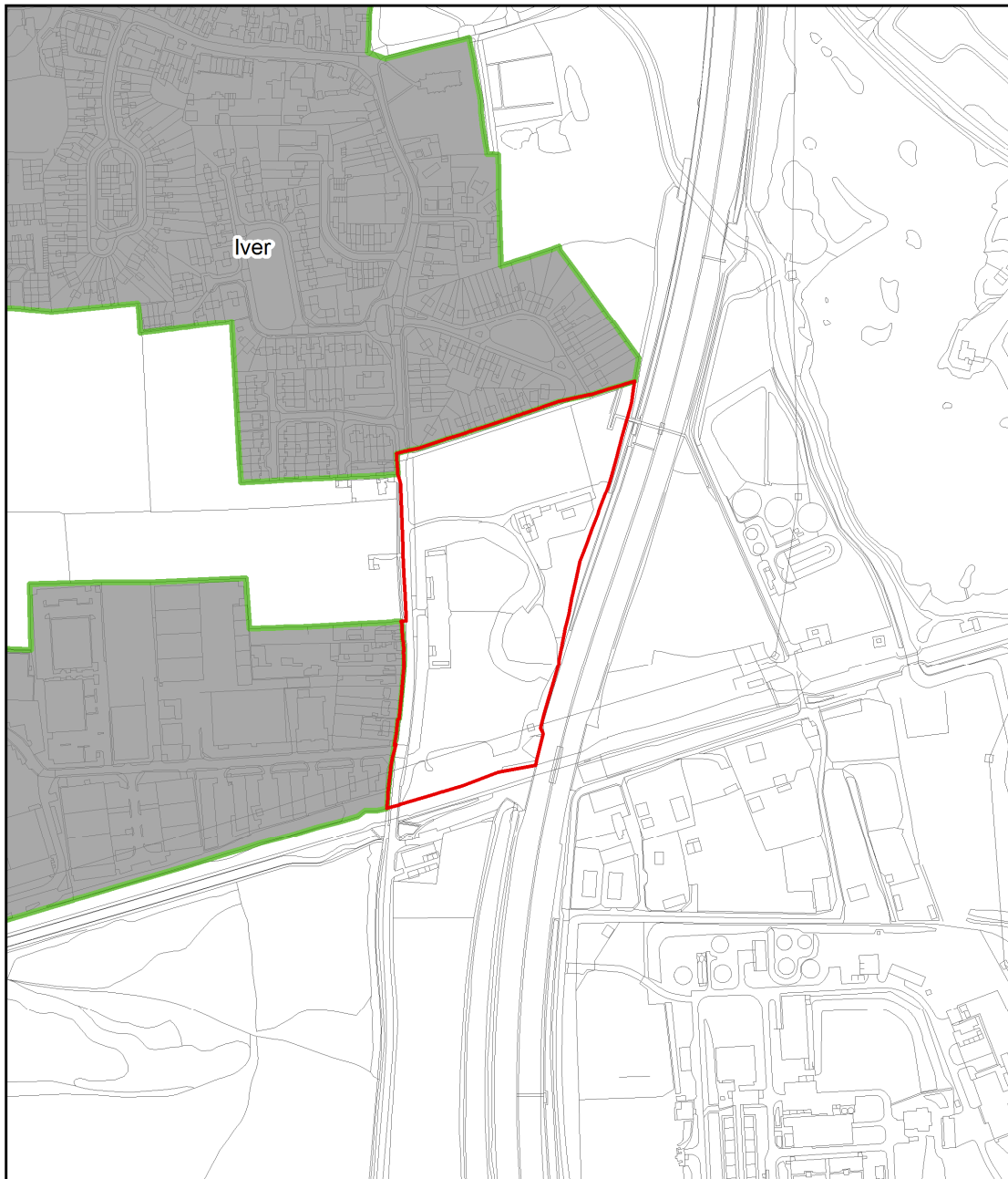
	<p>facilities and transport access points with emphasis on walking, cycling and passenger transport.</p> <p>f) Retention of important trees and hedgerows. Enhanced tree planting / landscaping within the site with particular attention to boundary areas with the countryside.</p> <p>g) Open spaces as far as possible to be connected to enhance the development setting and to encourage wildlife connectivity with the countryside and across the site and secure the biodiversity objectives for this area of the existing Development Plan.</p> <p>h) For office development, the imposition of a planning condition removing permitted development rights to convert the offices to residential at some future point as offices are to be provided as part of the exceptional circumstances for taking land out of the Green Belt, to meet future office needs, secure the right balance of uses and best match resident needs to housing based infrastructure locally.</p>
<p>Infrastructure (e.g. schools, health, road improvements and health)</p>	<p>Infrastructure requirements are being considered however at this point it is clear that the following will be required:</p> <p>a) Primary school to serve the new development and Richings Park.</p> <p>b) New road infrastructure including significant contribution towards the construction of a relief road for Iver Village.</p>
<p>Additional Outstanding Matters (see 2.4 above)</p>	<p>The following considerations are on-going and views are welcomed on these as part of the consultation:</p> <p>a) Whether part of the site merits designation as a</p>

	<p>Wildlife Site (in which case the preferred option will need to be reassessed).</p> <p>b) Whether part of the site will be required for Gypsy and Traveller accommodation and if so what number of units and type of accommodation (i.e. pitches for travellers or mobile homes / park homes for non-travellers).</p> <p>c) Given anticipated levels, timing and duration for construction traffic in the vicinity particularly associated with major infrastructure projects such as Heathrow Express and Western Rail Link to Heathrow - expected to be completed by 2025, whether development should be held back to post 2025 or phased over a period of time to allow early provision of the relief road.</p> <p>d) School provision required as part of the development proposal and its timing for delivery (including primary and possibly secondary school provision within the wider catchment).</p> <p>e) Whether additional land to the west of Thorney Business Park (blue edged on the above plan) should also be considered for removal from the Green Belt, including Mansion Lane Gypsy and Traveller site. This area to the west of Thorney Business Park (outside of the preferred options) is largely required for the major infrastructure projects of the new Heathrow Express Depot and potentially for a construction site for Western Rail Link to Heathrow subject to a Development Consent Order. Part of it is currently safeguarded land for a multi modal waste transfer station in the Minerals and Waste Local Plan.</p> <p>f) Whether the scale of development proposed can</p>
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Overview and Scrutiny**3rd October**

	support a local centre, potentially comprising convenience shop(s), local health infrastructure and other community services /facilities.
Key Evidence Base References	<p>Further background information can be found in the following key evidence base documents on the Council websites:</p> <p>Draft Green Belt Assessment Part 2 – (Reference number X.XX, page xx)</p> <p>Green Belt Development Options Appraisal - – (Reference number X.XX, page xx)</p>

Preferred Option 14: Area to the East of Ridgeway Business Park, Iver



Legend

- Area Proposed for Release from the Green Belt
- Local Plan Boundary
- Built-Up Area Outside of the Green Belt

N

Not to Scale

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Overview and Scrutiny

3rd October

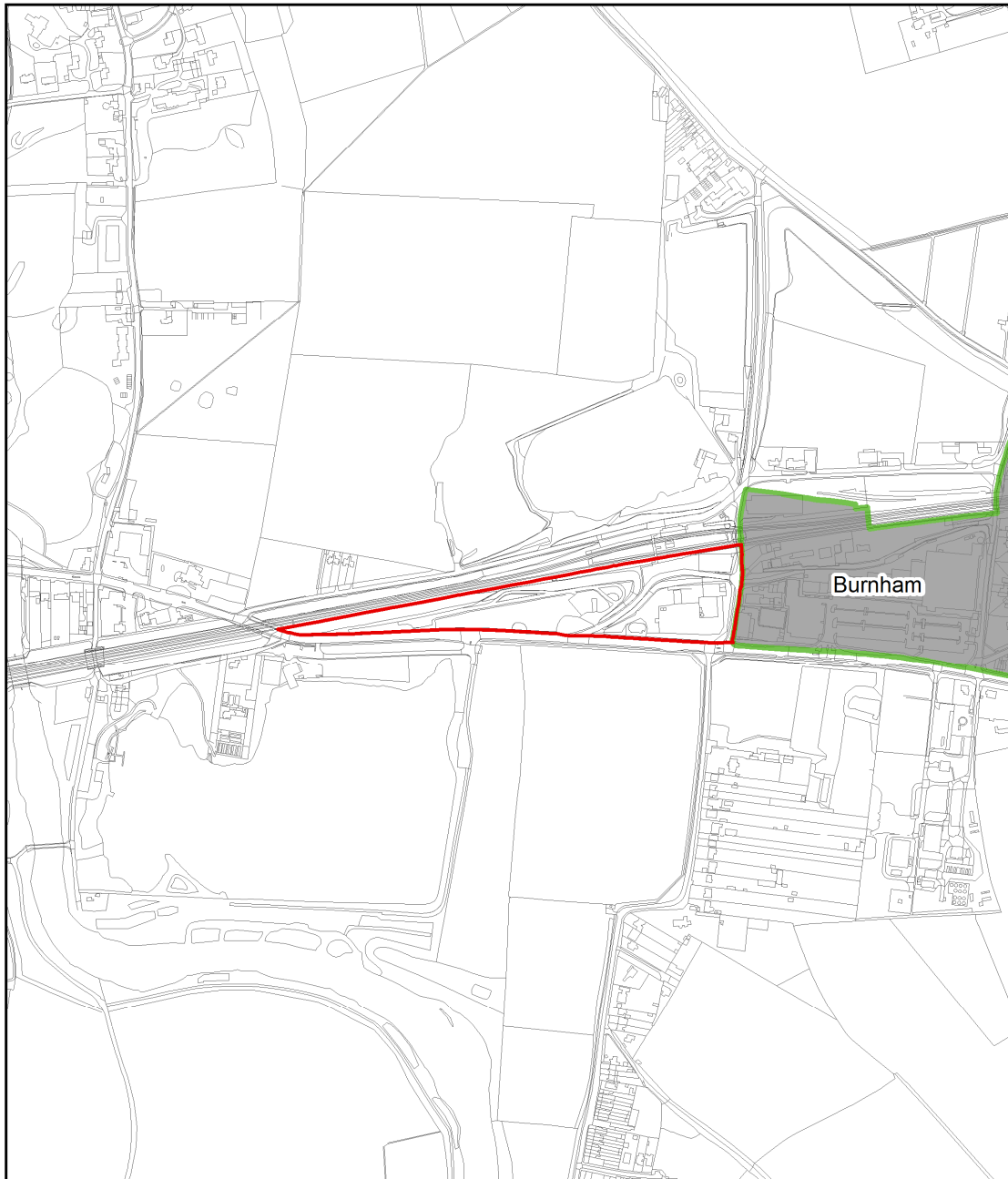
Preferred Options Proposal	<p>The area proposed to be removed from the Green Belt is 6.2 ha but the developable area is less due to constraints and existing uses which may be retained.</p> <p>It is defined by Thorney Lane South to the west, the Grand Union Canal to the south, the urban area of Iver Village (Marina Way) to the north and the M25 to the east.</p> <p>The developable area assuming retention of existing uses is estimated as 1.2 ha. This maybe suitable for a range or mix of uses including residential, offices, industrial, commercial. If existing uses could be displaced and a need is identified the site could potentially be considered for a new secondary school.</p>
Requirements as part of any Development	<p>The following would be required as part of any development proposal should this preferred option be included in the Local Plan:</p> <ul style="list-style-type: none"> a) For non-commercial and employment based uses adequate protection from noise from the M25 in the form of a bund and/or mature tree belt. b) Commercial and employment based uses to be non-HGV generating uses. c) Necessary infrastructure (either directly provided on-site or secured through funding by the developer) or development delayed until provided by an infrastructure provider or other means. d) An appropriate proportion of affordable housing - expectation at this stage is that at least 40% of dwellings should be affordable (i.e. have an appropriate level of subsidy). e) Adequate functional open spaces to include children play facilities. Viable and sustainable

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3rd October


	<p>management and funding proposals put in place for all open space areas.</p> <p>f) Connectivity with adjoining built areas, community facilities and transport access points with emphasis on walking, cycling and passenger transport.</p> <p>g) Retention of important trees and hedgerows and enhanced tree planting / landscaping within the site.</p>
Infrastructure (e.g. schools, health, road improvements and health)	Infrastructure requirements are being considered however at this point it is unclear what will be required.
Additional Outstanding Matters (see 2.4 above)	<p>The following considerations are on-going and views are welcomed on these as part of the consultation:</p> <ul style="list-style-type: none"> • The range and mix of potential uses for this option.
Key Evidence Base References	<p>Further background information can be found in the following key evidence base documents on the Council websites:</p> <p>Draft Green Belt Assessment Part 2 – (Reference number X.XX, page xx)</p> <p>Green Belt Development Options Appraisal - – (Reference number X.XX, page xx)</p>

Preferred Option 15: Area Adjacent to Taplow Station



Legend

- Area Proposed for Release from the Green Belt
- Local Plan Boundary
- Built-Up Area Outside of the Green Belt

N

 Not to Scale

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Preferred	The area proposed to be removed from the Green Belt is
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Options Proposal	<p>4.41ha for office based employment purposes.</p> <p>The area is defined by the built area of Burnham to the east, railway line to the north and Bath Road to the south.</p> <p>The developable area is estimated as 3.7ha. This may be suitable for employment based uses, as the majority of the site is within flood risk zone 2.</p>
Requirements as part of any Development	<p>The following would be required as part of any development proposal should this preferred option be included in the Local Plan:</p> <ul style="list-style-type: none"> a) Necessary infrastructure (either directly provided on-site or secured through funding by the developer). b) Improved car parking arrangements for Taplow Station and pedestrian and cycle facilities. c) The imposition of a planning condition removing permitted development rights to convert the offices to residential at some future point as offices are to be provided as part of the exceptional circumstances for taking land out of the Green Belt, to meet future office needs, secure the right balance of uses and best match resident needs to housing based infrastructure locally.
Infrastructure (e.g. schools, health, road improvements and health)	<p>Infrastructure requirements are being considered however at this point it is unclear what will be required.</p>
Additional Outstanding Matters (see 2.4 above)	<p>No additional outstanding matters identified.</p>
Key Evidence	<p>Further background information can be found in the</p>

Overview and Scrutiny

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<p>Base References</p>	<p>following key evidence base documents on the Council websites:</p> <p>Draft Green Belt Assessment Part 2 – (Reference number X.XX, page xx)</p> <p>Green Belt Development Options Appraisal - – (Reference number X.XX, page xx)</p>
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Proposed Exhibition Venues

Proposed Exhibitions	Main Areas of Focus (and Plan area as a whole)	Venue	Date/Time
Chalfont St Giles	Chalfont St Giles Seer Green	Deansway United Church	Thursday 3rd November 6.00pm to 9.00pm
Farnham Common	Farnham Common Farnham Royal Stoke Poges Fulmer Village	Farnham Infant School	Thursday 3rd November 6.00pm to 9.00pm
Amersham	Amersham on-the-Hill Amersham Old Town	Chiltern Council Offices, Amersham	Saturday 5th November 9.00am to 12.00pm
Chesham	Chesham Chesham Bois Ashley Green	Chesham Town Hall	Saturday 5th November 2.00pm to 5.00pm
Holmer Green	Holmer Green Penn (Hazlemere)	Holmer Green Junior School, The Common	Monday 7th November 6.00pm to 9.00pm
George Green	Wexham George Green Middle Green	Harvey Hall, George Green	Wednesday 9th November 6.00pm to 9.00pm
Denham	Denham Green New Denham Higher Denham Denham Village	Denham Memorial Village Hall	Thursday 10th November 6.00pm to 9.00pm

Overview and Scrutiny

3rd October

Proposed Exhibitions	Main Areas of Focus (and Plan area as a whole)	Venue	Date/Time
	Tatling End		
Great Missenden	Great Missenden Prestwood Heath End	Memorial Centre, Great Missenden	Friday 11th November 6.00pm to 9.00pm
Beaconsfield	Beaconsfield Knotty Green	Beaconsfield Town Hall	Saturday 12th November 9.00am to 12.00pm
Iver Village	Iver Heath Iver Richings Park	Iver Village Hall	Saturday 12th November 2.00pm to 5.00pm
Burnham	Burnham Taplow Dorney	Burnham Park Hall, Main Hall	Thursday 17th November 6.00pm to 9.00pm
Little Chalfont	Little Chalfont	Little Chalfont Village Hall	Saturday 19th November 9.00am to 12.00pm
Chalfont St Peter	Chalfont St Peter Gerrards Cross	Chalfont St Peter Parish Council Offices	Saturday 19th November 2.00pm to 5.00pm

In addition unmanned exhibitions will be displayed at the Council Offices in Amersham and Denham for the length of the consultation period and when not required for one of the above exhibitions.

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SUBJECT:	<i>Review of planning enforcement arrangements</i>
REPORT OF:	<i>Sustainable Development Portfolio – Councillor Naylor</i>
RESPONSIBLE OFFICER	<i>Director of services/head of sustainable development</i>
REPORT AUTHOR	<i>Peter Beckford, (01895) 837208, Peter.Beckford@Southbucks.gov.uk</i>
WARD/S AFFECTED	<i>All</i>

1. Purpose of Report

To report to Members the findings of the audit review of Planning Enforcement arrangements and the action being taken to address these.

RECOMMENDATION

Members are asked to note this report.

2. Content of Report

2.1 In light of the Planning Shared Service Review, the Council's auditors were requested to highlight areas of weakness/areas for improvement in the Planning Enforcement service. A copy of the report is attached herewith.

2.2 The Enforcement Manager has since left the Council's employment and a replacement Enforcement Manager has been appointed who will commence work at the end of October.

2.3 The following table sets out the main findings, together with how these are being addressed.

Paragraph	Main findings	Consideration & action
11.1 – 3	Put in place a comprehensive set of day-to-day procedures.	Process mapping of existing processes has been carried out for the Planning Shared Service review. A form is already in place for Enforcement to give instructions to Legal Services. One of the early tasks for the new Enforcement Manager will be to review procedures and work with Trevor Roberts Associates to document these.
11.4	Dedicated admin support function needed.	This is seeking the creation of a new dedicated post within the Enforcement team to provide administrative support – the creation of such a new post would need to be

		considered as part of the Planning Shared Service Review. However, in the meantime the Enforcement team is able to call upon some limited support from Planning Admin.
11.5	Changes needed to delegation arrangements	The scheme of delegation only gives power to the Head of Legal Services to seek information about the ownership/use and occupation of land. Also, the previous Cabinet Member introduced the informal requirement for enforcement action to be the subject of consideration by an informal Members Briefing Panel, in addition to the Planning Committee or Consultative Body of Planning Committee. Subject to the concurrence of the Cabinet Member, the informal requirement for consideration by a Briefing Panel could be dispensed with. Accordingly discussions with the Cabinet Member have indicated that he is minded to do so at the time when the scheme of delegation is the subject of a formal review by Legal Services, which is scheduled for 2017.
11.6	Training on Uniform	Undertaken in August. This was an essential precursor to the forthcoming review of procedures, in order that those reviewed procedures can make the most effective use of Uniform. Discussions have taken place with the Head of Business Support who has advised that Uniform will need to be reconfigured and a meeting is being set up involving Business Support, Idox and the new Enforcement Manager to take this forward.
11.7 Document storage	Introduce use of Document Management System (DMS) to Enforcement	This would be a very welcome development. It has resource implications and will require very careful management and implementation, including support from Business Support, and accordingly will be considered as an integral part of the business case and implementation of the Planning Shared Service Review.
11.7 Workload management	Introduce Enterprise	This would be a very welcome development. It has resource implications and will require very careful management and

		implementation, including support from Business Support (IT), and accordingly will be considered as an integral part of the business case and implementation of the Planning Shared Service Review.
11.7 registering new complaints	Enforcement officers to enter complaints direct into Uniform.	Enforcement officers have been instructed to enter complaints direct into Uniform.
11.7 registering new complaints	Officers to register complaints, even where an allegation is very clearly no breach of control	All written (letter/email/online form) complaints should, and are now being registered as a case. However, in accordance with the Council's approved enforcement policy complaints received by telephone will only be registered once the complainant has followed this up in writing. This approach is to prevent vexatious and/or anonymous complaints.
11.7 recording inspections	Due to work pressures sometimes officers are not recording site visits in uniform at all, or are recording only basic details.	All enforcement officers have been instructed that all site visits should be recorded in Uniform. This will be built into the procedures when they are reviewed by the new Enforcement Manager.
11.7 map templates	New mapping solution needed and further training	Business Support are working on a permanent solution for the production of maps. In the interim period the Enforcement team will continue to use Local View mapping and will call on Business Support for any more complicated mapping to be produced in ArcView.
11.7 notices	Officers to update the uniform tab when a notice is served.	All enforcement officers have been instructed to this effect. This will be built into the procedures when they are reviewed by the new Enforcement Manager.
11.8	Making greater use of Uniform	Uniform training provided. This will also be covered in the work on procedure notes.
11.9 customer focus	Clarity required on the extent to which the complainant is seen as a customer	The fact that complainants are customers has been reinforced to staff through the Planning Shared Service Review end of Define Stage sessions with staff. It will also be further emphasised in the procedure notes work to

		be undertaken by the new Enforcement Manager and through his regular 1:1 meetings with enforcement staff.
11.11 – 11.14	Update the enforcement policy/website/targets timeframes in order to provide the customer with expected targets/timeframes	The Council's Enforcement Policy sets out how the Council will prioritise individual cases, and the target timescales for initial inspection of sites where there is an alleged breach of planning control. Any changes to the targets would need to be addressed as part of the Planning Shared Service review since if a shared service is to be implemented, the same targets should apply for both Chiltern and South Bucks.
11.16	Update website to refer to public register	Website updated.
11.17	Enforcement notices to be made available via public access	This is reliant upon decisions in the Planning Shared Service Review regarding the implementation of DMS.
11. 18	Publish additional data on website	Displaying enforcement notices will be reliant upon the decisions in the Planning Shared Service Review regarding the implementation of DMS, as well as data cleansing.
11. 19	Performance management	The new Enforcement Manager will be (as was the previous Enforcement Manager) instructed to undertake 1:1's with enforcement officers on a fortnightly basis in order to set targets, and to review actual performance against those targets.
11. 20	Introduce Enterprise	As per 11.7 above
11. 22 – reporting	reporting on cases received and cases closed	Enforcement Manager has instructed officers to review all cases to identify any which should be closed, and for these to be closed. Manager now able to generate reports without assistance.
11. 22 timescales	Close enforcement cases when it is passed to Development Management	This is not agreed as the Planning Shared Service Review demonstrated that this would be poor customer care.

4.3 in addition to the actions listed above, further action has already been taken vis-a-vis: –

- Responsibility for the management of the Arboriculturist and Conservation Officer has been moved from the Enforcement Manager to the Development Management teams – in order to provide further capacity in the Enforcement team.
- The responsibility for putting up statutory notices of planning applications on sites has recently been moved from Enforcement to Development Management – in order to provide further capacity in the Enforcement team.

Background	Review of the Planning Enforcement Arrangements 2015/16.
Papers:	

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South Bucks District Council

Review of the Planning Enforcement Arrangements

2015/16

DRAFT

June 2016

Review of the Planning Enforcement Arrangements

INTRODUCTION

1. TIAA has carried out a review of the Planning Enforcement arrangements at South Bucks District Council. Following discussions with the Director of Resources and the Head of Sustainable Development the originally scheduled 2015/16 internal audit of Planning (Development Management and Enforcement) was altered to focus solely on the Planning Enforcement arrangements due to a high degree of internal dissatisfaction with the service being provided by South Bucks Planning Enforcement, both among Council Members and Management. This review was carried out in May and June 2016.

SCOPE AND LIMITATIONS OF THE REVIEW

2. The objective of the review was to establish the key elements of the Planning Enforcement processes at South Bucks District Council, and to highlight areas of weakness / areas for improvement. The findings set out in this review were based solely on:
 - Analysis of the findings from the process mapping sessions carried out in January and February 2016 as part of the Planning service review.
 - Analysis of the findings from the Idox review of the use of the Uniform Planning modules at the Council, carried out during Autumn 2015.
 - Discussions with the Head of Sustainable Development and the Interim Enforcement Manager.
 - Information made available to the public through the Council website and an example provided to the auditor of standard form communication with the complainant (acknowledgment letter).
3. The review did not include a detailed audit walkthrough of the Planning Enforcement systems / processes, or sample testing to verify compliance with controls. As such, in order to obtain an understanding of the processes involved reliance was placed on the information provided to the auditor from the Planning service review process mapping exercise.
4. The responsibility for a sound system of internal controls rests with management and work performed by internal audit should not be relied upon to identify all strengths and weaknesses that may exist.

DISCLAIMER

5. The matters raised in this report are only those that came to the attention of the auditor during the course of the internal audit review and are not necessarily a comprehensive statement of all the weaknesses that exist or all the improvements that might be made. This report has been prepared solely for management's use and must not be recited or referred to in whole or in part to third parties without our prior written consent. No responsibility to any third

party is accepted as the report has not been prepared, and is not intended, for any other purpose. TIAA neither owes nor accepts any duty of care to any other party who may receive this report and specifically disclaims any liability for loss, damage or expense of whatsoever nature, which is caused by their reliance on our report.

ACKNOWLEDGEMENT

6. We would like to thank staff for their co-operation and assistance during the course of our work.

RELEASE OF REPORT

7. The table (Figure 1) below sets out the history of this report.

Figure 1 - Report History

Date final report issued:	16 th June 2016
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Detailed Findings

SUMMARY

8. The Planning Enforcement team is currently managed by an Interim Enforcement Manager on a contract basis, supported by 2 Enforcement Officers (one of whom is recently in post), an Arboriculturist (recently in post) and a Conservation Officer (recently in post on a 14 hour/week contract). It was evident from discussions with the Interim Enforcement Manager that the team are experiencing issues with workload. There has been a high degree of staff turnover, and there has not been a full team in place consistently for the last 18 months. The inexperience of some members of the team, coupled with the team being under-resourced, some officers working part time hours and the lack of dedicated Enforcement admin support, has led to the Interim Enforcement Manager having to spend a lot of time dealing with casework rather than being able to focus on management duties.
9. It was noted that the amount of time required to progress Enforcement cases can vary dramatically on a case by case basis, and delays to the process can be caused by factors outside of the control of the Enforcement team. For example, any given case may require the involvement of the Development Management team, the Legal team, and Members, as well as being subject to appeal processes. As such, the findings and areas for improvement set out in this report were acknowledged by the Interim Enforcement Manager as being representative of the current situation within the Enforcement service, although they should be viewed in the context of the conditions in which they are operating.
10. This review did not identify any single key area of weakness within the service, however there were a number of key themes identified throughout the review which, when combined, are contributing to a service which is viewed as performing below the required standards. Specific issues are discussed further in the Detailed Findings section below, but can be broadly summarised as follows:
 - Asides from a high-level Planning Enforcement Policy, there are no operating procedures in place to detail day-to-day responsibilities, processes and controls. This lack of direction was evident in the Idox Uniform review, which highlighted the lack of a procedure manual as contributing to inconsistent use of the system, and incomplete/inaccurate records. This was also evident in the service review findings, which emphasised that there are differing views among officers on some of the processes involved, inconsistent approaches are adopted, and there is a lack of clarity over the interaction between the Enforcement team and the Development Management team. Implementing a set of procedures and guidance notes would provide direction and clarity for officers, assist with business continuity in the event of staff turnover or long term illness, and provide managers with a tool for assessing performance and officer compliance with a pre-determined set of criteria.
 - A lack of knowledge and confidence among officers in using the Uniform system, together with a lack of functionality in a number of areas, is leading to more time consuming processes, a duplication of effort, incomplete electronic records, a shortage of meaningful management/monitoring data and a lack of information made available to the public. It is clear that training on Uniform is required to ensure that officers are confident and capable of fully utilising the system's current functionality to ensure that electronic records are complete. Consideration should also be given to increasing the

functionality of Uniform with additional software options which may enhance the operational effectiveness of the service and allow for an increase in publicly available information.

- The service review process highlighted that 'there is no clarity on the extent to which the complainant is seen as a customer' and that the service 'is not necessarily effective at providing regular updates to the complainant'. The publicly available information relating to Planning Enforcement procedures, as well as case related correspondence, appear to focus on the limitations of the service (the fact that enforcement action may not be taken at all, or that action may take considerable time), rather than effectively demonstrating the positive aspects of the service that will be delivered to the customer. As part of implementing a set of procedures, internal processes and service standards should be assessed to ensure they are focused on providing customer-oriented outcomes. In addition, by making the website content and public facing guidance more user friendly, and by increasing the amount of information made available online, this may assist in raising the profile of the service and demonstrating the positive activities and outcomes achieved by the service.

DETAILED FINDINGS

11. The following matters were noted from the work carried out during this review:

Policies and procedures

- 11.1 There is a Planning Enforcement policy in place, which is available on the Council's website. While this contains an overview of a number of the processes involved in an enforcement case, discussions with the Interim Enforcement Manager indicated that there are no day-to-day operational procedures in place for officers to follow.
- 11.2 Discussions with the Interim Enforcement Manager indicated that there has been a high degree of staff turnover in recent years and that the knowledge and experience of the Enforcement officers currently in place varies from a number of years to just a few months. In such circumstances it is even more important to have a comprehensive set of procedures in place to ensure that new or inexperienced staff can have a clear direction as to what is expected of them, and to ensure that consistency and accuracy levels are maintained.
- 11.3 The lack of a procedure manual for using the Uniform system was highlighted in the Idox Uniform review as contributing to inconsistent use of the system, and incomplete/inaccurate records. In addition, the lack of directed processes in general was evident in the service review findings, which emphasised that there are differing views among officers on some of the processes involved, inconsistent approaches are adopted, and in particular there is a lack of clarity about who makes decisions on the course of action and interplay between Enforcement and Development Management.

Resources

- 11.4 As noted above, there has been a high degree of staff turnover, and there has not been a full team in place consistently for the last 18 months. The Interim Enforcement Manager is currently spending a lot of time dealing with high profile casework rather than being able to focus on management duties, due to the fact that the team has been under resourced and some members of the team lack the experience to undertake such work. The

issues raised in this review were acknowledged by the Interim Enforcement Manager, and discussions indicated a keenness to focus on managing, developing and promoting the service, however at present the volume of work has been such as to prevent this from happening to the extent required. Emphasis was placed on the lack of a dedicated Enforcement admin support function, which would help relieve the workload pressure and enable the Interim Enforcement Manager to focus on developing service improvements.

Operational Efficiencies

- 11.5 It was noted that the amount of time required to progress Enforcement cases can vary dramatically on a case by case basis, and delays to the process can be caused by factors outside of the control of the Enforcement team. For example, any given case may require the involvement of the Development Management team, the Legal team, and Members, as well as being subject to appeal processes. As part of the service review, particular issues were raised surrounding external factors causing time delays to Enforcement processes which may be preventable:
- Issues were raised that legal involvement is not always necessary when drafting standard notices, particularly in relation to Planning Contravention Notices.
 - Issues were raised around the delegation arrangements. There is a high degree of member involvement required in many Enforcement related matters. There was no direct evidence on the added value that arises from this time-consuming process.
- 11.6 Discussions with the Interim Enforcement Manager highlighted that officers have not received full training on the Uniform system and that there was a lack of confidence in using the system. This was considered by the Interim Enforcement Manager to be one of the biggest operational weaknesses of the service, as officers are not fully aware of how to input the right information and are not able to use the Uniform system to generate meaningful reports.
- 11.7 The Idox Uniform review identified a number of areas for improvement in the use of the Uniform system. These covered both the use of current functionality and also the implementation of additional functionality to assist with reducing the time required for completing tasks, or improving the quality of the output. Key areas affecting operational efficiency include:
- **Document Storage.** SBDC has implemented the Electronic Document Management System (DMS), but this is currently only used by Planning Admin for storing planning application related documents and the appeal decision. No Enforcement related documentation is saved to the DMS, and instead some information is stored on hard copy files, while other information is stored across a shared network drive. Discussions with the Interim Enforcement Manager indicated that this information can often be difficult to locate, particularly where this relates to information gathered by officers who have now left the Council. Extending the use of the DMS to include the Enforcement module would create a central storage point and allow any user of the system to easily view case related documents within Uniform without having to refer to the hard copy file. The Check In / Check Out functionality (already implemented at SBDC) can also be used to insert emails, attachments and documents directly from Microsoft products into the DMS. Consideration could also be given to implementing Document Loader, which is used to automatically insert documents produced by Uniform into the DMS, ensuring that a complete electronic copy of the file is maintained while requiring no staff input.

- **Workload management.** Discussions with the Interim Enforcement Manager indicated that individuals are reliant on maintaining their own diary for managing workflow and prioritising workload, and that this is often in hard copy format. The Idox review recommended the use of Enterprise, which is a workload management tool embedded into Uniform. When the user opens Uniform they are presented with a Workflow Inbox - tasks can be prioritised for each team member, meaning staff are encouraged to work on key activities at the right time to ensure that nothing is missed and that deadlines are always flagged up. Some standard tasks are supplied, such as case allocation, validation of cases, officer recommendations and decisions, and it is also possible to create custom tasks to cover additional activities performed within the department. When a field is completed in Uniform by the user as part of their daily work, the Workflow Inbox is automatically updated.
- **Registering New Complaints.** When a new complaint is received by a member of the Enforcement team, a hard copy form is completed indicating details of the case and the form is passed to the Planning Admin team who enter the details onto Uniform. The data being entered is minimal and currently completing a form then passing to Admin to re-type these basic details is a duplication of effort. Officers should be encouraged to enter this information directly into Uniform at point of contact with the complainant, with training provided if required.
- In addition, it was highlighted that sometimes officers carry out site visits and if no breach is found a case is not logged in Uniform, which results in there being no electronic record that the breach was investigated. Examples were also provided to the auditor of instances where cases had not been registered on Uniform. The effect of this was that when an officer was away on holiday and the complainant requested details on the case, those in the office were unable to locate any relevant information.
- **Recording Inspections.** After carrying out a site visit, officers should be recording relevant details on the Inspections and Actions tab. Discussions with the Interim Enforcement Manager, as well as the findings from the Idox review, highlighted that due to work pressures sometimes officers are either not recording their site visits in Uniform at all, or are only recording basic details, which leads to incomplete records being maintained. If the DMS were to be implemented this may reduce the time necessary for completing details on Uniform, as detailed site notes could be scanned and saved electronically.
- **Map templates.** During the Idox Uniform review officers highlighted that in the past nicely formatted map templates were available but as they are no longer available screen prints of the map tab have had to be taken instead. Until recently, when a map has been required to accompany an enforcement notice a member of staff from another department has been asked to provide this which can take several days to complete as this request is made on an ad hoc informal basis. Discussions with the Interim Enforcement Manager indicated that an interim solution has been developed whereby officers can create basic maps themselves, however there has been very little training or guidance on this and this is not considered to be a satisfactory long term solution. This loss of functionality for users should be investigated to enable the time taken in the production of maps to be reduced.
- **Notices.** Legal Services are responsible for drafting Notices. The Uniform Notices tab should be updated to record the date the notice was issued, however it was highlighted in the Idox review that this is not always happening. In addition, when Uniform is updated not all of the correct fields are completed which results in the Uniform case status not accurately reflecting that a notice has been issued. It is vital that

Uniform is updated when a notice is issued; currently if a user retrieved an enforcement case in Uniform it could not be guaranteed that Uniform would accurately reflect the current status of the case.

- 11.8 The Idox Uniform review highlighted that currently the data in the Enforcement module could not be relied upon if TLC (Land Charges software) were to be implemented or if the Council wanted to rely on Uniform to produce the PS1 return in respect of notices served. In addition, the Admin team also experience issues with creating appeals due to incomplete records. It is evident that the Enforcement team require training in how to use the Enforcements module and the additional functionality available. In addition, it should be re-iterated to officers that all relevant fields require completing as this impacts on all users of the system and the ability to produce accurate and complete reporting information.

Customer Focus

- 11.9 A key issue that arose from the service review process mapping sessions was that the service 'is not necessarily effective at providing regular updates to the complainant. There is no clarity on the extent to which the complainant is seen as a customer'.
- 11.10 The information which is publicly available for a complainant in relation to the Planning Enforcement service being provided is limited to a one page section on the Council website, and the Planning Enforcement policy document.
- 11.11 The Enforcement Policy, as may be expected, has the appearance and form of an internal policy document, rather than an external customer facing information document. It appears focused on highlighting the limitations of the service (the fact that enforcement action may not be taken at all, or that action may take considerable time) rather than the positive aspects of the service. The content of the webpage is similarly presented. In addition, the Policy is a fairly lengthy document which is not overly reader-friendly; the creation of a short-form guidance note / leaflet for users of the service may be more appropriate.
- 11.12 While the Policy does include Enforcement process flow charts to set out the case registration process and the case investigation and completion process, these appear focused on internal processes and do not provide the reader with an indication of expected/target timeframes for action, or what can be expected in terms of communication between Enforcement officers and the customer. An example of a process flowchart published by another local authority is attached in the Appendix, which covers both internal processes and expected communication with the customer.
- 11.13 Once a case is registered, the complainant receives an acknowledgment letter which follows a standard format. This was considered to be fairly comprehensive in terms of content, although again appeared focused on ensuring that the complainant understood the limitations of the service, and contained little information as to what the complainant could expect in terms of ongoing communication.
- 11.14 Service Standards are contained in the Planning Enforcement policy, which states that 'Allegations of a breach of planning control will be acknowledged within 10 working days of receipt of the written details'. In addition, 'The enforcement team will undertake, where possible, to make an initial site visit within the following timescales: High priority 3 working days (immediately where necessary); Medium priority 10 working days; Low priority 20 working days'. Consideration could be given to expanding upon these Service Standards to include further target timeframes for action and for communication with customers to make the service more customer-focused.

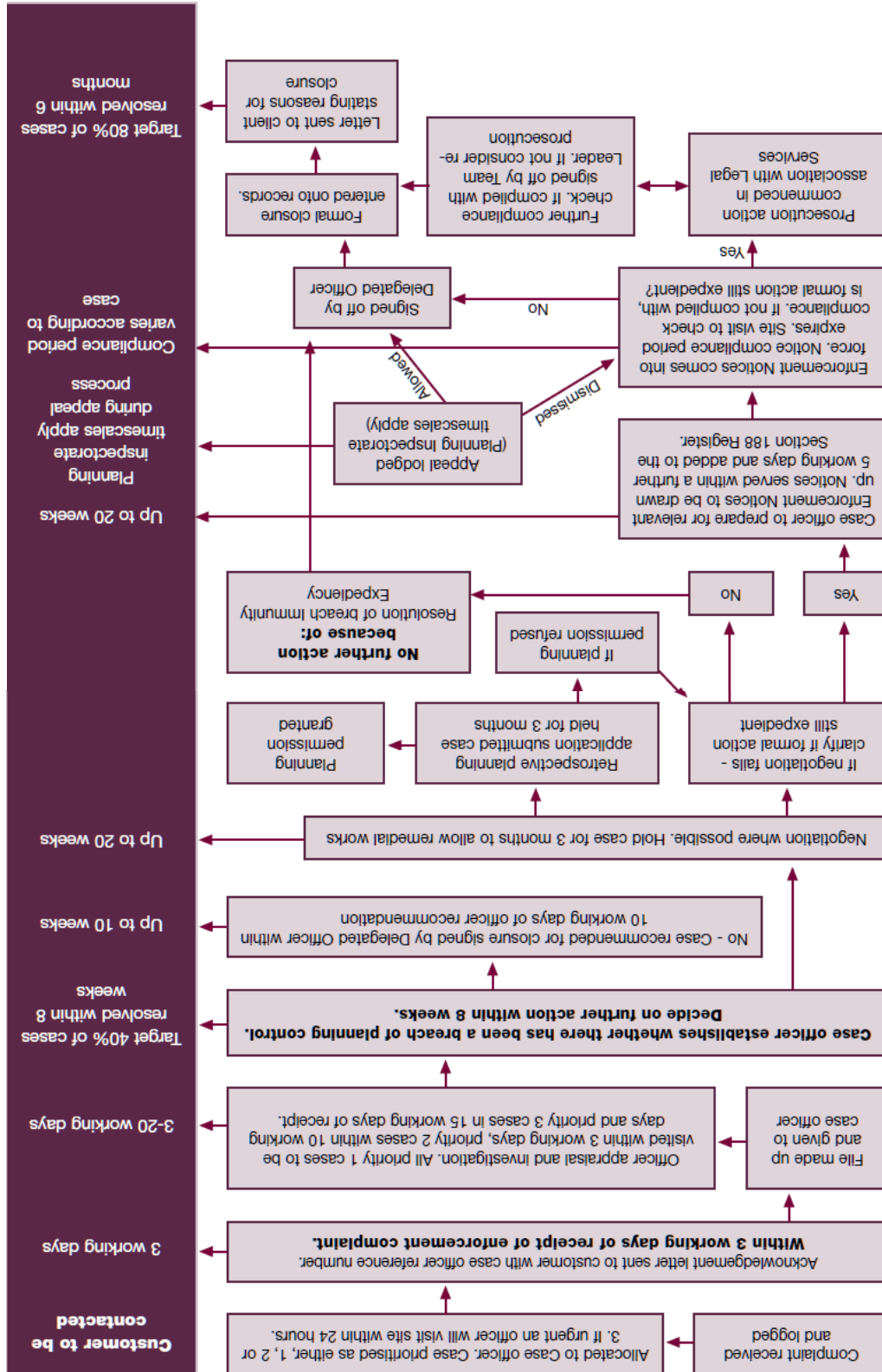
- 11.15 Each Local Planning Authority is required to maintain an up to date Enforcement Register, which must be available for inspection by the public at all reasonable hours. Section 188 of the Town and Country Planning Act (1990) requires the register to contain information on enforcement notices, stop notices and breach of condition notices. At South Bucks, once an Enforcement Notice is issued, a copy of the notice is sent to Admin to file on the Register, which is currently maintained as a hard copy file.
- 11.16 It was noted that there is no reference to the existence of a public register on the Planning Enforcement section of the website. Reference to the register was found within a list of public registers in the Data Protection and Freedom of Information section of the website, although this was only located after carrying out a site search.
- 11.17 South Bucks uses Idox Public Access to allow details of Planning Applications and Appeals to be accessible for members of the public online through the Council website. This is not in place for Enforcement Notices that have been issued; the Idox Uniform review highlighted that the Council is currently unable to display Enforcement information online due to underlying data quality issues (inconsistent use of Uniform and incomplete electronic records as referred to above) and the fact that DMS isn't used for document storage.
- 11.18 As well as displaying the Enforcement register online, it was noted that other local authorities publish additional enforcement data on their websites, for example cases received and cases closed within a period. In order to raise the profile of the service and to demonstrate the activities carried out by the service, once data quality issues have been addressed consideration should be given to using Public Access to display Enforcement Notices online, and increasing the amount of publicly available information.

Performance management and monitoring

- 11.19 The Interim Enforcement Manager carries out an hour one-to-one on a monthly basis with each officer to go through each of their cases, however it was acknowledged that these should take place every two weeks in order to manage officer performance and set short term targets.
- 11.20 As noted above, implementation of Enterprise could allow officers to better manage their own workload, and it could also help managers to monitor workload and workflow. There are customised dashboards which allow managers to see what's happening in their teams, monitor performance, and intervene when necessary to re-balance workloads, re-allocate tasks and chase up things that are in danger of running late.
- 11.21 Performance indicators are monitored on a monthly basis through the use of the Covalent system, which includes reporting on the two Service Standards outlined above. Formal performance monitoring reports are presented to the Overview & Scrutiny Committee and to Cabinet on a quarterly basis. It was noted that there is one performance indicator included in this performance reporting which relates to Planning Enforcement – 'Percentage of new enforcement allegations where an initial site visit is undertaken within 20 days'. The target for 2015/16 was set at 50%, with the figure achieved throughout the year averaging at above 80%. The target for 2016/17 onwards has been raised to 70%.
- 11.22 Reporting options were discussed with the Interim Enforcement Manager to establish additional areas that would benefit from a greater level of monitoring:

- **Reporting on cases received and cases closed.** This would assist with management performance monitoring, caseload comparisons, and identifying trends. The Interim Enforcement Manager is currently able to generate such reports, but only with assistance from a member of the Planning Admin team. Further training would be beneficial to enable this to become a regular reporting tool. Discussions with the Interim Enforcement Manager also indicated that obtaining accurate reports has been challenging as cases that have been closed on Uniform have still been appearing on current caseload reports. Further investigation may therefore be required to ensure that any such reports accurately reflect the current case status.
- **Timescales for cases being dealt with by Enforcement.** It would be beneficial to be able to identify the amount of time being spent on an Enforcement case purely by the Enforcement team as opposed to Planning in general. For example, if a retrospective planning application is required following initial investigation by the Enforcement team, the case will be passed to the Development Management team until such time as further Enforcement action may be required. The practicalities of 'closing' the case within Uniform at this point from an Enforcement perspective, and then re-opening if necessary, could be explored to prevent the distortion of Enforcement timescales and to provide a greater understanding of where the bottlenecks are in the process.

APPENDIX: EXAMPLE PROCEDURE FLOWCHART WITH CUSTOMER CONTACT TIMES



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Report to Overview and Scrutiny Committee

Planning performance covering the period 1 April 2015 – 31 March 2016

Table 1 – Determination of planning applications

1st April 2015 – 31 March 2016	Number of applications determined	Number of applications determined within 8/13 weeks or agreed Extension of Time	Percentage of applications determined within 8/13 weeks or agreed Extension of Time	Number of applications refused	Percentage of applications refused
Major	20	19	95%	4	20%
Minor	338	332	98.22%	72	21.3%
Other	945	925	97.88%	131	13.9%
Total	1303	1276	97.92%	207	15.9%

Table 2 – Applications determined by planning committee or under delegated powers

1st April 2015 – 31 March 2016	Number of applications determined by planning committee	percentage of applications determined by planning committee	number of applications determined under delegated powers	percentage of applications determined under delegated powers
	46	3.5%	1257	96.5%

Table 3 – Determination of appeals

1st April 2015 – 31 March 2016	Number of appeals determined	number of appeals dismissed	Number of appeals allowed	Percentage of appeals allowed
Delegated decision to refuse permission	62	47	15	24.2%
Committee decision to refuse permission consistent with officer recommendation	-	-	-	-
Committee decision to refuse permission contrary to officer recommendation	5	3	2	40%
Appeal against non-determination	-	-	-	-

Table 4 –Complaints

1st April 2015 – 31 March 2016	Number of complaints referred to Ombudsman	Number of cases where the ombudsman found maladministration	Number of cases where the ombudsman did not find maladministration	Number of cases not yet determined by the ombudsman
	7	1 complaint upheld but no in justice found	6	Nil

SUBJECT:	<i>ANNUAL SCRUTINY REVIEW</i>
RESPONSIBLE OFFICER	<i>Director of Resources</i>
REPORT AUTHOR	<i>Jim Burness</i> <i>email: jim.burness@southbucks.gov.uk</i>
WARD/S AFFECTED	<i>All</i>

1. Purpose of Report

This report is the annual review of the work of the Overview Committees at South Bucks, as part of the Authority's annual assurance process.

RECOMMENDATION

The report is noted and provides supporting material for the Annual Governance Statement.

2. Reasons for Recommendations

N/a

3. Content of Report

3.1 The overview and scrutiny functions of the Council are carried out by the Overview & Scrutiny Committee. It undertakes this with the objective of holding the Executive to account for the operation of the Council, and to support the Executive in finalising policies and strategies

3.2 The Overview & Scrutiny Committee structures its work around a number of key themes.

- Performance
- Finance
- Service planning and policy development
- Review of specific topics

3.3 For the financial year 2015/16 the work of the Overview & Scrutiny Committee is summarised in Appendix A.

3.4 The tables show that the Committee' work provides a good coverage of the Council's services areas and their finances and performance.

4. Consultation

N/a

5. Options

N/a

6. Corporate Implications

6.1 The report provides assurance regarding the work of the Council’s scrutiny function in accordance with the best practise recommended in the guidance for the preparation of the Annual Governance Statement.

7. Links to Council Policy Objectives

7.1 The Council aims to main high standards of corporate governance as something that is important to the efficient delivery of services and the provision of value for money.

<p>Background</p> <p>Papers:</p>	<p>The agendas of the Overview & Scrutiny Committee for 2015/16.</p>
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APPENDIX A

Overview & Scrutiny Committee

Theme	Jun 15	Oct 15	Nov 15	Jan 16	Mar 16
Performance	FoI Report			Pls Qtr 2	
Finance		Medium Term Financial Strategy	Revenue Budget Savings	Revenue Budget	Budget Update
		Budget Monitoring	Budget Monitoring	Budget Monitoring	Budget Monitoring
Service Planning/ Policy Development		Local Plan		Local Plan	Local Plan
		SBDC Business Plan			
Specific Topics				Welfare Reform	
				Safe Places Scheme	
		HS2/WRATH		HS2/WRATH	Frimley Pk NHS Trust
	BCC - Health & Adult Social Care Cmm	BCC - Health & Adult Social Care Cmm	BCC - Health & Adult Social Care Cmm	BCC - Health & Adult Social Care Cmm	BCC - Health & Adult Social Care Cmm
	BCC- Children & Education Cmm	BCC- Children & Education Cmm	BCC- Children & Education Cmm	BCC- Children & Education Cmm	BCC- Children & Education Cmm

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SUBJECT:	<i>South Bucks District Council Performance Report Q1 2016-17</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) Sarah Woods (01494 586 800)</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 Q1 Apr-Jun 2016-17.

RECOMMENDATION

Cabinet is asked to note the performance reports.

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	5	2	0	2	1
Resources	11	5	2	2	2
Healthy communities	13	1	1	4	7
Deputy Leader/ Sustainable development	11	10	0	0	1
Environment	2	1	0	1	0
Total PIs	42	19	3	9	11

3. Reasons for Recommendations

3.1 This reports factual performance against pre-agreed targets. Management Team, Cabinet 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 Q1 2016-17**
- **Appendix B – Quarterly corporate performance indicators Q1 2016-17**

4. Key points to note this quarter:

- 4.1 Of the 11 unknown PIs, three are provided for information only and eight are not reported this quarter.
- 4.2 Of the nine off-target PIs, five are priority PIs. Please refer to the appendices for full details.
- 4.3 **Leader’s:** working days lost due to sickness was off target mainly due to long-term sick absence. This relates to seven cases of long-term sickness absence. Personnel Committee are kept fully informed.
- 4.4 **Healthy communities:** four of the off-target PIs relate to housing, please refer to the appendices to view individual reasons. These are linked to the national increase in demand for temporary accommodation and lack of affordable housing.
- 4.5 **Resources:** Speed of processing - changes of circumstances for HB/CTB claims was off target. This is expected to improve in Q2. There is usually lower performance during the first part of the year, please see appendices for further information. Percentage of calls to ICT helpdesk resolved within agreed timescales was off target due to an increase in workload caused by single network migrations at the same time as reduced capacity in the service.
- 4.6 **Environment:** Household refuse collections, number of containers missed per month was off target due to vehicle breakdowns and PDA (palmtop computer) issues.

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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Appendix A - Priority PIs 2016-17 - SBDC

Code	Description	Actual 2015/16	Target 2015/16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Target 2016/17 (YTD)	Traffic Light	Latest Note
Leader's portfolio																		
SbHR1	Working days lost due to sickness absence	14.86	12	14.4	13.2	14.12										10		Sickness figures are starting to decrease from April due to some officers who have been on long term sick due to surgery or acute illnesses returning to work or leaving the Council. Management Team are aware of the situation, active attendance management in place. 159.50 days for June +263.05 (cumulative figure) (info taken from Tensor) = 422.55 /119.82 (average FTE figure) = 3.53/3*12= 14.12
SbHR14	Working days lost due to short term sickness absence (upto 20 working days)	New PI	New PI	3.24	2.88	2.36										5		13.5 days for June + 57.55 (cumulative figure) (taken from Tensor) = 71.05 /119.82(average FTE)= .59/3*12= 2.36
SbHR15	Working days lost due to long term sickness absence (more than 20 working days)	New PI	New PI	11.04	10.26	11.72										3		This relates to 7 cases of long term sickness absence. 146 days for June+ 204.5 (cumulative figure) = 350.5 (taken from tensor)/119.82(average FTE) =2.93/3*12 = 11.72
Resources																		
SbRB1	Speed of processing - new HB/CTB claims (cumulative)	17.5	19	21.1	21.5	19.9										19		Usual for performance to not reach target at beginning of year due to end of year and increased workload. Performance is beginning to improve and is being closely monitored.
SbRB2	Speed of processing - changes of circumstances for HB/CTB claims (cumulative)	6.9	8	9.5	8.9	8.8										8		Usual for performance to not reach target at beginning of year due to end of year and increased workload. Performance is beginning to improve and is being closely monitored.
SbRB3	Percentage of Council Tax collected (cumulative)	97.90%	98.00%	11.80%	21.10%	30.40%										98.00%		
SbRB4	Percentage of non-domestic rates collected (cumulative)	98.8% (57.60%)	98.80%	11.70%	20.60%	30.40%										98.80%		
Healthy Communities																		
SbCmSf 2	Percentage reduction in violent offences against a person, year on year (quarterly)	-33.40%	Data Only			-40.6%										Data Only	n/a	South Bucks has seen an increase in violent crime by 40.6% from 194 crimes compared to 138 the previous year.
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)	15	0	12	18	18										0		The demand for temporary accommodation continues to be high and the opportunities to move households on from bed and breakfasts continue to be limited. Of these 18 households, 4 have planned moves due to take place to identified self contained accommodation.

Appendix A

Code	Description	Actual 2015/16	Target 2015/16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Target 2016/17 (YTD)	Traffic Light	Latest Note
SbHS8	Number of households living in temporary accommodation (snapshot at the end of the month)	66	30	66	67	68										45	<input checked="" type="checkbox"/>	The number of households in temporary accommodation remains high due to the lack of vacancies within social housing stock to allow clients to move on.
Sustainable Development																		
SbSD2	Special measures: speed of processing major applications, for assessment in Oct/Nov 2016 (cumulative)	92.86%	51.00%	93.18%	93.33%	93.33%										51.00%	<input checked="" type="checkbox"/>	Review period is 1st July 2014 - 30th June 2016. If performance falls below 51% at the end of the monitoring period, the Council will be placed into special measures. 42/45
SbSD5	Special measures: quality of major applications, for assessment in Oct/Nov 2016 (cumulative)	1.85%	19.00%	1.85%	1.85%	1.85%										9.90%	<input checked="" type="checkbox"/>	1 major appeal allowed so far out of 54 major applications determined 1st January 2014 - 31st December 2015. Period for appeals overturned against the applications determined in this period to 1 October 2014 to 30th September 2016. The ONE major appeal allowed was a Committee refusal which was made contrary to the officers recommendation. We are not awaiting the outcome of any major appeals at present

Appendix B - SBDC Quarterly Corporate Performance Indicator Report - (Q1 - 2016-17)

Note: Excludes Priority Performance Indicators - see Appendix A

PI code	Name	This PI is slightly below target												Annual target 2015/16	Annual target 2016/17	Traffic light (latest actual)	Responsible officer	Latest notes	
		2015/16 Value	Apr-16 value	May-16 value	Jun-16 value	Jul-16 value	Aug-16 value	Sep-16 value	Oct-16 value	Nov-16 value	Dec-16 value	Jan-17 value	Feb-17 value						Mar-17 value
Leader's Portfolio																			
SbCP1 (C)	Number of unique visitors to the main website (by period)	261,452	22,428	25,897	25,149											data only	n/a	Rachel Prance	
SbHR2 (C)	Voluntary leavers as a percentage of workforce (extrapolated for year)	10.47%			15.52%											8%	16%	Judy Benson	5 leavers /129 average headcount * 100 = 3.88/3*12 = 15.52%.
Resources																			
JtBS1 (C)	Availability of ICT systems to staff from 8am to 6pm (by period quarterly)	99.89%			99.80%											99.50%	99.50%	Sim Dixon	
JtBS2 (C)	Percentage of calls to ICT helpdesk resolved within agreed timescales (by period quarterly)	n/a			81.20%											95%	95%	Sim Dixon	Fall in performance due to increase in workload caused by single network migrations at the same time as reduced capacity in the service. Trends already showing reduction in calls as single network project concludes
SbBS3 (C)	Percentage of responses to FOI requests sent within 20 working days (by month)	88%			88%											90%	90%	Sim Dixon	The figure is slightly off target due to a variety of reasons, Business Support will now run a joint monthly report for MT listing any late FOIs and the related service area responsible for searching, retrieving the relevant information. HoS will be made aware of this report and that publishing of the FOI performance data will be an obligation for both authorities in accordance with the updated Transparency Code which will be published at the end of the year.
SbCS1 (C)	Number of complaints received (cumulative, quarterly)	75			17											80	80	Nicola Ellis	total for 1st qtr = 17 (April - 2 May - 4, June - 11)
SbLD2 (C)	Percentage of canvass forms returned	96.00%														90%	90%	Joanna Swift	Reported annually.
SbLD3 (C)	Standard searches carried out within 5 working days (cumulative)	99.90%			100%											97%	100%	Joanna Swift	
JtLD1 (C)	Client satisfaction with the shared service. Percentage satisfied or very satisfied.	90.50%			6 monthly											94%	96%	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	2015/16 Value	Annual target 2015/16	Apr-16 value	May-16 value	Jun-16 value	Jul-16 value	Aug-16 value	Sep-16 value	Oct-16 value	Nov-16 value	Dec-16 value	Jan-17 value	Feb-17 value	Mar-17 value				Annual target 2016/17
Healthy communities																				
SbCL1a (C)	Customer satisfaction rating at the Beacon Centre.	82.46%	81%						annual PI								82%	?	Martin Holt	Reported annually.
SbCL1b (C)	Customer satisfaction rating at the Eyreham Centre.	66.69%	78%						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	
JLL13 (C)	Percentage of customers satisfied with the service received (Licensing) - (annual)	61.80%	89%						annual PI								89%	?	Martin Holt	Reported annually.
JLL15 (C)	Percentages of licences received and issued/renewed within statutory or policy deadlines (cumulative quarterly)	98.40%	97%			96.30%											97%	🟡	Martin Holt	
SbCmSf 1.1 (C)	Percentage reduction in burglaries from dwelling, rolling year on year (quarterly)	-6.70%	data only			-20.00%											data only	n/a	Martin Holt	South Bucks has seen a 20% increase in offences with 48 burglaries in this quarter compared to 40 the year before.
SbEH2 (C)	Percentage of food premises (risk rating A to C) that are broadly compliant (snapshot quarterly)	96%	88%			96%											89%	🟢	Martin Holt	
SbHS2 (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)	3	22			1											22	🔴	Martin Holt	This total comprises (i) 0, (ii) 0 and (iii) 1 property acquired by LB&Q.
SbHS31 (C)	Average Length of stay in B & B temporary accommodation for all households (snapshot at end of period)	12.00	4			16.00											10	🔴	Martin Holt	A total of 22 B&B placements ended during the quarter and these households had a combined total 2505 nights in B&B days. This represents an average stay of 16 weeks per household. The length of average stay is due primarily to the lack of suitable accommodation available for clients to move on to.

Appendix B

KEY	This PI is on target												Traffic light (latest actual)	Responsible officer	Latest notes				
	This PI is below target						This PI is slightly below target												
PI code	Name	2015/16 Value	Annual target 2015/16	Apr-16 value	May-16 value	Jun-16 value	Jul-16 value	Aug-16 value	Sep-16 value	Oct-16 value	Nov-16 value	Dec-16 value	Jan-17 value	Feb-17 value	Mar-17 value	Annual target 2016/17			
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.
Sustainable development																			
JiBC1 (C)	Applications checked within 10 working days (cumulative)	92.70%	85%	85.90%	93.10%	93.40%										92%		Peter Beckford	
JiBC4 (C)	Customer satisfaction with the building control service. (cumulative)	92.70%	94%	100.00%	100.00%	100.00%										92%		Peter Beckford	
SbPP1 (C)	Net additional homes provided		199													203	?	Peter Beckford	Reported annually.
SbSD7 (C)	Percentage of planning applicants who are satisfied or very satisfied with the planning service	90.30%	80%	87.50%	92.50%	90.90%										80%		Peter Beckford	
SbSD8 (C)	Planning appeals allowed.	24.20%	30%	42.90%	44.40%	31.30%										35%		Peter Beckford	
SbSD10 (C)	Processing of planning applications: minor applications (cumulative)	98.22%	92%	96.00%	97.92%	94.37%										90%		Peter Beckford	67/71
SbSD11 (C)	Processing of planning applications: other applications (cumulative)	97.88%	95%	97.47%	98.24%	96.25%										90%		Peter Beckford	257/267
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)	100.00%	50%			89.00%										70%		Peter Beckford	
SbSD33 (C)	Percentage of new enforcement cases where an initial site visit for a high-priority case is undertaken within the timescale (3 working days) set out in the enforcement and monitoring policy (Cumulative, monthly)	New PI	New PI	99.00%	99.00%	99.00%										98%		Peter Beckford	

Appendix B

KEY	This PI is below target		This PI is slightly below target		This PI is on target												Responsible officer	Latest notes		
	PI code	Name	2015/16 Value	Annual target 2015/16	Apr-16 value	May-16 value	Jun-16 value	Jul-16 value	Aug-16 value	Sep-16 value	Oct-16 value	Nov-16 value	Dec-16 value	Jan-17 value	Feb-17 value	Mar-17 value			Annual target 2016/17	Traffic light (latest actual)
Environment																				
SbWR1 (C)	Household refuse collections, number of containers missed per month (calculated by P&C team on weekly basis)	90	125	89	88	181											100	<input checked="" type="checkbox"/>	Chris Marchant	The target has been missed due to many vehicle breakdowns and PDA (palmtop computer) issues. We now also include Garden Waste missed bins.
SbWR3 (C)	Percentage of household waste sent for reuse, recycling and composting (cumulative)	52.82%	50%	50.46%	5.60%	54.88%											53%	<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 Tuesday 14 June 2016, in Mezzanine Room 2, County Hall, Aylesbury, commencing at 1.00 pm and concluding at 1.10 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

Mr B Adams, Mr C Adams, Mrs M Aston, Mr N Brown, Mr C Etholen, Mr R Reed and Mr B Roberts

District Councils

Others in Attendance

Ms J Woodman, Committee Adviser
 Mrs E Wheaton, Committee Adviser

1 APOLOGIES FOR ABSENCE / CHANGES IN MEMBERSHIP

Apologies were received from Mr Tony Green, Mr Nigel Shepherd, Mrs Wendy Mathews, Julia Wassell, Mrs Patricia Birchley,

2 ELECTION OF CHAIRMAN

Mr Brian Roberts was nominated as Chairman by Mrs Margaret Aston and seconded by Mr Chris Adams.

RESOLVED

That Mr Brian Roberts be elected Chairman for the Health and Adult Social Care Select Committee for the ensuing year.



3 APPOINTMENT OF VICE CHAIRMAN

Mr Brian Roberts nominated Mr Roger Reed as Vice Chairman and seconded by Mr Brian Adams.

Resolved

That Mr Roger Reed be appointed Vice Chairman for the Health and Adult Social Care Committee for the ensuing year.

4 DATE AND TIME OF NEXT MEETING

The next meeting is due to take place on Tuesday 21st June 2016 at 10am, County Hall, Aylesbury

CHAIRMAN

1 APOLOGIES FOR ABSENCE / CHANGES IN MEMBERSHIP

Apologies were received from Mr N Brown, Mr B Roberts, Ms R Vigor-Hedderly, Mr C Etholen and Mr N Shepherd (Mrs Jules Cook substituted)

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 MINUTES

The minutes and confidential minutes of the meeting on 10th May were confirmed as an accurate record.

4 PUBLIC QUESTIONS

No public questions were received within the notice period for the meeting.

5 COMMITTEE UPDATE

Promoting HASC attendance and public questions

The Committee discussed how HASC could be better promoted to the public, to encourage attendance and promote public questions.

ACTION: Committee and Governance Adviser to investigate how information on public questions could be more prominent on the Bucks County Council web pages.

Lynton House Surgery

The Chairman updated the Committee on the decision making timeline for Lynton House, as this had been raised as an action point from the 10th May meeting.

The Chairman read out the following response from Ginny Hope, Primary Care Commissioner, NHS England (South Central Region)

'NHS England has received an application from Cressex Health Centre to close its Lynton House branch surgery. The application includes details of how the Centre has engaged with patients and the public on their proposal to close the Lynton House branch surgery and move some services to a satellite clinic within the Minor Illness and Injury Unit at Wycombe Hospital.

We are reviewing the application with Chiltern CCG, taking into account feedback from patients and other stakeholders, to make sure the practice's plans will provide the best possible care as well as continued and sustainable access to services.

We expect to make a final decision at the end of June and once this has been made, it will be widely publicised.'

The Chief Officer from Chiltern CCG added that since the consultation the CCG were working with the NHS England and Cressex to look at all possible options including how much it would cost to refurbish the surgery. She added that it was recognised that a surgery was needed in that area. However Cressex had difficulties in running two surgeries on opposite ends of Wycombe. The Chief Officer explained that both factors need to be taken into consideration and that NHS England would make a final decision by the end of June.

In response to questions regarding the viability of the refurbishment option, the Chief Officer stated that all options were now being considered as the re-location to the Minor Injuries Unit at Wycombe Hospital was only envisaged as a short term solution.

ACTION: Committee and Governance Adviser to invite the Primary Care Commissioner to the 26th July HASC to discuss the Lynton House Surgery decision.

Public questions raised by Julia Wassell at 10th May meeting regarding the x-ray machine at Wycombe Hospital.

The Chairman read out the following response from Buckinghamshire Healthcare Trust.

'The machine has not been regularly breaking down. The Trust did need to replace the battery, which closed it for a couple of hours on one day whilst it was replaced, but at other times it did not cause any downtime. The issue is now resolved. If the MIU x-ray is closed, the arrangements are in place for patients to be seen within the main x-ray department at Wycombe Hospital.'

Seeking views from HASC Members on holding HASC meeting at other venues across the county.

The Chairman updated the Committee on the results of responses from Committee Members. Four replies were received as follows:

- supported current arrangements,
- flexible either to current arrangement or moving although questions around suitable venues for webcasting were raised.
- South Bucks would be unable to host
- Support for moving out of County Hall with an inaccurate comment regarding webcasting being enabled at any venue.

The majority view was to continue with the current arrangements.

Community Pharmacy Cuts

The Chairman stated that letters had been sent to local MPs and NHS England expressing concerns regarding the local impact of the cuts. He informed Members that the letters were attached with the agenda papers and that no replies had been received to date.

ACTION: Committee and Governance Adviser to write to NHS England to seek response to the formal submission to the Community Pharmacy consultation.

The Chairman explained that the action from the last meeting to set-up a small inquiry group to meet with pharmacies on the consultation was not viable as response to the NHS Consultation closed on the 25th May.

The Care Market

The Chairman reminded the Committee that the Community, Health and Adult Social Care (CHASC) Business Unit had been asked to circulate to District Councillors the dates of future housing workshops involving Public Health and District Housing Teams at the HASC meeting on 10th May. HASC was informed by the business unit that these have yet to be arranged.

The Bedfordshire and Milton Keynes Healthcare Review

The Chairman updated the Committee on the re-scheduling of this item to a Special Meeting on 26th July to allow more time for Members to consider all the issues.

Members noted that the Joint Health Care Review Board meeting due to take place on the 14th June has been postponed with a new date yet to be agreed.

6 BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY - DEVELOPING THE CO-RESPONDER PARTNERSHIP WITH THE AMBULANCE SERVICE

The Chairman welcomed Mr Simon Tuffley, Station Commander, Buckingham, Buckinghamshire Fire & Rescue Service.

Mr Tuffley updated the Committee on the cardiac arrest response pilot. During his presentation the following points were covered:

- The Resuscitation Council guidelines include statistics which showed that if a person was a victim of a cardiac arrest outside of hospital and there was a response within 3-5 minutes the person had a 50-70% chance of survival.
- Currently fewer than 2% of people who had a cardiac arrest were defibrillated before the ambulance service arrived.
- The pilot had yet to be implemented and the Fire Authority was consulting internally with positive responses so far. Positive feedback particularly from a staff survey had provided the Fire Authority Transformation Board with the reassurance to go ahead with the project.

In response to questions from Members the following areas were highlighted:

- SCAC supported Community Responders schemes if there was group interest and they were self-funded to support purchase of the equipment. In addition each area had a community liaison officer details of which were on the SCAS website.
- SCAS had an 'app' which showed the nearest defibrillator station. Members suggested that a directory was also collated.
- The Chief Officer of Aylesbury Vale CCG stated that the first response a member of the public should make to a cardiac arrest situation was to dial 999. Emergency services would have defibrillator locations.

7 SYSTEMS RESILIENCE

The Chairman welcomed: Mrs Lou Patten, Chief Officer, Aylesbury Vale CCG, Dr Annet Gamell, Chief Executive, Chiltern CCG, Mr Mark Begley, Area Manager - Milton Keynes & Aylesbury Vale, South Central Ambulance Service NHS Foundation Trust, Mr A Battye, Area Manager Chiltern, SCAS, Mr Neil MacDonald, Chief Operating Officer, Buckinghamshire Healthcare Trust, Mr Lee Femandel, Service Manager, Safeguarding, CHASC and Ms Ai Bulman, Service Director, CHASC

During presentations the following points were covered:

Systems Resilience Overview

- An overview of the governance and assurance arrangements of Buckinghamshire Systems Resilience Group. (SRG)
- The SRG oversaw the systems performance, delivery of the NHS Constitution Standards and ensured shared learning. It was overseen by the emergency and urgent care networks.

- Systems resilience was essentially concerned with the flexibility of services to meet extremes of variation and day to day variation.
- Last year was the first year Systems Resilience (SR) funds went into CCG baseline budgets. CCG's were trying to develop the use of funds as a long standing response to SR.
- Focused funding had been given to reducing admissions and enabling discharge.

The Ambulance Service

- A member with a life threatening illness would get an emergency ambulance service.
- Any person who did not have a life threatening illness would be assessed and triaged. The call could be referred to 111, a clinical support desk, an alternative care pathway or a 999 resource.
- There was a multi-disciplinary assessment service funded by the SRG for frail and elderly people which prevented automatic admission to hospital. In addition there was a fall support service.
- A large proportion of direct referrals were made to GP services.
- SCAS also had a dedicated mental health practitioner to which referrals could be made.
- Latest statistics showed that for all 999 calls received by SCAS only 46% were sent to hospital.

Bucks Healthcare Trust

- The rapid response assessment team was a team of physiotherapists, occupational therapists, social workers and dieticians based in the A & E department and acute assessment unit for 12 hours a day. They were funded from the SRG budget. The team were there to conduct rapid assessments as soon as the patient arrived. The Team had been successful in enabling community links, putting in short term support either through health or social care. This helped to either avoid admission or reduce length of stay.
- The SRG had also funded Bucks HCT to deliver rehabilitative packages of care in the home setting whilst longer term care packages were being assessed and agreed.

Adult Social Care

- The discharge pathway from hospital was now covered in the Care Act 2014.
- Options available to support timely discharge were; reablement, which supports and promotes independence; live-in support and assessment process for up to 14 days; and retaining care packages for up to 10 whilst someone was in hospital. Long term residential or nursing home care was seen as a last resort.
- The Care and repair scheme was highlighted which looked at care and the timely supply of equipment in the home.
- To help the system and assessment process as a whole, adult social services had

increased social work staff in the hospital and added social work assistants.

- The use of step up and step down beds in hospital settings avoided the use of acute services if not necessary prior to discharge home.
- There was a project currently looking at optimal use of domiciliary care, which considered alternative mechanisms such as assistive technology.

In response to questions from Members the following areas were highlighted:

- How Wexham Park fitted in with the Bucks SRG
- Rises of respiratory illnesses were linked to surges in the system.
- Social Care related discharges – Bucks was performing well and was second in its comparator group.
- Re-admissions to acute services was estimated at around 8%.

ACTIONS:

- **Adult Social Care to provide the current figures for delayed discharges.**
- **Buckinghamshire Healthcare Trust to provide HASC with re-admission figures**

8 ADULT SAFEGUARDING PEER REVIEW

The Chairman welcomed Mr Lee Fermandel, Service Manager, Safeguarding, CHASC, Ms Ai Bulman, Service Director, CHASC

During presentations the following points were covered:

- Essentially the review was looking at whether people were appropriately safeguarded.
- The review considered: leadership; practice and policy; workforce development; partnership working; the Adult Safeguarding Board; and involvement of users and carers.
- Strengths identified were: the review group were satisfied all adults had been appropriately safeguarded, rated as excellent for involvement of users and carers and there were good links with community partners and providers.
- Areas for development were: lack of permanency of staff; policies and practice; communication.
- Progress so far: had a successful recruitment campaign indicated by the fact that there were now only two agency staff in safeguarding; new policies and procedures were launched.
- Ms Julie Puddephat was introduced as the new Head of Safeguarding

In response to questions from Members the following areas were highlighted:

- The database needed to be considered by the Digital Board.
- The recent Adult with Learning Disabilities Review highlighted the importance of awareness training particularly for bus and taxi drivers.

9 COMMITTEE WORK PROGRAMME

The work programme was noted.

10 DATE AND TIME OF NEXT MEETING

The next full webcast Committee meeting will be on 26th July 2016 at 10am.

11 EXCLUSION OF PRESS AND PUBLIC FOR AGREEING CONFIDENTIAL MINUTES

12 CONFIDENTIAL MINUTES OF MEETING ON 10TH MAY 2016

The minutes were agreed in the public session as there were no comments.

CHAIRMAN



Thames Valley Cardiac Arrest Response Pilot

A collaborative approach to saving more lives

Background



Buckinghamshire & Milton Keynes Fire Authority
MAKING YOU SAFER
PREVENTING PROTECTING RESPONDING
WWW.BUCKSFIRE.GOV.UK

- Developing the Co-Responder partnership with SCAS
- Aligned to the Authority's vision
- Resuscitation Council Guidelines 2015

Project so far

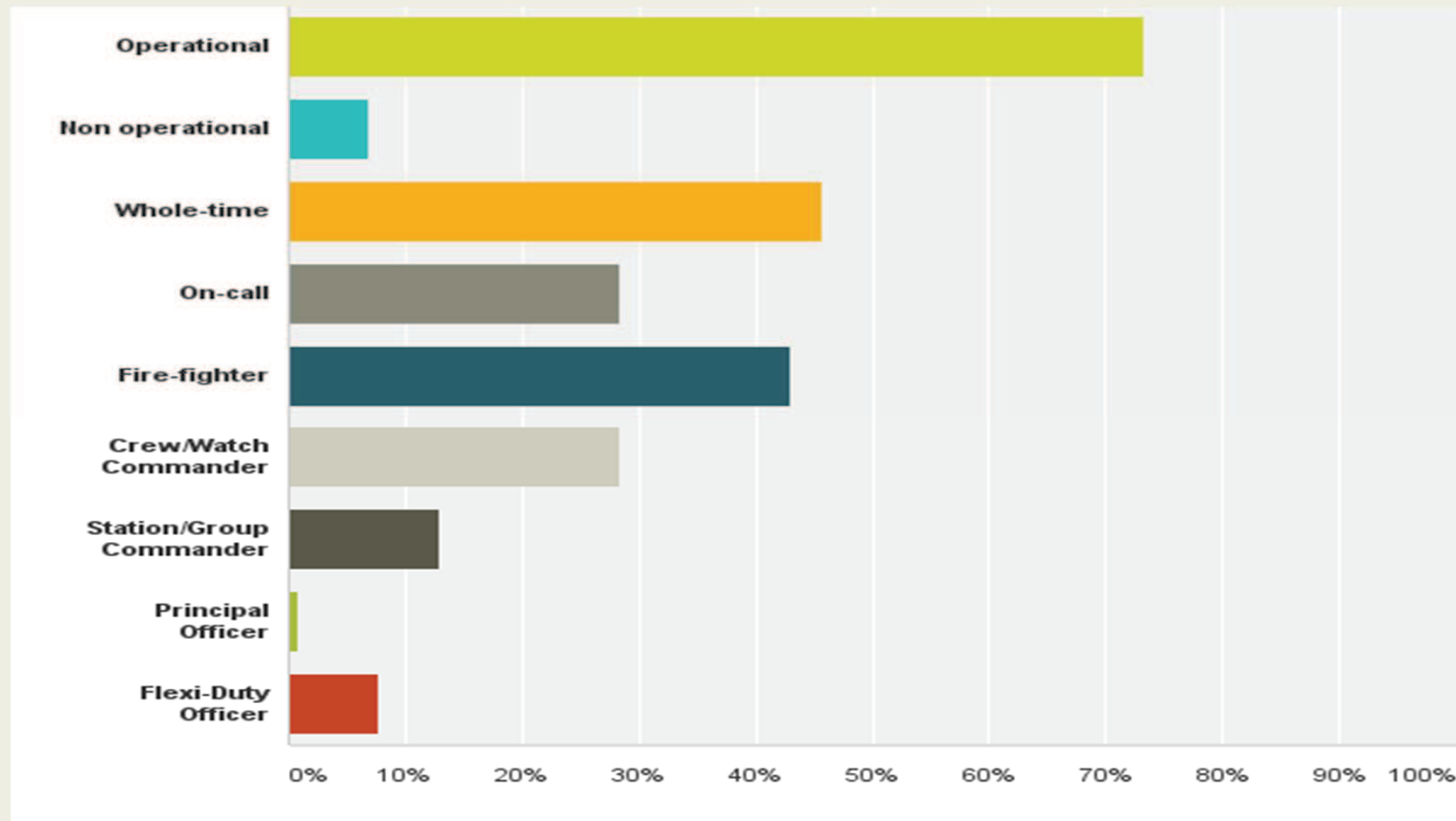


Buckinghamshire & Milton Keynes Fire Authority
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PREVENTING PROTECTING RESPONDING
WWW.BUCKSFIRE.GOV.UK

- Rep Body support
- Staff engagement and consultation
- 118 responses to the on-line survey
- Six month pilot approved

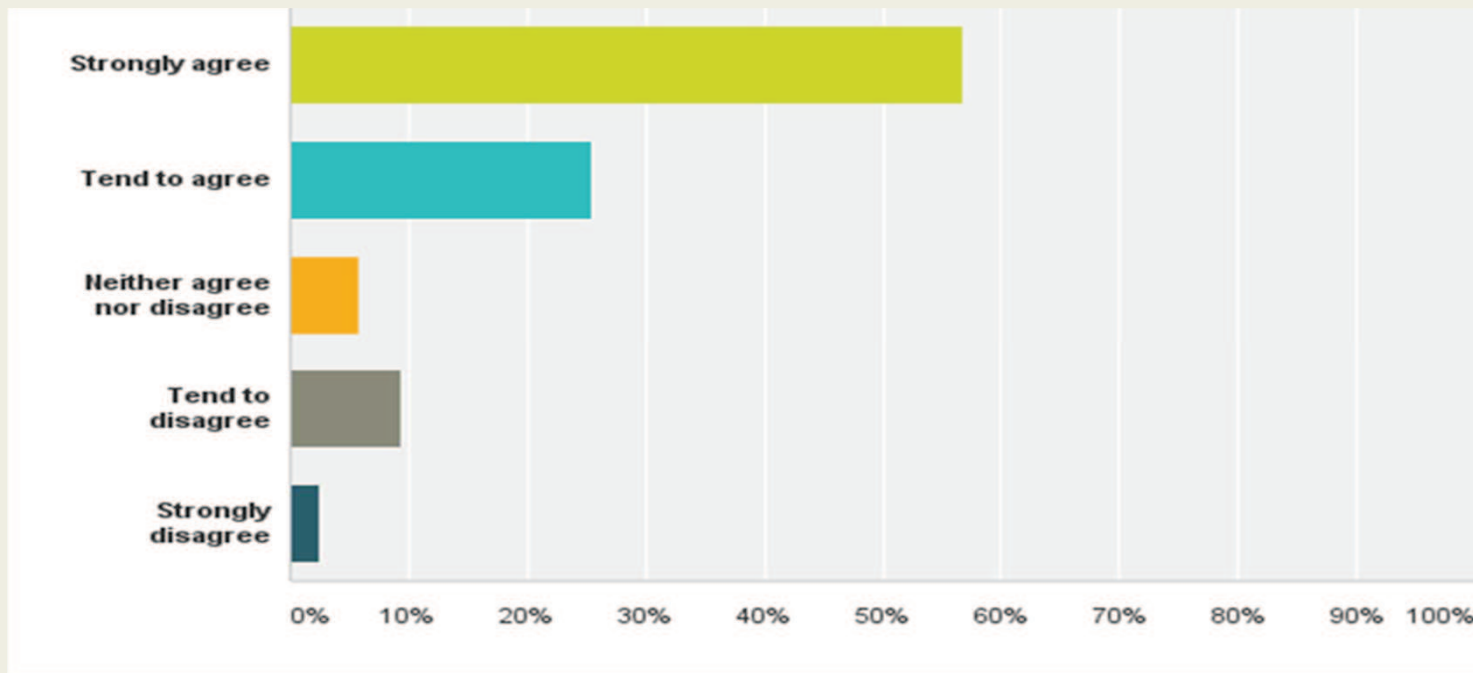


The response was cross-sectional and representative



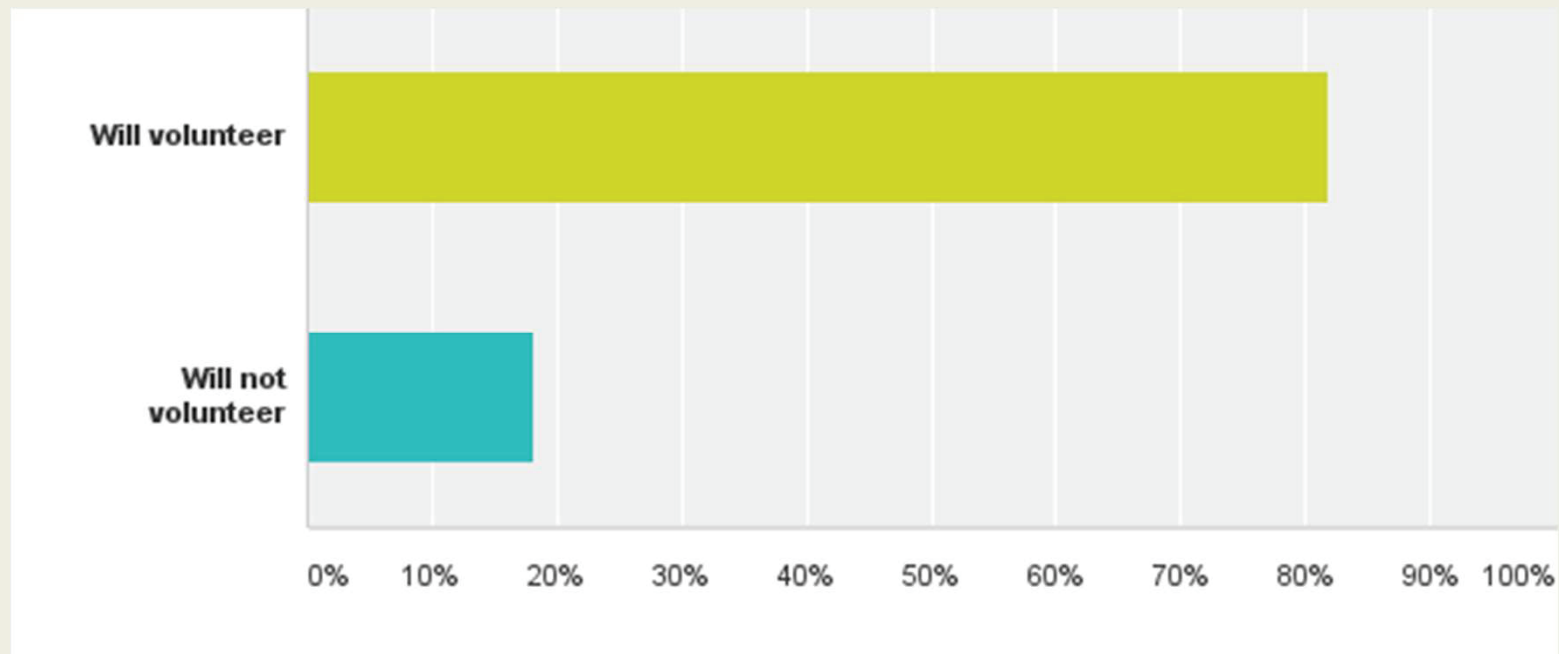


82% agree that there should be a trial to assist South Central Ambulance Service when attending Cardiac Arrest incidents



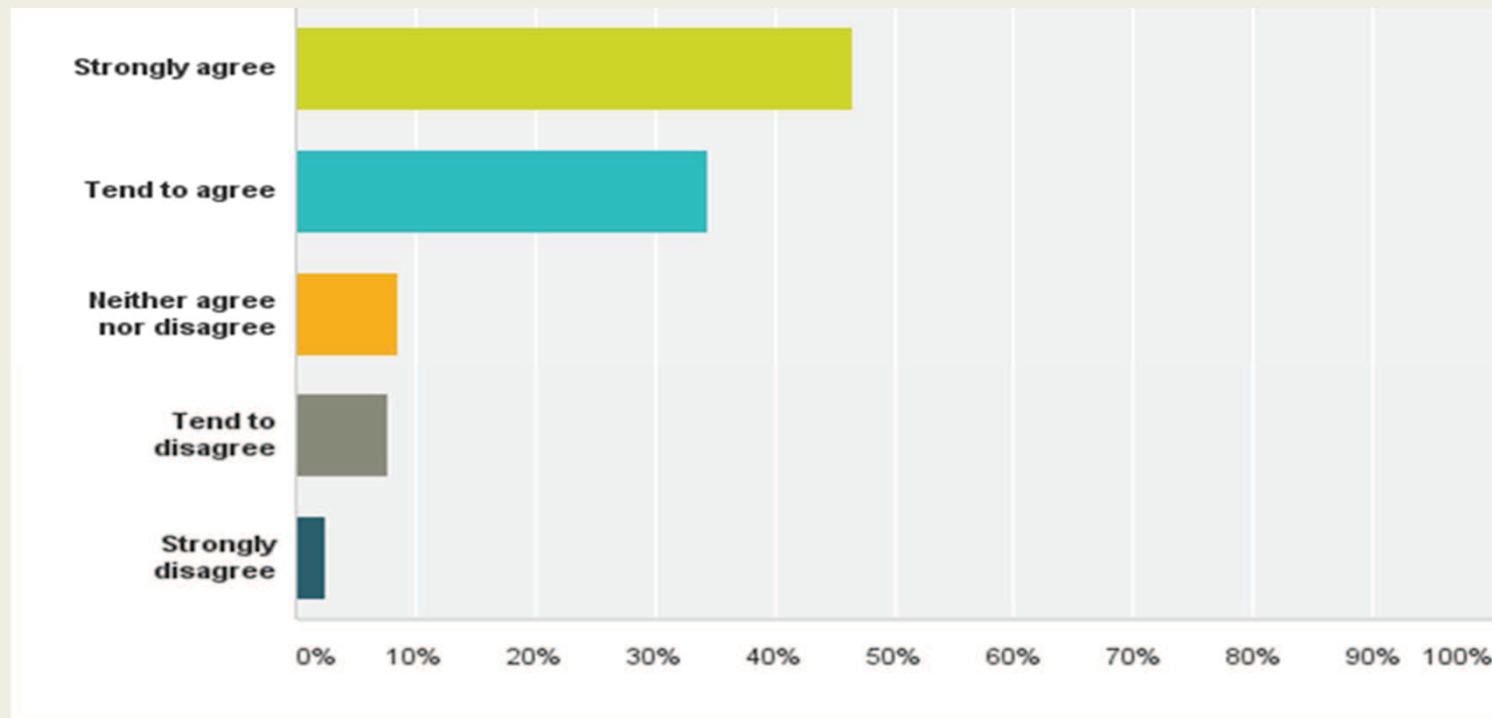


82% would volunteer to take part in a Service-wide trial to attend Cardiac Arrest incidents in partnership with South Central Ambulance Service



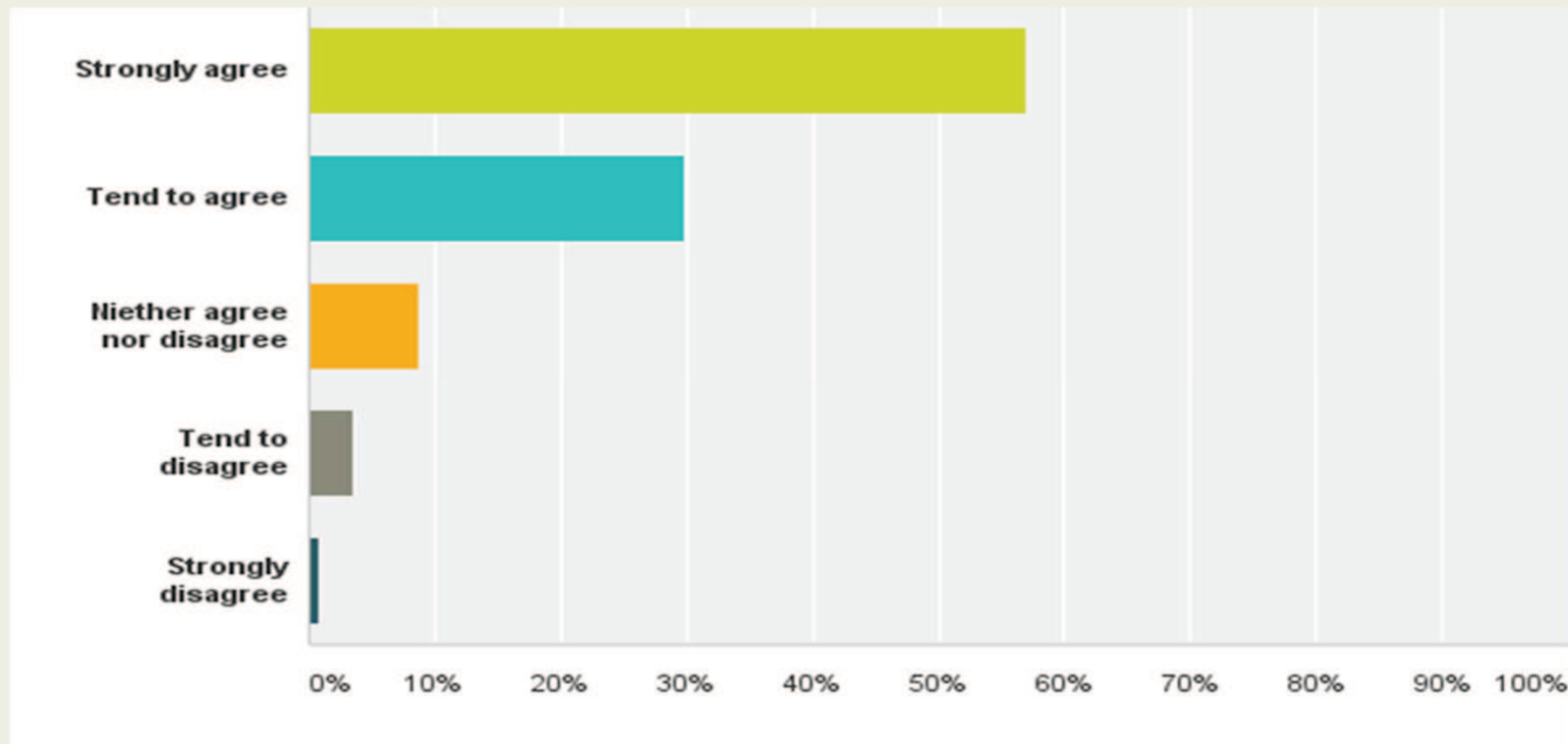


81% of crews agree that they have the required basic skills to make an intervention at a Cardiac Arrest incident before the arrival of an Ambulance.





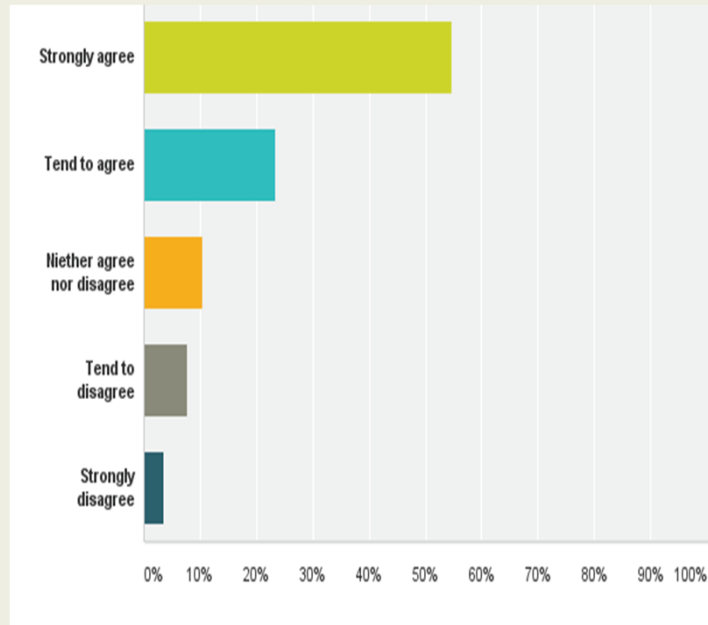
87% of respondents agree that our appliances carry the basic essential equipment required to make an intervention at a Cardiac Arrest incident before the arrival of an Ambulance.



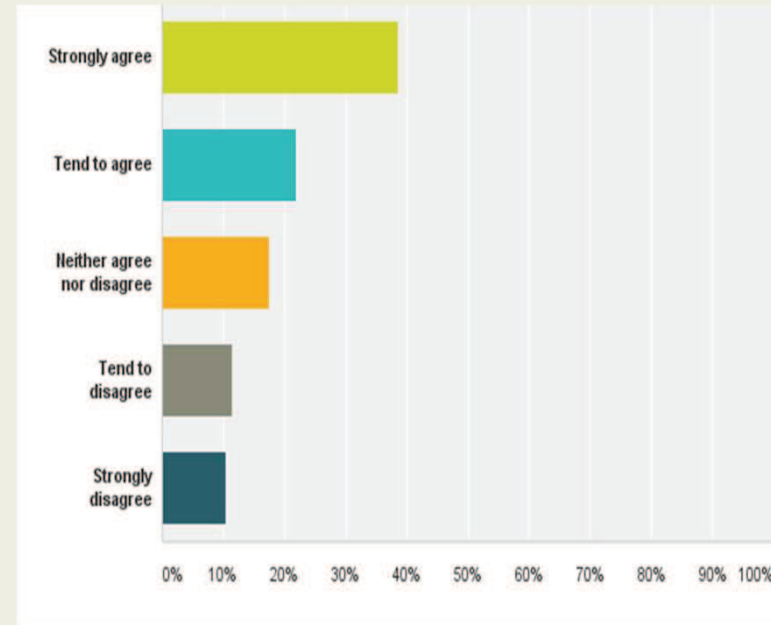


There was also support for an Officer scheme and Support Services employees being involved

Officer scheme



Support Services scheme



Staff Comments



Buckinghamshire & Milton Keynes Fire Authority
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WWW.BUCKSFIRE.GOV.UK

“This is a fantastic opportunity for BMKFRS to add another string to our bow, and show our willingness to adapt and move with the times of the modern fire service. If we can save more lives and ease the pressure on the Ambulance service it has to be a good thing”

“This will save people’s lives, as fire-fighters we are here to save lives and this is another opportunity to do this in our community”

Next steps



Buckinghamshire & Milton Keynes Fire Authority
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- A new Memorandum Of Understanding
- Collate list of BFRS volunteers
- Enhanced DBS
- Robust refresher training to SCAS agreed standard
- Commence trial in Q2 2016

2016-17



Buckinghamshire & Milton Keynes Fire Authority
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- A Service-wide response to the most serious incidents that SCAS face
- Expansion of Co-Responder schemes across Buckinghamshire & Milton Keynes
- Improved mobilisation to Co-Responder incidents
- Enhanced and standardised equipment
- The Immediate Emergency Care Qualification



Buckinghamshire & Milton Keynes Fire Authority

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Questions

System Resilience in Buckinghamshire

HASC 21st June 2016

NHS Chiltern CCG, NHS Aylesbury Vale CCG, Buckinghamshire Healthcare NHS Trust,
South Central Ambulance Service NHS Foundation Trust, Buckinghamshire County
Council

*Resilience is the capacity to recover quickly
from difficulties; toughness* (Oxford Dictionary)

System Resilience Group

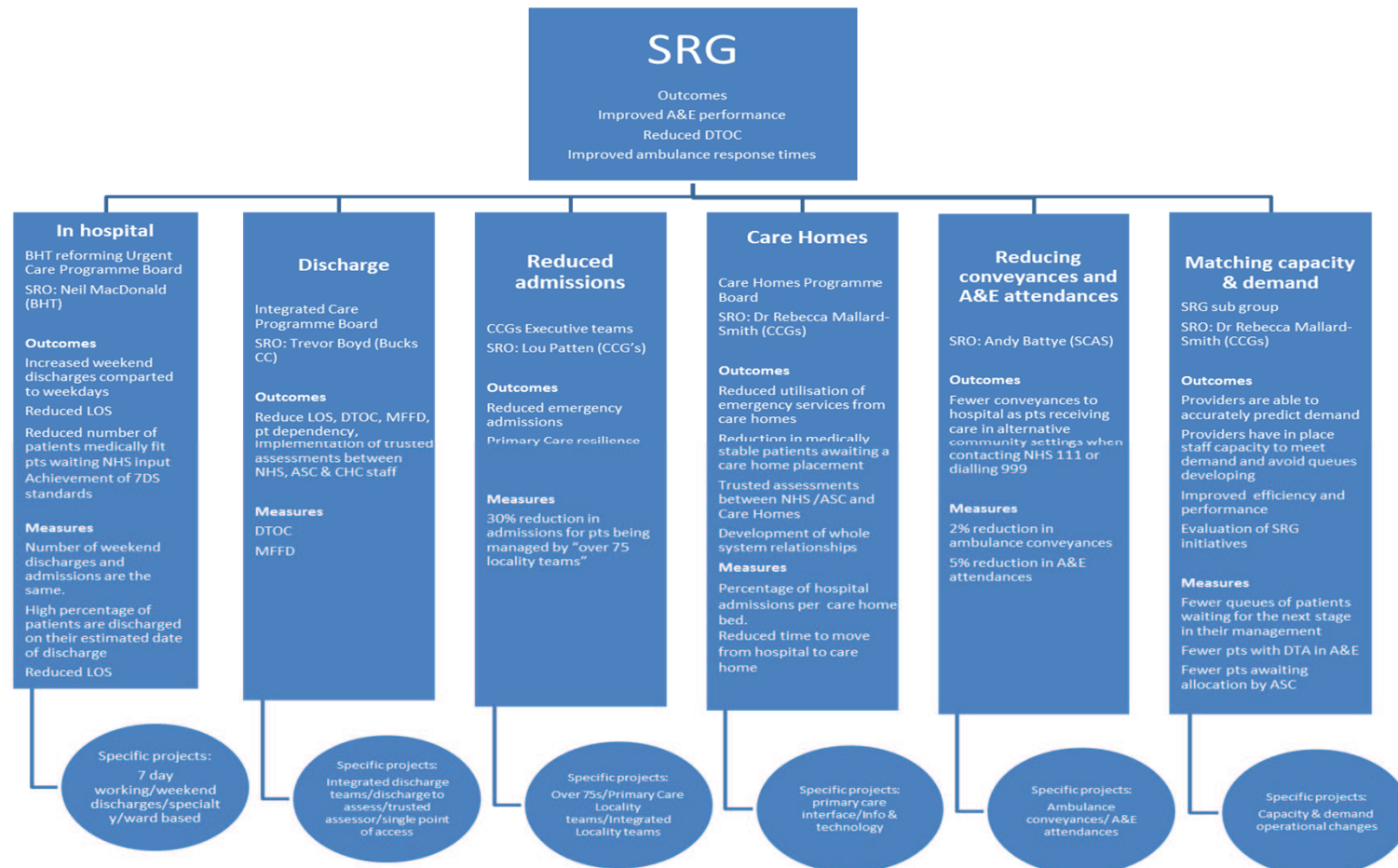
- SRG provides assurance of system resilience and plans for system pressures with the focus on:
 - Determining Buckinghamshire wide service needs
 - Uncovering and addressing issues preventing system improvements
 - Monitoring system performance
 - Delivering NHS Constitution Standards

NHS Constitution Standards

- A&E waits
- 18 weeks Referral to treatment (RRT)
- Ambulance Response times
- Diagnostic test waiting time
- Cancer treatment waits

SRG work streams

- Work streams and their SROs are responsible for the delivery of the SRGs strategy and resilience schemes



SRG funding

- Funds available to SRG to be spent on projects that are believed to improve whole system resilience especially during times of expected high pressure (usually winter)
- Funding decisions are made collectively following thorough business cases in line with SRG priorities
- Projects are monitored against KPIs to evidence projects aims are achieved
- Successful project should be implemented by the provider as BAU, based on achieved efficiencies

SRG schemes

- Centred around **avoiding admission** (reduce ambulance conveyances, REACT, primary care resilience, community healthcare teams) and **enabling discharges** (packages of care, step down placements, community healthcare teams)
- Buckinghamshire system 4 hour A&E performance above national average in 2015/16, partially owed to SRG initiatives

2015/16 SRG schemes

Initiative Name	Explanation	Benefits
ACHT Reablement Support - PoCs from Bucks Care	Additional reablement capacity available to care for patients at home.	<p><u>Benefit to patients:</u></p> <ul style="list-style-type: none"> • More timely discharge of patients with reablement and care needs • Maximises the patient's ability to live independently and safely in the community. <p><u>Benefit to system</u></p> <ul style="list-style-type: none"> • Community healthcare teams' (Physios and District Nurses) capacity was freed up, which could be used for seeing patients in the community, which also prevented admissions
Step Down and step up Beds for Social Care Patients	Social Care patients not requiring a hospital bed but whose onward care (Package of Care or Nursing/Care Home) is not ready to start can move into Nursing home placement in the interim for a short time. This supports the prevention of admissions (step up placement) and facilitates discharges (step down placement).	<p><u>Benefits for patients:</u></p> <ul style="list-style-type: none"> • Patients are cared for in safe environment close to their local community <p><u>Benefits to system:</u></p> <ul style="list-style-type: none"> • Freed up hospital bed capacity • Cost savings
REACT (Rapid Assessment Emergency Care Team)	A team of Nurses, Physios, OTs and social worker which provide an immediate response and prevention of admission at the front-door of the acute hospital.	<p><u>Benefits for patients:</u></p> <ul style="list-style-type: none"> • Patients can return home safely with required support and/or equipment • Improved independence and wellbeing <p><u>Benefits to system:</u></p> <ul style="list-style-type: none"> • Reduction in attendances to hospital, reduction in admissions. • Reduced length of stay in acute and community hospitals with effective rehabilitation in the home
SCAS referrals to MuDAS	Ambulance crew can refer frail older people directly to MuDAS.	<p><u>Benefits to patient:</u></p> <ul style="list-style-type: none"> • Reduced stress for patient due to avoiding A&E attendance • Safer for patient as potentially long hospital stay is prevented <p><u>Benefits to system:</u></p> <ul style="list-style-type: none"> • Reduced A&E attendances
Street Triage for Mental Health Patients	Mental Health expertise is provided to the police force in Buckinghamshire.	<p><u>Benefits to patient:</u></p> <ul style="list-style-type: none"> • Reduced stress for patient due to avoiding A&E attendance or detention • Patient to be cared for in safer and more appropriate environment <p><u>Benefits to system:</u></p> <ul style="list-style-type: none"> • Reduced A&E attendances • Reduced waiting times

SCAS as part of the SRG



The Patient's Journey When Calling 999

Proud to be caring for *you!*

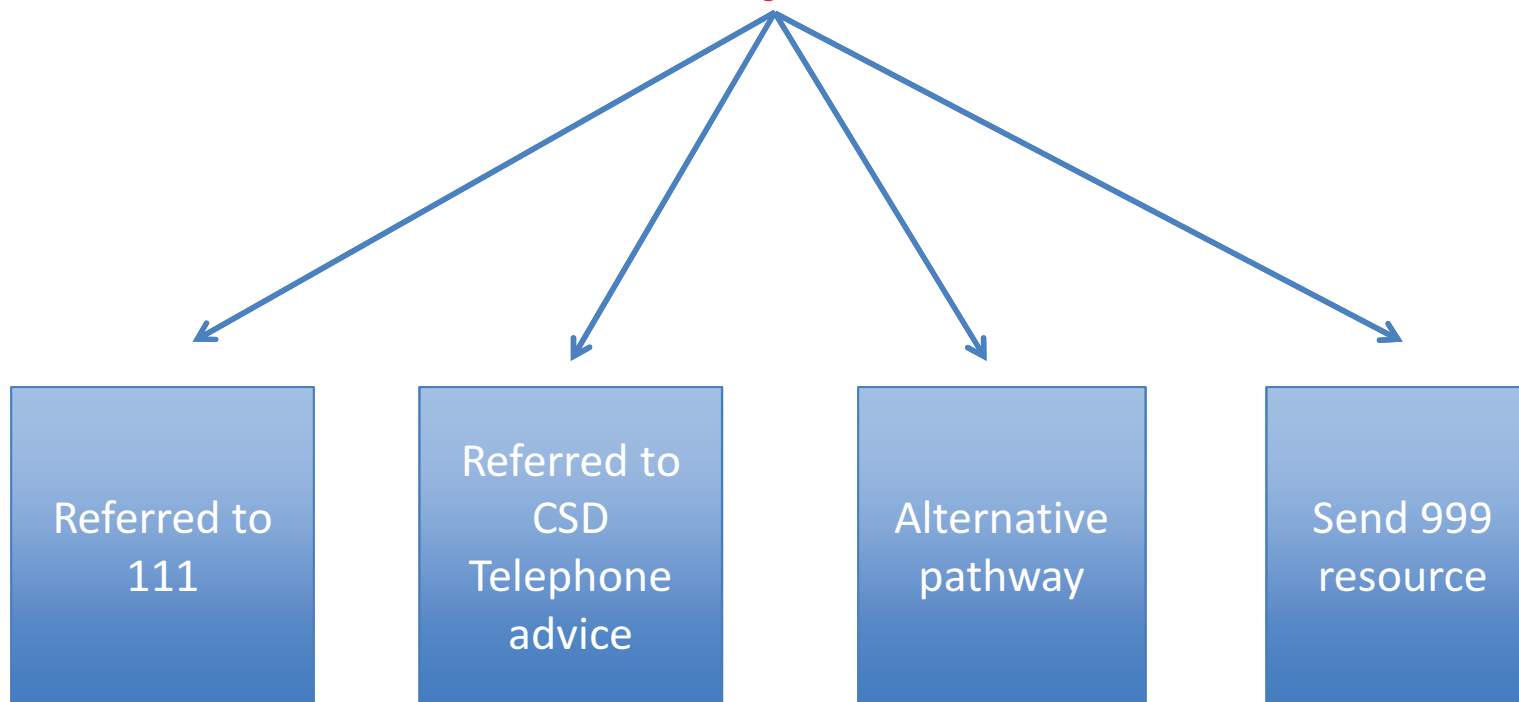
From the outset

- Caller dials 999 and connects to an operator.
- As soon as the call is connected to the ambulance service telephony system, the address or grid co-ordinates display on the dispatcher's screen and an icon appears on their mapping screen.
- When the call is answered basic demographic details are confirmed.
- The Emergency Call Taker will enter a 'nature of call' after establishing whether the patient is breathing and conscious.
- Any patient whose condition is immediately life-threatening will be identified at this point and an emergency resource dispatched.
- If the patient's condition is not immediately life-threatening an emergency resource, if required, may be dispatched at a later point.
- A triage process is then commenced, which will lead to a disposition being reached.
- This disposition will determine what care is arranged for the patient.

Call to SCAS 999

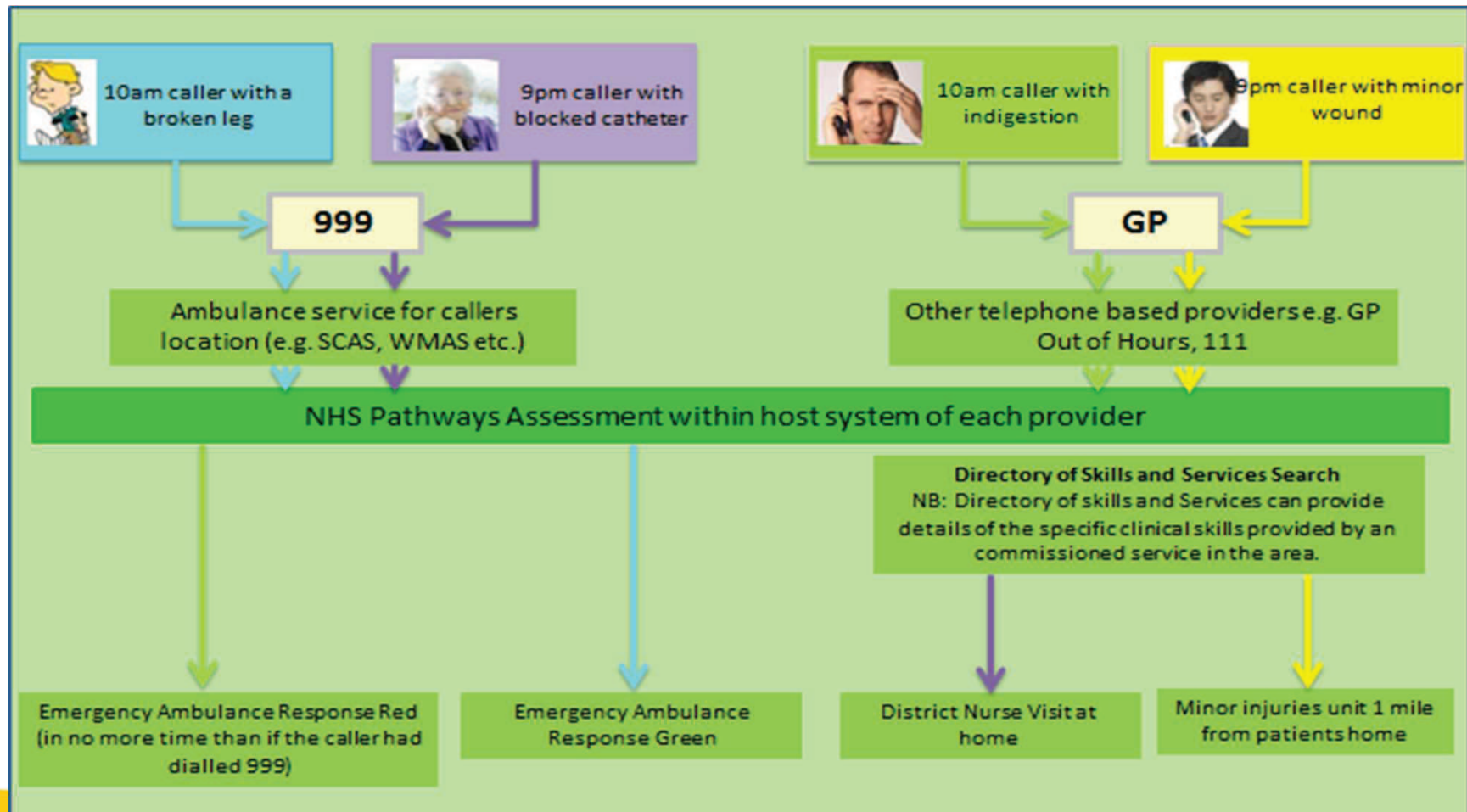
- The NHS Pathways System (NHSP) is used to triage patients calling both 999 and 111.

Call answered by non clinician



Proud to be caring for you!

How does it meet the needs of the patient



Proud to be caring for you!

Frequent alternative care pathways in Buckinghamshire

- **MuDAS** – *Frail and elderly are able to be referred to MuDAS including simple falls, cellulitis, conscious confusion, infusions, IV antibiotics, blood transfusion and fluid therapy.*
- **Mental Health** – *MHPs in the 999/111 operational centre to improve mental health urgent care pathways (in line with National MH Crisis Care Concordat). Able to stop Ambulance attendance and offer alternative care pathway.*
- **GP Surgery** – *Patients that require further assessment – non-critical and will benefit from staying at home. In previous years, all patients would have been taken to the ED*
- **OOH GP** – *As above during out of hours and Bank Holidays*
- **Falls team** – *SCAS attending a frail/elderly fall will complete a “falls referral” sent centrally to our falls team who will alert the local falls prevention team*

Bucks non conveyance

	2015/16	YTD
Hear & Treat	10.4%	10.2%
See & Treat	34.8%	35.9%

BHT as part of SRG

REACT



Based in the Emergency Hub at Stoke Mandeville Hospital, REACT (Rapid Emergency Assessment and Care Team) is a multi-disciplinary and multi-agency team which has ensured patients, particularly older people or those with complex needs, receive an early comprehensive needs assessment to enable a safe discharge from A&E, Assessment & Observation Unit (AOU) and the short stay ward.

The primary focus is on avoidance of hospital admissions, and secondly to support discharges from hospital.

REACT was cited as an area of outstanding practice in the last year's Care Quality Commission inspection.

Safe & compassionate care,

every time

REACT Case Study

Avoiding hospital:

'Emily' is found by her case worker lying on the floor and cold after falling at home. She is taken to A&E with a suspected pubic rami fracture; confirmed upon arrival at the hospital.

She is visited by the REACT team whilst in A&E and a full multi-disciplinary assessment is undertaken by the REACT team including social care. They agree a package of pain relief, therapy and equipment plus short term increase in care package whilst the fracture heals and Emily regains independence.

The plan is discussed with Emily and her family. Emily is very keen to get home, but the family are anxious and seek reassurance that the care package is sufficient. Through our BRaVO (health and social care reablement) single point of referral, immediate interventions are agreed with the Trust's Adult Community Healthcare Team (A&E) reablement team and Bucks Care. The plan is agreed with the A&E team and Emily is able to be discharged home – thereby avoiding an unnecessary admission into hospital.

With support in place, Emily returns home and remains there whilst her fracture heals. Her pain is well controlled and she makes a full recovery. An alarm is arranged for her to call local services she falls again and her care package is reduced to once daily as before.

Based on a typical scenario

Safe & compassionate care,

every time

Pre-paid packages of care

Bucks Care and the Trust's Adult Community Healthcare Teams (ACHT) working together to provide interim packages of care to bridge the gap for patients who were ready to be discharged from hospital but where a start date for longer term packages had not yet been identified.

Benefits include:

- Improved system flow
- Provision of high quality domiciliary care focussed on the need of the patient in the right environment for the patient .
- Patients no longer needing any long term care / reduced long term care.
- Reduced hospital stay.
- Improved response times from ACHT for clients in the community to prevent admissions and take patients from hospital to support discharges.

Safe & compassionate care,

every time

Pre-paid packages of care – case studies

Case Study 1:

'Betty' was assessed as fit for discharge, but planned care provider was unable to reinstate care for another month. Onsite Bucks Care Assessor visited ward. Betty was taken home & full assessment completed. Bucks Care supported until care provider (full social care package) was able to re-start care planned.

This reduced the hospital stay by 8 nights.

Betty continued with support from Bucks Care. Feedback was that she was improving & able to "do" things for herself. She was discharged as independent 4 days later. This reduced the need for Betty to receive a social care package – good for her as she regained independence, good in reducing pressure on social services and good for the whole health economy.

Case Study 2:

'Jim' initially requesting twice weekly calls for a shower. Less than a month after receiving pre paid package of care (PoC)he was able to do this independently & no longer needed on-going support. No need to move to longer standing package of care.

Case Study 3:

PoC started for Peggy for morning calls only to support with personal care & dressing needs & medication. Within three weeks Peggy was managing this by herself & no longer needing on-going support.

** All names have been changed*

Safe & compassionate care,

every time

County Council as part of SRG

Adult Social Care Assessment and Discharge Planning

- **Discharge Pathway Options:**
 - Reablement – up to 6 weeks support
 - 24/14 – two weeks support and assessment
 - Re-implementation of Care and Support – this is discontinued if an individual remains in hospital for over 10 days
 - Implementation of Care and Support – where Reablement is not an option
 - Long-term Residential or Nursing Care

- **Care and Repair**

- Facilitates timely discharge through the provision of safe home arrangements.
- Impacts on the following pathways:
 - Reablement
 - 24/14
 - Re-implementation of Care and Support
 - Implementation of Care and Support

- **Additional Staffing**

- Additional Social Work staff in the Hospital Social Work teams has resulted increased assessment productivity
- Additional Social Work Assistants has resulted in timely re-assessment at the end of a Reablement programme – maintaining Reablement capacity
- Impacts on the following pathways:
 - Reablement
 - 24/14
 - Re-implementation of Care and Support
 - Implementation of Care and Support

- **Step Up and Step Down Placements**

- Block placements in Care Homes and Nursing Care Homes enable the transfer of people from the clinical hospital environment to a more homely environment – own bedroom and en-suite facilities
- Creates capacity within the Hospital
- Impacts on the following pathways:
 - Re-implementation of Care and Support – where there is a domiciliary care pressure
 - Implementation of Care and Support – where there is domiciliary care pressure
 - Long-term Residential or Nursing care – where the home of choice is not available immediately

- **REACT**
 - Provides Social Work support to a multi-disciplinary team that focuses on Admission Avoidance at the front-door of the Hospital
 - Impacts on the following pathways:
 - Re-implementation of Care and Support
 - Implementation of Care and Support
- This service links to Step Up placements – utilising Residential or Nursing care as an interim solution and an alternative to Hospital Admission



- **Optimising Domiciliary Care Project**

- The Project is focused on reviewing and re-assessing service-users who have double-handed care and support – the team consider equipment and technology that could be applied to reduce physical support – creating a more dignified approach to care and more domiciliary care capacity in the market-place.
- Impacts on the following pathways:
 - Reablement
 - 24/14
 - Re-implementation of Care and Support
 - Implementation of Care and Support



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 26 July 2016, in Mezzanine Room 2, County Hall, Aylesbury, commencing at 10.00 am and concluding at 11.30 am.

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

MEMBERS PRESENT

Buckinghamshire County Council

Mr B Roberts (In the Chair)

Mr B Adams, Mr C Adams, Mrs M Aston, Mr N Brown, Mr C Etholen, Mrs W Mallen, Mr R Reed and Julia Wassell

District Councils

Mr A Green
 Ms S Jenkins
 Mr N Shepherd

Wycombe District Council
 Aylesbury Vale District Council
 Chiltern District Council

Others in Attendance

Ms J Woodman, Committee and Governance Adviser
 Mrs E Wheaton, Committee and Governance Adviser
 Ms C Morrice, Chief Nurse and Director of Patient Care Standards, Buckinghamshire Healthcare NHS Trust
 Ms L Patten, Chief Officer, Aylesbury Vale Clinical Commissioning Group
 Mr P Thiselton, Head of Research, Healthwatch



South Bucks
 District Council



1 APOLOGIES FOR ABSENCE / CHANGES IN MEMBERSHIP

Apologies were received from Mrs Wendy Mathews.

Ms Thalia Jervis the new Chief Executive at Healthwatch Bucks was introduced as the new co-opted Healthwatch Member replacing Ms Shade Adoh. Ms Jervis sent apologies for the meeting and Mr Phil Thisleton Head of Research at Healthwatch was substituting.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 MINUTES

The Minutes of the meeting held on 21st June were confirmed as an accurate record with the addition of Mr A Green's apologies and Julia Wassell's comment that she had used social media to highlight the work of the HASC.

Julia Wassell questioned whether a majority view had been established for meetings to remain at County Hall. The Chairman stated that his understanding that a decision was reached at the last meeting and would be reviewed again in a years' time. Julia Wassell motioned for a vote of no confidence in the Chairman on the grounds of failure to listen to the voices of Wycombe representatives. The motion was not seconded.

The Chairman agreed that choice of venues for future HASC meetings could be discussed and agreed by HASC outside of the meeting.

Follow-up on actions

ACTION: Committee and Governance Adviser to investigate how information on public questions could be more prominent on the Bucks County Council web pages.

Currently being investigated

ACTION: Committee and Governance Adviser to invite the Primary Care Commissioner to the 26th July HASC to discuss the Lynton House Surgery decision.

Mrs Lou Patten (Chief Officer Aylesbury Vale CCG) attended the meeting to present the decision briefing paper.

ACTION: Committee and Governance Adviser to write to NHS England to seek response to the formal submission to the Community Pharmacy consultation.

Responses from the Secretary of State for Health the Rt Hon Jeremy Hunt MP to the Rt Hon John Bercow MP and a response from the Rt Hon Cheryl Gillan MP were attached with the agenda. Mrs Aston requested that the issue be kept on the HASC's agenda with an update at the next meeting.

Proposals from Department of Health were due in July and HASC Members would be circulated with the details.

ACTION: Adult Social Care to provide the current figures for delayed discharges.

These had been sent out to Members and would be re-circulated as new Members had joined the Committee.

ACTION: Buckinghamshire Healthcare Trust to provide HASC with re-admission figures.

The readmission rate for May 16 was 6.9%, an improvement on 8.9% in March 16. The

Chairman stated that HASC would monitor these figures.

4 PUBLIC QUESTIONS

The Chairman stated that responses had been sought on public questions raised outside the time deadlines for the previous meeting. Concern was expressed that the responses had not been distributed at the meeting. The Chairman explained that the responses had been received just prior to the start of the meeting so it was agreed that these would be circulated after the meeting.

The full questions and answers are attached.

5 CHAIRMAN'S UPDATE

The Bedfordshire and Milton Keynes Healthcare Review

The Chairman has been advised that the cancelled 14th June meeting of the Joint Health Care Review Board had not been re-convened as the team wanted to ensure alignment with Sustainability and Transformation Plans. A revised decision making timetable would be presented by the HCR team at the next HASC meeting on 6th September.

Moving Closer to Home Pilot

The Chairman had met with the Chief Executive of Buckinghamshire Healthcare Trust (BHT) to express support for the pilot project.

(See Appendices 2 and 3)

Provision of Communications and Engagement Services to Aylesbury Vale and Chiltern Clinical Commissioning Groups

Buckinghamshire County Council (BCC) and the Aylesbury Vale and Chiltern Clinical Commissioning Groups ('the CCG') had established an agreement for a shared communications and engagement service, hosted by BCC. The decision was ratified by the County Council on 25th July.

Mandeville Practice

Concerns were raised with Mr B Adams regarding Mandeville Practice use of locum GP cover on a Thursday and Friday.

Responses were sought from the Practice Manager who stated that:

'I am sure you are aware of the challenging situation Mandeville has been experiencing and working through over the last 12 months, together with the national problem experienced by GP surgeries nationwide with regard to GP recruitment and retention. Following The Practice U Surgeries Limited taking over the practice on 1st April, 2016 we have steadily been increasing our regular GP clinics. Yes, like all other GP practices, we do need to use the services of locum or self-employed GP's but we work very hard to ensure we have regular self-employed GPs to ensure patient continuity. Our employed GPs work sessions across the week. A new employed GP started with us recently and another will commence at the beginning of August to further support our current team.'

In addition the Head of Primary Care NHS Chiltern and Aylesbury Vale CCGs stated that:

'Recruitment and retention is a national problem for primary care. Like many other practices, Mandeville Surgery has suffered recruitment issues. Throughout this difficult period the

practice has remained clinically staffed although it has had to resort to employing locum staff at times.

A successful recruitment campaign has resulted in the employment of 2 new GPs and an Advanced Nurse Practitioner. We are pleased to report that from September 2016 the practice will be able to provide the local population with 50 – 52 GP sessions a week and will no longer be reliant upon locum clinical staff. This should increase the availability of patient appointments and improve the overall patient experience.

On the day appointments with a clinician continue to be available for patients morning and afternoon five days a week. However the surgery does recognise that there has been some irregularity regarding the number of emergency appointments available each day due to clinical capacity. With the addition of the newly appointed clinical staff this imbalance should resolve. From September 2016 a consistent number of on the day appointments will be made available from Monday to Friday. It is worth noting that on days when a high patient demand is expected we would anticipate a larger number of emergency appointments will be made available than on quieter days.

Currently at Mandeville Surgery the average waiting time for a routine GP appointment is 2 days, with emergency appointments being made available sooner. Further, the surgery aims to open for extended hours in the near future which will further help with the availability of appointments.'

See Appendix 4 for a copy of the letter from the Head of Primary Care to Aylesbury Vale Town Council.

Closure of Ridgeway Centre

Concern was expressed that HASC had not been consulted and assurances were sought regarding impact of closure, the number of Buckinghamshire residents affected and details regarding Dove Ward.

Mrs L Patten made the following points:

- Dove Ward, part of the Hertfordshire Partnership Foundation Trust was in Garston and not far from the Ridgeway Centre.
- As a result of ongoing issues with the previous provider Southern Health Foundation Trust, the CCG had sought an alternative provider.
- Hertfordshire Foundation Trust had been selected as it was felt a much better option for patients in the longer term.
- The decision had taken into consideration new models of care which looked to support people in their homes, rather than being in-patient services.
- There was low usage of Ridgeway beds by Buckinghamshire residents and the CCG needed to factor in wrap around care which Dove Ward provide.
- The CGG needed to consider the quality of care for a small and reducing number in-patients from Buckinghamshire (two currently used the service).

HASC discussed how to ensure earlier sight of issues and Mrs Patten suggested the CCG could provide regular information on current issues at the Committee.

(See Appendix 5 attached for further information)

ACTION: Committee and Governance Adviser to liaise with the CCG to arrange a visit for HASC Members to Dove Ward.

6 COMMITTEE UPDATE

There were no Committee updates.

7 COMMITTEE WORK PROGRAMME

The work programme was noted.

8 LYNTON HOUSE SURGERY

Mrs Patten provided background context to the item reporting that she was now the Accountable Officer for the new Federation of Chiltern and Aylesbury Vale CCG. Mrs Patten explained that the change provided clarity regarding staffing and structure and anticipated that communications with Committees such as HASC and the public would improve as a result.

The Committee heard that the CCG was currently working on the current and future population health, social care and infrastructure needs around the seven localities.

With regard to Lynton House, Mrs Patten confirmed that NHS England had been working with Chiltern CGG and that it had been decided to postpone the decision to close Lynton House for 6 months. Mrs Patten explained that this would provide time to review long-term provision for the health and social care needs of residents in East Wycombe which would need to take into consideration public health, housing needs and the desire for patients to be cared for closer to home.

During discussions the following points were made:

- The risk assessment had shown that it was currently safe for patients to be seen at Lynton House.
- It would be necessary to have clear options for consultation based on the needs and future need of the local population.
- Members requested that the review be brought back to HASC

Action: Committee and Governance Adviser to liaise with NHS England and the CCG to ensure the review is considered by HASC at the start of the consultation.

9 TEMPORARY TRANSFER OF CARE OF WOMEN PLANNING TO GIVE BIRTH IN WYCOMBE BIRTH CENTRE

Mrs C Morrice clarified that the decision to temporarily transfer care for women using the Wycombe Birth Centre was temporary until 31st October and that the decision had not been taken lightly and that clinicians had been fully involved. Mrs Morrice explained that the primary concern was the safety of women and their babies and approximately 20 women per month gave birth at the Wycombe Birth Centre and that all affected women were fully consulted.

Mrs Morrice provided the following information:

- 24 maternity services staff had left the Trust over the past year – a mixture of staff retiring and moving to other posts.
- Recruitment was impacted by an ageing workforce and reflected national trends.
- Currently Buckinghamshire Healthcare Trust had 172 midwives in post and was 14 midwives short of its requirement.
- The Trust was currently interviewing 24 Midwives.
- The Wycombe Birthing Centre remained open for ante- and post-natal appointments.

During discussions, the following points were raised:

- The Stoke Mandeville Unit would be clinically more difficult to close as women with more complex birth risks were referred to the Unit (around 50 women per month).
- The Trust was using Birth Rate Plus as a tool for forecasting numbers of midwives needed. The need to future proof services and include the community in discussions was acknowledged.
- Perinatal mortality is 4.6 per 1,000 in Buckinghamshire against a UK rate of 5.9 per 1,000 (source: MBRRACEUK report 2014).
- The Committee requested clarification around the local performance in relation to comparator CCGs in relation to the maternity services pathway at its meeting on 6th September.

ACTION: Commissioning leads for Maternity Services to provide HASC on 6th September with context and detail regarding the areas where the Buckinghamshire CCGs are performing worse than its comparator CCGs against the Commissioning for Value Tool.

10 DATE AND TIME OF NEXT MEETING

The next full webcast committee meeting will be on 6th September 2016 at 10am.

CHAIRMAN

Questions submitted to HASC by Ms Ozma Hafiz

Q Ward 5B closure Wycombe Hospital - Were HASC consulted before the closure of this ward? There was NO mention of this during the 'community hub' meeting. Do HASC agree that given the Home Care Sector is struggling to recruit care staff, and that there is a wait for OT visits, that the closure of this ward is a short-sighted decision? Obviously people wish to return home as soon as possible, and given hospital infections etc this is often good for the patients, but has any consideration been given to potential patients (i.e carers) who may need respite? Some of these tend to be elderly themselves.

Patients from Ward 5B are usually placed there after being moved from other acute wards, will the fact that it no longer will take patients over the next 6 months mean that other 'step down wards' will face more pressure? Will the fact that Ward 5B has closed result in 'bed blocking' on other acute wards?

Chiltern CCG mention that keeping patients on wards for a length of time can result in muscle wastage etc, but will these patients who have been sent home still be in bed anyway and therefore still potentially face bedsores, possible muscle wastage and falls? Could it be argued that some of these patients may well be safer and recover more quickly, with better access to trained staff, on a ward such as 5B?

Response from Buckinghamshire Healthcare Trust (BHT)

Ward 5b cared for patients who were medically ready for discharge or transfer to their next stage of care (be that a nursing home bed or waiting for social services long-term package of care at home). The investment from this ward was transferred into expanded community provision in order to better support this group of patients. A paper on the rationale of the proposal is attached. This is a six month pilot, where the impact and effectiveness will be assessed.

Q What is the real reason behind the emptying of the Tower Block at Wycombe Hospital? What evidence can be given to support this?

Response from BHT

Wycombe Hospital has an exciting and vibrant future and is a key part of our strategy development. We wish to continue to improve facilities at Wycombe Hospital, ensuring that clinical services are provided from our most modern and fit for purpose accommodation on the site. Over recent years we have invested in the development of a new breast care centre, hyperacute stroke unit and cardiac and stroke receiving unit. In the past year the Trust has agreed to expand the endoscopy service and to build a second cardiac cath lab on the site.

Changes to services within the tower block over recent years have been as a response to developments in clinical services. Looking ahead, our clinical strategy will determine the future estates requirements for the Trust including the tower block.

Q What reassurance can be given that the STP footprint 'BOB' won't result in further downgrades in Buckinghamshire's hospitals? What reassurance can be given that Reading's hospital is safe from downgrades?

Buckinghamshire County Council response

Buckinghamshire is part of the wider BOBW STP footprint to collaborate on those areas of common interest including very specialised services, workforce and urgent and emergency care services. There are no current plans to significantly change the range of acute hospital services provided locally.

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20th July 2016

Dear HASC Members,

Statement regarding Buckinghamshire Healthcare Trust 'Closer to home' pilot study

The former Chairman of HASC was informed of this pilot in May and a briefing paper circulated to Members for comment after the 10th May meeting. (a copy of the original briefing paper is attached with this statement)

At the 21st June meeting it was decided the Chairman of HASC would comment on the pilot on behalf of the Committee after a meeting with the Neil Dardis - Chief Executive of the Buckinghamshire Healthcare Trust (BHT). This was due to the fact that Members have not indicated that they would like this to come to Committee to discuss.

I have now had the opportunity of meeting with Neil Dardis along with the Vice Chairman of the Committee. As a result of discussions I fully support the moving close to home pilot BHT are undertaking. My reasons for this are as follows:

- The aim of any acute trust should be to allow medically fit patients to return home as soon as possible ensuring they have a good rehabilitation and support package. For elderly patients this is critical to maintain their independence, mobility and general wellbeing.
- The outcome must always be to maintain or offer better standards of care and not solely a focus on preserving the status quo.
- Evidence shows that people who receive care and support in their own homes enjoy a longer better quality of life.
- A recognition of BHTs work as part of a wider need for health and social care agencies to 'future proof' services particularly for our vulnerable and elderly residents.

The Pilot is still ongoing and the Committee will be kept up to date with any changes.

Kind regards

Brian Roberts

Chairman, Health and Adult Social Care Select Committee



INVESTOR IN PEOPLE



Division of Integrated Elderly & Community Care	
Briefing Paper	Moving Care Closer to Home
Dated	April 2016

1. Introduction

Buckinghamshire Healthcare NHS Trust provides a range of services for frail older people of Buckinghamshire and beyond including community, outpatient, day case and inpatient care. In 2015 a new Integrated Elderly and Community Care Division was created within the Trust to ensure that the organisation maximises the opportunities it has to provide and develop integrated care. The national direction is to move care closer to home, where appropriate. With that in mind the divisional team have looked at the services currently available and developed proposals to further invest in expanding community services in order to support more patients closer to home and to reduce the number of delayed discharges and transfers of care. This could be achieved by shifting resources from acute to community services.

2. Improving the quality of care

Currently, services for frail older people are provided from patients own homes (through the adult community healthcare teams), as well as a variety of outpatient, inpatient and day case services offered from Wycombe, Stoke Mandeville, Amersham, Buckingham, Thame, Marlow, and Chalfont hospitals.

The national Five Year Forward View, published in October 2014, stressed the importance of “expanding and strengthening primary and out of hospital care”. It cites various examples of successes in managing elderly complex patients in the community and avoiding admissions. There is good evidence that patient satisfaction is higher when people are treated at home rather than in hospital and there is also some evidence that this may be more cost effective. (Purdy,S, 2010)

Moving care into the community and providing streamlined pathways that integrate health and social care are major components of the five year forward view and is designed to ensure resilience and sustainability in the NHS for the future.

Locally, treating as many patients, especially older people, at home is also a top priority for the Trust and local commissioners. The Chiltern CCG’s operational plan for 2014 – 16 states two of their outcome ambitions as:

- Reducing the amount of avoidable time people spend in hospital through better and more integrated care in the community.
- Increasing the number of older people living independently at home following a stay in hospital.

A 2016 report by the independent Commission on Improving Urgent Care for Older People states that there needs to be a greater focus on proactive care. The current system often focuses on providing care reactively. The Commission believed the mind-set of the care system needed to change from reacting in a crisis, to proactively planning to avoid one and to react appropriately if someone deteriorates. They stated this would help support hospital services to meet the needs of those who really needed the unique skills, expertise and environment of the acute sector. It also encouraged greater use of multidisciplinary and multiagency teams. Suggesting the teams could operate in both the hospital and the community, bringing together staff from different backgrounds. Where appropriate, they should encourage and support self-management by working with people and carers, which at Buckinghamshire Healthcare we are uniquely placed to deliver.

In the wide-ranging Lord Carter report into hospital productivity and performance, published in February 2016, it highlights that the number of days lost to bed blocking is higher than previously thought: "Nearly all trusts wrestle with the problem of moving those who are medically fit into settings that are more appropriate for the delivery of their care or rehabilitation, and for the families

and carers.” Information provided by trusts reveals that on any given day as many as 8,500 beds in acute trusts (across England) are blocked with patients who are medically fit to be transferred. In Buckinghamshire, we report on between 50 and 60 delayed transfers of care per day.

3. Process for developing new model

On average there can be upwards of 50 – 60 patients remaining in Buckinghamshire acute hospital beds that are medically ready for discharge or transfer to their next stage of care, be that a nursing home bed or waiting for a social services long-term package of care at home. It has been identified that these patients could benefit most from greater investment in community support.

These patients are often transferred to ward 5b at Wycombe Hospital, which can constitute another process in their journey, delaying their discharge and adding to their length of stay. Currently on 5b, 100% of the patients are deemed medically fit for discharge.

Ward 5b is a 20 bedded ward which facilitates both male and female patients. The ward primarily cares for older patients who require additional rehabilitation prior to discharge. 5b also accepts admissions from all parts of the Trust for those patients over the age of 75 who require low level rehabilitation or those who are waiting for social care in the community.

In 2015/16 there were 263 people admitted to the ward. The main sources of referral into 5b were from several main areas:

- 65% were from Medicine for Frail Older People (Wards 8 & 9 at Stoke Mandeville and MUDAS at High Wycombe)
- 34% were from Wycombe Stroke and Cardiology Services.
- 1% direct from Assessment & Observation Unit and Short Stay Ward at Stoke Mandeville.

Of those admitted to the ward, 68% were from the Wycombe and Marlow locality and the remaining from Amersham and Aylesbury, with a few additional out-of-area patients.

The average length of stay on the ward was 24 days. It is important to note that this is 24 days beyond their initial treatment episode on the specialist referring ward, as most patients (99%) are referred to 5b following an inpatient stay on another ward within Stoke Mandeville or Wycombe hospitals. At any given time, 75 - 100% of patients on 5b are medically fit for discharge, waiting to be transferred to the next step in their pathway.

Of those patient admitted in 2015/16:

- 24% were discharged to nursing or residential care.
- 67% were discharged home.
- 9% other discharge destinations.

The division has identified that by increasing investment and capacity in earlier packages of care for people in their own homes would support us to discharge people to the right setting when they are medically fit to leave hospital, reducing their length of stay in the acute hospital. There is strong evidence that a long length of inpatient stay in a hospital setting can lead to sub-optimal care as older patients decompensate and lose confidence as well as increase their risk of hospital acquired infections. (British Geriatric Society; RCGPs; Age UK Report: 2014)

4. Proposed new model of care

Investing in more support in the community will help older people to be cared for in an environment that is most appropriate for their needs and wishes.

We want people to receive the right care at the right time in the right place. Therefore the division wants to transfer some of its resources from acute care to invest in better community provision. This will help to prevent avoidable admissions where possible and ensure that older people are supported with their discharge home to remain as independent as possible for as long as possible. As ward 5b currently cares for patients who are medically ready for discharge or transfer to their next stage of care (be that a nursing home bed or waiting for social services long-term package of care at home) it is proposed to transfer the investment from this ward into expanded community provision. It is proposed that this is piloted for a six month period in order to assess impact and effectiveness.

What we will do
Put packages of care (domiciliary care) in place for older people within their own homes without the need to wait in an acute hospital bed until this can be organised.
Increase access to rapid support in a crisis; to enable people to get back to their own homes from hospital and regain their independence quickly.
Offer enhanced physiotherapy and occupational therapy for stroke patients to aid rehabilitation in the treatment wards at Wycombe. Thus not requiring the need to transfer to another ward to receive this rehabilitation.
Increase capacity to therapy within the Adult Community Health Teams
Enhance the single point of access, making it easier for GPs and other healthcare providers to access health or social care support, supporting admission avoidance and to ensure we have early supported discharge.

Total shift in investment that is being proposed is: £1,000,000

We estimate that up to 90% of those patients admitted to 5b last year could have benefited with access to this community provision and as a consequence could have had a reduced length of stay in the acute environment. However for those patients still requiring inpatient treatment then their care and treatment will not be affected by this change – they would remain on their specialist ward, but with the benefit of easier access/support to be directly discharged from that ward when medically fit, instead of being transferred to 5b whilst awaiting final packages.

5. Benefits

We believe the benefits of this shift of investment would include:

- Older people being cared for in the right environment.
- Reduction in projected length of stay for older people, as we have an average length of stay of 24 days on 5b.
- Better experience for the patient as they receive the right care at the right time, in the right place.
- Seamless pathways of care for older people, with patients not being transferred between wards and sites whilst waiting discharge home or packages of care in the community.
- Reduction in avoidable admissions for older people.
- Relocation of permanent skilled ward nurses to the stroke and cardiology services at Wycombe. There are vacancies on these specialist wards which are currently covered by agency and bank staff, which can reduce continuity of care to patients. Staff on 5b have the relevant specialist skills and will therefore be offered the opportunity to work on these wards.
- As this is a pilot, staff will have the opportunity to explore different working environments, which best utilises their skills. After the pilot concludes we will commence a formal consultation process to ascertain whether staff wish to stay where they are or whether they wish to look for different opportunities, which we will support them with.

6. Proposed next steps

Phased investment has already commenced in expanding community care, which has enabled the team to reduce bed capacity on the ward. The intention is not to transfer new patients onto 5b once all current inpatients are discharged or transferred to the right community setting (there are currently five patients on the ward). Community care – as outlined above – will be directly accessible to the relevant medicine for older people services and specialist wards. Patients requiring specialist care will continue to receive this across the medically frail older people wards, stroke wards and cardiology wards – this remains unchanged from the current provision.

We are commencing a consultation with staff on changes to their working patterns during this pilot.

We will review again in six months' time, alongside overall Trust capacity planning, to establish that there is no longer a requirement to re-provide this inpatient setting.

We will monitor the following:

- Average length of stay for older people
- Number of pre-paid packages of care provided
- Discharge destination for older people
- Patient related outcome measures & patient related experience measures.
- Number of admission avoidance delivered by REACT & the community healthcare teams.
- Focus group with the redeployed staff to see if they feel they have been well supported, what went well and what we could improve on.

References

NHS England October 2014. Five Year Forward View

Kings Fund Purdy. S December 2010 Avoiding Hospital Admissions. What does the research evidence say?

NHS Confederation: Independent Commission Sharing New ways of supporting older people.

Doh Lord Carter review 2016.

British Geriatric Society; RCGPs; Age UK Report: Fit for Frailty- consensus best practice guide for the care of older people living with frailty in the community and outpatient settings (2014)



**Aylesbury Vale
Clinical Commissioning Group**

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25th July 2016

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Aylesbury Town Council
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Attn: Mark Broughton

Dear Dr Broughton

Re: Mandeville Surgery

We understand that concerns regarding the service levels provided by Mandeville Surgery were raised at the Aylesbury Town Council Meeting held on 13 July 2016.

We have been notified that following a visit to The Healthy Living Centre, a councillor was left with the impression that only two GPs were working at Mandeville Surgery with patient appointments only available from Monday to Wednesday. We understand that the Councillor has raised this matter with the Buckinghamshire Health Overview and Scrutiny Committee.

A service review meeting took place on Thursday 21 July at Mandeville Surgery and we would like to take this opportunity to inform you of some of the positive developments that have occurred within the practice. We would further like to reassure you that the concerns relayed to the Councillor were erroneous.

As you may be aware, Mandeville Surgery has experienced a challenging year resulting in a change in contractor. From 1 April 2016, the Practice U Services Ltd has been responsible for the provision of primary medical services at Mandeville Surgery and we meet regularly with senior staff at the practice as well as NHS England South to monitor their performance and to ensure that they fulfil their contractual obligations.

Recruitment and retention is a national problem for primary care. Like many other practices, Mandeville Surgery has suffered recruitment issues. Throughout this difficult period the practice has remained clinically staffed although it has had to resort to employing locum staff at times.

A successful recruitment campaign has resulted in the employment of 2 new GPs and an Advanced Nurse Practitioner. We are pleased to report that from September 2016 the practice will be able to provide the local population with 50 – 52 GP sessions a week and will no longer be reliant upon locum clinical staff. This should increase the availability of patient appointments and improve the overall patient experience.

On the day appointments with a clinician continue to be available for patients morning and afternoon five days a week. However the surgery does recognise that there has been some irregularity regarding the number of emergency appointments available each day due to clinical capacity. With the addition of the newly appointed clinical staff this imbalance should resolve. From September 2016 a consistent number of on the day appointments will be made available from Monday to Friday. It is worth noting that on days when a high patient demand is expected we would anticipate a larger number of emergency appointments will be made available than on quieter days.

Currently at Mandeville Surgery the average waiting time for a routine GP appointment is 2 days, with emergency appointments being made available sooner. Further, the surgery aims to open for extended hours in the near future which will further help with the availability of appointments.

The Quarter 1 Performance report demonstrated that patient experience with the practice is improving month on month. The level of and severity of complaints and significant events are well within normal tolerance with no requirement for escalation.

Despite the success so far, the practice acknowledges that further work and development is required. We are satisfied that the new contractor is continuously refining processes and working patterns whilst building a robust team in order to provide a high level of patient care for its patients.

When speaking to the practice about these concerns, the practice was keen to extend an invitation to any representative of the council who wished to visit the practice, if this would be helpful. Similarly, please do not hesitate to contact the CCG should you have any further concerns or queries regarding this or another practice in our area.

Yours sincerely



Helen Delaitre
Head of Primary Care
NHS Chiltern and Aylesbury Vale CCGs

21 July 2016

Dear Julia

CLOSURE OF THE RIDGEWAY CENTRE, HIGH WYCOMBE

I am writing to follow up on your email of 29 June 2016 – which advised that Cllr Brian Roberts, HASC chair, had no objections to our plans to close The Ridgeway Centre in High Wycombe.

Following consultation with yourselves and also with Oxfordshire HOSC, I wanted to inform you that the Trust has now made the decision to proceed with the closure of The Ridgeway Centre on 1 September 2016.

This decision was reached after communications with the people who use our services, their carers, our staff and local patient groups. This included letters, information leaflets, easy read documents and the offer of a meeting for those Oxfordshire people (and their families) who had had an inpatient stay at The Ridgeway Centre in the past year.

As detailed in my briefing paper, the decision has been made in light of the wider planned changes to learning disability services across Buckinghamshire and Oxfordshire. Specifically to protect the safety of our patients and to ensure the highest quality care for the people we care for in the long term.

Importantly, the number of learning disability inpatient beds being commissioned and provided for Buckinghamshire and Oxfordshire patients will remain unchanged. The change is simply *where* these beds will be provided in the future, to ensure the safest and best possible care for people when they need a specialist inpatient stay.

If you'd like to further discuss any aspect of The Ridgeway Centre closure, please do call me on 01865 228090.

Kind regards,

D. Schell

Donna Schell

Oxfordshire and Buckinghamshire Learning Disability Services

Southern Health NHS Foundation Trust



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 5 July 2016, in Mezzanine Room 2, County Hall, Aylesbury, commencing at 10.33 am and concluding at 12.51 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

Mr D Dhillon, Mr P Gomm, Mr P Irwin, Mrs V Letheren, Mrs W Mallen, Mr R Stuchbury and Vacancy

OFFICERS PRESENT

Ms P Camilleri, Ms C Douch, Mr D Johnston, Ms A O'Borne, Ms J Shakespeare, Ms G Shurrock and Mr N Wilson

1 ELECTION OF CHAIRMAN

Mr P Gomm proposed that Mr D Dhillon be the Select Committee Chairman for the coming year. This was seconded by Mr R Stuchbury.

RESOLVED

That Mr D Dhillon be elected as Chairman of the Children's Social Care and Learning Select Committee for the ensuing year.

2 APPOINTMENT OF VICE-CHAIRMAN

The appointment for Vice-Chairman was deferred until the next meeting.
 Mr D Dhillon appointed Val Letheren as temporary Vice-Chairman for the meeting only.



3 APOLOGIES FOR ABSENCE/CHANGES IN MEMBERSHIP

Apologies were received from Mrs P Birchley, Mrs J Blake, Ms K Wood and Mr D Babb.

4 DECLARATIONS OF INTEREST

The following declarations of interest were noted:

- Mrs V Letheren – husband works occasionally as an Appropriate Adult for the Youth Offending Service as a trained volunteer.
- Mr D Dhillon - member of the Farnham Common Children's Centre Advisory Board.

5 MINUTES

Mr R Stuchbury requested a change to the wording of bullet point 8, item 9 in the draft minutes of the meeting held on 24th May 2016 to more accurately reflect the response.

ACTION: Committee Adviser to amend bullet point 8 at item 9 of the minutes of 24th May.

The minutes of the last meeting held on 24th May 2016 were agreed as a correct record pending the change requested above.

6 PUBLIC QUESTIONS

The Chairman welcomed by Mr D Berry to the meeting and invited him to present his question to the Committee. The Chairman then asked the Cabinet Member for Education and Skills to respond.

Mr Z Mohammed responded and made the following points:

- The format of the Education Standards report to which the question referred had been changed this year to include clearer information, case studies and details of the impacts of school improvement work.
- It was important to read the detailed information in the report as well as the summary information.
- The attainment gap at Key Stage 4 (KS4) had reduced by 3% in Buckinghamshire compared to a 1% increase nationally.
- The gap needed to be looked at in the context of Buckinghamshire having an overall KS4 attainment of around 10% above the national average. The focus would remain on disadvantaged children.
- Four schools had improved from adverse Ofsted ratings and the most recent figures for non-selective schools showed 61% at good or outstanding.
- For schools overall, the percentage of pupils attending good or outstanding schools had risen from 74% to 83%.

- Buckinghamshire had 1.3% of schools that were rated inadequate compared to 2% nationally. All nurseries, pupil referral units and special schools were rated at least good.
- There was no information available for GCSE results with out of County pupils removed. The service aimed to ensure that anyone being educated in Buckinghamshire would get a good education.
- For pupils attaining 5 or more GCSEs including Maths and English in 2014/15: low attainers improved by 2% to just slightly below national averages and middle attainers were at national level.
- Improvement work included The Aspire project and the Bucks Learning Trust education advisers. There had been a focus on phonics which resulted in performance now being at the national average rather than below as it had been previously.

Mr R Stuchbury noted that it would be useful to have had advance briefing of Mr Z Mohammed's response.

Mr P Irwin requested that an item be brought back to the Committee's September meeting on the Committee's "Narrowing the Gap" Inquiry report to look at improvements since the report was first published in 2014.

ACTION: Committee Adviser to put on the Committee work programme for September.

7 CHAIRMAN'S REPORT

The Chairman informed Members that he had attended the Improving Leadership and Partnership meeting and a Members briefing on Special Educational Needs and Disabilities.

8 COMMITTEE MEMBER UPDATES

Mr P Irwin informed Members of a visit to a Children's Centre on the afternoon of 5th July and apologised for inappropriately mentioning an officer's name in a previous meeting.

Mrs V Letheren, the previous Committee Chairman thanked Members for their good wishes. She informed Members of a forthcoming visit to Farnham Common Children's Centre on 6th July.

Mr R Stuchbury informed Members of the following.

- His attendance at an informative safeguarding briefing at a secondary school.
- He had encouraged secondary schools to respond to the Vale Plan consultation to ensure future provision of school places would meet demand.
- Buckingham Town Council had given a joint award to the grammar and secondary school for their good work together on an art and drama project.

Mr P Gomm updated Members of the following.

- The offer of help from officers in resolving issues regarding communication with some of the Children's Centres Advisory Boards and Members was still outstanding. In his update at item 9 Mr Z Mohammed advised that he would take the issue forward in arranging help.

ACTION: Committee Adviser to liaise with the Cabinet Member for Education and Skills and officers to arrange help to resolve the issues.

- Recent visits to nurseries in the County and the work that they did in making sure children had a good early start to their education.

9 CABINET MEMBER UPDATES

Mr Z Mohammed, Cabinet Member for Education and Skills updated the Committee on the following:

- The national teachers strike taking place on 5th July.
- Problems with teacher recruitment and retention both locally and nationally. A Teacher Recruitment and Retention Strategy had been developed to help Buckinghamshire deal with the issue.
- The home to school transport consultation was ongoing and had been widely publicised. The consultation would end on 15th July.
- The second stage of the National Funding Formula Consultation had been delayed so there was still some uncertainty about school's funding arrangements next year. As soon as the second stage was announced, Buckinghamshire would be making representations.

Mr D Johnston, Managing Director of the Children's Social Care and Learning Business Unit updated the Committee on behalf of Lin Hazell, Cabinet Member for Children's Services in her absence.

- Buckinghamshire was progressing with other Local Authorities in developing a Regional Adoption Agency. Initial proposals would be put forward in the next month or so.
- Work was continuing with the Improvement Board. The Chairman of the Committee confirmed that he would be attending the next meeting.
- In response to a question about the Committee's recent Children's Workforce Inquiry and specifically the South East Regional Memorandum of Cooperation (MoC), Mr D Johnson said that the MoC was showing positive results in managing the recruitment of agency staff and that 17 of the 19 local authorities had now signed up to the MoC.

Following the update, there was a discussion about recruitment and retention more generally across social work, teaching and health. It was noted that recruitment and retention was a problem for the area for a number of reasons including workload and cost of living in the South East and that initiatives were in place or being put in place where possible to help and support staff.

The Committee discussed key worker housing. They heard that options being discussed needed to take account of a number of different strategies and that it was important to make

sure key worker housing was included in development plans. It was acknowledged that this was a difficult area that would need further discussions with District Councils and developers.

Mr D Johnston informed Members that work was continuing in respect of the children's centre review. This was now being brought together with the wider Family Support review that was taking place to make it as comprehensive as possible. This meant that work could take a little longer than originally thought.

The Cabinet Member for Education and Skills was asked if he would provide a written version of his verbal response to the public question.

ACTION: Mr Z Mohammed to provide a written version of the public question response.

10 THE BUCKINGHAMSHIRE YOUTH OFFENDING SERVICE

The Chairman welcomed

- Ms P Camilleri – Head of Youth Offending Service
- Mrs C Douch – Service Director Children's Social Care

The following points were made during the discussion:

- The main aim of the Youth Offending Service (YOS) was to prevent offending and re-offending by children and young people
- Buckinghamshire performance was slightly better than national averages against key performance indicators. There had been continuous improvement in performance over the past 5 years against the national indicators particular for the indicator "First Time Entrants"
- A further breakdown of performance data was presented to the Youth Offending Service Management Board.

ACTION: Ms P Camilleri to provide a further breakdown of performance for the Committee.

- There was very close partnership working in the YOS including with mental and physical health professionals.
- Work was being done to look at strengthening the speech, language and communication service for young people.
- There was a very stable workforce with an emphasis on training and development which helped staff deal with complex cases and ensured good engagement with families and young people.
- A core part of the YOS was information sharing between partners. A national assessment tool was used to identify specific needs for individual young people so that the relevant professionals in specialist fields were brought in and worked together with the young person.
- There was a close working relationship with social workers to provide additional support to looked after children. However, it was more difficult for the service when dealing with those Buckinghamshire children who were looked after outside of the County. The YOS of the county in which they were placed was responsible for delivering the plan for that

child. An audit of looked after children placed out of county had been done to try to improve practice in this area.

- It was expected that there would be some major changes affecting YOS nationally from a report due to be published by the Ministry of Justice. The service was waiting for this delayed report before making decisions on how to deal further with reducing funding.

ACTION: Committee Adviser to include a future meeting agenda item on the changes once known.

- The service worked closely in transitioning young people to the probation service when they became 18.

SEE PAPERS AND WEBCAST FOR FULL CONTENT

11 FAMILIES FIRST PROGRAMME

The Chairman welcomed

- Mrs J Shakespeare – Head of Early Help.

Mrs J Shakespeare explained that the Families First report included a brief summary of phase 1 of the programme together with an update on phase 2 which was a longer term programme continuing the work of phase 1 but using broader criteria.

The following points were made during the discussion:

- The outcomes for families were tracked during and after leaving the programme using 31 different measures. Oxford University had been commissioned to conduct a 3 year study with families that worked with the programme.
- There were wider positive impacts of the programme such as reducing numbers of first time entrants to the youth justice system and an increase in school attendance rates.
- The wider criteria for phase 2 included families with children in need and children on a child protection plan as a result of neglect. It was hoped that the new criteria would help reduce the numbers of children in need and/or on a child protection plan in future.
- Reduced funding for phase 2 would not have any implications for resourcing or capacity because of the way the programme was originally structured. There was a sustainability plan under development to beyond 2020.
- The majority of funding had been used to train and support staff and on specific projects. There was a small co-ordination team that would not be funded beyond 2020.
- It was hoped that by tracking outcomes longer term, this would help indicate how many families had been diverted from having to access more intensive services. It was acknowledged that this was a difficult area to monitor.
- The early help panels had been successful in enhancing partnership working. It was too early to assess the outcomes of the panels on children and families but the annual report due out later in the year would include an assessment of outcomes.

- Checks were made to ensure that families that need help are worked with. The agency that identified the family needing support had the responsibility to refer them in line with the referral process. 7.9% were self-referrals.

SEE PAPERS AND WEBCAST FOR FULL CONTENT

12 THE BUCKINGHAMSHIRE MULTI AGENCY SAFEGUARDING HUB (MASH)

The Chairman welcomed
Mrs A O'Boone – Head of First Response.

Mrs C Douch explained that the Multi Agency Safeguarding Hub (MASH) aimed to ensure children received the right services at the very start of their journey within social care. She also thanked Members for visiting the MASH and reported that the visits had been well received by staff.

The following points were made during the discussion:

- The percentage of referrals to the MASH had fallen over the past few months but this was expected as there were peaks and troughs during the year. Schools tended to refer more to MASH when there were school holidays imminent.
- There was now an improved picture on staffing capacity with only limited vacancies and a much reduced reliance on agency staff with many previous agency positions now filled by Council officers.
- The agencies within MASH still had their own IT systems and databases but they were able to share information on referrals as part of the comprehensive data sharing protocols in place. Audits of referrals showed positive results in decision making.
- A manager would make an initial decision on a contact within 24 hours but a full decision at MASH would take longer as individual agencies contributed information. The delay over the 24 hours was seen as positive in enabling good quality decisions.
- New accommodation for the MASH has meant that two health professionals and education support officers were able to join the MASH. A domestic abuse officer was also to be located at the MASH. It was hoped that drug and alcohol team officers would be able to join in future.
- Analysis was being undertaken to understand the reasons for repeat referrals. The trend in repeat referrals was positive reducing from around 40% at one point to about 23%. Around 20% of repeat referrals would be classed as normal.
- There was an aim to send a positive message about seeking early help. Information was available on the website and schools and other partner agencies re-inforced a positive early-help message.

SEE PAPERS AND WEBCAST FOR FULL CONTENT

13 CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND/OR DISABILITIES - LOCAL AREA INSPECTIONS

The Chairman welcomed

Mr N Wilson – Service Director Education

Ms G Shurrock - Head of Special Educational Needs and Disabilities

Ms G Shurrock took Members through a short presentation on the new local area special educational needs and disabilities (SEND) inspections.

The following points were made during the presentation:

- That the inspection would be on the local area and not just the Local Authority.
- Parents and carers would take part in the meetings with the inspectors.
- There was lots of performance data on the SEND scorecard to provide as evidence to the inspection.
- Partners had put together a “readiness” document setting out how the local area were meeting the criteria set out in the Inspection Framework and an action plan on areas of improvement. .

The following points were raised during a discussion after the presentation:

- Buckinghamshire had a higher percentage of children and young people with a Statement of Special Educational Needs or an Education, Health and Care Plan than the national average. However, Buckinghamshire schools identified fewer children with SEND at SEN Support.
- The current SEND review provided an in depth look at SEND provision in Buckinghamshire. Mr R Stuchbury asked whether the Committee could have early sight of the report.

ACTION: Committee Adviser to include agenda item on a future meeting

- There was a lot of support in Buckinghamshire in the area of speech and language therapy. The decision on what support to provide was made by a panel and tailored to individual need.
- A SEND Board including Members, parents, carers, social care workers and others looked at strategic issues.
- Special schools in Buckinghamshire were only for children and young people with the most complex needs. All special schools were rated as good or outstanding. There were processes in place to make a decision on the provision that each young person needed.
- Ms G Shurrock was happy for Members to sit in on the decision-making meetings.
- The inspectors would not take account of finances when making judgements.
- The wide spectrum of need meant that SEND budgets were not set for individual children or young people.

- The increase in demand on SEND services was as a result of a number of factors including medical advancements, rising population and better identification of SEND than in the past.

SEE PAPERS AND WEBCAST FOR FULL CONTENT

14 INQUIRY OUTLINE - CHILDREN AND YOUNG PEOPLE'S VOICE

RESOLVED

The Committee AGREED the inquiry outline in principal and that a planning workshop was needed to scope out the inquiry further.

ACTION: Committee Adviser to arrange a planning meeting during July.

15 COMMITTEE WORK PROGRAMME

The Committee discussed the work programme

RESOLVED

The Committee AGREED the work programme and that the following be added:

- Update of work undertaken as a result of the Narrowing the Gap report
- A report to understand the impacts of integrating health and social care on children's services including the NHS England Sustainability and Transformation Plan.

RESOLVED

The Committee AGREED to look at co-opting School Governors and lay members onto the Committee.

ACTION: Committee Adviser to investigate the process for co-opting onto the Committee.

16 DATE OF NEXT MEETING

Tuesday 20th September 2016 10.30am, Mezzanine Room 2, County Hall, Aylesbury.

CHAIRMAN

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SOUTH BUCKS DISTRICT COUNCIL
STANDARDS WORK PROGRAMME
2016/2017

		2016			2017		
		Contact	29.09.16	19.01.17	16.03.17		
29.09.16							
	<ul style="list-style-type: none"> Complaints Monitoring Report 2015/16 Appointment of Independent Person 	Joanna Swift Joanna Swift	X X				
19.01.17							
	<ul style="list-style-type: none"> Annual Review of Code of Conduct and Complaints Procedure Refresher training/workshops for members on standards issues Review of Protocol on Role of the Monitoring Officer 	Joanna Swift Joanna Swift Joanna Swift		X X X			
16.03.17							
	<ul style="list-style-type: none"> Update on Standards Framework Review of work programme 2017/18 	Joanna Swift Joanna Swift			X X		