



DEMOCRATIC AND ELECTORAL SERVICES

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Date:	21 October 2011	Direct Line:	01895 837227

Dear Councillor

RESOURCES POLICY ADVISORY GROUP

The Resources Policy Advisory Group will be held as follows:

DATE: MONDAY, 31ST OCTOBER, 2011
TIME: 6.00 PM
VENUE: ROOM 5, CAPSWOOD, OXFORD ROAD, DENHAM

Yours faithfully

Jim Burness

Director of Resources

To: Members of the Resources Policy Advisory Group

Mr Wilson	Mr Anthony
Mr Chhokar	Mr Hardy
Mr Harding	Mr Hollis
Mr S W Jones	Mr Smith



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

1. **Apologies for Absence**

2. **Minutes**

To receive the Part I minutes of a meeting of the Policy Advisory Group (Pages 1 - 4) held on 12 September 2011.

A. REPORTS LIKELY TO LEAD TO PORTFOLIO HOLDER DECISION / RECOMMENDATION

3. **Land at Boundary Road, Taplow - Boundary Wall Stabilisation Work**

To consider report of the Director of Services. (Pages 5 - 12)

B. REPORTS FOR INFORMATION / DISCUSSION

4. **Investment Performance Quarter Ending 30 September 2011**

To consider report of the Director of Resources. (To Follow)

5. **Bucks WAN and Managed Services Tender**

To consider report of the Director of Resources. (Pages 13 - 16)

6. **Any other business**

To consider any other business the Chairman decides is urgent.

7. **Exempt Information**

To note the following item contains exempt information, which is not for Publication to the press or public:

Part II minutes of meeting held 12 September 2011

(Schedule 12A part 1 para 3 because of information relating to the financial or business affairs of any particular person.)

Land at Oak End Drive, Iver

(Schedule 12A part 1 para 3 because of information relating to the financial or business affairs of any particular person.)

Land to the rear of Broadway Car Park, Farnham Common

Schedule 12A part 1 para 3 because of information relating to the financial or business affairs of any particular person.)

Station Road Car Park, Beaconsfield

Schedule 12A part 1 para 3 because of information relating to the financial or business affairs of any particular person.)

8. **Minutes**

To receive the Part II minutes of the Resources Policy Advisory Group (**Pages 17 - 18**) held on 12 September 2011.

A. REPORTS LIKELY TO LEAD TO PORTFOLIO HOLDER DECISION / RECOMMENDATION

9. **Land Adjacent to 8 and 25 Oak End Drive, Iver**

To consider report of the Director of Services. **(Pages 19 - 22)**

10. **Land to the rear of Broadway Car Park, Farnham Common**

To consider report of the Director of Services. **(Pages 23 - 36)**

11. **Station Road Car Park**

To consider report of the Director of Services. **(To Follow)**

The next meeting of the Committee is due to take place on Thursday, 12 January 2012

RESOURCES POLICY ADVISORY GROUP

Meeting - 12 September 2011

Present:

Mr Wilson, Mr Anthony, Mr Chhokar, Mr Hardy, Mr Hollis, Mr S W Jones and Mr Smith

Apologies for absence: Mr Harding

10. MINUTES

The minutes of the meeting of the Policy Advisory Group (PAG) held on 8 June 2011 were received.

11. TREASURY MANAGEMENT ANNUAL REPORT 2010/11 AND INVESTMENT PERFORMANCE QUARTER ENDING 30 JUNE

The Council's Treasury Management function is a key element to the Financial Strategy which in turns feeds into the use of Resources, one of the Council's Management Principles, and the PAG considered a report setting out the Treasury Management performance of the Council for 2010/11. The report also set out the investment returns for the quarter ending 30 June 2011. Appendix A to the report provided a more detailed assessment of the economic background whilst Appendix B gave a detailed summary outlook on interest rates. The report concluded with an explanation as to why it was necessary to change the timing of the quarterly reporting arrangement.

The PAG noted that there was an achievement of £11k over budget during 2010/11 for the reasons set out in paragraph 9.2. The PAG also noted that meeting the interest target of £900.000 in 2011/12 was dependent on interest rates not reducing and there being a modest increase in the rates towards the end of the year. Therefore given the current economic situation the risk for interest returns is to the downside.

RESOLVED that the report be noted.

12. BANKING CONTRACT

The Council's current banking contract with Nat West ends on 31 March 2012 and the PAG considered a report setting out a proposal to extend the contract for a further year on the same terms and conditions as the current contract.

Having considered the comments of the PAG, who supported the proposal for the reasons given in the report, which were to minimise the risk to annual council tax billing as April 2012 would see a new contractor undertaking this work, the Portfolio Holder has

RECOMMENDED to the Cabinet to agree a one year extension to the current banking contract with Nat West until 31 March 2013 based upon the current terms.

13. REVENUES AND BENEFITS

The PAG considered a report providing an update on the performance of the Revenues and Benefits Service during 2010/2011 against key indicators. The report also provided an update on fraud prevention work and the new Revenues and Benefits contract with Northgate due to start on 1 November 2011.

After noting the work carried out by the Fraud Service, the transition arrangements for the transfer of the Revenues and Benefits Service from Capita to Northgate together with the arrangements for managing the new contract the PAG

RESOLVED that the report be noted.

14. **PROCUREMENT UPDATE**

The PAG considered a report providing information relating to the Council's procurement practices and also seeking two amendments to the Contracts Procedure Rules arising from suggestions from Internal Audit.

In respect of the requirement for quotations for works less than £3,000 Members were content to relax this requirement as suggested. In respect of agreeing single quotes for legal advice they wished this to require the agreement of the Director of Resources.

Having considered the comments of the PAG the Portfolio Holder has

RECOMMENDED to the Cabinet that Contract Procedure Rule 3 (d) be amended by as follows:

“For work costing

- less than £1,000 is at the discretion of the relevant Chief Officer, Head of Service or Team Leader,
- between £1,000 and £3,000 is at the discretion of the relevant Chief Officer or Head of Service

provided a verbal or written quote has been obtained or the price is agreed at the time the order is placed.”

15. **PAYROLL CONTRACT**

Aylesbury Vale District Council (AVDC) has been running the SBDC payroll contract since 1 June 2004 and with the contract due to expire on 31 March 2012 the PAG considered a report setting out a proposal to extend the contract to 31 March 2013.

Having considered the comments of the PAG, who supported the proposal for the reasons given in the report, the Portfolio Holder has

RECOMMENDED to the Cabinet that the payroll contract with AVDC be extended to 31 March 2013.

16. **EXEMPT INFORMATION**

Members noted that the following items contained exempt information which was not available to the Press or Public.

Minutes

(Schedule 12A part 1 para (3) - because of information relating to the financial or business affairs of any particular person)

The Part II minutes of the meeting of the Policy Advisory Group held on 8 June 2011 were agreed.

Plant Maintenance Contract

(Schedule 12A part 1 para (3) - because of information relating to the financial or business affairs of any particular person)

The PAG noted a report which explained why it was necessary to re-tender for the plant maintenance contract.

Manor House, Stoke Park, Stoke Poges

(Schedule 12A part 1 para (3) - because of information relating to the financial or business affairs of any particular person)

The PAG received a report updating it on the progress being made with regard to the sale of the freehold of the Manor House, Stoke Park, Stoke Poges and related access issues.

The meeting terminated at 7.17 pm

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SUBJECT:	Land at Boundary Road, Taplow Boundary Wall Stabilisation work
REPORT OF:	Officer Management Team - Director of Services
	Prepared by - Head of Environment

1. Purpose of Report

- 1.1. The purpose of this report is to discuss the cost of carrying out work to the boundary wall enclosing land at Boundary Road, Taplow.

2. Links to Council Policy Objectives

- 2.1 The future management of this site will contribute to the Council's aim to make our environment measurably cleaner, healthier and managed in a way to preserve it for future generations.
- 2.2 This matter also progresses the aims of the Council's Asset Management Plan through working with the Parish Council.

3. Background

- 3.1. The Council owns the land to the south of Taplow village and this is shown edged in shaded grey on the plan at Appendix A.
- 3.2. The site is located to the south of a residential development Wellbank and originally was part of the landscaped garden of a large house. The area is now very overgrown. The house was demolished to make way for the Wellbank housing development. Part of the original garden was retained as garden for the new development and the remaining part transferred to the Council.
- 3.3. This matter was reported to the Resources PAG 23rd March 2010. The report set out the background and suggested that the site should be made available for use by the local residents for recreation and the enjoyment of the natural environment. After considering all the information available the PAG agreed to advise the Portfolio Holder to recommend to Cabinet and Council that: -

- 1 - A 125 year lease of the land at Boundary Road, Taplow at a peppercorn rent be offered to Taplow Parish Council,
- 2 - A clause is inserted in the lease requiring Taplow Parish Council to undertake to use, maintain and secure its boundaries against redevelopment or alternative uses,
- 3 - Each side to bear their own legal costs,
- 4 - Delegated authority is given to the Resources Portfolio Holder to agree any minor amendments, in consultation with the Head of Environment.

This matter was subsequently agreed by Cabinet and Council

- 3.4. Members of the Environment PAG via email on 25th July 2010 agreed to release monies from the Gladys Jones bequest that had been left to the Council for environmental improvements in Taplow as follows:

1 - £5000 is released to Taplow Parish Council for the purposes set out in this report to fund improvements at this land.

2 - A further £2,500 might be required, to be release from the bequest subject to the results of structural survey, to carry out wall repairs to the boundary wall.

4.0 Discussion

- 4.1 The outstanding point to resolve with the Parish Council before the lease is completed is the large Boundary wall on the eastern boundary. This has been inspected by a structural engineer. It was found that there is build up of soil behind the wall and as a result of a mature Horse Chestnut and Yew tree immediately behind the wall that the wall has deformed significantly to require the wall to be urgently stabilised for a length of approximately 15 metres as indicated on the plan and photograph at Appendix A.
- 4.2 The Parish Council will not complete the lease until this matter is resolved. It is in this Council's interest to resolve this issue as then the Parish will complete the lease and be responsible for all future management costs.
- 4.3 The Parish Council have agreed to contribute £5,000 to the cost of repairing the wall and for SBDC to pay the remainder.
- 4.3 Various options of repair have been explored and the best solution is to remove the build up of soil, remove the trees and rebuild the 15 metre section of wall the cost to carry out this work is £12,400.
An alternative view has been explored to remove the build up of soil; demolish the wall and remove from site and replace with a closed board timber fence the cost be £10,000. It should be noted that the removal of the wall may raise local opposition for the removal of a local land mark and would require full local consultation.

The Council's Planning Conservation Officers comment is. The situation is that the wall in question is not in the Taplow Village Conservation Area. It is however within the setting of the conservation area, and it is considered as enhancing the setting of the Conservation Area . Its replacement by a boarded fence would detract from the setting of the Conservation Area. The wall is also marked in Appendix map H *Important Historic Walls* of the Conservation Area Appraisal. The text which accompanies that map (Appendix I) notes that "Taplow still has significant lengths of historic boundary walling. They are the surviving legacy of the large houses built during the 18th and 19th centuries." In the case of this wall it is virtually the sole surviving structure related to a demolished large house or gentleman's residence called Taplow Priory. The text concludes that the "Loss of these historic boundary walls would seriously damage the special interest of the conservation area". By the same token, removal of the wall would seriously damage the setting of the Conservation Area. Incidentally, I think it would also be unpopular with the Parish Council.

Therefore the wall should not be removed but rebuilt.

- 4.4 £5,000 of the cost will be met by the Parish Council plus £2,500 to be release from the bequest.

Members are therefore asked to consider releasing £4,900 from capital to fund these work.

Officers have consulted with the Council's tree officer who has agreed the required work. The work will be managed by officers

5. Resources, Risk and Other Implications

5.1 The financial implication is the cost of repairs to be met from capital funds.

5.2 There is a risk that should this matter not be progressed that the wall will collapse causing injury to the public.

6. Summary

6.1 The Policy Advisory Group is asked to note the contents of this report and advise the Portfolio Holder as to whether £7,400 is released from capital towards the cost of the wall repairs.

This matter will require Cabinet / Council agreement

Portfolio Holder:	Councillor Julian Wilson
Officer Contact:	John Harwood 01895 837321 email john.harwood@southbucks.gov.uk
Background papers	Services working file

Appendix A. Plan of the site showing the land to be transferred.



BOUNDARY ROAD WALL



Boundary Road Wall requiring to be stabilised or rebuild 15M Length



Boundary Road Wall requiring to be stabilised or or rebuild 15M Length



Boundary Road Wall requiring to be stabilised or rebuild 15M Length

SUBJECT:	Report on Bucks WAN and Managed Services Tender
REPORT OF:	Officer Management Team - Director of Resources Prepared by - ICT Manager

1. Purpose of Report

To update the Council on OJEU¹ procurement for Bucks PSN (Public Services Network) and Managed Services to replace Bucks WAN and associated services provided to the Council by Bucks CC with an external managed service.

2. Links to Council Policy Objectives

2.1 The Council aims to manage its core applications and data in a secure and efficient manner. This allows it to take advantage of opportunities to improve efficiency and exchange data with partners.

3. Background

3.1 Bucks CC have been providing external connectivity services to the Council since 2003-4 following the BucksConnect partnership funding, under the heading Bucks WAN (Wide Area Network), which has been in place since 2001 providing services to other Bucks councils and schools. The services to the Council have expanded and now include:

- Connection of Capswood and remote offices to Bucks WAN (Wide Area Network)
- Internet and external email access
- Voice calls between the Council and BCC/CDC at zero cost
- Web filtering
- Home working (BT IPStream)
- Remote access via tokens
- Firewall administration
- Assistance with GC Code of Connection
- Call logging and reporting for above
- Adhoc requests

3.2 As part of their transformational agenda, Bucks CC are working together with other Contracting Authorities (listed in para 3.5), of which the Council is a member, to let a contract for a range of telecommunications services including those listed in para 3.1 above as well as the managed service of its own internal network and telecommunications, which is currently in-house. This project is referred to as BucksPSN and an OJEU Notice for a restricted tender process, seeking to award to a single Supplier, was published in September 2011 for a prime contractor to deliver the initial services and others within scope as specified within the Statement of Requirements. The duration is for 5 plus 2 plus 2 years.

¹ OJEU- Official Journal of EU, indicates the procurement is required to follow EU public procurement rules.

- 3.3 The scope of the services incorporates the design, implementation, project management, commissioning, maintenance and on-going service management of WAN, LAN (Local Area Network), Security, Directories, Internet, telephone network (infrastructure and lines and minutes), remote access services, CCTV, traffic management systems, public information systems, unified communications systems management and associated services. Not all of these services will initially be applicable to the Council and other district councils e.g. management of the LAN, but the intention is to allow some of these to be extended to other Contracting Authorities in the future, if appropriate.
- 3.4 The main Contracting Authority will be Bucks CC who will enter in to the framework agreement on behalf of all Contracting Authorities, who will however place orders for services as required with the chosen Supplier and will deal directly with the Supplier, rather than via Bucks CC as is set up currently. The Contracting Authorities are:
- Buckinghamshire County Council
 - Academies in Buckinghamshire
 - Aylesbury Vale District Council
 - Chiltern District Council
 - South Bucks District Council
 - Wycombe District Council
 - Buckinghamshire and Milton Keynes Fire Authority
 - Buckingham and Oxfordshire NHS Cluster
 - Oxfordshire Health NHS Foundation Trust
 - Milton Keynes Council
 - Oxfordshire County Council
 - Northamptonshire County Council
 - Hertfordshire County Council
 - London Borough of Hillingdon Council
 - Royal Borough of Windsor and Maidenhead Council
 - Broxbourne Borough Council
 - Dacorum Borough Council
- 3.5 The Service will also provide a framework to deliver collaborative services across public and voluntary sectors within Bucks and neighbouring organisations.
- 3.6 The services must comply with the national Public Sector Network (PSN) initiative and requirements from the Cabinet Office. PSN will replace Government Connect framework², with which the Council currently complies. The Government is in the process of establishing framework agreements for the national PSN so that regional PSNs, which may include the BucksPSN, can easily be integrated with each other and with the Government's own secure network. Some services may overlap between the BucksPSN and national PSN but details are not yet available for the latter.
- 3.7 The contract will be to supply and manage the services specified, demonstrating Value for Money and continuous service improvement.

4. Proposal/Discussion

² Government Connect - a set of standards set by Government governing how local authorities can access the secure government network for the secure exchange of data and information.

- 4.1 The first BucksPSN project board was held on 6th October 2011 to agree the Terms of Reference, project plan and governance. This was attended by the Council's ICT Manager. The board membership is as follows:

Project Manager BCC - George Mc Gowan
 Executive BCC - Caroline Cooper
 Technical and Security Advisor BCC - Paul Doré
 Procurement Advisor BCC - Gordon Fram
 Financial Advisor - Matthew Strevens
 Schools Representative BCC - Mike Woods

Stakeholder Representatives from:

Aylesbury Vale District Council - Alan Evans, Jon MacKenzie
 Chiltern District Council - Sim Dixon, Frances Philips
 South Bucks District Council - Linda Grange
 Wycombe District Council - Mark Lansbury, Mary Humphris
 Buckinghamshire and Milton Keynes Fire Authority - Peter Duckmanton, Gareth Kitson
 Buckingham and Oxfordshire NHS Cluster - Sonia Milis

- 4.2 The provisional project key dates agreed by the Board are:

Task	Date
Issue OJEU tender	12/9/11
Deadline for completion of PQQ	13/10/11
PQQ Evaluation	31/10/11-1/11/11
Issue ITT	22/11/11
Bidders Day	2/12/11
Deadline for receipt of tenders	25/1/12
Evaluation of tenders completion	1/3/12
Preferred Supplier by	22/3/12
Award framework	27/4/12
Commencement of framework	11-25/5/12

- 4.3 The specifications of the technical services were issued on 7th October 2011 for comments from the Project Board within 7 days. The specification of the service management will be issued on 14th October again for comment within 7 days.
- 4.4 There will be on-going involvement from the Council's ICT Manager in this project as a project board member and to represent the Council's interests in the procurement exercise and further work to set up the specific services required by the Council following award of the framework agreement.
- 4.5 The services listed include the provision of remote/mobile/home working which is a defined Council project for 2012-3 and may therefore impact on this project.

5. Resources, Risk and Other Implications

5.1 Financial

Expected to be within current Bucks WAN charges or to demonstrate some savings. May require some additional consultancy from Steria to assist in provisioning and implementation of new service.

5.2 Legal

The tender process is being managed and supported by Bucks CC Procurement and Legal Officers.

5.3 ICT

Implications for ICT resources specifically ICT Manager as part of the BucksPSN project board and during implementation.

5.4 Risks Issues

Risks are being addressed by the Project Manager and a risk register maintained. For the Council a specific risk has been raised over the extension of the contract with the existing main BCC contractor, Telindus, should the contract over-run.

5.5 Equalities

None identified.

6. Summary

6.1 The Portfolio Holder is requested to note the report on the BucksPSN tender.

Officer Contact:	Linda Grange Linda.Grange@southbucks.gov.uk 01895 837393
Background Papers:	

CHECKLIST BOX - for draft report only		
Referred to Finance	Yes/No	Date:
Comments received	Yes/No	
Comments incorporated	Yes/No	
Report agreed	Yes/No	
Referred to Legal/Democratic Services	Yes/No	Date:
Comments received	Yes/No	
Comments incorporated	Yes/No	
Report agreed	Yes/No	
Referred to ICT	Yes	Date: 11/10/11
Comments received	Yes	
Comments incorporated	Yes	
Report agreed	Yes	
Has an Equalities Impact Assessment been carried out?		Not Required

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