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Queen Victoria Road
High Wycombe
Bucks HP11 1BB

Cabinet

Date: 8 July 2019
Time: 7.00 pm
Venue: Council Chamber
District Council Offices, Queen Victoria Road, High Wycombe Bucks

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AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. MINUTES

To confirm the minutes of the meeting of the Cabinet held on 11 March 2019 (attached).

3. DECLARATIONS OF INTEREST

To receive any disclosure of disclosable pecuniary interests by Members relating to items on the agenda. If any Member is uncertain as to whether an interest should be disclosed, he or she is asked if possible to contact the District Solicitor prior to the meeting.

Members are reminded that if they are declaring an interest, they should state the nature of that interest whether or not they are required to withdraw from the meeting.

Cabinet Minutes

Date: 11 March 2019

Time: 7.00 - 7.27 pm

PRESENT: Councillor Ms K S Wood (Executive Leader of the Council - in the Chair)

Councillor Mrs J A Adey	- Cabinet Member for Environment
Councillor D H G Barnes	- Deputy Leader and Cabinet Member for Strategy & Communications
Councillor S Broadbent	- Cabinet Member for Economic Development and Regeneration
Councillor D J Carroll	- Cabinet Member for Youth and External Partnerships
Councillor D A Johncock	- Cabinet Member for Planning
Councillor Mrs J D Langley	- Cabinet Member for Housing
Councillor G Peart	- Cabinet Member for Community
Councillor D M Watson	- Cabinet Member for Finance and Resources
Councillor L Wood	- Cabinet Member for Digital Development & Customer Services

By Invitation

Councillor Mrs S Adoh	- Deputy Cabinet Member for Housing
Councillor A R Green	- Chairman of the Council
Councillor G C Hall	- Deputy Cabinet Member for Environment
Councillor M Harris	- Deputy Cabinet Member for Economic Development and Regeneration
Councillor D Knights	- Chairman of the Improvement and Review Commission
Councillor R Raja	- Leader of the Labour Group
Councillor A Turner	- Deputy Cabinet Member for Planning

Also present: Councillors R Gaffney and P R Turner

88 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors C Etholen (Deputy Cabinet Member for Digital Development and Customer Services) and S Saddique (Deputy Cabinet Member for Finance and Resources).

89 MINUTES

RESOLVED: That the minutes of the meetings of the Cabinet held on 4 February 2019 be approved as a true record and signed by the Chairman.

90 DECLARATIONS OF INTEREST

There were no declarations of interest.

91 TRANSITION TO A NEW UNITARY COUNCIL - APPOINTMENTS TO THE SHADOW EXECUTIVE

Cabinet were asked to appoint two representatives from Wycombe District Council to the Shadow Executive for the new Shadow Council.

It was anticipated that the Draft Structural Changes Order 2019 would be laid before Parliament which would provide for 17 Members to be appointed to the Shadow Executive. The membership would consist of 2 Members from each of the four existing District Councils, 8 from Buckinghamshire County Council, plus the role of Chairman of the Shadow Executive which would be undertaken by the County Council Leader.

Cabinet agreed that in the event that the Structural Changes Order was laid that the two appointments set out below be made, subject and without prejudice to the current legal action being undertaken.

The following decisions were made to appoint representatives to sit on the Shadow Executive for the new Shadow Council.

RESOLVED: That (i) Councillors Ms K Wood and A Green be appointed as Wycombe District Council's representatives to sit on the Shadow Executive for the Shadow Council; and

(ii) Councillors D Johncock and S Broadbent be appointed as Wycombe District Council's named substitutes for the Shadow Executive for the Shadow Council.

92 BUCKS HOME CHOICE ALLOCATION POLICY

Cabinet reviewed a report requesting adoption of proposed amendments to the Bucks Home Choice Allocations Policy which enabled all four district authorities to access applications to the housing register. The Bucks Home Choice Partnership membership comprised of Aylesbury Vale District Council, Chiltern District Council, South Bucks District Council and Wycombe District Council.

Bucks Home Choice was the overriding policy regarding access to the statutory housing register for households and people seeking social housing. Cabinet were informed that the Policy had been reviewed in response to recent case law following the Localism Act 2011, and the Homelessness Reduction Act 2017.

The following recommendation was made as the Partnership was proposing a number of amendments to the priority bandings and qualifying criteria in the Bucks Homes Choice Allocation Policy due to changes in housing legislation, recent case law and local housing pressures.

Recommended: That Council adopts the revised Bucks Home Choice Allocations Policy and that partnership working and co-operation with Aylesbury Vale, Chiltern and South Bucks District Councils continued.

EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That pursuant to Regulation 4(2)(b) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 the press and public be excluded from the meeting during consideration of Minute Nos 93 to 94 and 97 to 98, because of their reference to matters which contain exempt information as defined as follows:

Minute 93 Cressex Island– Appendices A, B and C

Minute 94 Handy X Hub Phase 3B– Appendix A

Minute 97 Green Space Contract Procurement

Information relating to the financial or business affairs of any particular person (including the authority holding that information) (Paragraph 3, Part 1 of Schedule 12A, Local Government Act 1972)

(The need to maintain the exemption outweighs the public interest in disclosure, because disclosure could prejudice the Council's position in any future tender process or negotiations)

Minute 98 - File on Action taken under Exempt Delegated Powers

Community sheet no: C/2/19

Economic Development & Regeneration sheet nos: EDR/02/19 - EDR/09/19

Information relating to the financial or business affairs of any particular person (including the authority holding that information) (Paragraph 3, Part 1 of Schedule 12A, Local Government Act 1972)

(The need to maintain the exemption outweighs the public interest in disclosure, because disclosure could prejudice the Council's position in any future tender process or negotiations)

93 CRESSEX ISLAND

The report before Cabinet set out proposals for the remainder of the Cressex Island site, these included a disposal option for two-thirds of the western part of the site for speculative industrial development, and for the eastern third to be developed as a discount food store and drive thru' restaurant, funded by the Council as a retained let investment.

The Cabinet Member for Economic Development and Regeneration informed the meeting that the last sentence of paragraph 5 of the report should be amended to read as follows: "The proposed industrial development also carries planning risk (traffic modelling and visual impact). The site has no use allocation in the local plan. However, the employment proposal would fit with mixed use nature of the area, and help to off-set some of the employment losses resulting from the conversion of offices to residential via permitted development."

Cabinet supported the overall scheme which would bring a vacant site into beneficial use with the potential to create approximately 150 employment opportunities.

The following recommendations were made as the proposed disposal of part of the site was above delegated authority levels. The proposed investment in the development of the remainder of the site was not in the Capital Programme and required a recommendation to Full Council.

Recommended: That (i) the freehold interest in the western two-thirds of the Cressex Island site be disposed of on the terms set out in confidential Appendix A of the report;

(ii) the development of the eastern third of the Cressex Island site be funded by the Council, for retention as a let investment, on the terms set out in confidential Appendix A of the report;

(iii) approval of the detailed terms of the disposal be delegated to the Corporate Director in consultation with the Major Projects Executive, the Head of Finance and Commercial, and their respective Cabinet Members; and

(iv) a supplementary estimate as set out in Appendix A of the report for the development and enabling works be agreed.

94 HANDY X HUB PHASE 3B

Cabinet approval was sought to dispose of the freehold interest in land at the Handy X Hub site (The Prow site). The report set out proposals to establish offices at the site, which was expected to accommodate approximately 100 jobs.

The following decisions were made as the proposed disposal was above delegated authority levels.

RESOLVED: That (i) the freehold interest in Handy X Hub Phase 3B ('The Prow' site) be disposed of on the terms set out in the confidential Appendix A of the report; and

(ii) approval of the detailed terms of the disposal be delegated to the Corporate Director in consultation with the Major Projects Executive, the Head of Finance and their respective Cabinet Members.

95 INFORMATION SHEET

Cabinet received the following Information Sheet issued since the last meeting:

2/2019 Response to the Recommendations of the Improvement & Review Commission 28 November 2018 concerning the River Wye - Update.

96 FILE ON ACTION TAKEN UNDER DELEGATED AUTHORITY

Cabinet received the following files on actions taken under delegated powers:

Finance	F/03/19 – F/05/19
Planning & Sustainability	PS/01/19 – PS/03/19

97 GREEN SPACE CONTRACT PROCUREMENT

Cabinet were advised that the Council’s current Green Space contract was due to terminate in December 2019. Approval was sought to begin a competitive tender exercise.

The following decision was made as the Council’s current Green Space contracts expire in December 2019 and replacement contracts were required.

RESOLVED: That the Council tender for a new green space contract to run from 2020-2024 with an option to extend for a further four years.

98 FILE ON ACTION TAKEN UNDER EXEMPT DELEGATED POWERS

Cabinet received the following files on exempt actions taken under delegated powers:

Community Sheet No: C/2/19

Economic Development & Regeneration Sheet Nos: EDR/02/19 – EDR/09/19

Chairman

The following officers were in attendance at the meeting:

Karen Satterford	- Chief Executive
Ian Hunt	- Democratic Services Manager
Catherine MacKenzie	- Principal Democratic Services Officer
Christopher Hartnell	- Interim Accountant

Agenda Item 4.



Report For:	Cabinet
Date of Meeting:	Cabinet 8 July 2019
Part:	Part 1 - Open

SUMMARY	
Title of Report:	REFERRAL FROM THE HIGH WYCOMBE TOWN COMMITTEE - HIGH WYCOMBE CEMETERY MUSLIM BURIAL VAULTS
Cabinet Member: Officer Contact: Direct Dial: Email:	Councillor Graham Peart Sue Drummond 01494 421820 Sue.drummond@wycombe.gov.uk
Wards affected:	All wards
Reason for the Decision:	Purchase and installation of additional burial vaults to be made use of by Wycombe's Muslim community is needed because the Cemetery service will run out of available vaults by September 2019. Purchasing additional vaults enables the existing service to continue uninterrupted while the new Cemetery project is implemented. The alternative would be to move to standard earth burials until the new Cemetery is open for burials.
Proposed Decision:	<p>That:</p> <ul style="list-style-type: none"> (i) the release of £44,880 for 66 additional burial vaults from the Special Expenses Account be approved; (ii) the release of £76,500 for works to install an additional terrace from the Special Expenses Account be approved; and (iii) delegated authority be given to the Head of Housing, Environment and Community Services, in consultation with the Head of Finance and Commercial and the Chairman of the High Wycombe Town Committee, to make amendments to fees and charges relating to new concrete chambers for Muslim burials

<p>Sustainable Community Strategy/Council Priorities - Implications</p>	<p>Risk: The provision of concrete burial vaults fits within the Cohesive and Strong Communities theme of the Sustainable Community Strategy by meeting the specific requirements of Wycombe's Muslim residents.</p> <p>Equalities: This project enables the Cemetery to continue to provide burial spaces that meet the requirements of Muslim residents. As well as other legislation covering the duties and powers of burial authorities, the provisions of the Equalities Act 2010 has to be considered in all decisions including provision of burial spaces and making amendments to fees and charges.</p> <p>Health & Safety: None</p>
<p>Monitoring Officer/ S.151 Officer Comments</p>	<p>Monitoring Officer: The Council, is designated as a burial authority under Section 214 of the Local Government Act 1972, and it is also authorised by that provision and the Local Authorities Cemeteries Order 1972 (as amended) to charge such fees as it thinks proper. In fixing fees, it may take account of the fact that costs in connection with High Wycombe town cemetery are designated as Special Expenses.</p> <p>S.151 Officer: Any costs associated with this project will be met from the Special Expenses Account for the High Wycombe Town Area. At the end of 2018/19 the special reserves balance is £1,096k. There are therefore sufficient funds available to meet the projected costs of this scheme pending full cost recovery through increased fees and charges.</p>
<p>Consultees:</p>	<p>The proposed vaults have been discussed and agreed with the Chairman of Wycombe Islamic Mission Mosque Committee and with the HWTC Task and Finish Group of 2018.</p> <p>This report was referred to the High Wycombe Town Committee meeting of 11/6/19 who agreed with the recommendations.</p>
<p>Options:</p>	<p>There are two options.</p> <ol style="list-style-type: none"> 1. Option one – install a new area of vaults. The capital cost of new vaults would need to be borne out of Special Expenses and the cost would be recouped by income received for vault burials.

	<p>2. Option two – cease to provide vault burials, in which case earth burials will be the only option This lack of alternative would mean that the Council failed to meet the needs of the local Muslim community</p>
Next Steps:	Following Cabinet approval, to proceed with implementation as the current supply of burial vaults is anticipated to be exhausted within the next few months.
Background Papers:	High Wycombe Town Committee minutes to its meetings of 13 September 2016 (agenda item 5, title: 'Next Phase of Concrete Burial Chambers', minute number 11) and 11 June 2019 (agenda item 6, title: 'High Wycombe Cemetery Muslim Burial Vaults', minute number 5).
Abbreviations:	HWTC – High Wycombe Town Committee

Appendices to this report are as follows: None

Detailed Report

Executive Summary

1. In 2011 the Council resolved to fund the installation of concrete burial chambers, following requests from Muslim community representatives. These chambers were identified by them as more suitable for Islamic burial practices than the metal frames supplied by the Council up to that date.
2. The new vaults are deeper and will be installed as previously, i.e. grave spaces laid out head to foot with a 1m path along the foot of the grave and 450mm gaps between graves for access around as a minimum.

Background and Issues

3. The Town Committee established a Member Task and Finish Group 2016-2018 to review the Muslim burial vaults the Council was using because concerns had been raised by representatives from Wycombe Islamic Mission. The main concern was that the vaults were not deep enough. The following vaults have since been purchased and appear to meet the majority of Muslim residents' requirements. These chambers will be sourced again.

Greenacre (Gem Precast) 4ft Chamber

4. The anticipated measurements when the chambers are constructed are 2460mm long and 1110mm wide externally, internally measurements are to be confirmed but should be in the region of 2260mm long and 912mm wide.
5. The chamber would be 1220 mm (4ft') deep and bottomless.

6. Pricing is subject to the numbers ordered and installed as follows:

£700.00 +vat each for 1-30 chambers installed

£680.00 +vat each for 31-75 chambers installed

£670.00 +vat each for 76-150 chambers installed
7. Concrete burial chambers are widely used elsewhere and these now meet the most up to date requirements of local Muslims of a Pakistani heritage. Wycombe Islamic Mission informed the Council that ‘the usage of concrete chambers for Muslim burials is the current practice in other graveyards around the country...’, and is ‘in accordance with the wishes of local Muslims and in compliance with Islamic teachings’.
8. The current cost (2019/20) of interment in a burial chamber is £1762. This includes £680 for the cost of the chamber installation and £333 for the cost to the contractor and WDC staffing costs. This part of the fee is reviewed by the Committee on an annual basis. In addition, for any new grave burial in the cemetery there is a Right of Burial charge which is currently £749. The total cost of a current burial in a chamber is therefore £1762 for residents of High Wycombe town.
9. It should be noted that, due to the high number of reservations and the limited number of vaults available, reservations have had to be suspended so that the Cemetery has a sufficient stock of vaults for actual burials. 52 vaults were installed last year and, of those used so far, 26% are unavailable for use because they have been reserved. The vaults are funded by generating income from their sale and transferring income to a reserve – reservation prevents the vaults from generating sufficient income to pay for the next tranche and results in the Cemetery holding vacant vaults while incurring costs to provide new tranches. In a cemetery that has a rapidly dwindling supply of land available for concrete chambers, sufficient vaults cannot be provided to allow for one quarter to be taken out of use.
10. The recommendations made to Cabinet in this report were referred to the High Wycombe Town Committee meeting of 11 June 2019 for their consideration as recommendations to Cabinet.
11. That HWTC meeting agreed with the recommendations commending officers on the extensive work they had carried out over the period since 2011 to provide reasonably priced and suitable burial vaults.
12. Given that featuring this item on the next published Cabinet Forward Plan would not result in a decision ahead of the 16 September 2019 Cabinet meeting, which would be too late and jeopardise the continuing provision of the service. Agreement of the Chairman of the Improvement & Review Commission Councillor Ron Gaffney to the inclusion of this item without the statutory 28 clear days’ notice of a decision-making body’s intention to make a key decision, has been obtained, as per Regulation 11 of the Local Authorities (Executive Arrangements) (Meetings & Access to Information) (England) Regulations 2012.

Agenda Item 5.



Report For:	Cabinet
Date of Meeting:	Cabinet 8 July 2019
Part:	Part 1 - Open

SUMMARY	
Title of Report:	2018/19 PERFORMANCE REPORT
Cabinet Member: Officer Contact: Direct Dial: Email:	Councillor Ms Katrina Wood Harriet Baldwin, Performance and Improvement Officer 01494 4213888 Harriet.baldwin@wycombe.gov.uk
Wards affected:	All
Reason for the Decision:	That Cabinet should review performance to ensure that the Council is performing at the appropriate level. Corporate business planning and monitoring contributes to the discharge of the Council's functions as authorised by Section 111 of the Local Government Act 1972.
Proposed Decision:	That: (i) the 2018/19 full year outturn for the Council's key performance measures, in particular that all of the performance measures where targets were set either exceeded the target or met the target (within +/- 5%) be noted; and (ii) the summary report and full list of results from the corporate performance indicators for the full year be noted.
Sustainable Community Strategy/Council Priorities - Implications	Performance measures provide information with regard to the achievement of key objectives and support the Council's priorities as set out in the Corporate Plan Risk is assessed alongside performance management measures but reported separately Equalities issues are considered by each service area in the planning and delivery of their services Health & Safety: N/A

Monitoring Officer/ S.151 Officer Comments	Monitoring Officer: No specific comments. S.151 Officer: No direct financial implications.
Consultees:	N/A
Options:	N/A
Next Steps:	A summary Annual Report outlining the Council's performance will be published on the Council's website.
Background Papers:	N/A
Abbreviations:	MHCLG: Ministry of Housing, Communities & Local Government CSC: Customer Service Centre

Appendices to this report are as follows:

Appendix A: 12 key performance measures: full year outturn

Appendix B: 41 performance measures: full year outturn

Detailed Report

Background

1. Regular monitoring of performance enables areas of underperformance to be identified and rectified in "real time".
2. The quality of the data is monitored regularly to ensure that it is fit for purpose for decision making and complies with the characteristics of good data quality as set out by the Audit Commission and embedded within the Council's performance management framework and data quality policy.

Corporate Key Performance Measures (KPMs)

3. The Council's Corporate Plan sets out four priorities: Place, People, Prosperity and Progress. The performance management framework identifies key performance measures to report on progress in service delivery against these priorities. The Council corporately reports 12 key performance measures (KPMs) quarterly from Community, Environment and Housing, HR, ICT and Facilities Management Services and Planning and Sustainability, as part of 41 key performance indicators (KPIs) drawn from across all of the service areas.
4. The 2018/19 quarter 4 and full year outturn report set out in Appendix A reports on the 12 corporate KPMs. These are high level performance measures selected to give an overview of performance and so provide an indication of performance and direction of travel.
5. The performance measures are assessed as to whether they are exceeding the target, meeting the target (within +/- 5%); more than 5% away from the target, or data only.

6. For quarter 4 2018/19 and for the full year all of the corporate measures either exceed the target or meet the target (within +/- 5%). None of the 12 corporate measures are more than 5% away from target.

Corporate key performance indicators (KPIs)

7. Appendix B sets out the outturn of the 41 key performance indicators monitored regularly by service areas. Of the 41 KPIs, there was only one exception – where the measure is more than 5% away from the target - at the outturn position.




Exception - PS002: Achieve cost recovery of building control work that attracts a charge

Target: 100%; Outturn 93%

8. The expenditure figures include for the budgeted amount of internal recharges. The outturn is worse than expected because £27,000 of advanced receipts was not carried into this financial year. This would have resulted in a variance against target of less than 3%

Performance symbol key

9. The following symbols are used to indicate performance in Appendices A and B.

	Measure has exceeded target by more than 5%
	Measure is within +/- 5% of target
	Measures is more than 5% away from target
n/a	Measure has no target set as used for data collection only

Community Portfolio		2017/18 Actual	2018/19 Targets	Q1	Q2	Q3	Q4	Annual Year to date		Snapshot* *Q1 2016/17 to present
Code	Measure							Actual	Alert	
CS001a	Number of users of Wycombe Leisure Centre	690,459	Data Only	164,088	161,371	154,846	191,045	671,350	Data Only	
Comment:										

Environment Portfolio		2017/18 Actual	2018/19 Targets	Q1	Q2	Q3	Q4	Annual		Snapshot* *Q1 2016/17 to present
Code	Measure							Actual	Alert	
NI192 (JWS5)	% of household waste reused, recycled and composted	52.8%	52.8%	56.9%	52.1%	57.1%	49.7%	52.6%		
Comment:		Q3 and Q4 reflect seasonal variations (Autumn and winter months)								



Measures have exceeded target by more than 5%



Measures have met or are within +/- 5% of target



Measures are more than 5% away from target

Environment Portfolio		2017/18 Actual	2018/19 Targets	Q1	Q2	Q3	Q4	Actual		Snapshot* *Q1 2016/17 to present
Code	Measure							Actual	Alert	
BV082ai (JWS1)	% of household waste recycled	24.3%	25.2%	21.4%	24.1%	25.9%	25.8%	24.3%	●	
BV082aii (JWS3)	Tonnage of household waste recycled	23,558	23,558	5,765.78	5,586.78	6,051.65	5975.77	23,380	●	
Comment:	There is an upward trend in household waste being recycled									
BV082bi (JWS2)	% of household waste composted	28.4%	28.4%	35.41%	27.95%	25.7%	23.77%	28.2%	●	
BV082bii (JWS4)	Tonnage of household waste composted	27,525	27,525	9,523.04	6,478.43	5,998.70	5506.8	27,507	●	
Comment:	Q3 and Q4 figures are reflective of the seasons									



Measures have exceeded target by more than 5%



Measures have met or are within +/- 5% of target



Measures are more than 5% away from target

Housing Portfolio		2017/18 Actual	2018/19 Targets	Q1	Q2	Q3	Q4	Annual		Snapshot* *Q1 2016/17 to present
Code	Measure							Actual	Alert	
ES006	Number of households in temporary accommodation (TA)	79	79	80*	74	80	82	82	N/A	
	Bed and Breakfast (family units)			9 (4)	5(1)	10 (2)	11 (7)			
	Saunderton Lodge			29	28	24	29			
	Registered Provider			39	35	39	36			
	WDC retained properties			2	6	7	6			
Comment:	The Q1 figure includes 1 household in a Women’s Refuge									
ES009	Percentage of people who approach WDC prevented from becoming homeless.	46%							N/A	New PI from 2017/18
	Number of people prevented from becoming homeless									
	Total number of approaches made to the housing team			288	299	313	347			
Comment:	Due to the introduction of the Homeless Reduction Act in 2018 there has been a major change in how we work. The Ministry for Communities and Local Government have introduced a new reporting mechanism and due to timescales IT has not been fully implemented to collect the data. MCHLG due to the problems with data reporting have advised that data is not accurate and this first year all data will be experimental. Only the number of approaches are therefore reported for this year.									



Measures have exceeded target by more than 5%



Measures have met or are within +/- 5% of target



Measures are more than 5% away from target

HR, ICT and Customer Services Portfolio		2017/18 Actual	2018/19 Targets	Q1 Actual	Q2 Actual	Q3 Actual	Q4 Actual	Year to date		Snapshot* *Q1 2016/17 to present
Code	Measure							Actual	Alert	
BV12	Sickness Absence	6.8	6.8	6.97	6.8	6.32	7.31	7.23		
Comment:	The sickness percentage for the year to date 31st March 2019 is 3.17%. The average number of days sick per officer is 7.23 days. The figure is slightly above our target due to the impact of 2 particularly long absences in one service area.									
Page 17 HR002	% of all calls to CSC abandoned	3.6%	< 5%	3.3%	2.6%	4.2%	3.9%	3.5%		
	Number of calls abandoned	5,985		1,349	1,001	1,461	1,439	5,173		
	Total number of calls	168,439		40,886	38,052	34,797	36,929	150,664		
Comment:	The reduced performance in Q3 in relation to abandoned calls is as a result of a sporadic telephone system problem impacting call delivery in the first week of December. Performance improved following the resolution of this issue but with the lower volumes experienced over Christmas and New Year it was difficult to bring it back in line. In addition a significant level of sickness absence impacted performance on 21st December.									




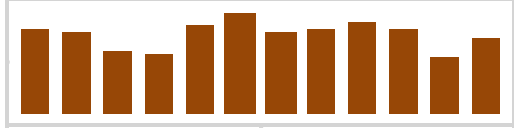
Measures have exceeded target by more than 5%



Measures have met or are within +/- 5% of target



Measures are more than 5% away from target

Planning Portfolio		2017/18 Actual	2018/19 Targets	Q1	Q2	Q3	Q4	Year to date		Snapshot* *Q1 2016/17 to present
Code	Measure			Actual	Actual	Actual	Actual	Actual	Alert	
NI157a	% of major applications determined in 13 weeks	85%	60%	92%	83%	57%	75%	80%		
	Determined in 13 weeks	45		12	10	4	6	26		
	Number determined	53		13	12	7	8	32		
Comment:	The Government minimum set target for this measure is 60%.									



Measures have exceeded target by more than 5%















Measures have met or are within +/- 5% of target



Measures are more than 5% away from target

Key Performance Measure 2018/19: full year outturn		Target 2018/19	Outturn 2018/19	Symbol
Democratic, Legal & Policy Services				
DL001	Number of compliments received	Data Only	205	N/A
DL002	Number of complaints received	Data Only	496	N/A
DL003	% of Land Charge searches carried out within 10 working days	95%	100%	★
Community Services				
CS001a	Number of users of Wycombe Leisure Centre	Data Only	671,350	N/A
CS001b	Number of users of Court Garden Leisure Complex	Data Only	118,182	N/A
CS001c	Number of users of Risborough Springs Swim and Fitness Centre	Data Only	151,031	N/A
CS002	Number of visits / usages to Wycombe Museum (Q1&2 only)	Data only	44,033	N/A
Housing & Environment				
NI192 (JWS5)	% of household waste reused, recycled and composted	52.80%	52.60%	●
BV082ai (JWS1)	% of household waste recycled	25.20%	24.31%	●
BV082aii (JWS3)	Tonnes of household waste recycled	23,558.00	23,380	●
BV082bi (JWS2)	% household waste composted	28.40%	28.21%	●
BV082bii (JWS4)	Tonnes of household waste composted	27,525.00	27,507	●
ES001 (JWS8)	Number of waste and recycling collections missed	New KPM	3,677	N/A
ES002i (JWS10)	Average number of days to remove fly-tips (from notification)	New KPM	2.39	N/A
ES003 (JWS11)	% of calls abandoned to joint waste service	New KPM	29.17%	N/A
ES004 (JWS12)	% of calls answered by joint waste service within 20 seconds	New KPM	70.17%	N/A
ES014 (JWS13)	Overall joint waste service customer satisfaction survey	Not undertaken		N/A
ES005	% of programmed food premises interventions carried out	90%	95.39%	★
ES006	Number of people in temporary accommodation	Data only	82	N/A
ES09a	Percentage of people prevented from becoming homeless through WDC advice/approaches to the homelessness service	KPM changed	347	N/A
Planning & Sustainability				
NI157a	% of MAJOR applications determined in 13 weeks	60%	80.0%	★
NI157b	% of MINOR applications determined in 8 weeks	65%	74.4%	★
NI157c	% of OTHER applications determined in 8 weeks	80%	86.2%	★
BV204	% of section 78 planning appeals allowed	< 40%	22.4%	★
PS001	% of all decisions delegated to officers	96%	98.4%	★

PS002	Achieve 100% cost recovery of work that attracts a charge	100%	94%	
PS003	% of fee earning BC work carried out in-house	80%	77%	
HR, IT, CSC & Facilities Management				
BV008	% of invoices paid within 30 days	98%	99.6%	
BV012	Average number of working days lost to sickness absence	6.8	7.23	
HR001	% of calls to CSC answered	90%	96.5%	
HR002	% of all calls to CSC answered within 20 seconds	70%	77.4%	
HR003	% of calls to CSC abandoned	<5%	3.5%	
HR004	Overall satisfaction levels	Data only	93.6%	N/A
Finance & Commercial				
CI001	% of fraud referral risk assessed within 5 working days	100%	100%	
CI004	Total value of SPD savings identified from an investigation.	Data Only	£21,318.24	N/A
CI005	Total value of CTR savings identified from an investigation	Data Only	£27,547.77	N/A
CI007	Number of fraud sanctions administered	Data Only	38	N/A
BV078a	Average time for processing new HB / CTB claims (days)	20	19.79	
BV078b	Average time for processing HB / CTR (Council tax reduction): change events (days)	7	4.35	
BV009	Council Tax Collected	98.4%	98.4%	
BV010	NNDR Collected	98.8%	98.4%	

Report For:	Cabinet
Meeting Date:	8 July 2019
Part:	Part 1 - Open

Title of Report:	TREASURY MANAGEMENT ANNUAL REPORT 2018/19 AND PRUDENTIAL INDICATORS
Cabinet Member: Officer Contact: Direct Dial: Email:	Councillor David Watson David Skinner 01494 421322 David.Skinner@wycombe.gov.uk
Wards affected:	All
Reason for the Decision:	The regulatory environment places responsibility on members for the review and scrutiny of treasury management policy and activities. This report is, therefore, important in that respect, as it provides details of the outturn position for treasury activities and highlights compliance with the Council's policies previously approved by members.
Proposed Decision:	That the outturn position for treasury management activities for 2018/19 be reviewed and noted.
Sustainable Community Strategy/Council Priorities - Implications	The Council meets the requirements of the CIPFA Code of Practice for Treasury Management and Prudential Code for Capital Finance in Local Authorities Risk: The key financial risks relating to the treasury activity are set out in the main body of the report. Equalities: n/a Health & Safety: n/a
Monitoring Officer/ S.151 Officer Comments	Monitoring Officer: The report addresses the statutory obligations placed upon the Council. S.151 Officer: This is a Section 151 Officer report and all the financial implications are included in the report.
Consultees:	N/A
Options:	N/A
Next Steps:	If necessary, following Audit Committee, a verbal update will be provided at the meeting.
Background Papers:	1. Treasury Management strategy 2018/19 approved by the Council on 22 nd February 2018. 2. CIPFA Code of Practice on Treasury Management. 3. CIPFA Prudential Code for Capital Finance in Local

	Authorities.
Abbreviations:	CIPFA – Chartered Institute of Public Finance Accountancy CFR – Capital Financing Requirement CCLA – Churches, Charities & Local Authorities LIBID – London Inter Bank Bid LIBOR – London Inter-bank Offered Rate MPC – Monetary Policy Committee

1. Background

- 1.1. As part of the Code the Council approved the Treasury Management Strategy for 2018/19 along with a series of prudential indicators and measure its performance against them. These indicators and performance are detailed within the main body of the report.
- 1.2. In accordance with Central Government Guidance on Local Government Investments, and the CIPFA Treasury Management Code of Practice, the order of the Council's investment priorities is 1. Security; 2. Liquidity; and, 3. Return. This may result in the Council achieving a lower rate of return than an organisation operating a more aggressive investment strategy in a less regulated sector.
- 1.3. The Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2018/19. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management, (the Code), and the CIPFA Prudential Code for Capital Finance in Local Authorities, (the Prudential Code).
- 1.4. During 2018/19 the minimum reporting requirements were that the full Council should receive the following reports:
 - An annual treasury strategy in advance of the year Council 22nd February 2018.
 - A mid-year (minimum) treasury update report Audit Committee 1st November 2018.
 - An annual review following the end of the year describing the activity compared to the strategy (this report).
- 1.5. This Council confirms that it has complied with the requirement under the Code to give prior scrutiny to all of the above treasury management reports by the Audit Committee before they were reported to the full Council.
- 1.6. The Treasury Management Annual Report covers three main areas summarised below:

Capital activity (section 2)

- Capital expenditure and Financing;
- Capital Financing Requirements (CFR); and
- Affordability Indicators

Borrowing (section 3)

Treasury (section 4)

- Overall treasury position; and
- Summary of Interest Rates.

Economy and Interest Rates (section 5)

2. The Council's Capital Expenditure and Financing 2018/19

- 2.1. The Council undertakes capital expenditure on long-term assets. These can be financed immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions etc.) or if insufficient financing is available from those sources or a decision is taken not to use those resources, the expenditure will give rise to a borrowing need.
- 2.2. The capital expenditure statement forms one of the required prudential indicators. The table below shows how capital expenditure was financed:

2017/18 Actual £m	Capital Expenditure and Funding	2018/19	
		Revised Budget £m	Actual £m
11.785	Capital Expenditure	21.552	15.538
	Funding		
-6.739	Capital Receipt	0.000	0.000
-5.046	Capital Grants and Contributions	7.252	3.467
0.000	Development Fund Reserve	14.300	12.071
-11.785	Total Funding	21.552	15.538

Capital Financing Requirements

- 2.3. The Council's underlying need to borrow for Capital Expenditure is called the Capital Financing Requirement (CFR). It represents the cumulative 2018/19 and previous years' net capital expenditure which has not yet been funded by revenue or other resources, but has been paid for by borrowing either externally or by borrowing from internal existing cash balances.
- 2.4. The CFR is reduced each year by a statutory revenue charge called the Minimum Revenue Provision (MRP). This CFR can also be reduced by the application of additional capital resources such as capital receipts or charging more than the statutory revenue charge (MRP), through a Voluntary Revenue Provision (VRP).
- 2.5. The MRP policy is required to be approved by Council annually and this was approved for 2018/19 on 22nd February 2018 by Council.
- 2.6. The Council's CFR for the year is shown in the table overleaf, and represents a key prudential indicator. It includes the waste contract embedded lease for vehicles and bins on the balance sheet, which increase the Council's borrowing need. No borrowing is actually required against these schemes as a borrowing facility is included within the contract.

2017/18 Actual £m	Capital Financing Requirement (CFR)	2018/19	
		Budget £m	Actual £m
6.862	CFR as at 1 April	5.885	5.870
-0.992	Minimum Revenue Provision	-0.991	-0.991
5.870	CFR as at 31 March	4.894	4.879

2.7. **Affordability** - Actual financing costs as a proportion of net revenue stream - this indicator identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream. This financing costs excludes revenue reserves set aside to fund the Capital Expenditure.

2017/18	Table 3	2018/19
Actual		Actual
3.44%	Ratio of financing cost	1.23%
0.00	No additional Borrowing, therefore Incremental Impact on Council Tax is '0'	0.00

2.8. The reduction between years is mainly due to higher investment income resulting from better returns and the increase in net revenue stream (i.e. Budget requirement which is funded by RSG, NHB, Business Rates and Council Tax).

3. Borrowing

3.1. The Council did not undertake any borrowing nor did it borrow in advance of need. Council does not have any borrowing and therefore did not reschedule any debt during the year.

3.2. **Gross Borrowing and the CFR** - in order to ensure that borrowing levels are prudent over the medium term and only for a capital purpose, the Council should ensure that its gross external borrowing does not, except in the short term, exceed the total of the capital financing requirement in the preceding year (2017/18) plus the estimates of any additional capital financing requirement for the current (2018/19) and next two financial years. This essentially means that the Council is not borrowing to support revenue expenditure. The table below highlights the Council's gross borrowing position against the CFR. The Council has complied with this prudential indicator as detailed in the table below.

2017/18 £m	Borrowing V CFR	2018/19	
		Budget £m	Actual £m
2.390	Gross Projected Debt	1.606	1.627
5.870	CFR 31st March	4.894	4.879
3.480	Under borrowing	3.288	3.252

3.3 **The authorised limit** - the authorised limit is the "affordable borrowing limit" required by s3 of the Local Government Act 2003. Once this has been set, the Council does not have the power to borrow above this level.

3.4 **The operational boundary** – the operational boundary is the expected borrowing position of the Council during the year. Periods where the actual position is either below or over the boundary is acceptable subject to the authorised limit not being breached.

3.5 The table below provides the actual borrowing against the limits set.

2017/18 Actual	Authorised Limit & Operational Boundary for External Debt	2018/19 set Limits	2018/19 Actual
£m		£m	£m
2.390	Authorised Limit for external debt Borrowing and other long term liabilities	10.000	1.627
0.000	Operational Boundary for external debt Borrowing	3.000	0.000
2.390	Other long term liabilities (Finance Lease)	5.000	1.627
2.390	Total	8.000	1.627
6.000	Upper limit for principal sums invested over 364 days	40.000	5.000

4. Treasury Position

4.1. The Council's investment policy, approved by Council in February 2018, sets out the approach for choosing investment counterparties. It is based on a system of credit ratings provided by the three main credit rating agencies, and supplemented by additional market data (such as rating outlooks, credit default swaps and bank share prices) provided by Link Asset Services, the Council's treasury advisors.

4.2. The investment activity during the year conformed to the approved strategy, and the Council had no liquidity difficulties.

4.3. The Council on 9th October 2017 approved the use of property investments, direct and indirect, to achieve improvements in Treasury Yields, up to a maximum investment value of £15.000m. The Council invested £7.500m in the CCLA Property Fund on 1st December 2017. The net yield on the £7.5m investment for the CCLA Local Authorities Property Fund for the year to March 2019 is 4.14%.

4.4. The Council's investment position is organised by the treasury management service in order to ensure adequate liquidity for revenue and capital activities, security for investments and to manage risks within all treasury management activities. Procedures and controls to achieve these objectives are well established through member reporting. As at 31 March 2019, the Council did not have any external borrowing.

4.5. The investment income outturn is £861k against the budget of £539k, resulting in a favourable variance of £322k as summarised in the table below:-

	Budget		Actual		Variance	
	£m	%	£m	%	£m	%
Average Investment Balance	48.000	0.60%	68.740	0.86%	- 20.740	0.26%
Property Fund	7.500	4.00%	7.500	4.14%	-	0.14%
Average Investments & Return	55.500	0.97%	76.240	1.13%	- 20.740	0.16%
Investment Income Budget	0.539		0.861		- 0.322	

4.6. The favourable variance on investment income budget of £0.322m is due to higher average annual return of 1.13% compared to a budgeted average annual return of 0.97%. Additionally, there were delays in capital programme spend which resulted in the average cash of £20.740m higher than budgeted for.

4.7. The treasury investments average rate of return at 1.13% was higher compared to the 7 day London Interbank Bid Rate (LIBID) of 0.51% and 3 month LIBOR rate of 0.80%. The Treasury position is summarised in the table below.

As at March 2018			As at March 2019	
£m	%		£m	%
		Specified Investments (up to 1 year)		
39.55	50%	Banks & Building Societies	29.15	40%
0.000	0%	Local Authorities	26.00	36%
15.00	19%	Money Market Funds	4.80	7%
		Non-Specified Investments (longer than 1 year)		
13.00	16%	Local Authorities	5.00	7%
4.98	6%	Gilt	0.00	0%
7.50	9%	Property Fund	7.50	10%
80.03	100%	Total Investments as at March	72.45	100%

5. The Interest rates

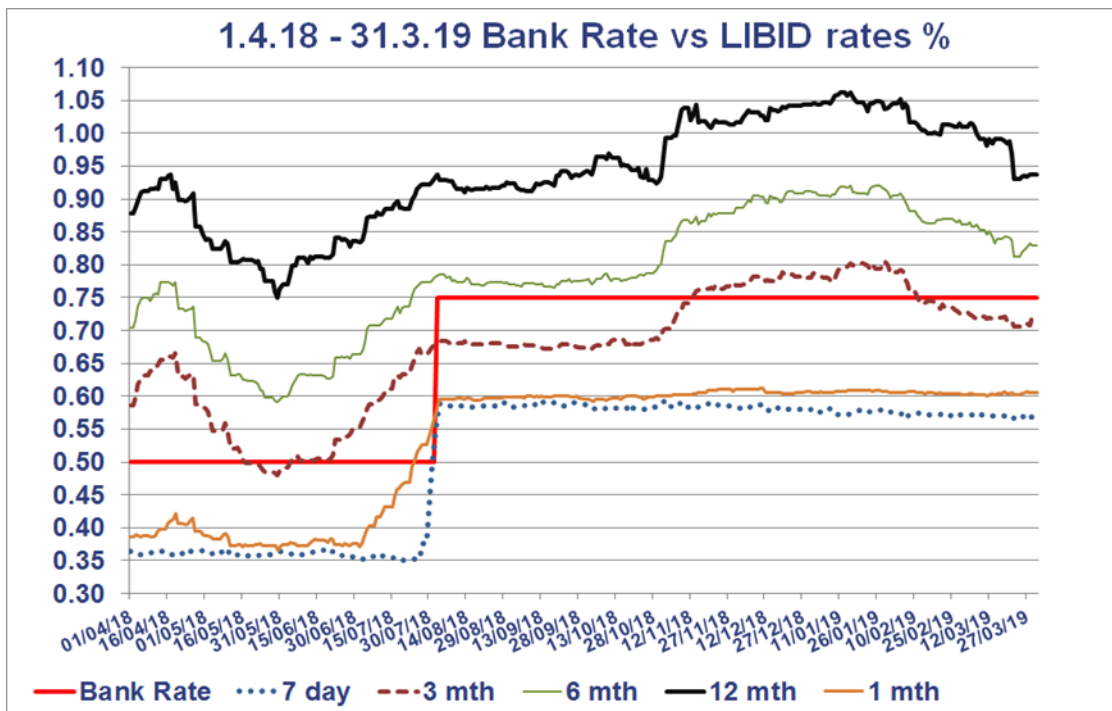
5.1. The Council receives independent external advice from Link Asset Services as professional financial advisers. The independent view of the external adviser on interest rates is detailed below.

5.2. Investment returns remained low during 2018/19. The expectation for interest rates within the treasury management strategy for 2018/19 was that Bank Rate would rise from 0.50% to 0.75%. At the start of 2018-19, and after UK GDP growth had proved disappointingly weak in the first few months of 2018, the expectation for the timing of this increase was pushed back from May to August 2018. Investment interest rates were therefore on a gently rising trend in the first half of the year after April, in anticipation that the MPC would raise Bank Rate in August. This duly happened at the MPC meeting on 2 August 2018. During this period, investments were, therefore, kept shorter term in anticipation that rates would be higher later in the year. The average annual investment return of 0.97% was set for the Council's Treasury portfolio.

5.3. It was not expected that the MPC would raise Bank Rate again during 2018-19 after August in view of the fact that the UK was entering into a time of major uncertainty with Brexit due in March 2019. Value was therefore sought by placing longer term investments after 2 August where cash balances were sufficient to allow this.

5.4. Investment rates were little changed during August to October but rose sharply after the MPC meeting of 1 November was unexpectedly hawkish about their perception of building inflationary pressures, particularly from rising wages. However, weak GDP growth data after December, plus increasing concerns generated by Brexit, resulted in investment rates falling back again.

5.5. Continued uncertainty in the aftermath of the 2008 financial crisis has promoted a cautious approach whereby investments would continue to be dominated by low counterparty risk considerations, resulting in relatively low returns compared to borrowing rates.



Agenda Item 7.



Report For:	Cabinet
Date of Meeting:	Cabinet 8 July 2019
Part:	Part 1 - Open

SUMMARY	
Title of Report:	ECONOMIC DEVELOPMENT AND HOUSING DELIVERY ALLOCATIONS.
Cabinet Member: Officer Contact: Direct Dial: Email:	Councillor Ms Katrina Wood Jacqueline Ford 01494 421983 jacqueline.ford@wycombe.gov.uk
Wards affected:	Various
Reason for the Decision:	To enable the allocation of the economic development and housing facilitation grants included in the 2019/20 Budget.
Proposed Decision:	That: (i) the allocations as set out in section 3 of the report and Appendix A be agreed; and (ii) the application of the allocation held for rural schemes be delegated to the Leader.
Sustainable Community Strategy/Council Priorities - Implications	The framework for allocations is based on the ten strategic objectives in the Council's Economic Development Strategy. This strategy supports the 'Place' and 'Prosperity' priorities of our Corporate Plan. Risk: Allocations not made. Equalities: None. Health & Safety: None.
Monitoring Officer/ S.151 Officer Comments	Monitoring Officer: The Council is in receipt of extra funding, so arrangements for its allocation, and the decision making process around such allocation, need to be put in place. S.151 Officer: The funding set out in the report can be met from the existing approved budget.
Consultees:	Consultation with Partners taking place after the Cabinet decision is taken.

Options:	<ol style="list-style-type: none"> 1. Allocate the money 2. Do not allocate the money
Next Steps:	<p>Engagement with the identified recipients of the funds:</p> <p>Identified consultees: High Wycombe Town Committee Ward Members: Marlow, Princes Risborough and Wooburn & Bourne End. Marlow Town Council Globe Business Park BID Princes Risborough Town Council High Wycombe BIDCo Wycombe Museum Buckinghamshire New University Wycombe Arts Centre Buckinghamshire Business First Cressex businesses</p>
Background Papers:	<p><u>Economic Development Strategy</u></p> <p><u>New Local Plan – housing allocations</u></p> <p><u>17 Sep 2018 Cabinet Item 5: Business Rate Retention Pilot</u></p>
Abbreviations:	<p>BID – Business Improvement District</p> <p>EOI – Expression of interest</p> <p>HWBIDCo – High Wycombe BID</p> <p>MHCLG – Ministry of Homes, Community and Local Government</p>

Appendices to this report are as follows: Appendix A

Detailed Report

Background

1. Buckinghamshire was successful in its application to be a pilot area for 75% business rates pooling meaning that WDC will receive an additional £1.23m in Business Rates income during 2019/20. In the application to MHCLG the following scope was set out for the use of the money:

“Wycombe will use the gain to support the delivery of key regeneration aspects to support the economic development of the district and to sustain the strong and vibrant local economy as well facilitate infrastructure developments to deliver housing units within the local constraints of the Chilterns AONB and the metropolitan green belt.

There may also be the opportunity to help support the “Prevent” agenda jointly with the County Council given that the Home Office is removing a key funding stream at the same time that the current threat level remains severe.”

2. In February Cabinet and Council approved: £230k additional transfer to an earmarked Prevent reserve and £1m to be included within the Leaders Portfolio for Economic Development / Housing Facilitation Grants (required infrastructure to support new housing).

Allocating the funds: methodology

3. A framework for fund allocation has been developed using the ten strategic objectives set out in the Council’s Economic Development Strategy as criteria. Proposed allocations have good coverage across the district and additionally reflect the location of housing as set out in the New Local Plan. A headline summary is presented in the table below with more detail set out in **Appendix A**.

Area	Allocation £’000	Economic Development	Infrastructure to support new housing requirements
High Wycombe	450	✓	✓
Princes Risborough	250	✓	✓
Marlow	150	✓	
Wooburn and Bourne End	75	✓	✓
Rural areas	75	✓	
Total	1,000		

4. The proposals set out in **Appendix A** are based on identified strategic areas of need that either have no/partial funding in place or where an allocation will make a tangible ‘on the ground’ impact to support a ‘strong and vibrant local economy’ and ‘infrastructure to support new housing’.

5. Direct allocation based on identified strategic need is proposed because this is the quickest and allows the maximum period for activities and interventions to start to be delivered in year (2019/20). This is important for those that will initially be led by WDC i.e. establishing a High Street Task Force in High Wycombe and establishing a BID at Cressex Business Park. The alternative of adopting an 'open call' process for Town and Parish Councils and partners to submit bids for funds has been discounted due to the extra time and resource required to administer.
6. In the case of High Wycombe town, a direct allocation gives the opportunity to address delivery of a suite of 'non-structural change' improvements identified by partners as part of the Future High Street Fund expression of interest work. This includes skills and training activities to help support retailers and entrepreneurs as well as animation / experiential initiatives to improve vitality, vibrancy and help change perception of the town.
7. Acknowledging the new housing requirements, allocations are proposed for Princes Risborough and Wooburn and Bourne End to help with infrastructure improvements (economic development) in readiness for this.
8. Allocations have been identified for Marlow and our rural parishes. At this stage the details of spend in the rural economy have not been defined and delegated authority has been requested to progress this.

Next Steps

9. Engagement to be carried out with proposed recipients and work programmes developed ahead of allocations being made.

APPENDIX A Economic Development and Housing Delivery Allocations

Activity / Intervention	WDC Lead	Recipient	£'000	Allocation by area							ED Strategy objectives / criteria										Why is this suggested / notes				
				High Wycombe	Future High Street	Cressex Business Park	Marlow	Globe Business Park	Princes Risborough	Wooburn and Bourne End	Rural	1	2	3	4	5	6	7	8	9		10			
												Growth and internationalisation	Business accommodation	Business birth rate	Visitor economy and tourism	Skills and talent	New housing	Research and innovation	Urban design	Business support		Transport and ICT connectivity			
1. Revitalisation of the High Street: 'Future High Street' related interventions to improve the vibrancy and vitality of town centre.	Economic Development / Property	WDC in partnership with HWBIDCo / Museum / Bucks New University / Wycombe Arts Centre / Bucks Business First	300	✓	✓																				Allocation to establish a 'High Street Task Force' of partners to collectively deliver non-structural change opportunities identified in the development of the Future High Street Fund EOI. The following examples are based on shared common partner aspirations: experiential / animation activities; meanwhile use of empty space (indoor market / Everyone Everyday / participatory city model), market improvements, cultural provision, events, murals, interactive signage and apps and training/skill development work to support small retailers / market traders.
2. Business improvement district (BID) for Cressex (engagement, proposal development, ballot and IT billing system)	Economic Development	WDC / Cressex BID once established	150	✓		✓																			The BID concept was broached with Cressex Businesses on the 28 March 2019 and received a positive response. Setting up a BID will enable the businesses to have a coordinated voice and be eligible for bidding for funds to make improvements to the business park that would not be available individually.
To be held for allocation (schemes to be defined with Town Council) and to support Globe Business Park sustainable transport schemes	Regeneration / Economic Development	Marlow Town Council and Globe BID	150				✓																		To be defined with Town Council (£100k) Allocation to Globe Business Park BID (£50k) to embed sustainable transport schemes so that these can be used as peer best practice examples with other business areas i.e. Cressex.
4. Revitalisation of the High Street and other allocations (schemes to be defined with Town Council) to support wider economic development infrastructure ahead of new homes.	Economic Development / Planning	Princes Risborough Town Council	250						✓																To support existing plans to revitalise the High Street in Risborough (£110k) with the remainder to be defined with the Town Council.
5. To be held for allocation (schemes to be defined with Parish Council)	Planning	Wooburn and Bourne End Parish Council	75																						To be defined with Parish Council and to include a bus lay-by.
6. To be held for allocation for rural schemes (to be defined)	Economic Development	TBC	75																						To be defined in consultation with the Leader. There could be scope for funds to be used as a contribution to future broadband provision.
TOTAL			1,000																						

Pages

Agenda Item 7. Appendix A



Report For:	Cabinet
Date of Meeting:	Cabinet 8 July 2019
Part:	Part 1 - Open

SUMMARY	
Title of Report:	UPDATE REPORT FOR TEMPORARY ACCOMMODATION SCHEME
Cabinet Member: Officer Contact: Direct Dial: Email:	Councillor Mrs Julia Langley Sanjiv Bhola 01494 421086 Sanjiv.bhola@wycombe.gov.uk
Wards affected:	All
Reason for the Decision:	<p>Granting delegated authority to enter into a construction contract for not more than £7.5M to construct the new temporary accommodation scheme, following approval of the replacement of Saunderton Lodge at Full Council in December 2017.</p> <p>Until and unless the contract is entered into the contractor will not commit the necessary resources to develop the current design intent and will not take formal possession of the site.</p> <p>Delegated authority will permit entry into contract and a start on site this calendar year.</p>
Proposed Decision:	<p>That further to the cabinet approval in Nov 2017 in which the council decided that the project funds as relevant to the town centre option selected by Cabinet be approved. That:</p> <ul style="list-style-type: none"> (i) a construction contract for not more than £7.5m be entered into to complete the scheme granted planning permission on the 24 April 2019; and (ii) delegated authority be granted to the Corporate Director (Growth and Regeneration), in consultation with the Head of Finance and Commercial, the Cabinet Member for Economic Growth & Regeneration and the Cabinet Member for Finance & Resources to enter into the construction contract.

<p>Sustainable Community Strategy/Council Priorities - Implications</p>	<p>The Homeless Reduction Act 2017, which was enacted in April 2018, added to the 1996 Act new duties for authorities to “take reasonable steps” to prevent and relieve homelessness for all eligible households. The new Act is subject to statutory guidance which establishes the ‘reasonable steps’ required to prevent and relieve homelessness including the provision of emergency accommodation for eligible households and persons.</p> <p>The provision of temporary accommodation supports the Council’s priorities as set out in the Corporate Plan. It also contributes to the Council’s Sustainable Community Strategy.</p> <p>An Equality Impact Assessment is included in the appendix, to ensure Members take equality issues into account when making this decision.</p>
<p>Monitoring Officer/ S.151 Officer Comments</p>	<p>Monitoring Officer: Subject to availability of funding and decision making processes being followed, the Council has power under S111 of the Local Government Act 1972 and/or Section 1 of the Localism Act 2011 to undertake the development described in this report.</p> <p>S.151 Officer The cost of the project must not exceed the agreed cabinet approved limits for this scheme</p>
<p>Consultees:</p>	<p>N/A</p>
<p>Options:</p>	<p>N/A</p>
<p>Next Steps:</p>	<p>Approval by the Cabinet.</p>
<p>Background Papers:</p>	<p>None</p>
<p>Abbreviations:</p>	<p>None</p>

Appendices to this report are as follows:

(Appendix A – Equality Impact Assessment)

Detailed Report

1. An assessment of the council options for Saunderton Lodge was presented to the Cabinet in November 2017. Saunderton Lodge is over 90 years old, has small bedsit units, drainage issues and increasing repair bills. Work was carried out to consider future options for provision of temporary accommodation and designs and costs were developed for two options – 1) a refurbishment of the Lodge and 2) a new build scheme based in High Wycombe town centre providing a total of 58 units (24 more than Saunderton Lodge).
2. Costs were developed for both options, however the capital costs were not directly comparable. The options achieved different outcomes and would have different revenue implications:
 - The new build would deliver a new, fit for purpose scheme of (58 residential and ground floor support/office units), with low ongoing maintenance costs, substantial revenue savings from the increased provision and a much-improved location for access to facilities and services. It would also use a method of construction that is emerging as a significant alternative to current ‘traditional’ building methods, with high potential to contribute to easing the national housing shortage.
 - The Saunderton Lodge refurbishment option would deliver the refurbishment of 35 units at the 90+ year old Lodge (with no external/ landscaping works included). This would still leave an ageing building, in an isolated location, with high ongoing maintenance costs and small, non-standard units that are all smaller than those in the new build scheme.
3. Revenue savings for the new build option with 24 additional Temporary Accommodation units would be realised by reducing the need for expensive and unsuitable bed and breakfast accommodation.
4. Full Council decided that the project funds as relevant to the town centre option selected by Cabinet be approved.
5. In Dec 2018 Wycombe District Council (WDC) submitted a planning application for the Desborough Road site and the scheme was consequently granted planning permission on the 24 April 2019. The planning application was granted approval under reference 18/08309/FUL. The statutory judicial review period expired on the 5 June 2019 and no challenges were received.
6. Additionally it should be noted that land contracts have been exchanged with British Red Cross (BRC) for their land interest behind the current car park. Contracts were successfully exchanged on the 17 April 19. The completion of the acquisition of BRC’s land will allow WDC full control of the deliverability of the scheme.
7. The procurement of a principle contractor to deliver the approved scheme is currently underway. Following the identification of the successful contractor; this paper is seeking authority to enter into contract under delegated powers.
8. The delegated authority is seeking to avoid any potential delay arising between the awarding of the contract and formally entering into contract. Thus effectively locking in the identified contractor to their stated contract sum. This also has the additional benefit to allow the identified contractor to commit dedicated resources to further develop the current design intent and take formal possession of the site from WDC.
9. Should delegated authority be permitted by Cabinet this would allow WDC to swiftly enter into contractual agreement and achieve a meaningful start on site this calendar year; 2019.



Equality Impact Assessment

Name of project/strategy/service being assessed	Future provision of Temporary Accommodation in Wycombe – new build scheme in place of Saunderton Lodge	Cabinet meeting date <i>If applicable</i>	13 November 2017
Service area	Housing Service	Date EIA created	17th September 2018
Name of Completing Officer	Brian Daly		
Approved by Head of Service	Nigel Dicker	Date approved	26th November 2018

Equality Impact Assessments (EIA's) are designed to ensure that Wycombe District Council complies with all relevant legislation and fulfils its duty under the Public Sector Equality Duty (PSED). This comprises of three limbs which are set out in Section 149(1) of the Equality Act 2010. This requires that all public bodies, in the exercise of its functions, to have '**due regard**' to the need to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Each service area has an Equality Champion. Please ensure that the relevant Champion is aware that an EIA is being undertaken as, if needed, your Equality Champion can provide advice and guidance on completing the EIA.



Stage 1 – Initial Scope of the Equality Impact Assessment

Please answer the five questions below to determine whether a full EIA needs to be conducted.

Will the service/policy/strategy affect any people or groups of people directly (including staff/members of the public)?	Yes	X	No	
Will it affect how other services are provided?	Yes	X	No	
Will it have employment implications?	Yes	X	No	
Do you have information suggesting that this service/policy/strategy will affect particular groups of people?	Yes	X	No	
Do you need further information or to undertake further research to answer any of the above questions?	Yes	X	No	

If the answer to any of the above is ‘yes’, then a full EIA will need to be carried out and Sections 2- 4 will need to be completed.

If the answer to all of the above is ‘no’ then a full EIA does not need to be carried out, but to ensure consistency in approach, the EIA will need to go through the Challenge Process. Please e-mail the EIA to Catherine Herries-Smith, Principal Solicitor at Catherine.Herries-Smith@wycombe.gov.uk who will review and discuss as necessary. Then, if following the Challenge Process:

- a) it is agreed with the Policy Officer that no further stages need to be completed the Head of Service needs to approve the assessment and return a Word electronic copy to the Policy Officer for publication.

OR

- b) it is agreed with the Policy Officer that Stages 2 - 4 need to be completed, then the Head of Service will need to approve only once the full EIA is completed at which point a Word electronic copy should be returned to the Policy Officer for publication.



Stage 2 – Information Gathering/Data Collection

What are the aims of the strategy/policy/procedure/Project?
 Why is it necessary? What is it trying to achieve?

Saunderton Lodge provides temporary accommodation (TA) to homeless households to fulfil Wycombe District Council’s (WDC) statutory duties. It is over 90 years old, has small bedsit units, drainage issues and increasing repair bills. Work has been carried out to consider future options for provision of temporary accommodation and designs and costs have been developed for two options – 1) a refurbishment of the Lodge and 2) a new build scheme based in High Wycombe town centre providing a total of 57 units (23 more than Saunderton Lodge). This EIA considers the implications of a new build, town centre scheme with circa 57 Temporary accommodation units in High Wycombe town centre on the current Desborough Road Car Park Site

The new build would deliver a new, fit for purpose scheme of 57 residential units with low ongoing maintenance costs, substantial revenue savings from the increased provision and a much-improved location for access to facilities and services. It would also use a method of construction that is emerging as a significant alternative to current ‘traditional’ building methods, with high potential to contribute to easing the national housing shortage.

The Lodge is situated in an attractive countryside location. However, the location is also a problem in terms of accessibility, with a long walk from the main road to the building, lack of public transport and no amenities close by at all. The nearest shop is in Princes Risborough, the nearest school is in Lacey Green and the nearest GP surgery and Police Station are in Princes Risborough.

The rooms in Saunderton are all bedsit in nature with the average room size approximately 19m². The largest family rooms are approximately 21m². Staff facilities are poor with little more than a cupboard for officers to work from at present.



WDC Equality Assessment form

people ● place ● pounds

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	<p>One officer has accommodation on site, for which WDC receives a reduced rent, and officers are also on 24/7 cover for emergencies.</p> <p>The hostel was used at one point as a women’s refuge, however the vast majority of its residents are now families that have either been evicted from their parental home, or have lost their private rented accommodation. Refurbishment of the Lodge would address some of the most immediate issues of the old building but it would still remain an ageing building with increasing maintenance and repair costs, the rooms would remain very small and not fit for purpose, and all the location issues would also remain. With respect to the new build scheme, not only would it provide a more revenue efficient solution to meet need; the service provided to customers would be enhanced greatly both in terms of the size and suitability of units provided, and the location of the accommodation in terms of access to amenities and travel to the wider district.</p> <p>Security measures such as gated entry would be provided to ensure only residents and their visitors can access the units, thus reducing the risk of external anti-social behaviour affecting households. The proposed units will be self-contained flats for use for temporary periods - no different from social or private rented housing in the district.</p> <p>The location of self-contained units in the town centre will be closer to the main WDC offices for easier access for both staff and residents to access. Residents will also benefit from access to all town centre amenities and no longer be reliant upon the Service to provide assistance due to the lack of nearby facilities. Local services will be easier to access, including access to medical and welfare services.</p>
<p>Which aspects of the policy/strategy/procedure are relevant to equalities?</p>	<p>The provision of accommodation for a diverse client group</p>



WDC Equality Assessment form

people ● place ● pounds

NB A list of impacts is NOT required at this stage, just identify areas – can be a bullet point list.	
Identify the main data sources/information gathered e.g. Workforce reports, census data, staff survey etc.	Locata (housing service system software), Census Data and national homelessness statistics.
How have you engaged with service users/members of the public/staff? e.g. staff forums, consultations, questionnaires etc.	We have consulted with Staff, Members and former service users as well as stakeholders in various housing and homelessness forums. Questionnaires have been used for contact with former service users.
Is the responsibility for this strategy/policy/procedure shared with another service/organisation/agency?	No
Is further consultation/research or data collection planned or required? Is so, what is the aim of the research? Why is it needed?	Yes, a formal planning application is being prepared and will be submitted in due course. A public consultation event was held in the area in October 2018.



Stage 3 – Impact Assessment & Analysis

Areas to consider	Impact Identified Y/N	Description of impact and likelihood of occurrence (positive, negative, no impact; high/medium/low likelihood)
<p>Protected Characteristics (i.e. age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion & belief, sex and sexual orientation)</p>	<p>Y</p>	<p>Occurrence= high Impact= low</p> <p><u>Age:</u> The vast majority of temporary residents are now families that have either been evicted from their parental home, or lost their private rented accommodation. The new build proposal would offer better facilities for such families who are often young.</p> <p><u>Disabilities-</u> positive impact in that the new build will be designed to incorporate at least 2 purpose built adapted units for disabled applicants. All other units will be required to meet current building regulations and standards. In addition the ease of access to all town centre amenities should be beneficial to those with disabilities as it will for those without cars. Security measures such as gated entry would be provided to ensure only residents and their visitors can access the units, thus reducing the risk of external anti-social behaviour affecting vulnerable people or households</p> <p><u>Gender Reassignment-</u> No Impact</p> <p><u>Sex-</u> A higher proportion of applicants are women with access to facilities and increased security of benefit, therefore the impact is positive.</p> <p><u>Maternity & pregnancy-</u> a number of homeless households present while pregnant, therefore the likely occurrence of pregnant residents in high, the impact is assessed as being positive as the units are all self-contained and located in an area close to resources including Wycombe Hospital.</p> <p><u>Marriage & civil partnership-</u> no impact currently anticipated but will be kept</p>



WDC Equality Assessment form

people ● place ● pounds

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		<p>under review</p> <p><u>Race</u>- applicants who require assistance reflect the diversity in the population of the district. However there is a higher concentration of BME residents in and around the town centre which may be of attraction to any BME individuals needing temporary housing.</p> <p><u>Religion and belief (including no belief)</u> - As per the Race assessment above, the expected residents of the proposed New Build Accommodation reflects the diversity of the population. However, the location of the new build is close to a large number of faith centres from a wide range of beliefs and as such will provide a positive impact on the Religion and Belief characteristic as facilities will be more easily accessible for residents who wish to attend faith centres. Therefore, the assessment of this characteristic is positive with a high occurrence and high (positive) impact.</p> <p><u>Sexual Orientation</u>- no impact currently anticipated but will remain under review.</p>
<p>Other relevant groups (e.g. low income, ex-armed forces personnel, homeless people etc.)</p>	<p>Y</p>	<p>The properties will be provided to homeless households and people.</p>

NB. Please note that when considering impacts in relation to marriage & civil partnership - the duty is solely to ensure that there is no unlawful discrimination against this protected characteristic.



Stage 4 - Equalities Improvement Plan

Protected Characteristic/Other relevant groups	Impact Identified Y/N	Measures identified to reduce/mitigate impact (Also include all positive actions included in your proposals)	Review date	Review update/ monitoring comments	Officer/Service Responsible
People with Disabilities	Y	Ensuring the proposed provision is sufficient by assessing demand for units at regular intervals	Every 12 months post delivery	If insufficient units are provided, additional units to be adapted	Housing Service Manager

Area of Consideration	How are/will we work to: (Also include all positive actions included in your proposals)	Review date	Review update/ monitoring comments	Officer/Service Responsible
Eliminate discrimination, harassment & victimisation	Saunderton Hostel created a number of difficulties for residents in respect of location and proximity to shops and services which could be regarded as indirectly discriminatory by some groups with protected characteristics. The new build units will overcome many of these obstacles. The units will be managed effectively (as per current management of Saunderton Lodge)	Annually post delivery		Housing Options Team Leader
Advance equality of opportunity	The new build would bring particular advantages to certain protected characteristics, such as proximity to shops and services for the disabled, and for young families and also added security and space. Proximity to places of worship will also benefit	Annually post delivery		



WDC Equality Assessment form

people ● place ● pounds

	those who wish to practice their religion and belief			
Promote good relations between groups (including community cohesion)	The positive outcomes for protected groups from proximity to shops and services and places of worship, greater space and security will help to put those affected on a fair and equal footing in comparison with others not from those protected groups which will promote community cohesion.	Annually post delivery		Project Manager

NB. Please note that when considering impacts in relation to marriage & civil partnership - the duty is solely to ensure that there is no unlawful discrimination against this protected characteristic.

Agenda Item 9.



WYCOMBE
DISTRICT COUNCIL
AGENDA ITEM:

Report For:	Cabinet
Date of Meeting:	Cabinet 8 July 2019
Part:	Part 1 - Open Report with Part 2 Appendices
If Part 2, reason:	Para 3 - Information about the financial or business affairs of any particular person (including the authority holding that information).

SUMMARY	
Title of Report:	PROVISIONAL OUTTURN REPORT FOR THE YEAR ENDING 31 MARCH 2019
Cabinet Member:	Councillor David Watson
Officer Contact: Direct Dial: Email:	David Skinner 01494 421322 David.Skinner@wycombe.gov.uk
Wards affected:	All
Reason for the Decision:	<p>The Cabinet approves a budget each year within the context of a Medium Term Financial Plan (MTFP) to achieve the Council's priorities. The Accounts and Audit regulations 2015 require local authorities to prepare their annual Statement of Accounts, complete with certification from the Section 151 Officer, by 31 May. The Statement of Accounts must be published by 31 July, following an audit undertaken by Ernest & Young.</p> <p>The purpose of this report is to outline the Provisional Outturn for 2018/19. The Council's outturn position is a primary source of information for the production of the Statement of Accounts. The Audit committee will receive the Final Outturn position as part of narrative reporting within the Statement of Accounts at its meeting of 25 July 2019.</p>

Appendices to this report are as follows:

APPENDIX A: Efficiency Savings

APPENDIX B: Repairs & Renewals

APPENDIX B1: Subjective Analysis

APPENDIX C1 Capital Carry Forwards – Confidential

APPENDIX C2 Capital Advance Funding– Confidential

APPENDIX C3 2018/19 Revised Capital Programme Detail– Confidential

APPENDIX C4 Variances to 2018/19 Capital Programme – Confidential

APPENDIX D Legal Services Provision – BCC

1. Background

- 1.1. This report sets out the Council's financial position as at year end 31 March 2019. The report reflects what has been reported to Senior Management Board.
- 1.2. The Revenue and Capital outturn positions are reported in sections 2 and 3 respectively.
- 1.3. **Revenue** - The net £2k underspend is following transfers to Earmarked reserves as detailed in paragraph 2.4.2. Section 2 of the report provides detailed outturn by portfolio holder along with reasons for both favourable and unfavourable variances.
- 1.4. **Capital** - After carrying forward budgets of £7.2m and bringing forward budgets of £1.3m the Capital Programme is showing an outturn of £15.6m, resulting in a small net underspend of £94k. Whilst recognising a number of significant and complex projects have been delivered, with many underway, the 2018/19 budget was initially set at £45.4m and has ended the year at a revised balance of £15.7m. There is clearly a need to ensure the 2019/20 capital profile is realistic and deliverable to ensure best use of the Council's resources. Section 3 provides further details.

2. Revenue position

- 2.1. The net revenue provisional outturn position by Portfolio Holder as at 31 March 2019 is showing a favourable variance of £2k against a budget of £14,490k, as summarised in Table on the following page:

Revenue Outturn Summary	2018/19 Outturn				
	Budget	Actual	Carry Forwards	Provisional Outturn	Variance
	£k	£k	£k	£k	£k
Community	2,209	2,343		2,343	134
Strategy and Communication	3,231	3,079	77	3,156	(75)
Economic Development & Regeneration	(4,831)	(4,538)		(4,538)	293
Environment	5,506	5,331	47	5,378	(128)
Finance and Resources	2,171	1,485	40	1,525	(646)
Housing	1,831	1,387	228	1,615	(216)
Digital Development & Customer Services	5,847	5,454		5,454	(393)
Planning	1,492	1,425	208	1,633	141
Young People	78	64		64	(14)
Net Cost of Service	17,534	16,030	600	16,630	(904)
Capital Charges	(2,511)	(2,511)		(2,511)	0
Interest Receipts	(539)	(861)		(861)	(322)
Movement to/from Earmarked Reserve	(773)	2,268	(600)	1,668	2,441
Revenue Contribution to Capital	685	685		685	0
Payment to parishes	94	89		89	(5)
General Fund Requirement	14,490	15,700	0	15,700	1,210
Funding Sources					
Collection Fund Surplus	(261)	(261)		(261)	0
Business Rates	(3,225)	(4,437)		(4,437)	(1,212)
Revenue Support Grant	(117)	(117)		(117)	0
New Homes Bonus	(1,560)	(1,560)		(1,560)	0
Demand on Collection Fund	(9,327)	(9,327)		(9,327)	0
Total Funding	(14,490)	(15,702)	0	(15,702)	(1,212)
Surplus/Deficit for the Year	0	(2)	0	(2)	(2)

2.2. Key movements between Quarter 3 projection and Outturn

2.2.1. The forecast position on the Net Cost of Service for Quarter 3 reported to Cabinet was underspend of £409k. A summary of the main changes which make up the movement to the outturn underspend of £904k is shown below:

Budget Monitoring Quarter 3 Variance - Net Cost of Service	(409)
Under achievement on turnover rental income due to retail market conditions	183
Underspend on Repairs & Renewals mainly due to cancellation of the Council Chamber Project, offset by unfavourable variances across the programme.	(135)
Housing Benefit end of year technical adjustments; less Bad Debt Provision requirement than budgeted for £278k and £510k higher grant eligibility expenditure than budgeted for.	(788)
Capitalisation of Staff cost not actioned due to reprofiling of the programme	262
Other minor movements	(17)
Outturn Variance - Net Cost of Service	(904)

2.3. **Reasons for Outturn Variances:** The main reasons for variances by Portfolio in Table 1 are given in the following paragraphs.

2.3.1. **Community**

Adverse variance of £135k. Overspend of £153k on Little Marlow Athletics track relating to rates and non-contract fees. Pressure of £71k on staff capitalisation which did not take place. Underspends of £68k from higher management charges and lower footpath repairs in Parks, and £62k in CCTV from vacancy management and lower maintenance spend.

2.3.2. **Strategy and Communication**

Favourable variance of £75k. Staff savings from restructure in Policy and Performance, and vacancies in other areas total £89k. Pressure of £54k on staff capitalisation which did not take place, and pressure of £45k on legal fee income.

2.3.3. **Economic Development & Regeneration**

Adverse variance of £292k. Retail trading conditions have adversely affected turnover rental income by £183k in 2018/19. Also pressure on Repairs and Maintenance of £51k (see Appendix B), and feasibility on Cressex Island development project, £50k.

2.3.4. **Environment**

Favourable variance of £128k. Hackney Carriage licence income over-achievement, £58k. Joint waste client income £54k higher. Joint waste contract pressure £67k from backdated indexation agreement and high variations.

Car Parking – Income shortfall of £89k due to reduced enforcement and season ticket activity. Favourable variance of £73k on agency staff.

2.3.5. **Finance and Resources**

Favourable variance of £646k. Pressure on staffing £127k from interim staff in Accountancy.

Underspend on the contingency budget of £315k. Housing Benefit end of year technical adjustments, less Bad Debt Provision requirement than budgeted for £278k and £510k higher grant eligibility expenditure than budgeted for.

2.3.6. **Housing**

Favourable variance of £216k. Key elements are lower payments for B&B of £66k following widening of advice service, £60k underspend on staffing, and £73k underspend on Housing Needs Survey. Overspend of £51k on Saunderton Lodge repairs.

A number of grants were not fully utilised in year, and a request to carry forward these amounts has been made; this includes Homelessness Strategy, and Homelessness Prevention.

Since April 2017 the Council received specific grants to fund the provisions of the new Homeless Reduction Act. Also received a new grant, the Flexible Homelessness Support Grant, which has been utilised for this purpose, this totals £689k over the period April 2017 to March 2019.

The Housing Service's innovative and traditional methods to achieve reduced homelessness included:

- Additional funding for Wycombe Rent Deposit Guarantee scheme to assist single people, in line with provisions of the new Act.
- Funded specialist post in Housing Service to assist in attracting private landlords to work with us and let properties to our clients
- Funded specialist post in Housing Benefits giving priority to claims for people at risk of homelessness (e.g. a landlord may threatening eviction due to unpaid rent). So payments are kept up to date reducing risk of eviction
- Appointed additional staff to help with new burden of work from new Act, and to achieve outcomes in line with the approved strategy.

In 2018/19 these approaches resulted in 55 referrals to longer term rental rather than Bed & Breakfast or other temporary accommodation. The Council is in full compliance with the new Homelessness Reduction Act.

2.3.7. **Digital Development & Customer Services**

Favourable variance of £393k. Underspend of £254k in Repairs and Renewals through cancellation of Council Chamber refurbishment project. (see Appendix B) Underspend of £50k in rates for Queen Victoria Road Offices following a revaluation by the Valuation Office Agency.

2.3.8. **Planning**

Adverse variance of £141k. Pressure of £74k on Building Control income. Overachievement on CIL Admin income £81k and non-statutory advice service £58k.

Net underspend on staffing budgets of £74k due to project delays; pressures of £50k on staff capitalisation which did not take place, and £82k for employment of apprentices and exit costs.

£164k of Princes Risborough Capacity grant was not utilised in year, subject of carry forward request.

2.3.9. **Young People**

£14k favourable variance due to delayed start to youth mentoring project.

2.4. **Technical items**

2.4.1. **Investment Income** – The favourable variance on Investment income of £322k is due to higher return and healthy cash balances resulting from delays in capital programme spend. A detailed report on Treasury activity is a separate item on this agenda.

2.4.2. **Contribution to/from Reserves** – This comprises four main items as detailed below:

2.4.2.1. Approved by Cabinet & Council in February 2018: The Repairs and Renewals programme, which had an underspend of £135k as detailed in Appendix B is funded from reserve. The drawdown from planning reserve of £81k has been reprofiled in 2019/20 in line with the Transformation Project.

2.4.2.2. Approved by Cabinet February 2019: As at Quarter 3 budget monitoring reporting, transfers to Earmarked Reserves were approved for Digital First programme £235k, and Street Wardens £315k. These will fund the work programmes during 2019/20 and 2020/21.

2.4.2.3. New Reserves: Due to sufficient General reserves, it is proposed to set aside, £330k for Asbestos reserve, £217k for Financial Instrument Equilisation Fund reserve, £1,127k for Capital Feasibility reserve and £50k Citizen Advice Bureau (CAB) as detailed below:

2.4.2.3.1. Asbestos Reserve (£330k)

The Council has indemnified Red Kite Community Housing (RKCH) to cover the cost of removal, treatment or encapsulation of asbestos for cases that relate to pre-transfer of the housing stock to RKCH in December 2011. The proposed transfer of £330k will add to the already established reserve of £1,019k.

2.4.2.3.2. Financial Instrument Equilisation Fund (£217k)

Following the introduction of the new International Financial Reporting Standard (IFRS) 9 on Financial Instrument, any change in fair value would have to be taken to Income and Expenditure account which means it would have an impact on Council Tax. However, there is a statutory override for a limited period of five years which expires in 2022/23. This reserve is proposed to mitigate any financial impact on changes in fair value of the Property Pooled fund after this period.

2.4.2.3.3. Citizen Advice Bureau (£50k)

Payment of one-off grant to Citizen Advice Bureau (CAB) for additional resource to match emerging pressures on the service.

2.4.2.3.4. Capital Feasibility Reserve (£1,127k)

The Council has an ambitious capital programme over the next 5 years of £120m. Due to the nature of some projects there are risks such as cost overruns, delays, interdependency, economic risks, etc. To ensure all these risks are mitigated, a feasibility study is essential. The total estimated budget requirement for feasibility work for the 4 year period of the capital programme is approximately £4.8m. The proposed transfer of £1,127k will fund the feasibility costs for 2019/20.

2.4.2.4. Carry-Forwards: These are various unspent grants and budgets for specific projects/workstreams. These were not fully spent and therefore will be carried forward to fund the completion of projects in 2019/20. These are summarised in the table on the following page:-

Portfolio	Amount £k
Environment	47
Finance	40
Housing	228
Planning	208
Strategy and Communications	77
Total	600

2.5. **Net Surplus**

The Cabinet at its meeting on 6th February 2018 approved the minimum level of the General Fund Working Balance to be £7.5m. The Council holds a general fund balance of £9.848m which represents 68% of the council's budget requirement for 2018/19 (£14.490m). It is proposed that the net surplus of £2k to be transferred to the general reserve bringing the year-end balance to £9.850m.

2.6. **Subjective Outturn** - Please see Appendix B1.

2.7. **Efficiency Plan Savings**

As at year end the final position for achieving savings and additional income is £434k against the net approved savings and income of £535k. The unfavourable position of £101k results from delays in two key projects, CCTV Partnering and Fieldhouse Regeneration scheme.

See Appendix A for further details.

2.8. **Repairs & Renewals**

Overall this shows an underspend of £135k. Most projects overspent their approved budgets, but a key project in the Digital Development and Customer Services Portfolio, the Council Chamber Refurbishment, was cancelled, giving underspend of £254k.

As this expenditure is funded from an Earmarked Reserve, any unspent budget will not be carried forward.

Appendix B provides full details.

3. Capital Programme

3.1. The actual spend on the capital programme is £15.537m against a total revised programme of £15.625m. The Council in February 2018 approved a capital programme for 2018/19 of £45.358m. As part of the budget setting exercise for 2019/20, the programme was reviewed which resulted into reprofiling of schemes and the revised programme for 2018/19 of £21.552m was approved by the February 2019 Council. The movement since the approval of the original programme in February 2018 and the subsequent approval in February 2019 are summarised below.

Capital Plan Summary 2018/19 - 2022/23

Portfolio	Original Budget 2018 / 2019 Feb Cabinet £m	Budget 2018 / 2019 Feb Cabinet £m	Carry Fwd £m	Adv Funding £m	Total Adjts since Feb Cab £m	Revised Budget 2018 / 2019 £m	Spend £m	2018/19 Outturn Var £m
Community	4.423	2.288	(1.482)	-	(1.482)	0.806	0.715	(0.091)
Environment	-	-	-	-	-	-	-	-
Housing	5.038	2.232	(0.797)	-	(0.797)	1.435	1.435	-
Econ. Devt and Regen.	18.786	12.722	(3.185)	0.931	(2.254)	10.468	10.774	0.306
Planning	15.500	3.346	(1.687)	0.010	(1.677)	1.669	1.671	0.002
Finance and Resources	-	0.308	-	-	-	0.308	-	(0.308)
Digital Devt. & Cust. Services	1.611	0.656	(0.076)	0.359	0.283	0.939	0.942	0.003
Grand Total	45.358	21.552	(7.227)	1.300	(5.927)	15.625	15.537	(0.088)

See Appendices for detail:

App. C1 App. C2

App. C3

App. C4

3.2. Detailed analyses of the carry forward, advance funding, revised Capital programme and the Outturn variances are provided in the Appendices 1 to 4.

3.2.1. **Advance funding £1.300m – (Appendix C2)** This is mainly in respect of investment property acquisition where the balance will be funded from the 2019/20 budgets.

3.2.2. **Revised 2018/19 budget – (Appendix C3)** the detailed budget showing the original budget approved in Feb 2018 and incorporating all the movements above is provided in Appendix 3.

3.2.3. **Net (under)/over spend (£0.088m) – (Appendix C4)** The main variances relate to the unbudgeted £250k cost of s106 works at Handy X which the Council is contractually committed to pay as part of the disposal of the site and the release of the £308k capitalisation budget which has not been used this year.

3.2.4. **Revised 2019/20 budget and remaining Capital Programme** - There is a need to review the full Capital programme to ensure the profile is realistic, in particular in 2019/20. The Q1 monitoring report submitted to Cabinet in September 2019 will identify any need to reprofile the budgets

3.2.5. **Carry Fwd £7.227m – (Appendix C1)** This column refers to projects where expenditure is still expected to be incurred, but will now be in 2019/20 or future years. The projects carrying fwd budget of £250k and over to 2019/20 are listed in the table below. The balance comprises a large number of smaller carry fwds as set out in Appendix C.

CAPITAL PROGRAMME ADVANCE FUNDING

Cost Centre	Description	Advanced Funding £m	COMMENT
Community			
EDBC76	Risborough Springs Swim & Fitness Centre Extension	0.425	Reprofiling of remaining budget into 19/20. Delayed budget spend due to deferred commencement of construction works to allow for planning requirement to monitor surface water infiltration over the winter period to support a final solution on a SUDs for the extension to the existing Leisure centre. This exercise has now been completed and drainage solution tabled for a commencement of works in June and completion within the 19/20 financial year
EDFA38	New Café / Toilets on the Rye	0.380	The funding will need to be carried over to 19/20 as procurement for the works contractor is due to be undertaken in April, with planning submission following in the summer 2019 and works commencing winter/spring 19/20. The construction period is also constrained by the need to avoid the main trading period from April to September.
Economic Development and Regeneration			
EDBC41	Baker St - Phase 1 Aldi	0.260	Budget reprofiled to complete Phase 2 public realm works in early 2019/20. Short delay compared to original budget profile due to time it has taken to get BCC to complete the Sn278 agreement/procure the works.
EDBD01	Bassetbury Allotments	0.285	Scheme pushed back due to negotiations with BCC on their SUDS requirement, which delayed grant of planning permission and UU requirement for adjoining embankment footpath scheme, which has required a separate planning consent (forming part of enabling works to be procured as one contract)
EDBC69	Handy X New Sports Centre	0.281	Carry forward funds to 19/20 for finishing off works. This is a continuing reactive programme.
EDBD06	Cressex Business Park Devt	0.650	Virement from Regeneration Fund in 2018/19 carried forward to 19/20 and used to cover increased s278 and development costs for Cressex development
EDBB99	Regeneration Fund	0.407	This is a rolling programme - the budget was not fully utilised to acquire development sites in 2018/19.
Housing			
EDBB01	Affordable Housing / Land Purchase - S106	0.250	At least two Schemes will be delivered in 19/20. Originally £250k was expected to be spent in 2018/19 however the necessary legal work for these schemes and anticipated funds are expected to be fully utilised in 19/20 to grant fund at least 27 additional, affordable homes for rent
EDBB08	Assured Tenancy Scheme - Temp Accom	0.300	Scheme will be delivered in 19/20. Slippage is due to extended legal work required on the Assured Short Hold Tenancy 2 scheme. First properties identified by Harrow Churches Housing Association for purchase in 19/20.
Planning			
EDBC40	HW TCMP - Alternative Route	1.152	Delivery partners (BCC) have advised reprofiling original budget to 2019/20. The programme of works is still on budget but has been delayed due to procurement of specialist signage and non standard tarmacking contractors together with contractor delays arising from time taken to resolve access issues to Cressex Business Park. Overall completion date revised to October 2019.
		4.390	

3.2.6. The following virement is proposed for approval for 2018/19. The £650k is then to be carried forward to 2019/20 (included in Appendix C1 and C3).

	Portfolio	Scheme	Reason	Amount £m
From	Economic Development & Regeneration	Regeneration Fund	The initial budget was based on a £4m estimate. Additional funding required to meet increased cost of supporting infrastructure following more detailed specification. In addition, consulting engineer's recommendation is an additional contingency for Crest Road signalisation of £250k.	0.650
To		Cressex Development		

Agenda Item 9. Appendix A

EFFICIENCY PLAN SAVINGS				APPENDIX A
Programmed Savings	Original Target	Forecast Outturn	Variance	Comments
	£000	£000	£000	
Community Asset Transfers	-25	-29	-4	
Sharing and Partnering of Services	-100	-50	50	CCTV project delayed until 2019/20.
Contracting out Services	-239	-239	0	As per the agreement with Places for People.
Commercial Property Investments	-171	-116	55	Fieldhouse Regeneration Scheme delayed and the rent free period has moved into 18/19 from 17/18.
Total	-535	-434	101	

REPAIRS & RENEWAL EXPENDITURE 18/19				
Description	Budget (£k)	Actuals (£k)	Variance (£k)	Commentary
FACILITIES MGT - operational	0	61	61	Work on condition surveys across the district
PARKS AND ENVIRONMENT (SPORT)	3	49	47	Various works on Court Garden complex including wall repairs and replacement air heaters. This was unforeseen in the bidding process.
GUILDHALL	25	26	1	Replacement paving works outside Guildhall.
WYCOMBE SWAN	0	20	20	Maintenance to the service road behind Wycombe Swan.
WYCOMBE MUSEUM	0	-0	-0	
CAR PARK OPERATIONS	134	90	-44	Instistute Road wall repair work which fell into disrepair. Car park protection measures. Delay in various car parking surfacing.
GENERAL ESTATES	0	26	26	Unplanned works at Cornmarket for external decorations and repairs. Unplanned roof repairs at Little Market House.
SAUNDERTON LODGE - TA HOUSING	0	10	10	Flooring replacement at Saunderton Lodge for health and safety related work.
QUEEN VICTORIA RD OFFICES	362	108	-254	Council chamber refurbishment was cancelled due to MLG decision. Various works including expenditure on toilet repairs, upgrade of access control system, installation of disabled access ramp which was statutory. Upgrade of software prior to the implementation of required upgrade of door access system.
Totals	524	389	-135	

Note to supplement the above analysis

In accordance with the agreed Council policy for the management of the R&R budget the overall funds were actively managed and redistributed to meet the evolving priorities of the Council. Therefore variances between cost centre based allocations as originally allocated but not ring fenced to them and the eventual redistribution reflect this fact.

Overall, the outturn R&R underspend of £135k reflects a conscious management decision to show an outturn saving on the R&R budget following the cancellation of the Council Chamber refurbishment project, which had an original funding allocation of £200k. This allocation represented a significant proportion of the total original budget. This £200k target underspend was then subsequently withdrawn following senior management decisions to use the underspend on urgent priorities identified in the latter stages of the 3rd and 4th quarters of the financial year.

SUBJECTIVE ANALYSIS

	2018/19					
	Budget	Actual	Carry Forward	Provisional	Variance	
	£k	£k	£k	Outturn	£k	%
				£k		
TOTAL Income						
Fees & Charges	(6,149)	(6,410)	44	(6,366)	(217)	(4%)
Rental Income	(6,804)	(6,627)		(6,627)	178	3%
Car Parking Income	(3,145)	(3,071)		(3,071)	74	2%
Planning Income	(1,321)	(1,273)		(1,273)	48	4%
Government Grants (exc HB)	(2,118)	(2,711)	545	(2,166)	(48)	(2%)
Government Grants (HB)	(42,940)	(42,775)		(42,775)	165	0%
Income Total	(62,477)	(62,866)	589	(62,277)	200	0%
TOTAL Expenditure						
Employee Costs	14,700	14,436		14,436	(264)	(2%)
Premises Related Expenses	4,064	4,142		4,142	78	2%
Supplies and Services	14,952	14,980	11	14,991	40	0%
HB Payments	43,070	42,113		42,113	(957)	(2%)
Capital Financing	3,226	3,226		3,226	(0)	(0%)
Expenditure Total	80,011	78,897	11	78,908	(1,104)	(1%)
TOTAL	17,534	16,030	600	16,630	(904)	(5%)

The main reasons for variances are detailed below:

1.1.1. Fees & Charges

Favourable variance of £217k. In Environment, income over-achievement of £187k from Environmental Health and Hackney Carriage licences, and Joint Waste client income. Net over-achievement in Planning of £65k, from CIL Admin, non-statutory advice service, offset by Building Control pressure. £99k shortfall in Strategy and Communications from reduced legal fees and capital recharges which did not take place.

1.1.2. Rental Income

Adverse variance £178k. In Economic Development & Regeneration, a shortfall in Turnover rentals contributed to a pressure of £183k.

1.1.3. Parking Income

Adverse variance £74k. As projected throughout the year, this service showed a shortfall, primarily from reduced activity in Enforcement and Season tickets.

1.1.4. Planning Income

Planning application fees showed a shortfall of £48k against a background of uncertainty for householders and developers.

1.1.5. Government Grants - excl Housing Benefits

Favourable variance of £48k. Additional receipts of £66k of Homelessness Prevention, and £120k HB Admin grants offset by shortfall of £73k on the Prevent grant in Community.

1.1.6. Housing Benefits Grant Income & HB Payments

The shortfall of £165k on Grant income reflects lower level of Housing Benefit payments, leading to a reduction in Housing Subsidy grant receipts.

Favourable variance on Housing Benefit Payments reflects end of year technical adjustments; less Bad Debt Provision requirement than budgeted for £278k and £510k higher grant eligibility expenditure than budgeted for.

1.1.7. Employees Cost

A favourable variance of £264k. Key underspends were £73k on agency staff in Parking (in Environment) and £74k in Planning. Vacancy savings achieved of £125k in Housing, £94k in Community, and £71k in Strategy & Communications. Offset by overspends of £90k in Economic Development and Regeneration and £127k in Finance due to interim staff.

1.1.8. Premises Cost

Adverse variance of £78k. £153k overspend on Little Marlow Athletics track (in Community) on business rates and non-contract fees. Repairs and maintenance overspends in Housing of £97k. Offset by £254k underspend in Digital Development and Customer Services from the cancelled Council Chamber project Repair and Renewal project, (see Appendix B) and rates reductions.

1.1.9. Supplies & Services

Adverse variance of £40k. Overspends of £53k MLG costs and £58k on software upgrades in Finance. Underspend of £66k on Bed & Breakfast payments in Housing.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Agenda Item 9. Appendix C1

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Agenda Item 9. Appendix C2

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Agenda Item 9. Appendix C3

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Agenda Item 9. Appendix C4

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APPENDIX D

Legal Services Provision – BCC

Buckinghamshire County Council (BCC) requires new legal services provision for six months, from 1st October 2019 to 31st March 2020, as its existing shared service agreement is being terminated on 30th September. The opportunity has been taken to set up legal shared service arrangements for the County and district councils, in line with Unitary transition. The new arrangements will continue to operate until the service is brought together for unitary transition.

Wycombe is recruiting a team of lawyers to provide services to the County Council in addition to its existing services in the areas of contracts, property, planning, litigation and highways. Chiltern and South Bucks District Councils also have a joint legal team providing services to both in house and where there is capacity to the County Council and BCC will establish a new team covering Adults, Children and Education services.

The full cost of the Wycombe team will be recovered from BCC, via monthly billing at an agreed blended hourly rate, utilising the existing time recording system, IKEN. Set up costs (IT, training, professional subscriptions) will also be recovered by the same mechanism. Recruitment costs and ongoing disbursements will be paid for by BCC.

All arrangements are captured in an Inter Authority Agreement.

Heads of Legal Services from the five authorities took a proposals paper on this topic to the Chief Executives' Group on 6 March 2019.

The paper was also discussed at Leader's Strategic Board on 25 March 2019.

The estimated gross expenditure includes pay costs for 12 FTE, corporate overhead recovery rate of 35%, and start-up costs, totalling £523,560.

There is potential for this spend to be higher, if billed hours exceed the expected 600 hours per staff member, and if locum support is required, with higher unit costs. These potential impacts are estimated at £150,000, giving a budget requirement of £675,000.

FILE ON ACTIONS TAKEN UNDER DELEGATED POWERS

SUPPLEMENTARY ITEMS (IF ANY)

URGENT ITEMS (IF ANY)

Notification for Press and Public
--

**Notification of Items expected to be taken in exempt session,
as required by access to information requirements.**

The meeting will be asked to resolve that the Press and Public be excluded from the meeting during consideration of the following items as they contain exempt information as defined in Regulation 4(2)(b) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, more particularly as follows:-

Item 9 Provisional Outturn Report for year ending 31 March 19 – Appendices C1 to C4

Item 13 Proposed Acquisition of land at Little Marlow

Information relating to the financial or business affairs of any particular person (including the authority holding that information) (Paragraph 3, Part 1 of Schedule 12A, Local Government Act 1972)

[The need to maintain the exemption outweighs the public interest in disclosure, because disclosure could prejudice the Council's position in any future tender process or negotiations]

Item 14 File on Action taken under Exempt Delegated Powers

Economic Development & Regeneration Sheet Nos: EDR/10/19 – EDR/26/19

Environment Sheet No: E/2/19

Information relating to the financial or business affairs of any particular person (including the authority holding that information) (Paragraph 3, Part 1 of Schedule 12A, Local Government Act 1972)

[The need to maintain the exemption outweighs the public interest in disclosure, because disclosure could prejudice the Council's position in any future tender process or negotiations]

Agenda Item 13.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Agenda Item 13. Appendix A

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Agenda Item 13. Appendix B

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Agenda Item 13. Appendix C

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Agenda Item 13. Appendix D

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FILE ON EXEMPT ACTIONS TAKEN UNDER DELEGATED AUTHORITY

EXEMPT SUPPLEMENTARY ITEMS (IF ANY)

EXEMPT URGENT ITEMS (IF ANY)