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Queen Victoria Road
High Wycombe
Bucks HP11 1BB

Council

Date: 18 July 2016
Time: 6.30 pm
Venue: Council Chamber
District Council Offices, Queen Victoria Road, High Wycombe, Bucks

You are hereby summoned to attend the Meeting of the Council to be held in the Council Chamber, District Council Offices, Queen Victoria Road, High Wycombe on 18 July 2016 at 6.30 pm to consider the business set out in the Agenda below.

A handwritten signature in black ink, appearing to read 'K Satterford'.

Ms K Satterford
Chief Executive

Fire Alarm - In the event of the fire alarm sounding, please leave the building quickly and calmly by the nearest exit. Do not stop to collect personal belongings and do not use the lifts. Please congregate at the Assembly Point at the corner of Queen Victoria Road and the River Wye, and do not re-enter the building until told to do so by a member of staff.

Supplementary Agenda

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For further information, please contact Iram Malik on 01494 421204, committeeservices@wycombe.gov.uk

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WYCOMBE DISTRICT COUNCIL

COUNCIL MEETING

Monday 18 July 2016

AGENDA ITEM

Questions from Members of the Public

1. Question from Mr T Snaith to the Leader of the Council

The Chairman has started an initiative for his year "Let's celebrate volunteers and make Wycombe the best place to be."

He urged councilors to volunteer one extra hour a week, which would be very much appreciated by the community

I would like to ask the WDC leader what is being planned and how WDC resources and staff will be used to meet the Chairman's volunteering initiative and make Wycombe a better place to be.

Verbal reply to be given by Councillor Ms K Wood (Leader of the Council).

2. Question from Mr M Chadwick to the Cabinet Member for Environment

A report earlier this year by the Royal College of Physicians concluded that each year in the UK around 40,000 premature deaths are attributable to exposure to outdoor air pollution, much of which arises from emissions from traffic. In busy urban areas, nitrous oxide levels still exceed limits set in the 1990s which should have been fully achieved in 2010.

In 2002 Wycombe District Council designated an Air Quality Management Area along the M40 corridor because the target levels were being breached. Since then, annual progress reports have been published, including results from monitoring at other locations in the District. Every year since 2010, levels exceeding the guidelines have been found at several locations in urban High Wycombe, and, since 2013, central Marlow, with a resultant recommendation that new Air Quality Management Areas need to be designated. This has not happened.

Six years on, and with the dangers to health from poor air quality now undeniable, does the Cabinet Member agree that it is high time for steps to be taken to properly recognise and address the issue, and what plans does the Council have to do so?

Verbal reply to be given by Councillor Mrs J Teesdale (Cabinet Member for Environment).

3. Question from Mr R Colomb to the Leader of the Council

I believe that on 16th June 2016 you and the Chief Executive attended an Achievements Awards Ceremony at the London Hilton, sponsored by the Municipal Journal. The Council was shortlisted in the 'Commercialism in the Property Estate' category

Would you please advise how much the Council spent preparing and submitting its bid, and how much was spent attending the Awards Ceremony?

Verbal reply to be given by Councillor Ms K Wood (Leader of the Council).

WYCOMBE DISTRICT COUNCIL

COUNCIL MEETING

Monday 18 July 2016

AGENDA ITEM

Questions from Members

1. Question from Councillor M Knight to the Leader of the Council

How do you anticipate the EU referendum result, and the subsequent withdrawal of the UK from the EU, will impact on local government finances and what contingencies and plans have WDC put in place to help us through this period of uncertainty?

Verbal reply to be given by Councillor Ms K Wood (Leader of the Council).

2. Question from Councillor B Pearce to the Cabinet Member for Planning

Does the Cabinet Member for Planning realise that the Tesco express store at Turnpike which replaced the old Turnpike public house is a victim of its own success, causing chaos to the local roads in the vicinity of the store.

As you know the store is located near a very heavily congested 4 point roundabout on the A4010 and a major T junction leading into Cressex industrial estate.

I was absolutely astonished to find a vacant area at the rear of the store totally fenced in, cannot be seen by members of the public, which could hold possibly 20 or more cars and also ease the congestion caused by lorries making deliveries to the store.

Can this vacant area be opened up?

Verbal reply to be given by Councillor D Johncock (Cabinet Member for Planning).

3. Question from Councillor M Hanif to the Leader of the Council

The county council had taken a decision in early May to look at options for developing a business case for a new, single unitary council. District councils were invited to work with the county in the interests of residents and evaluating options based on common methodology and shared evidence base.

Wycombe District Council had declined that offer and may have to spend up to £200,000 tax payers' money on external management consultants to carry out the review instead of working with the county council.

What was the logic behind this decision that gives complete disregard to the tax payer's money?

Verbal reply to be given by Councillor Ms K Wood (Leader of the Council).

4. Question from Councillor T Green to the Cabinet Member for Community

Please could the Cabinet member update me on the progress towards building a new crematorium in Bierton by the Chilterns Crematorium Joint Committee?

Verbal reply to be given by Councillor S K Raja (Deputy Cabinet Member for Community in the absence of Cabinet Member for Community: Councillor Mrs J Adey).

5. Question from Councillor A Hashmi to the Cabinet Member for Community

The cabinet would be aware that following the referendum result there has been a rise in hate crime especially directed at recent EU residents; would the cabinet member condemn this hate crime and does the member have details of any reported hate crime in the District following the Brexit vote?

Verbal reply to be given by Councillor S K Raja (Deputy Cabinet Member for Community in the absence of Cabinet Member for Community: Councillor Mrs J Adey).

6. Question from Councillor Ms J Wassell to the Cabinet Member for Planning

I am very pleased to learn that the Lynton House Surgery will have a temporary reprieve whilst options for a new Health Centre are appraised. Can you assure me that Wycombe District Council are working closely with NHS Commissioners and developers to ensure that an appropriate Health Centre is provided ? It has been said for some time now that Lynton House is 'not fit for purpose'. East Wycombe desperately needs modern facilities for patients in view of population growth and significant pockets of health inequality and deprivation.

Verbal reply to be given by Councillor D Johncock (Cabinet Member for Planning).

7. Question from Councillor K Ahmed to the Leader of the Council

The Leader recently sent an email assuring councillors and members of the public alike that WDC and its partner agencies have not seen an increase in reported hate crime or an increase in community tension since the EU referendum result. According media reports, it is suggested that reported hate crime has increased fivefold since the EU referendum result. Could this be because most hate crimes taking place in Wycombe are going unreported?

Verbal reply to be given by Councillor Ms K Wood (Leader of the Council).

8. Question from Councillor B Pearce to the Cabinet Member for Planning

Does the Cabinet Member for Planning realise that the new Lidl store which was constructed on a large car park is a victim of its own success, because there are not enough car parking spaces for the supermarket and this causes absolute chaos in the vicinity of Desborough Avenue.

This sometimes causes complete gridlock in the Richardson street and Desborough Avenue vicinity because cars are queuing to find a parking space?

Verbal reply to be given by Councillor D Johncock (Cabinet Member for Planning).

9. Question from Councillor T Green to the Cabinet Member for Planning

Please would the Cabinet member let me know what the comparison is between the number of motor vehicles per household and the number of bicycles (adult) per household is in High Wycombe and the wider Wycombe District?

Verbal reply to be given by Councillor D Johncock (Cabinet Member for Planning).

10. Question from Councillor Ms J Wassell to the Cabinet Member for Planning

I am concerned again that the Ancient Monument in Easton Street has become engulfed by weeds and ivy. Could you advise me if contact has been made with the owners Columbia Threadneedle and a schedule of works agreed?

Verbal reply to be given by Councillor D Johncock (Cabinet Member for Planning).

11. Question from Councillor M Knight to the Leader of the Council

Following the EU referendum result we have seen a sharp increase in reported hate crime at a national level and a number of anecdotal cases have been reported locally in our own towns and district. At a meeting last week this increase was dismissed as insignificant by some members and yet Thames Valley Police have now confirmed a 44% rise in reported hate crime compared to the same period last year. Do you agree with me that this is significant and should be of great concern to us as a council?

Verbal reply to be given by Councillor Ms K Wood (Leader of the Council).

12. Question from Councillor Ms J Wassell to the Leader of the Council

Could you update us about actions being taken by WDC regarding the possibility of a Unitary Council? I am particularly concerned about the lack of consultation with councillors who represent Wycombe Town wards?

Verbal reply to be given by Councillor Ms K Wood (Leader of the Council).

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Cabinet Minutes

Date: 11 July 2016

Time: 7.05 - 8.26 pm

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

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| Councillor Mrs J A Adey | - Cabinet Member for Community |
| Councillor D H G Barnes | - Deputy Leader and Cabinet Member for Engagement and Strategy |
| Councillor D A Johncock | - Cabinet Member for Planning |
| Councillor Mrs J D Langley | - Cabinet Member for Housing |
| Councillor D A C Shakespeare OBE | - Cabinet Member for HR, ICT and Customer Services |
| Councillor Mrs J E Teesdale | - Cabinet Member for Environment |
| Councillor D M Watson | - Cabinet Member for Finance and Resources |
| Councillor R Wilson | - Cabinet Member for Economic Development and Regeneration |

By Invitation

| | |
|---------------------------|---|
| Councillor S Broadbent | - Deputy Cabinet Member for Economic Development and Regeneration |
| Councillor D J Carroll | - Deputy Cabinet Member for Housing |
| Councillor R Gaffney | - Chairman of the Improvement & Review Commission |
| Councillor Mrs W J Mallen | - Deputy Cabinet Member for Environment |
| Councillor G Peart | - Deputy Cabinet Member for Finance and Resources |
| Councillor R Raja | - Leader of the Labour Group |
| Councillor S K Raja | - Deputy Cabinet Member for Community |
| Councillor S Saddique | - Deputy Cabinet Member for HR, ICT and Customer Services |

Also present: Councillors R Farmer and L Wood

14 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors M Knight (Leader of the East Wycombe Independent Party), R Newman (Cabinet Member for Youth) and A Turner (Deputy Cabinet Member for Planning).

15 MINUTES

It was noted that under Minute 13 File on Action Taken Under Exempt Delegated Powers the sheets referring to the Economic Development & Regeneration portfolio should have been numbered EDR/18/16 – EDR/34/16, and it was agreed that this should be amended.

RESOLVED: That subject to the above, the minutes of the meeting of the Cabinet held on 6 June 2016 be approved as a true record and signed by the Chairman.

16 DECLARATIONS OF INTEREST

There were no declarations of interest.

17 PUBLIC SPACES PROTECTION ORDER

Cabinet approval was sought to commence public consultation on the implementation of two Public Spaces Protection Orders (PSPO) for High Wycombe Town Centre and the surrounding area. The proposed areas to be covered by the Order were detailed on the maps appended to the report.

Following the introduction of the Anti-social Behaviour, Crime and Policing Act 2014, the Council was required, within a three year period, to assess its existing Designated Public Space Orders and, if still required, replace with a PSPO. The provisions for PSPO's came into effect in October 2014.

The following decision was made as new powers had been introduced under the Anti-Social Behaviour, Crime and Policing Act 2014 to deal with anti-social behaviour, including the ability to create a Public Spaces Protection Order (PSPO). The Order would provide the Council with greater powers in relation to dealing with anti-social behaviour in public spaces.

RESOLVED: That the Council proceed with a public consultation on the implementation of two Public Spaces Protection Orders for High Wycombe town centre and surrounding area. The new Orders would give Wycombe District Council an opportunity to restrict specific activities that could have a detrimental effect on businesses, residents and visitors to the area.

18 REFERRAL FROM THE IMPROVEMENT & REVIEW COMMISSION - ICT T&FG RECOMMENDATIONS

The report before Cabinet set out the recommendations of the Improvement & Review Commission following a report from a Task and Finish Group (TFG) which had undertaken a review on the provision of Information Communication Technology (ICT) at Wycombe District Council.

The Chairman of the Improvement & Review Commission, Councillor R Gaffney, introduced the report. He reported that the Improvement and Review Commission had endorsed all the recommendations at its meeting on 13 June 2016. Councillor Gaffney commended the work undertaken by the Task and Finish Group.

The Chairman of the Task and Finish Group, Councillor L Wood, presented the findings and recommendations of the TFG. During consideration of this item, Cabinet agreed that further information regarding the proposed recommendations would be helpful, including a detailed report on the implications of adopting the recommendations.

Cabinet thanked the Task and Finish Group and officers for all their hard work.

The following decisions were made to progress the recommendations of the Improvement and Review Commission where appropriate.

RESOLVED: That the recommendations made by the Improvement and Review Commission on the provision of ICT at Wycombe District Council be received, and a further report be presented to the September Cabinet meeting responding to each of the recommendations in detail.

19 DISSOLUTION OF BUCKS JOINT COMMITTEE ON WASTE

Cabinet were asked to recommend to Council that the Bucks Joint Waste Committee be dissolved. The work of the Committee would continue through the Joint Waste Partnership, including the shared delivery with the constituent authorities of the Joint Waste Strategy 2014 -2020.

The following recommendation and decisions were made as now that the Joint Waste Strategy 2014-2020 was established and all of the Buckinghamshire district councils had rolled out new collection services, the Bucks Joint Committee on Waste (BJCW) had decided, subject to the formal agreement of its constituent authorities, that the Strategy could be delivered in a more efficient manner by dissolving the formal joint committee and adopting a more streamlined and less formal structure.

Recommended: That the dissolution of the Bucks Joint Committee on Waste be agreed and that the Council instead participate in the Joint Waste Partnership to deliver the Joint Waste Strategy for Buckinghamshire 2014-2020 and other functions related to Waste.

RESOLVED: That (i) the Bucks Joint Committee on Waste (BJCW) be dissolved when all of the constituent authorities have given their formal agreement, and that the twelve months' notice required by the Committee's Constitution by all parties be waived;

(ii) the Council continues to support and participate in the Joint Waste Partnership as an informal entity to continue work to support the delivery of the Joint Waste Strategy 2014-2020 and other activities;

(iii) a Memorandum of Understanding, as outlined in the report be drawn up to regulate the activities of the Joint Waste Partnership with authority being delegated to the Head of Environment in consultation with the Head of Legal and Democratic Services and the Cabinet Member for Environment to agree the precise terms;

(iv) the remaining funds in the approved budget of the Joint Waste Committee, once committed expenditure had been met, be used to fund a continued campaign to combat fly-tipping across Buckinghamshire;

(v) the grant awarded by the Department for Communities and Local Government for the Fighting Food Waste project be used to support the activities described in the bid for that funding; and

(vi) the partner Councils give consideration as part of the budget setting process during 2017/18 to making budgetary provision for the ongoing work of the Partnership for the financial year 2018/19 and thereafter.

20 ABBEY BARN SOUTH DEVELOPMENT BRIEF

The report before Cabinet set out and provided an assessment of the consultation responses received in relation to the Abbey Barn South Development Brief. Cabinet approval was being sought to adopt the Abbey Barn South Development Brief as a planning document, to ensure greater control was maintained by the Council over the development of the site.

The following decisions were made as the development brief contained detailed planning guidance that would be a material consideration when planning decisions were made on planning applications in this area. The guidance was site specific and thereby more detailed than the current policy framework in the Development Plan. The brief would help co-ordinate future development and the provision of infrastructure. It would therefore be important to the quality of the final development to have an up-to-date planning brief.

RESOLVED: That (i) the Abbey Barn South Development Brief [Draft for Adoption] (the development brief) be adopted as planning guidance for the area; and

(ii) delegated authority be granted to the Head of Planning and Sustainability and the Cabinet Member for Planning and Sustainability to approve the separate detailed guidance for the Ride area within the Abbey Barn South site.

21 EFFICIENCY PLAN & 4 YEAR LOCAL GOVERNMENT FINANCE SETTLEMENT

Cabinet recalled that the Efficiency Plan had been approved in March 2016 with the Medium Term Financial Plan. It was noted that following confirmation of the Local Government Finance Settlement the multi-year Efficiency Plan had been updated and required approval.

Therefore, Cabinet was asked to consider and formally recommend the updated 4 year Efficiency Plan. The document would then be submitted to the Secretary of State for Communities and Local Government before the 14th October 2016.

The following recommendations were made to help the Council deliver its overall budget to 2020 and provide increased flexibility in how certain costs were financed over this period.

Recommended: That (i) the Council's 4 Year Efficiency Plan attached at Appendix A of the report be approved and delegated authority granted to Cabinet to revise and update this as appropriate;

(ii) the Council accepts the 4 year Local Government Finance Settlement (settlement) as set out in paragraphs 5 to 7 of the report; and

(iii) the application of capital receipts received between April 2016 and March 2019 (rather than revenue resources) for eligible reform costs from the list of schemes shown in Table 2.0 of the report be approved and delegated authority given to the Head of Finance and Commercial and Cabinet Member for Finance and Resource to revise and update this if required.

22 FILE ON ACTION TAKEN UNDER DELEGATED AUTHORITY

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

Community C/32/16 – C/38/16

Finance F/27/16 – F/28/16

Planning & Sustainability PS/06/16 – PS/07/16

EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: 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:

Minute 23 - Handy X Update – Construction Contract

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 24 - File on Action taken under Exempt Delegated Powers

**Economic Development and Regeneration sheet nos:
EDR/35/16 – EDR/43/16**

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)

23 HANDY X UPDATE - CONSTRUCTION CONTRACT

Cabinet was asked to approve and formally recommend the final account for the construction contract with Willmott Dixon Ltd. The work undertaken related to the Handy X Hub redevelopment.

The following recommendation was made to approve the final account in relation to the construction work undertaken at the Handy X Hub site.

Recommended: That (i) the terms of the final account for the construction works at Handy X Hub in respect of Phases 1 and 2 with Willmott Dixon Ltd (WDL) as set out in the report be approved; and

(ii) the reported contract outturn position for the construction works for Phases 1 and 2 as set out in paragraph 13 be noted.

24 FILE ON ACTION TAKEN UNDER EXEMPT DELEGATED POWERS

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

Economic Development and Regeneration: EDR/35/16 – EDR/43/16

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 |

Audit Committee Minutes

Date: 30 June 2016

Time: 7.00 - 8.24 pm

PRESENT: Councillor Saddique (in the Chair)

Councillors Ms C J Oliver, G Peart, G C Hall and N J B Teesdale,

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor M Hanif, Councillor A Lee, Sue Gill (Ernst & Young) and Maria Grindley (Ernst & Young).

2 MINUTES

RESOLVED: That the minutes of the meeting held on 3 March 2016 be confirmed as a correct record and signed by the Chairman.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 HEALTH & SAFETY ANNUAL REPORT

The Committee received a report which updated members on health and safety issues and key health and safety statistics for 2015-16.

The Shared Support Services Manager reported that it had been a positive year for the health and safety service with a low level of incidents. Due to a successful review the contract with Buckinghamshire County Council for the provision of the health and safety service had been agreed for a further two years to run until 2018. The Committee noted that the work programme for 2016-17 had been agreed and work was already underway to delivery it.

The Shared Support Services Manager highlighted that there had been an increase in the number of incidents of verbal abuse being reported by employees (mostly in the Housing Options Service). . As a result, processes within the Customer Services Centre had been reviewed and actions had been put in place to support staff, including safety training, personal alarm refresher training, expanded guidance and improved signage. It was noted that incident numbers were still very small; however systems were in place to provide information on known offenders for employees.

RESOLVED: That the Health and Safety Annual Report for 2015-16 be noted.

5 2015/16 Q4 AND END OF YEAR SERVICE PERFORMANCE REPORT

The Head of Finance and Commercial presented a report detailing services performance for Q4 and Year End 2015/16.

The Committee were provided with an update for 24 Level 1 measures previously identified by the Committee and an overview summary of all corporate measures.

Members made a number of points and received clarification of various queries as follows:

- It was requested that the information regarding complaints be provided in clearer format with more detail.
- Regarding measure BV78a, Time taken to process HB/CTR: new claims (days) - it was noted that the figure for the Cumulative Annual Actual figure should read 22.5.
- Regarding BV78b, Time taken to process HB/CTR: change events (days) - it was noted that the Cumulative Annual Actual figure should read 7.58.
- It was reported that the increasing figure of people in temporary accommodation was a national trend and at WDC there were a number of initiatives being undertaken to deal with the issue. It was commented that in comparison the demand for foodbank food parcels had reduced by 20%.
- It was reported that a reserve and annual budget was set aside each year for the cost of planning application appeals as these could amount to a significant cost. It was noted that information regarding the amount of approved planning applications and a timeline regarding developments that had not yet been built would be provided to the Committee before the next meeting.
- Information on the amount of empty properties in the area could be provided if requested.
- Regarding measure HR002, % of all calls to CSC answered within 20 seconds – it was noted that the cumulative annual actual figure should read 95% with a figure of 123, 908.
- It was noted that recycling figures were reducing. Members requested that a manager from the Waste and Recycling Service be invited to the next meeting to provide information regarding this issue.
- Members were concerned at the significant number of waste and recycling collections missed. It was noted that this was a contract performance issue and work was undergoing to address this problem.

RESOLVED:

- i) That the Manger of the Waste and Recycling Service be invited to the next meeting;
- ii) That the 2015/16 Service Performance Q4 and Year End Overview be noted.

6 ETHICAL STANDARDS FOR PROVIDERS OF PUBLIC SERVICES - SELF ASSESSMENT

A report was considered which summarised guidance issued in December 2015 by the CSPL to help public bodies assess their compliance with ethical standards.

The guidance set out a template to undertake a self-assessment and to establish good practice. The draft template, which had been examined by the Corporate Governance Group and considered by the Standards Committee, was appended to the report. No areas of non-compliance had been identified although a number of action points had been identified to continue to maintain high standards. It was noted that these had been or were being progressed as overseen by the District Solicitor.

RESOLVED: That the self-assessment based on the guidance on ethical standards for providers of public services and the action points arising from it be noted and endorsed.

7 DRAFT ANNUAL GOVERNANCE STATEMENT 2015-16

The Committee were provided with a report which presented the draft Annual Governance Statement for 2015-16 which followed guidance issued in 2012 via an addendum to the CIPFA/SOLACE publication 'Framework for Delivery Good Governance in Local Government'.

It was reported that there were five areas identified for improvement, all of which had been included in the previous governance action plan, namely:

- Records Management
- Business Continuity
- Project Management
- Contract Management
- Performance Management

These would continue to be monitored through the Strategic Risk Register. It was noted that the signed Annual Governance Statement would be brought back to the Committee in September, as there was a statutory requirement for it to be considered alongside the approval of the statement of accounts.

It was also noted that this would be the final year for the report to be presented in this format.

RESOLVED: That the draft Annual Governance Statement be noted.

8 AUDIT, RISK AND FRAUD MANAGER'S ANNUAL REPORT

The Audit, Risk & Fraud Manager's Annual Report 2015-16 was presented and Members received an update of the work of the Internal Audit Service. The report included an update of audit reviews completed in the last year, including analysis of the responses of the customer satisfaction questionnaires issued on completion of each audit, and a detailed progress report.

The Audit, Risk and Fraud Manager reported that his overall opinion was that significant assurance could be given in relation to the core financial reviews undertaken. There was a generally sound system of internal control designed to meet the Council's objectives and that controls were generally being applied consistently.

He noted that regarding contract management three reviews had been undertaken and on conclusion of two reviews it was reported that further improvements were required and an opinion of significant assurance could not be provided.

Also regarding Project Management: the Council has yet to fully rollout its Project Management Framework. In addition a review had been undertaken on the arrangements for the Westbourne Link Road project, run in partnership with Bucks County Council and the results of that review informed the decision that an opinion of significant assurance could not be provided.

For the next phases for the programme, it was noted that a Memorandum of Understanding between key partners and a Project Initiation Document would be completed; funding would not be released until these documents had been agreed.

It was reported that reviews regarding Payroll, Food Safety and Saunderton Lodge management arrangements had not been undertaken and were rescheduled for 2016/17. Also a review of Hughenden Quarter had not been undertaken as the review of the Westbourne Link Road was undertaken in its place.

The Audit, Risk and Fraud Management highlighted that the new Corporate Investigations Team during the first year had:

- developed a Tackling Fraud and Corruption Plan
- designed a corporate fraud risk register process;
- offered and delivered training to relevant services;
- worked with Council services resulting in an increase of referrals from services within the Council that had not previously raised referrals.

During 2016/17 work would continue with key services to support them. Also the working relationship with Thames Valley Police had been formalised with the creation of a service level agreement and the team would continue to assist them with any ongoing investigations.

RESOLVED: That the Audit, Risk and Fraud Manager's Annual Report for the year to 31 March 2016 be noted.

9 ANNUAL REVIEW OF THE ANTI FRAUD AND CORRUPTION POLICY

The Committee's approval was sought regarding the Anti-fraud and Corruption Policy for 2016. It was reported that the policy had been reviewed and no revisions were required. It was noted that the signed copy would be held in Internal Audit.

RESOLVED: That the 2016 Anti-Fraud and Corruption Policy as attached at Appendix A of the report be approved.

10 INTERNAL AUDIT PROGRAMME

The Committee received a report which presented the proposed Internal Audit programme for 2016-17. It was noted that the programme had been compiled after taking into account the following contributions:

- The Council's Internal Audit service would continue to undertake the core financial audits necessary to provide Management with an assurance as regards the effectiveness of the internal control framework;
- Areas of interest from the Chief Executive, the Corporate Director, the Council's S151 Officer and the Heads of Service;
- Areas of interest as determined by the Audit, Risk and Fraud Manager;
- The contribution from members of the Audit Committee.

The Audit, Risk & Fraud Manager noted that a report on the implementation of the recommendations would be provided to members in September.

RESOLVED: That the Internal Audit programme for 2016-17 be noted.

11 AUDIT COMMITTEE WORK PROGRAMME

The Audit Committee work programme as appended to the agenda was considered by the Committee.

RESOLVED: That the Audit Committee work programme be approved.

EXCLUSION OF PUBLIC AND PRESS

RESOLVED: That the Press and Public be excluded from the meeting during consideration of the following item as it contains 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:

Minute 14 – Strategic Risk Register

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]

12 STRATEGIC RISK REGISTER - QUARTER 4 MONITORING REPORT

The Committee received a report which provided an update on the Strategic Risk Register for Quarter 4, 2015/16. The Audit, Risk & Fraud Manager provided specific information on various risks and amendments to the register.

It was noted that risk owners could be invited to attend Audit Committee meetings as required in order to provide information relating to the individual strategic risks that they are responsible for.

RESOLVED: That the Strategic Risk Register for Quarter 4 2015/16 be noted.

Chairman

The following officers were in attendance at the meeting:

| | |
|------------------|----------------------------------|
| Steve Richardson | - Head of Finance and Commercial |
| Mike Howard | - Audit, Risk and Fraud Manager |
| Paul Spencer | - Shared Support Manager |