



WYCOMBE
DISTRICT COUNCIL

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Queen Victoria Road
High Wycombe
Bucks HP11 1BB

Council

Date: 12 December 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 12 December 2016 at 6.30 pm to consider the business set out in the Agenda below.

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.

Agenda

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1	APOLOGIES FOR ABSENCE To receive apologies for absence.	
2	MINUTES To approve as a correct record the minutes of the meetings of Council held on 10 October 2016	1 - 16
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.	

4 CHAIRMAN`S ANNOUNCEMENTS

To receive such communication as the Chairman of the Council may wish to make.

5 QUESTIONS FROM MEMBERS OF THE PUBLIC

Written questions may be asked of the Leader or any Cabinet Member if submitted to the Head of Democratic, Legal and Policy Services no later than 12 noon on Monday 5 December 2016. Questions will be submitted in the order in which they were received.

A questioner will have a maximum of 1 minute to ask a question and the answer shall not exceed 3 minutes. Any questioner may put one supplementary question without notice within a maximum time of 1 minute and the answer may not exceed 2 minutes.

6 QUESTIONS FROM MEMBERS

Questions to the Leader or any Cabinet Members must be submitted by 12 noon on Monday 5 December 2016. Questions shall be taken first from the Group Leaders of the political parties who shall be entitled to ask an initial Leader`s question, including the right to adopt another Member`s question from his/her group, of which written notice shall have been given to the Head of Democratic, Legal and Policy Services prior to the meeting.

The order of questions shall then permit the first question from each other Councillor to be asked before any subsequent questions from the same Councillor. One question will be taken in turn from the same Councillor unless there are no other questions to be asked.

Every Member asking an oral question is permitted to ask one supplementary question without notice provided that it is not substantially the same as a question that was put to a Council meeting during the past six months.

The appropriate Member will respond to any questions remaining unanswered at the expiry of 30 minutes in writing. Any question remaining unanswered after 30 minutes will be answered within 10 working days in writing after the meeting by the appropriate Member and appended to the minutes of the meeting.

7 PETITIONS

- (i) Council to receive any petition from a member of the public who lives, works or studies within the district or from a Councillor on his/her behalf as notified by the deadline of 5pm on Monday 5 December 2016.
- (ii) Council to consider any petition already received that meets the required number of signatures to qualify for a debate by Full Council. (The petition organiser will have 5 minutes to present the petition and then the council will debate the

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	matter for a maximum of 15 minutes and decide how to respond to the petition)	
8	CABINET To receive the minutes of and consider any recommendations from the following meetings: Cabinet 14 November 2016 Special Cabinet 12 December 2016 (To follow)	17 - 24
9	STANDARDS COMMITTEE To receive the minutes of and consider any recommendations from the following meeting: Standards Committee 15 November 2016	25 - 28
10	IMPROVEMENT & REVIEW COMMISSION To receive the minutes of and consider any recommendations from the following meetings: Special Improvement & Review Commission 18 October 2016 Improvement & Review Commission 9 November 2016	29 - 44
11	AUDIT COMMITTEE To receive the minutes of and consider any recommendations from the following meeting: Audit Committee 17 November 2016	45 - 52
12	HIGH WYCOMBE TOWN COMMITTEE To receive the minutes of and consider any recommendations from the following meeting: High Wycombe Town Committee 22 November 2016	53 - 58
13	PERSONNEL & DEVELOPMENT COMMITTEE To receive the minutes of and consider any recommendations from the following meeting: Personnel & Development Committee 7 November 2016	59 - 62
14	PLANNING COMMITTEE To receive the minute of and consider any recommendations from the following meetings: Planning Committee 24 August 2016 Planning Committee 19 October 2016	63 - 70

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15	REGULATORY & APPEALS COMMITTEE
	71 - 74
	To receive the minutes of and consider any recommendations from the following meeting:
	Regulatory & Appeals Committee 17 October 2016
16	NOTICE OF MOTION
	To consider the following Notice of Motion submitted by the deadline of noon on Thursday 1 December 2016.
	The following Notice of Motion was submitted by Councillor R Raja and seconded by Councillor S Graham:
	"In view of the opportunity being presented by the reorganisation of local government in Buckinghamshire, this Council resolves to take all necessary steps to ensure that a unitary authority, capable of delivering the statutory services to the local residents, is created which not only balances the financial /economic criteria against democratic and accountability considerations but also takes account of the projected growth in population and will ensure proper investment in housing and infrastructure for an efficient delivery of the services needed to support the wellbeing of the people of the District."
17	QUESTIONS UNDER STANDING ORDER 11.2
18	COMMITTEE CHANGES/ APPOINTMENTS
	Improvement & Review Commission
	Councillor M Davy be replaced by Councillor L Wood as a full Member of the Commission.
	Councillor L Wood be replaced by Councillor M Davy as a Standing Deputy on the Commission.
	Outside Body Appointment
	Membership of iESE Transformation Limited
	Councillor Miss K S Wood be appointed to serve as WDC Councillor representative, with immediate effect.
19	URGENT ACTION TAKEN BY CABINET OR INDIVIDUAL CABINET MEMBER
	(a) Implementation of a small increase in the land charges search fee
	(b) Surrender of the leasehold interest at 55a High Street, Marlow

- (c) Wycombe District Museum - Agreement for 5 year funding from 2016-2021 to Wycombe Heritage and Arts Trust.
- (d) Amendment to the membership of the Youth & External partnerships Policy Advisory Group

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

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Council Minutes

Date: 10 October 2016

Time: 6.40 - 7.32 pm

PRESENT: Councillor M Hussain JP (in the Chair)

Councillors Mrs J A Adey, Mrs S Adoh, K Ahmed, Z Ahmed, M C Appleyard, M Asif, D H G Barnes, Ms A Baughan, S Broadbent, Miss S Brown, D J Carroll, M Clarke, A D Collingwood, C Etholen, R Farmer, R Gaffney, S Graham, A R Green, M Harris, C B Harriss, M A Hashmi, A E Hill, A Hussain, M Hussain, D A Johncock, M E Knight, D Knights, Mrs J D Langley, A Lee, Mrs W J Mallen, H L McCarthy, I L McEnnis, R Newman, Ms C J Oliver, B E Pearce, G Peart, S K Raja, R Raja, S Saddique, J A Savage, R J Scott, N J B Teesdale, Mrs J E Teesdale, A Turner, P R Turner, Ms J D Wassell, D M Watson, C Whitehead, R Wilson, L Wood and Ms K S Wood

Also Present: Honorary Aldermen: M Blanksby, Mrs P Priestley and R Pushman

20 APOLOGIES FOR ABSENCE

Apologies for absence were received from Honorary Aldermen: P Cartwright, E H Collins, M B Oram and Mrs K M Peatey MBE. Councillors: Mrs L M Clarke OBE, M Davy, G Hall, M Hanif, Mrs G A Jones, N Marshall and D Shakespeare OBE.

21 MINUTES

RESOLVED: That the minutes of the meeting of the Council held on 18 July 2016 be confirmed as a true record and signed by the Chairman, subject to the inclusion of Honorary Alderman R Pushman in the list of those present.

22 DECLARATIONS OF INTEREST

No declarations of interest were received

23 CHAIRMAN'S ANNOUNCEMENTS

The Chairman highlighted some of the events and activities he had undertaken between 19 July and 10 October. These included:

- (a) Attendance at graduations at BNU in early September
- (b) Battle of Britain Sunday Commemoration Service in Marlow
- (c) One Can Trust opening of new premises

(d) Rio 2016 celebration of our Olympians and Paralympians event.

The Chairman stated that these people were a true inspiration to the country as a whole and that Councillors needed to offer greater support at such events.

24 QUESTIONS FROM MEMBERS OF THE PUBLIC

(a) Question from Mr J Hoggett to the Leader of the Council

“The Town Council model is one that has given many more urban towns a greater say in their own affairs given that the needs of a town and a district-at-large can often be very different. The model gives citizens more devolved powers in order to have a greater say on more specific issues with in their communities. Will the Leader of the Council look in to establishing a High Wycombe Town Council?”

Response from Councillor Ms K Wood (Leader of the Council)

“Thank you for your question Mr Hoggett. There are many ways of securing devolution with strong democratic representation without the need to establish a High Wycombe Town Council. The democratically elected members of the unparished area here in High Wycombe already come together and meet as the High Wycombe Town Committee to consider and take action on behalf of the residents of our Town.”

Supplementary Question

“Clearly people have different socio economic needs. If you cannot consider establishing a Town Council for High Wycombe, perhaps you could consider changing the status of the High Wycombe Town Committee from an advisory body, to one that has a veto over Cabinet decisions on matters relating to High Wycombe Town.”

Supplementary Response

“The people of High Wycombe are understandably concerned regarding services and facilities available to them. The District Council provides many of these functions, with a strong track record of delivering improvements across the whole district. I do not believe the Town has suffered from not having a Town Council. We are one Council for one community.”

(b) Question from Mr D Chandler to the Cabinet Member for Community

“Six years ago, on 30th September, my eight year old daughter Olivia tragically died from an asthma attack. A week ago, on the anniversary of her death, my wife and children visited her grave together at High Wycombe Cemetery. We were very upset to discover that many personal items had been removed from her grave. We know that other families have also had the graves of loved ones vandalised in this way. Can you tell me what security is already in place to keep the cemetery safe and secure and what else could be done to prevent other families experiencing the same distress that we have?”

Response from Councillor Mrs J A Adey (Cabinet Member for Community).

“We appreciate how distressing it is for friends and family when the grave of a loved one is damaged or vandalised. Over the years we have fortunately had very few acts of vandalism and, while we know of complaints about cemetery maintenance practices we are not aware of any on-going issue of vandalism within the Snowdrop Garden or other parts of the cemetery.

We periodically remove items from graves as stated on the signs clearly displayed in the Cemetery and this is likely to be the reason some items have been removed from your daughter’s grave. The Cemetery is largely maintained as lawn sections kept free of permanent obstacles other than permitted memorials. This is so we can maintain a high standard of grounds maintenance across the site and create a welcoming and attractive place for the bereaved to visit to remember their loved ones.

We remove old flowers, which obviously deteriorate over time, as well as other items as they succumb to the weather or where the number of items on a grave becomes so excessive as to prevent maintenance or intrude on an adjacent grave. We try hard to strike a balance between maintaining an attractive and tranquil environment and respecting that the bereaved seek to remember their loved ones with a variety of floral tributes and other mementoes. We leave items on a grave for as long as we can until they detrimentally affect the appearance of the cemetery or affect other mourners, particularly in the Snowdrop Garden and children’s areas which we appreciate are particularly sensitive. Most items are held at the Cemetery Office for 4-6 weeks should people wish to collect them.

The Snowdrop Gardens and the cemetery grounds are surrounded by walls and fencing, and the gates are locked every night. We investigate every concern raised with us to understand what can be done differently. We encourage any visitor to the Cemetery to report any concerns they may have to the Cemetery Officer at the Council.”

Supplementary Question

“Could something definite be put into place to increase security? For example Marlow cemetery does have CCTV cameras, the cemetery could be locked earlier in the evening and public footpaths could be diverted so as not to cut through the cemetery.

Could a report on security options be presented to Cabinet in order to protect all graves?”

Supplementary Response

“CCTV cameras will not work unless the trees are felled around the area. In addition there would need to be around 15 cameras at a cost of up to £20,000 with call out service costs on top.

We will continue to closely monitor the situation. It may be that one incident is vandalism whilst another may not be.”

(c)Question from Ms N Rana to the Leader of the Council

“In August of this year, the House of Commons issued a report identifying Muslim women as the most 'economically disadvantaged' group in the UK. Unemployment, family culture and prejudice were just three of the reasons given for this.

What steps can Wycombe District Council take to promote opportunities for this group of women?”

Response from Councillor Ms K Wood (Leader of the Council)

“Thank you for your question. The report you mention covers the whole of the UK and I would like to note that Muslims are not a homogenous group. It actually describes Muslim women as more likely to be economically inactive rather than disadvantaged. There are, as you say, a whole range of reasons for this. The data does not relate to Wycombe specifically and the District has a low unemployment rate. I am sure that Muslim women who would like to enter or return to the workforce will find many opportunities to do so. In the meantime I am happy to support the Government’s work in this area.”

Supplementary Question

“At the present time, how would you better engage with this group of women in the community?”

Supplementary Response

“It is a countrywide problem. The Government needs to help in enabling them to access language and education and to work independently. Furthermore Mosques can play a role in promoting opportunities for Muslim women. The Equalities Office should create specific national outreach programmes to promote female role models and the Department for Work and Pensions should also consider integrating peer to peer support into their support package.”

(d)Question from Ms T Kershaw to the Cabinet Member for Community

“The purpose of a PSPO is to deal with a particular nuisance behaviour. Would consistent illegal and dangerous parking outside schools included in the proposed area be deemed as ‘nuisance behaviour’?

Response from Councillor Mrs J A Adey (Cabinet Member for Community).

“Thank you for your question. Public highways are the responsibility of Bucks County Council, which has the power to take out a public space protection order to combat persistent and unreasonable behaviour that is detrimental to the quality of life in an area.

I am happy to pass on your query to the County Council if you so wish”

Supplementary Question

“If you do pass on the query what help are we likely to receive in stopping illegal parking outside the school.”

Supplementary Response

“It is the school that is best placed to interact with the parents and will have greater influence in seeking long term parking solutions.”

25 QUESTIONS FROM MEMBERS

(a) Question from Councillor R Raja to the Leader of the Council

“The draft Local Plan, (as it says in the foreword to the document) "sets out the long term vision for the District, identifying where new homes, jobs and infrastructure will be created..." The plan also states that by the year 2033 (which is roughly as many years away as we are from the end of the last century), about 15,000 homes will need to be built, of which the unmet need for a third will be provided by AVDC.

Now that the consultation has been completed and in the face of vociferous NIMBY opposition from some areas can the leader tell us whether the draft plan is still on track, and is AVDC still interested in collaborating with WDC about accepting 5,000 homes?”

Response from Councillor D Johncock (Cabinet Member for Planning) on behalf of Councillor Ms K Wood (Leader of the Council)

“Thank you for the question. You are right to suggest that we have received a large response to the consultation on the draft plan – in excess of 3,000 people and organisations responded to it, and I am pleased that our consultation has been so effective in involving people in preparing the Plan.

We are still on track to produce a plan in early 2017 in line with the Government’s deadline but we do have a lot of work to do to consider all the comments we have had and to revise the Plan as appropriate.

Under the legal Duty to Cooperate, AVDC have to collaborate with WDC and WDC have to collaborate with AVDC in preparing their respective plans. There is an agreed Memorandum of Understanding between all the Bucks authorities which indicates that, in principle, AVDC will accommodate the unmet need from the three southern districts. However this agreement does not establish the amount of housing that AVDC should accommodate. The onus is on WDC to have explored all the reasonable options for accommodating its housing needs within Wycombe District before asking AVDC to accommodate any of those needs. We continue to be in close dialogue with AVDC and the other Bucks authorities on this issue with the aim of reaching agreement during this autumn period.”

Supplementary Question

“Most of the housing initiatives listed in the Local Plan do not have costs assigned. Does this mean they are unfunded or that they will be funded by third parties? As usual only lip service is paid to affordable housing. How much of this will be social housing or for housing associations and what is your definition of affordable?”

Supplementary Response

“We do not provide funding for housing, we simply establish the demand, and leave it to the market to deliver. It is the market which decides what will be affordable housing. We have a housing policy which states that 40% of affordable housing will be built on green field sites. The definition of affordable housing is whereby 80% of the market rate is paid by the buyer.”

(b)Question from Councillor M Knight to the Leader of the Council

“Recently Bucks County Council voted to support the idea of a unitary authority for Buckinghamshire and their report talks about boosting the role of town and parish councils to ensure adequate representation of local communities.

Do you agree that this leaves the unparished areas of High Wycombe in a vulnerable position and therefore decisive action is required now to ensure that the 14% of the population of the county who live in this area are properly represented at all levels?”

Response from Councillor Ms K Wood (Leader of the Council)

“Thank you for your question which is similar to that raised by Mr Hoggett earlier this evening.

You are quite right that the County Council has recently agreed to support a single County Unitary for Buckinghamshire, but this is just a proposal – and it is far from being a done deal. The decision to create new councils rests with Parliament. We have been in regular dialogue with ministers, who have continued to advise us that they will not impose a solution without local consensus. At this stage there is no consensus in Buckinghamshire.

I would also like to remind members that, the four districts commissioned an open and independent review to find the *best* option for the future of local government in Bucks and this week I will be sharing the conclusions of that review with you; with our partners and stakeholders and with the people of Buckinghamshire.

I do not believe that there is a need for any change to the arrangements for High Wycombe. If Buckinghamshire does become unitary the number of unitary Councils has yet to be determined. If there were two or three unitary Councils, this would ensure that the same level of representation, which has served the Town well, can continue.

On the broader point in relation to the Town representation I refer you to my earlier answer to Mr Hoggett”.

Supplementary Question

“I eagerly await the result of the commissioned report. If Bucks residents do not need the representation of a Town Council then perhaps we should get rid of Marlow Town Council. It is the 14% of residents living in the town that should decide as to how they wish to be governed and as such there should be a referendum in the parish of High Wycombe to establish their views.”

Supplementary Response

“I did not say that the Parish Councils currently in existence were not needed. High Wycombe Town Committee services the town. We will conduct a thorough consultation process with relevant stakeholders.”

©Question from Councillor B Pearce to the Cabinet Member for Planning

“I am sure the Cabinet Member would agree with me that Daws Hill Lane must rate as the worst major road in Buckinghamshire and it is an absolute disgrace. Of course there is the large development being constructed at the moment on the old RAF site (a benefit of the peace dividend). But do you agree with me that Taylor Wimpey should contribute considerably to the upkeep and the repair of this road because at the moment it is an utter disgrace?”

However, the situation has now been slightly improved”

Response from Councillor D Johncock (Cabinet Member for Planning).

“Daws Hill Lane is maintained by Buckinghamshire County Council in their role as the Highway Authority. As part of the development being constructed at the former Daws Hill Base some highway works are being completed: a crossing, a new junction into the site and widening at the junction with Marlow Hill to create two standard queueing lanes. Generally a road is damaged during the course of construction works then as I understand it the Highway Authority will seek its repair at the developers cost. Your question would therefore be better addressed to Bucks County Council.”

Supplementary Question

“This clearly demonstrates the need for unitary status. There is not much cooperation between Highways and Planning.”

There was no supplementary Response.

(d)Question from Councillor N Teesdale to the Cabinet Member for Environment

“For the last twelve years, the residents of Sands, have been exposed to noxious odours produced by an industrial process on the Sands Industrial Estate.

Will the Cabinet Member assure me that a report will be produced to the appropriate Committee outlining the options available to this Council in order to bring an end to this nuisance?

Only then will the residents of Sands be able to once again fully enjoy their homes and gardens.”

Response from Councillor Mrs J E Teesdale (Cabinet Member for Environment)

“I would confirm that Synergy have confirmed their report on their pollution control systems is nearly complete although they will probably have to consider this before sharing the conclusions with us. We look forward to this as we can then discuss with them the effectiveness of their current odour control and any recommended improvements to their systems.

It is also the intention of the Company to prepare an Odour Management Plan once the report they have commissioned is finalised. This will be a public document that will outline their odour control and monitoring procedures and their procedures in response to complaints and as such it should be a helpful document to both themselves and the public.

It would appear that complaints have subsided in the last few weeks and we have witnessed less odour but we do of course continue to respond to complaints to witness any issues. We notify Synergy of all complaints received, they usually monitor these as well and this provides useful feedback so they can resolve issues.”

There was no supplementary question

(e)Question from Councillor T Green to the Cabinet Member for Community

“Please would the Cabinet Member tell me the cost of clearing up after the travellers who camped on the public open space at Terriers last month?”

Response from Councillor Mrs J A Adey (Cabinet Member for Community).

“The cost of the clear up was £ 1016.89. Officers are seeking quotations for bunding the open space – it is large as you know and it may be costly to secure. I have spoken to Thames Valley Police to understand why this did not meet their threshold for intervention as this meant travellers were on site for longer. I can share their policy with you if you would like.”

Supplementary Question

“I would like to thank the officers and contractors for the speedy and well organized clean up. Since the delay in removing the travellers was mainly due to Thames

Valley Police going back on their agreement to use Section 61 of the Criminal Justice and Public Order Act, will the Council be requesting that the police make a sizable contribution to the costs incurred?"

Supplementary Response

"I have spoken to the police as to the reasons why they could not remove them. It transpires that each force has its own policy in relation to this and as such we are not likely to receive any financial contribution."

(f)Question from Councillor Ms J Wassell to the Leader of the Council

"Will there be additional parking and free parking in Wycombe during December for seasonal shopping? I assume that arrangements will be made specifically at the Marsh Retail Park where there was chaos and tailbacks onto the A40 last year."

Response from Councillor Ms K Wood (Leader of the Council).

"It is hoped that as in previous years, High Wycombe and its car parks will be busy at Christmas with seasonal shoppers. There are no plans to provide additional parking as there is sufficient capacity taking into account car parks across the town, particularly if shoppers also use Dovecot car park. The HWBIDCo have selected 3 days in November as the free parking offer in Wycombe including the Christmas lights' switch on 17 November – the other dates are Friday 18 and Friday 25 November. With respect to the Marsh Retail Park, we are not aware of complaints in recent years, nor is this site in the Council's ownership or control so we are not in a position to put in place any initiatives"

Supplementary Question

"As you are not aware of the tailbacks it means you are out of touch with what is going on. Also the money saved from the abolition of Marlow Town Council should be used to improve the access points in the retail parks."

Supplementary Response

"I did not say I was not aware of the problem but that there had been no complaints received. The site to which you refer is not in our remit, nor can we put into place any initiatives to ease the issues faced at the relevant junctions".

(g)Question from Councillor S Graham to the Cabinet Member for Planning

"The Bucks Free Press recently reported that Buckinghamshire could become a 'working age ghost town' in the next generation if action is not taken to boost its job market according to a leading voice in business.

Does the cabinet member for planning and sustainable development share this view, and if not, what steps are being taken to ensure Wycombe remains a vibrant and living Town?"

Response from Councillor D Johncock (Cabinet Member for Planning).

“Thank you for this question. I do not share this pessimistic view of the town. We are working on a range of fronts to ensure that the town not only remains a vibrant and living Town but becomes an even better place to work and live. New jobs are being provided including at Handy Cross Hub and on a range of other sites across the town to help maintain the vitality of the local economy. New homes including affordable homes are being planned and built, including on Council-owned land.

We are transforming the town centre through the High Wycombe Town Centre Masterplan bringing about a step change in the environmental quality of the town centre and making it a much more attractive place for people to live, work and visit – this will help attract new business to the town.

Looking further ahead, the New Local Plan will aim to broadly balance the growth in housing with the potential growth in local jobs. This includes further opportunities for new business, including potentially at Wycombe Air Park, in the town centre and by improving Cressex Business Park, whilst providing around 5,000 more homes in and around the town over the next 20 years to help meet the high level of housing need.

I do not think this is a picture of a ‘ghost town’ or a town in decline – far from it.”

Supplementary Question

“Can the Cabinet Member promise to take all necessary action to ensure that Wycombe remains a vibrant and prosperous town.”

There was no supplementary response.

(h)Question from Councillor B Pearce to the Cabinet Member for Planning

“Before planning consent is approved for large developments consideration could be given to the infrastructure of the road network and sewerage network to the area concerned.

Considering that we are going through a testing time in Wycombe District Council District trying to meet the Government’s quota on new housing development. Do you agree with me that it is sometimes very frustrating when the development takes place long before the infrastructure is constructed?”

Response from Councillor D Johncock (Cabinet Member for Planning).

“Planning permission is only granted for large developments when they have demonstrated that any adverse impacts on infrastructure can be appropriately mitigated.

This is achieved in different ways. Planning conditions or S106 Legal Agreements can be used to ensure that specifically required infrastructure is delivered e.g. to

support transport infrastructure improvements. Separately the Community Infrastructure Levy is a planning charge and these funds are used to help deliver general infrastructure requirements to support the development of the area.

To ensure that the infrastructure is provided in a timely way and is in place before it is required by any new development appropriate triggers are used e.g. a school may be required to be built prior to the occupation of x number of houses, etc. It should not therefore be the case that development is constructed long before the infrastructure required to support it is constructed.

I would also like to correct you in saying that we are trying to meet the Government quota on new housing. As you will be aware, we are not set a quota by government. Instead we work out our own need, which drives the demand for land that can be used for development.”

Supplementary Question

“Your answer has been very encouraging.”

There was no supplementary response

(i) Question from Councillor R Raja to Councillor Ms K Wood (Leader of the Council)

“WDC currently appears to have over £3.5M in a fund (“CIL”) targeted at supporting future infrastructure projects. Would the leader like to tell us how best to make use of these reserves to improve the life of local residents?”

Response from Councillor D Johncock (Cabinet Member for Planning) on behalf of Ms K Wood (Leader of the Council)

“Thank you for the question. You are referring to the Community Infrastructure Levy, which are funds paid by developers when they are building new housing or retail development in the district. These funds are then spent by the Council or other infrastructure providers so as to improve the infrastructure of the area and support economic growth.

At the September 2016 Cabinet meeting, a decision was made on how CIL will be broadly allocated for the next three years. That report included an appendix that sets out some of the higher priority projects that may be supported through CIL, for example to ensure that the strategic transport network is fit for purpose, to support town centre regeneration, and to support investment by the County Council and the NHS to ensure sufficient school places and doctors surgeries are available. This provides a good indication of where I consider that investment in infrastructure should be directed so as to improve the quality of life of our residents.

Decisions on the release of the funding are usually made by Cabinet each March and updates on spending are included in the Major Projects Programme outturn reports that are published quarterly.”

There was no supplementary question.

Questions 10-12 were not put as the 30 minutes time period had expired. In accordance with Standing Orders, a written reply would be sent to the questioner by the appropriate Member within 10 working days, and would also be appended to the minutes of the meeting.

26 PETITIONS

Mr D Chandler (member of the public) handed in a petition, which read as follows:

“Provide CCTV to protect graves from people stealing and anti-social behaviour within the cemetery”. Cllr Matt Knight spoke on behalf of Mr Chandler.

The Chairman received the petition and commented that it would be validated against the Council's Petitions Scheme.

Members, and the lead petitioner, would be informed outside of the meeting how the petition would be administered following the validation process.

27 CABINET

RESOLVED: That the minutes of the meeting of Cabinet held on 19 September 2016 be received and the recommendation as set out at minute number 35 be approved and adopted.

28 IMPROVEMENT & REVIEW COMMISSION

RESOLVED: That the minutes of the meeting of the Improvement & Review Commission held on 14 September 2016 be received.

29 AUDIT COMMITTEE

RESOLVED: That the minutes of the meeting of the Audit Committee held on 22 September 2016 be received and the recommendation as set out at minute number 18 be approved and adopted.

30 HIGH WYCOMBE TOWN COMMITTEE

Minute 11 – Next Phase Of concrete Burial Chambers

A Member rose to reiterate the importance of Cemetery security, and felt that the matter should be referred to the High Wycombe Town Committee as an item for discussion.

The Chairman of the Committee concurred with the Member and stressed that the Committee had always taken a great interest in matters relating to the cemetery. He

stated that this could be included as an item for consideration at a future meeting of the High Wycombe Town Committee at the request of Members.

RESOLVED: That the minutes of the meeting of the High Wycombe Town Committee held on 28 July 2016 and 13 September 2016 be received.

31 PLANNING COMMITTEE

RESOLVED: That the minutes of the meeting of the Planning Committee held on 29 June 2016 and 27 July 2016 be received.

32 QUESTIONS UNDER STANDING ORDER 11.2

A question was submitted by Councillor M Hanif to Councillor Mrs J Adey and Councillor D Carroll (Cabinet Member for Community and Cabinet Member for Youth & External Partnerships).

In accordance with Standing Order 11.2 a written answer was provided to all Members and no discussion took place at the meeting.

Question from Councillor M Hanif to the Cabinet Member for Community / Cabinet Member for Youth & External Partnerships

“I have attended students graduation ceremony at BNU recently and there was talk about students going out of town because there is not much night life entertainment for them in our town. Students contribute a lot in the success and prosperity of our town. We should work closely with BNU and see what the best way forward is in catering for the need of the students.

Are there any plans to provide any entertainment in the form of night clubs or something along those lines in the near future?”

Response from Councillor Mrs J A Adey (Cabinet Member for Community) or Councillor D Carroll (Cabinet Member for Youth and External Partnerships).

“We are proud to be the home of Bucks New University. I made it one of my first priorities as Cabinet Member to meet with the Vice Chancellor Rebecca Bunting and look forward to continuing the successful partnership between the Council and the University.

High Wycombe is well provided with a range of restaurant and bars, including two new craft beer establishments and the Antelope, now open until 6am, along with two cinemas, bowling and arts centre. The University has its own on campus late night entertainment as well. We have to accept though that High Wycombe is not a major city and we are dependent on a night club operator seeing the town as an

attractive and viable location for a nightclub. Having said that the Council has plans to re-attract Luminar, one of the UK's leading nightclub operators, to the town, with the aim of plugging a gap."

33 COMMITTEE APPOINTMENTS/CHANGES

The following changes made to Committee membership in accordance with Standing Order 18(9) as set out in the summons were noted:

- (i) Councillor D Carroll to replace Councillor R Newman as Cabinet Member for Youth and External Partnerships
- (ii) Councillor T Lee to replace Councillor Carroll as Deputy Cabinet Member for Housing
- (iii) Councillor R Newman to replace Councillor T Lee as a member of the Improvement & Review Commission.

34 URGENT ACTION TAKEN BY CABINET OR INDIVIDUAL CABINET MEMBER

The individual decisions published since the last ordinary meeting of the Council held on 18 July as set out in the summons were noted.

Chairman

The following officers were in attendance at the meeting:

- | | |
|------------------|-------------------------------|
| Ian Hunt | - Democratic Services Manager |
| Iram Malik | - Democratic Services Officer |
| Karen Satterford | - Chief Executive |
| Paul Shackley | - Corporate Director |

COUNCIL

Monday 10 October 2016

Agenda Item 6

Questions from Members

Unanswered Questions – Responses sent subsequent to Meeting

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

A proposal was put forward by the County Council for an East Wycombe Panoramic Walkway passing through Micklefield, Totteridge and Bowerdean to the Railway Station. I instigated this as a way to encourage walking and make footpath improvements. The District Council felt unable to support this scheme at present. What further work is required to enable you to support this scheme?

Thank you Cllr Miss Wassell for the question. As you will know, last year we changed the process by which CIL monies are allotted each year. Whilst we have a published list of strategic priorities, we rely on the various service providers to consider all bids for their area of responsibility and submit to us a prioritised list of projects for CIL funding.

In this case, your request was submitted amongst many others by the County Council as the service provider for all transport projects and it was left to us to decide whether it met the purposes of CIL and was affordable. So when Cabinet decided on the final list of projects earlier this year, given the funding constraints and our commitment to fund the High Wycombe Town Centre Masterplan, the Cabinet felt there were higher priority projects that should be supported by the CIL. And this included funding for BCC to improve the bus network and for funding school places.

Inevitably funding will be limited and my view is that CIL funding should be directed towards strategic priorities which do of course include transport, as well as supporting town centre regeneration, and assisting our County Council and NHS colleague in ensuring there are sufficient school places and adequate health facilities in the district.

At the September 2016 Cabinet meeting, a decision was made on how CIL will be broadly allocated for the next three years for strategic priorities and I would refer you to that report. Bucks County Council have not raised the panoramic walkway scheme as a priority for next year and it is not clear how this scheme relates to the LTP strategy to increase active travel, i.e. cycling and walking, especially as the proposed routing would in fact increase the journey time.

I do wonder whether as a scheme that is more local in character this scheme might be better suited as a candidate for the 15% of CIL that is within the recommendation of the town committee. Also of course insofar as this reflects BCC transport priorities there may be scope for BCC highways officers to consider making the case to request specific contributions from large developments in the local area.

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

Today is World Mental Health day. On 21st September a Commons Select Committee published a report into mental health services which made a number of recommendations including developing an effective strategy to integrate health services and to join up relevant public services to ensure continuity of care for those with mental health problems.

Could you outline how frontline services at Wycombe District Council, such as Housing and Revenues and Benefits, integrate positively with local mental health services?

A number of the Council's service areas work closely with the mental health service to assist and improve the lives of customers with mental health conditions. Housing, Housing Benefits and our Communities teams attend multi agency case conferences to discuss individual action plans to support clients, attend team meetings and work closely to ensure that vulnerable claimants get the maximum support they are entitled to.

From a housing benefits perspective we will pay out an estimated £46m in housing benefit this year to support claimants as a whole. In addition to this we estimate £259,000 will be spent on discretionary relief aimed at those members of the community who need extra help and support.

In terms of strategy, our homelessness strategy includes a number of actions relating to mental health including the developing of a protocol for clients leaving hospital with mental health needs as well as general strategies around assisting all members of the community who face housing difficulties.

12. Question from Councillor R Raja to the Leader of the Council

Although the council is boosting its overall balance sheet, it is reducing "usable reserves" and boosting "unusable reserves". Would she agree that this seems wrong at a time of planned investment in housing, especially, when most of the boost in the balance sheet originates from changes in the valuations of existing assets?

The Council has a well published Major Projects Programme which is set to deliver the Council's Corporate Plan and priorities. The Council has made a clear choice to invest in its District and committed significant resources to support regeneration and also increase the Council's revenue base to offset losses in government funding.

Local authority reserves are split between usable and unusable reserves (non-cash backed) reflecting the ability of the authority to make use of these resources. Whilst we have consciously been investing our usable resources (cash backed), this has meant that our unusable reserves have increased reflecting the growing asset base and value of these to the Council. An example of this is the recent development at Handy X.

If the Council did not make these investments the Council would have needed to reduce its leisure provision and meet funding reductions in other ways such as reducing services or increasing charges.

Cabinet Minutes

Date: 14 November 2016

Time: 7.00 - 8.10 pm

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

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 J Carroll	- Cabinet Member for Youth and External Partnerships
Councillor D A Johncock	- Cabinet Member for Planning
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 R Gaffney	- Chairman of the Improvement & Review Commission
Councillor M Hussain JP	- Chairman of the Council
Councillor M E Knight	- Leader of the East Wycombe Independent Party
Councillor A Lee	- Deputy Cabinet Member for Housing
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
Councillor A Turner	- Deputy Cabinet Member for Planning

Also present: Councillors A D Collingwood

38 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs J Langley (Cabinet Member for Housing), Mrs W Mallen (Deputy Cabinet Member for Environment) and G Peart (Deputy Cabinet Member for Finance and Resources).

39 MINUTES

RESOLVED: That the minutes of the meeting of the Cabinet held on 19 September 2016 be approved as a true record and signed by the Chairman.

40 DECLARATIONS OF INTEREST

Councillor D H G Barnes declared an other interest in relation to Minute 47 by virtue of his son's employment position.

41 CONSIDERATION OF THE PETITION RECEIVED - DON'T DESTROY BOURNE END

Cabinet considered a petition which had been received during the Council's consultation on a draft New Local Plan (the Plan) in the summer of 2016. The petition, which read "Don't destroy Bourne End", raised a number of concerns regarding release of land from the green belt, the impact on existing infrastructure, the use of brownfield land, sustainability assessment of the plan and urban sprawl. The petition which contained 2,404 signatories had been validated against the Council's Petition Scheme and referred to Cabinet for consideration.

In accordance with Standing Orders, the petition organiser, had been invited to Cabinet to present and speak to the petition, and she emphasised the detrimental impact that potential development could have on Bourne End and the surrounding area. She urged Members to consider other options for the proposed development

The Cabinet Member started by apologising for the fact that the response to the petition had been released before the petitioner had been given the opportunity to present the petition to Cabinet, due to the need to release data for Aylesbury Vale District Council's Scrutiny Committee.

The Cabinet Member for Planning and Sustainability commented that the petition comments would be considered along with all of the consultation responses received. Members considered the petition and agreed that the impact on Bourne End of potential development should be taken into account in future detailed assessments of options for the area. He confirmed that a formal decision on the New Local Plan would be taken in 2017 to meet the Government deadline.

The following decision was made as the Cabinet was required to consider the petition under the Council's Petition Scheme.

RESOLVED: That the contents of the petition submitted to the new local Plan Consultation this summer on behalf of the "Don't Destroy Bourne End" group be noted; and

(ii) the residents of Bourne End thanked for their comments and the petition.

42 CONSIDERATION OF THE PETITION RECEIVED- PROVIDE CCTV TO PROTECT GRAVES FROM PEOPLE STEALING AND ANTI-SOCIAL BEHAVIOUR WITHIN THE CEMETERY.

Cabinet were asked to consider a petition which had been presented to Council in October 2016. The petition, which read "To provide CCTV To Protect Graves From

People Stealing and Anti-Social Behaviour Within the Cemetery” raised a number of issues relating to security and anti-social behaviour. The petition which contained 2,035 signatories had been validated against the Council’s Petition Scheme and referred to Cabinet for consideration.

In accordance with Standing Orders, the petitioner had been invited to Cabinet to present and speak to the petition that had been previously presented to Council. A representative for the petitioner had attended in the absence of the petitioner. Whilst referring to the petition, the representative for the petitioner emphasised the detrimental impact that previous incidents at the Cemetery had on families and the local community.

Councillor M Knight then urged Members to consider implementing appropriate measures to prevent future incidents.

The Cabinet Member for Community had provided a response to the petition which was included in the report. Members considered the petition and agreed that as the petition requested for CCTV to be installed that the issue should be referred to the High Wycombe Town Committee. The funding of the installation of CCTV would fall within the Special Expenses budget which was within the remit of the High Wycombe Town Committee, and that Committee would report back to Cabinet in due course with a recommendation.

Cabinet Members empathised with the distress these incidents had caused and requested that further clarification be sought through the monitoring of incidents that occur.

The following decision was made as the Cabinet was required to consider the petition under the Council’s Petition Scheme.

RESOLVED: That (i) the distress caused under circumstances such as these be acknowledged and the matter referred to the High Wycombe Town Committee (HWTC) for consideration, with a report back to Cabinet in due course; and

(ii) the number of reported incidents be monitored alongside the new process for recording the removal of items from graves by Council officers.

43 REFERRAL FROM THE IMPROVEMENT & REVIEW COMMISSION - RECOMMENDATIONS OF THE REGENERATION TASK AND FINISH GROUP

Councillor Gaffney, Chairman of the Improvement & Review Commission commented that at the last meeting of the Commission they had considered two service areas Waste and Housing. He congratulated the officers’ and Cabinet Members for those service areas on the excellent reports and results.

He then informed the Members that 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 of regeneration within the District.

The Chairman of the Task and Finish Group, Councillor A Collingwood, 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 be received, and a further report be presented to the next Cabinet meeting responding to each of the recommendations in detail.

44 REFERRAL FROM THE IMPROVEMENT & REVIEW COMMISSION - RECOMMENDATIONS OF THE BUDGET TASK AND FINISH GROUP (PART1)

The Chairman of the Improvement & Review Commission, Councillor R Gaffney, presented to Cabinet the first phase report of the Budget Task and Finish Group (T&FG) which had specifically examined the budget, to make recommendations to inform the Cabinet decision on the budget and to provide future proposals for inclusion in the budget.

Councillor A Collingwood, the Chairman of the Budget Task and Finish Group presented the findings and recommendation of the Group to Cabinet for endorsement.

The Head of Finance, and his team, were thanked by the Improvement & Review Commission Chairman and the Task and Finish Group Chairman for all their hard work and assistance with the review.

The following decision was made to ensure that the recommendations of the Task and Finish Group, established by the Improvement and Review Commission, help to inform the decisions being taken by Cabinet in setting the budget for the forthcoming year 2017/18 and future forward planning.

RESOLVED: That the recommendations of the first phase of the Budget Task and Finish Group's review be received, and a response made in due course.

45 2016/17 SERVICE PERFORMANCE: QUARTER 2

A summary of the year to date position for the Council's performance at service level (local performance indicators), was presented to Cabinet for review, together with frontline facing key measures performance details. Cabinet also reviewed the

report which detailed the exception and key issues for any performance measures which were not on target.

In response to a question from Councillor R Raja, it was agreed that a written reply would be provided to confirm whether the placement of people in Temporary Accommodation in Wycombe from out of the district could lead to Wycombe District Council having to take on responsibility for their future housing needs.

Cabinet thanked officers for all their hard work in achieving the performance results.

The following decision was made to review the performance position as at 30 September 2016 to ensure that the Council was performing at the appropriate level.

RESOLVED: That the summary of the year to date outturns (July – September) for service performance be received.

46 BUDGET MONITORING REPORT TO 30TH SEPTEMBER 2016 (MONTH 6)

The report before Cabinet set out the budgetary position at the end of September 2016 and identified the key issues and actions being undertaken by officers.

The following decision was made as Cabinet approved a budget each year within the context of a Medium Term Financial Strategy to achieve the Council's priorities. Regular accruals monitoring reports were submitted to Cabinet for review during the financial year, with management actions highlighted to ensure that Cabinet could assess whether any further action was required.

RESOLVED: That the current budgetary position at the end of September 2016, and actions already taken be noted and support be given to the further management actions proposed to ensure that the budget was achieved.

47 ADDITIONAL FUNDING FOR THE REGENERATION FUND AND FOR MAJOR PROJECTS SCHEMES

A revised version of the report and exempt Appendix had been issued prior to the meeting. Cabinet considered the report which requested that funding for investment purposes be allocated to the Regeneration Fund to facilitate regeneration of the area.

The following recommendations were made as two major projects (Ashwells/Abbey Barn North Reserve Sites and Wycombe Air Park) had been progressed to the stage where they required additional investment.

The Regeneration Fund had been almost fully invested; opportunities continued to arise. It had been set up on the understanding that if successful, it would receive further funding.

Recommended: That (i) funding be allocated as set out in the detailed financial appendix to increase approved budgets for two projects referred to in exempt Appendix A; and

- (i) the Regeneration Fund be increased as set out in exempt Appendix A.

48 INFORMATION SHEET

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

2/2016 Minutes of the meeting of the Chiltern & Wycombe Joint Waste Collection Committee

49 FILE ON ACTION TAKEN UNDER DELEGATED AUTHORITY

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

Community C/45/16 – C/47/16
Environment E/5/16
Finance F/30/16 – F/32/16
Planning & Sustainability PS/11/16 – PS/15/16

EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That the Press and Public be excluded from the meeting during consideration of the following item 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 47 - Additional Funding for the Regeneration Fund and for Major Projects Schemes – Appendix A

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 50 - File on Action taken under Exempt Delegated Powers

Economic Development and Regeneration sheet nos: EDR/60/16 – EDR/76/16

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)

50 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/60/16 – EDR/76/16

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

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Standards Committee Minutes

Date: 15 November 2016

Time: 6.00 - 6.35 pm

PRESENT: Councillor C Etholen (in the Chair)

Councillor Mrs J A Adey, Councillor S Broadbent, Councillor M Clarke, Councillor A R Green, Councillor K Ahmed and Councillor A D Collingwood

Parish Council Members: Parish Councillor Mr A Cobden

Independent Members: Mr G Houalla and Mr M Pearce

9 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Mrs W Mallen, Councillor R Raja and Councillor Savage.

10 DECLARATIONS OF INTEREST

No declaration of interests were received.

11 MINUTES OF PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 7 June 2016 be confirmed as a correct record and signed by the Chairman.

12 MODERN SLAVERY TRANSPARENCY STATEMENT

The Committee considered a report which set out the reasons for publishing a voluntary Modern Slavery Statement.

Members were informed that a key provision in the Modern Slavery Act 2015 requires larger commercial organisations with a turnover in excess of £36 million to publish a “slavery and human trafficking statement”. Although it is not a statutory duty for the Council to provide a Statement, it is considered good practice to publish a voluntary Statement as an example of the Council’s commitment to help prevent slavery, servitude and forced or compulsory labour and human trafficking entering its supply chains.

It was reported that one other local authority, East Lindsey DC, has published a voluntary statement and the Corporate Governance Group concluded that it would be good practice for Wycombe District Council to publish a Statement. It was noted that the Council already has numerous strands of preventative work in place and these measures would provide evidence of the Council’s commitment. Council services were therefore collaborating to prepare a draft Statement.

The Committee discussed the report and received clarification on a number of queries:

- As well as other areas, procurement would be a key area of the Statement and would evidence work already being undertaken.
- Enforcement was the role of the Police and other enforcement agencies. However it was important for the Council, as a matter of good governance, to take steps to prevent modern slavery entering its supply chain.
- Forced marriage is an aspect of modern slavery.
- The cost of the work to undertake the Statement was not known; however it was emphasised that good practice was already being undertaken and officers would provide evidence for the Statement.
- The Statement would provide positive steps in partnership working and the Council would need to make sure that the mechanisms were in place to report any suspected illegal activity.

Once finalised the Statement would be published and updated annually and would include any further steps taken.

It was suggested that the draft Statement be presented to the next Committee meeting for consideration before publication.

RESOLVED:

- (i) That the report be noted and;
- (ii) the draft Modern Slavery Statement be brought to the Standards Committee with a further report for consideration at the next meeting.

13 COMMITTEE ON STANDARDS IN PUBLIC LIFE - ANNUAL REPORT 2015-16

The Committee was provided with information regarding the Annual Report 2015-16 of the Committee on Standards in Public Life (CSPL) and its work programme for the forthcoming year.

It was reported that two new appointments had been made to the CSPL, namely Jane Ramsey and Dr Jane Martin, who were replacing retired members and would take on the post for a five year term.

Highlights in the annual report included information on a review of the offence of Misconduct in Public Office on which the CSPL has strongly encouraged the discussion of sanctions and consequences in the event of any transgression. Local government standards continue to be monitored by the CSPL and it will maintain a

watching brief on the need for a mandatory code of conduct, strong local leadership, effective independent persons and concern at the lack of sanctions.

The perceived lack of effective sanctions has been particularly highlighted by the CSPL as a nationwide issue and will continue to be an issue to which the CSPL will be giving its attention. Standards training for members on the 29 November will include some national case studies where conduct had fallen short of criminal action but weaknesses in the current regime may have been identified.

It was noted that further reports regarding the CSPL would continue to be brought to the Standards Committee for consideration.

RESOLVED: That the report be noted.

14 QUARTERLY COMPLAINTS UPDATE

A report was submitted which provided an overview of recent complaint cases regarding Member conduct since June 2016.

It was noted that since the last meeting there were no outstanding complaints and no complaints had been concluded. One new complaint had been received but this was subsequently withdrawn by the complainant. There were no current outstanding complaints.

The continuing small number of complaints suggests that ethical standards continue to be taken seriously by local Councillors.

Members noted that the update Standards training would be taking place on the 29 November.

RESOLVED: That the report be noted.

Chairman

The following officers were in attendance at the meeting:

Julie Openshaw - District Solicitor
Jemma Durkan - Senior Democratic Services Officer

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Improvement and Review Commission Minutes

Date: 18 October 2016

Time: 7.00 - 8.50 pm

PRESENT: Councillor R Gaffney (in the Chair)

Councillors Mrs S Adoh, Miss S Brown, H Bull, A D Collingwood, G C Hall, A E Hill, Ms C J Oliver, R Raja, and L Wood*.

Apologies for absence were received from Councillors: K Ahmed, Mrs L M Clarke OBE, C Etholen, M Harris, M E Knight, D Knights and R Newman

* Denotes Standing Deputy

Guests: Councillors Mrs J D Langley (Cabinet Member for Housing), A Lee (Deputy Cabinet Member for Housing) and Mrs J E Teesdale (Cabinet Member for Environment).

14. CHAIRMAN'S INTRODUCTION

The Chairman welcomed Officers and Members, especially two of our Cabinet Members – Councillor Mrs Jean Teesdale and Councillor Mrs Julia Langley, to this unscheduled special meeting being held in unusual surroundings.

15. DECLARATIONS OF INTEREST

There were no declarations of interest.

16. MINUTES OF PREVIOUS MEETING

RESOLVED: That the minutes of the meeting of the Improvement & Review Commission held on 14 September 2016, be approved as a true record and signed by the Chairman.

17. HOUSING PORTFOLIO UPDATE

The Meeting was given a comprehensive presentation on the work of the Housing Service currently and planned for the next 12 months. Cabinet Member for Housing; Councillor Mrs Langley assisted by Brian Daly (Housing Services Manager) referenced the recent Housing Regeneration Seminar that it was hoped Members had been able to attend. The presentation added to the information given at that seminar.

Reference was made to a specific **Assured Shorthold Tenancy Scheme** that the Council had initiated in partnership with Bucks Housing Association on 4 properties. Financed by the sale of some lower quality temporary accommodation stock elsewhere, this sort of scheme, , could be the first of many across the District.

The availability of some £2m **funds from Section 106 agreements** for affordable housing was referenced, Registered Housing Providers were being engaged in negotiations via the various Forums the Housing Service operated and a number of options were being evaluated. An Individual Cabinet Member Decision in respect of this expenditure was planned for the end of next month.

The Council's 5 year **Homelessness Strategy** continued to be reviewed by way of the Action Plan. A Red/Amber/Green coding in respect of the Plan, showed only 2 of the 57 points current with Red markers.

In respect of the **Private Housing Sector**, the long awaited results of the Houses in Multiple Occupation consultation had been received from Central Government that very morning, this was to be digested and a way forward referencing the Commission's invaluable work on the subject would be determined and considered shortly.

The introduction of a requirement for private landlords using agencies, to ensure agencies were registered with reputable professional bodies (NLA (National Landlords Association) or Housing Ombudsman) was noted. The shortlisting of the Council with 10 other partnering authorities for the National Award for Public Sector Energy Champions was commended.

Saunderton Lodge was referenced; the report on the feasibility of options was currently being considered by officers prior to a recommendation being made to Cabinet. Options to be considered were a complete re-build, complete refurbishment of the current buildings and a part re-build / part refurbishment.

The increases in **Bed & Breakfast and Temporary Accommodation** (the referenced red warnings on the Homelessness Action Plan) were outlined, these being mainly due to an overall national increase in demand.

Private Sector Leasing and additional temporary accommodation schemes with Registered Providers were being worked on, along with work to attract private landlords. The difficulties of competing with the London Boroughs who were placing tenants in the District with far more funding available was referenced. Continued work internally regards Council owned sites and with **Red Kite Housing** to ensure the promises made for 5 years at the outset of the organisation were delivered (the 5 year period ends December 2016) was noted.

Members raised a number of points and received clarification on the following issues:

- BCC (Buckinghamshire County Council) as the Highways Authority had been consulted at length regarding re-modelling the difficult right turn out of

Saunderton Lodge, but to no avail. Their experts had been unable to find a solution. As a result increased capacity at the Lodge was not an option.

- An estimation of 10 to 11 rough sleepers currently in Wycombe was referenced; there was a constant turn over. Members were encouraged to report / refer anyone homeless to the Service. Wycombe DC part funded the Wycombe Homeless Connection and almost totally funded the Rent Deposit Guarantee Scheme, both much used in combatting homelessness in the District.
- The assured short term tenancies were explained, set at 2 years maximum, plans to direct tenants to shared ownership and use of M4Money Credit Union to build up deposits for rent or ownership were explained.
- Estimates of the number of units that could be provided by the £2m Section 106 monies were discussed.

The Cabinet Member and Deputy Cabinet Member were thanked for their attendance and informative update along with the Housing Services Manager, on what was an important if not the most important service provided by the Council.

18. UPDATE ON WASTE CONTRACT

Cabinet Member for Environment; Councillor Mrs J Teesdale was welcomed to the Meeting along with her Head of Service Caroline Hughes (Head of Environment), again a comprehensive presentation was given on the Joint Waste Contract operated by the Service in Partnership with Chiltern District Council and contractors Serco.

Background to the establishment of the Joint Contract was given along with details of the service provided. Considerably decreased customer contact numbers for the last full year 15-16 in comparison with those since the introduction of the contract were commended, whilst similar reductions in missed collections were noted.

Recycling performance above the National recycling rate was noted, figures over 50% compared with a paltry 19% prior to service changes a number of years previously were referenced, however the aspirational 60% longer term as envisaged at the outset had not been attained, Wycombe had flat lined just over 50%. Factors for this, of reduced packaging, reduced newspaper sales, more flats (where recycling historically reduced due to bulk bin usage) than in higher performing Districts and higher rejection rates had all contributed.

The need to prevent rejected bins where contamination of recycling occurred was stressed. Refresher training for crews had been carried out, new recycling guides and calendars along with the use of bin stickers, bin tags and monitoring.

DCLG (Department for Communities and Local Government) funding of £800K (admittedly across all Bucks authorities) was to be used to educate and increase recycling those this was part ring fenced for food waste recycling in particular.

Fresh initiatives on the educational front at primary schools were planned, recent successful stalls and quizzes at BNU (Bucks New University) Freshers Fairs were noted. Members noted the gap in respect of secondary age pupils.

An element of confusion amongst the public existed, the public lacked confidence which bin to use and often then plumped for the residual landfill as much as contaminating recycling.

£1m savings per annum between the two authorities was referenced, the success in emptying some 385,000 containers across the District each week was commended. Overall customer service satisfaction of 85.5% was outlined, though street cleaning did let down this figure, more work was needed on this aspect of the contract.

Again Members raised a number of points and received clarification on the following issues:

- It was confirmed that the vehicles used by Serco were not leased but part of the contract arrangements.
- Penalties for offending contaminators had been considered, the bad publicity that could ensue could be very damaging; the Cabinet Member preferred an 'educational' approach.
- 'Educational' work in respect of our 'Educational' community i.e. students was planned, and with landlords I.
- In comparison to other neighbouring Bucks authorities Wycombe/Chiltern were doing well , however South Oxfordshire/ Vale of the White Horse were up into the 60's percentage-wise, though they did have far less urban areas and as a result less flats/apartments.
- It was confirmed that the partnership was looking to the inclusion of South Bucks into the scheme to afford further economies of scale.
- The reduction in packaging had not reduced targets, though nationally the aspiration of 60% recycling, was not being stressed as much as previously.
- Planned leaflets / calendars would feature items NOT recyclable.
- Officers agreed to update the members on the value lost due to rejection re contamination.
- The need to engage at a local level in respect of particular rounds where problems occurred was noted and plans were afoot in this respect.
- Vouchers and incentives would need 'chips in bins' to be effective, which had not previously been supported.

- Members were invited to visit the landfill waste incinerator plant at Greatmoor in the north of the county which was now successfully powering some 30,000 homes with the electricity generated.
- It was noted that the batteries and textiles collection system, whereby once collected replacement bags are left, was not working that successfully, work was needed to refine this service.
- Clarification in respect of street cleaning responsibilities was requested; it appeared a street could come under the Highways Authority, Bucks County Council, the District Council under this waste contract or even the Community Grounds Maintenance parks contracts, or the local Parish / Town Council. Clarification was required along with details of weed-killer usage.

Members thanked the Cabinet Member and Head of Service and also commended the Waste Service Manager Sally Gordon who worked out of Chiltern for her helpfulness and efficiency particularly in dealing with their specific queries.

The Chairman thanked all the Members for their comments, questions and positive contribution and stated that it had been a very pleasant meeting to chair.

Chairman

The following officers were in attendance at the meeting:

Brian Daly	- Housing Services Manager
Peter Druce	- Democratic Services
Caroline Hughes	- Head of Environment
Catherine Whitehead	- Head of Democratic, Legal & Policy.

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Improvement and Review Commission Minutes

Date: 9 November 2016

Time: 7.00 - 8.15 pm

PRESENT: Councillor R Gaffney (in the Chair)

Councillors Mrs S Adoh, K Ahmed, H Bull, A D Collingwood, C Etholen, M Harris, A E Hill, M E Knight, Ms C J Oliver, R Raja and J A Savage, H L McCarthy

Apologies for absence were received from Councillors Miss S Brown, Mrs L M Clarke OBE and D Knights.

Observer: Councillor M Hanif.

19. DECLARATIONS OF INTEREST

There were no declarations of interest.

20. MINUTES OF PREVIOUS MEETING

RESOLVED: That the minutes of the meeting of the Improvement & Review Commission held on 18 October 2016, be approved as a true record and signed by the Chairman, with the correction that Councillor C Etholen's apologies had been received but had been omitted in error.

21. RECOMMENDATIONS OF THE REGENERATION DELIVERY TASK AND FINISH GROUP

The Commission had before it the report of the Regeneration Delivery Task and Finish Group featuring some 12 recommendations for consideration for onward referral to Cabinet.

Chairman of the Regeneration Delivery Task and Finish Group: Councillor Alex Collingwood guided members through the Report.

The Regeneration Delivery Task and Finish Group had been set up by the Improvement & Review Commission on 11 November 2015 with the following Terms of Reference being established at the Commission's 13 January 2016 meeting:

To investigate and help shape the emerging arrangements for the delivery of the Council's Regeneration and Infrastructure priority in order that the Council can make the smooth transition to financial self-sufficiency, specifically focusing on:

- (a) The prioritised regeneration programme to deliver the scale of recurring annual income required by 2018;
- (b) The organisational resources, decision-making and project delivery arrangements in place to ensure delivery of the regeneration projects on time and on budget; and
- (c) The partnership arrangements in place to ensure delivery of the regeneration projects on time and on budget, in particular with Buckinghamshire County Council and the Bucks (Thames Valley) Local Enterprise Partnership.

Divided into the three themes of Transportation, Economics and Community the recommendations of the Group along with the reasons for the recommendations were outlined as follows:

Transportation Theme

That Cabinet be recommended:

- a) To further engage with Buckinghamshire County Council (as the Highway Authority) and the Buckinghamshire Thames Valley Local Enterprise Partnership in respect of the problems of getting commuters / deliveries / visitors on and off of the Cressex Industrial Estate.

Reason for this Recommendation

This was a major barrier to commerce and the attraction of further quality 'blue chip' companies. The need of Wycombe District Council to meaningfully engage with BCC (as the Highway authority) on this issue and effect improvements was noted. A report to be brought back to the Improvement & Review Commission within 6 months on progress.

Within any implementation of these works, the Task and Finish Group encouraged Highways Officers and Planners here at WDC (Wycombe District Council) to investigate a much needed specified HGV (Heavy Goods Vehicle) parking site at or around the Cressex area. This could be included in any major re-modelling of roads, to relieve the considerable current parking of HGV's in residential areas and possibly provide a sizeable income stream.

- b) To similarly engage with Buckinghamshire County Council in respect of work to solve Globe Park / Westhorpe Junction (Marlow) entrance / exit problems.

Reason for this Recommendation

As with Cressex Business Park, easing congestion on these important business sites in the Wycombe District was seen as key to the vibrancy of these commercial hubs.

Economic Theme

- c)** For new businesses for Estates to be able to help with a specified time to offer either a rent free period and or be able to offer rate relief of anything between 25% and 80% rate relief for a specific period of time.

Reason for this Recommendation

This would provide a valuable offer to small new businesses to ensure they have a good start. It might also be one of the reasons for a small company to stay rather than move away, or indeed fold in the first year.

- d)** To ensure continued liaison and proactive dialogue between Planning & the Council's Major Projects Team.

Reason for this Recommendation

This co-operation was seen as key, the need for the Planning Service's engagement with the Council's Commercial section on a progressive communicative basis (as with all applicants) was essential to ensure successful fruition of the Council's Major Projects and Estates team's planned projects. A suitable sized dedicated Planning Team to be in place.

- e)** To ensure that pre-worked up infrastructure plans / economic regeneration initiatives for Wycombe District were ready to submit to Central Government via the Local Enterprise Partnership in respect of each funding bid series.

Reason for this Recommendation

Well-scoped viable initiatives ready to insert in to each funding bid series would increase the likelihood of securing valuable regeneration funding for the District. Opportunities for such joint funding not being missed.

- f)** To involve Members and particularly local ward members at the embryonic stage of any regeneration scheme e.g. as schemes were worked up for inclusion in Buckinghamshire Infrastructure Investment Plan (i.e. LEP 'bid-ready' schemes), and similarly re WDC only prototype schemes.

Reason for this Recommendation

The involvement, were possible, of local members was seen as invaluable to regeneration, that local knowledge could well prove crucial. The support of these members could well influence successful implementation.

- g)** To continually monitor the commercial expertise available to the Major Projects & Estates team, and to expand / contract appropriately as and when major new projects initiated / completed.

Reason for this Recommendation

The ability of the Major Projects and Estates team to respond to opportunities was seen as key to delivery of the major revenue streams by the Council's commercial activity envisaged.

- h)** To consider the establishment of an appropriate delivery model as and when each residential provision scheme is initiated, on a case by case basis.

Reason for this Recommendation

The Task and Finish Group had identified that Delivery Vehicles could well be an efficient and effective way of regeneration by the Council particularly in respect of housing / residential schemes, Commercial opportunities were currently well served by the in-house set up.

- i)** To set up a £50K concepts fund to enable swift employment of consultants / architects etc. to consider schemes for viability prior to any major investment.

Reason for this Recommendation

Task and Finish Group members noted the officers' concerns that current in-house resources were not always quickly accessible to explore the various ideas presented. The proposed fund would ensure no such viable concepts were missed. The Group felt that schemes / projects assessed under this provision should proceed if a minimum 6% return was estimated or valid community reasons were established.

- j)** To explore further the plans / proposed scheme for the Old Brunel Engine Shed at the High Wycombe Railway Station.

Reason for this Recommendation

This site represented a key 'gateway' to the town for visitors arriving by Rail, a smart effective scheme epitomising the 'ready for business' feel of the District would speak volumes. This type of project was exactly the kind the Commercial team thrived on and the Group were confident they could repeatedly deliver.

- k)** To support plan of future projects in the region of £20m* and remain aware of the conflict between future capital requirements and commercial schemes.

(*Officers to look into the required further regeneration fund required for the next three years and apply appropriately to Cabinet, the £2m presently included in above £20m having been fully allocated for utilisation).

Reason for this Recommendation

The Group supported the major projects schemes outlined by the Commercial Team and presented at the various Task and Finish Group meetings; Cabinet in prioritising budgets should ensure that the commercial side, with its ability to secure considerable revenue, should not lose out.

Communities Theme

- l)** To encourage the Buckinghamshire / Thames Valley Local Enterprise Partnership to implement the available Up-Skilling programmes for residents, in particular wards, where required.

Reason for this Recommendation

Bucks Business First (an arm of the Local Enterprise Partnership) provided these programmes which would prove invaluable to equipping residents with the key skills needed by local employers.

- m)** To seek what skills are required by holding an annual business meeting to seek business input to Regeneration and upskilling.

Reason for this recommendation

Informing the Business Community on plans of major updating of roads, important changes to funding, seek support on things WDC wish to see done for the regeneration, or be told such is not required? We need businesses to inform WDC of requirements, as we are not truly aware of the requirement ourselves.

Members raised a number of points and received clarification on the following issues:

- Members noted the provision of a dedicated planning officer in respect of the Council's regeneration schemes; the Council was now, for the first time, receiving the same level of Planning Support as outside developers did.
- No recommendation had been made in respect of opening up of the River Wye, the Group having felt that this would be too lengthy to effect, too expensive and too difficult. However an update that flood culverts under the town centre may need updating which would be a major piece of infrastructure work which in itself could provide an opportunity for the opening of the river was noted.
- The recent new commercial additions to the Town Centre of the Fox Brewery and the imminent Works restaurant both with Wycombe District Council as freeholder were commended.
- The important role of the Commission and the like of this Task and Finish Group in exploring possible regeneration schemes and acting as a sounding board for proposed developments by the Council was explained.

- The programming in of feedback from Cabinet on these recommendations as to their implementation, rejection or amendment was clarified.

The Chairman commended the work of the Group and noted the 8 meetings / visits that had taken place. The recommendations were put to the Commission for onward referral to Cabinet at the forthcoming Cabinet meeting of the following Monday 14 November 2016, the Commission and Group Chairman to present such at that meeting. The recommendations were agreed unanimously by the Commission.

RESOLVED: That the recommendations of the Regeneration Delivery Task and Finish Group as featured above lettered **a to m**, along with the featured 'reasons for recommendations' be referred to the Cabinet meeting of 14 November 2016, unamended.

22. REPORT OF THE BUDGET TASK AND FINISH GROUP STAGE 1

The Commission then considered the report of the Budget Task and Finish Group in respect of its first phase of work that of formulating recommendations for inclusion in the 2017-18 Budget. The Report featuring some 8 recommendations, for consideration for onward referral to Cabinet.

Chairman of the Budget Task and Finish Group: Councillor Alex Collingwood guided members through the Report.

The annual Budget Task and Finish Group had been set up by the Improvement & Review Commission on 13 June 2016 to be carried out in two stages as per the previous year, with reports to Cabinet In November for the input of recommendations for consideration for inclusion in the evolving 2017-18 budget (this Report), then again in February with recommendations as a result of the scrutiny of the proposed budget.

The recommendations of this Frist Phase along with the 'Reasons for the Recommendations' featured in the Report were outlined:

1. In respect of Business Rates; Members supported the suggestion submitted by officers via the consultations; that Central Government retain a top slice of the overall national funding to cover all appeal losses. Cabinet to re-iterate this submission.

Reason for Recommendation.

To minimise each local authority's risk.

2. The Group encouraged the Cabinet member to pursue Central Government to make the final decision in respect of all outstanding aspects of funding as

soon as possible, so that the financial landscape could be established and the 2017-18 Budget worked on and finalised.

Reason for Recommendation.

For prompt resolution of the 2017-18 Budget.

3. To lobby Central Government in respect of the storing up of planning permissions by developers, which further increased the value of their landholdings with attached permission, waiting to develop at the highest house prices.

Reason for Recommendation.

All these counted against the actual delivery of housing units and the collection of attached CIL (Community Infrastructure Levy) and Section 106 monies.

4. To use contingency funds to cover shortfall in Planning Service income.

Reason for Recommendation.

The Group had concerns regarding the shortfall in Planning Service income in respect of Service Delivery and in particular delivery of the Local Plan.

5. To transfer costs from the general council tax payer to the user in respect of green waste and car parking. These to be explored in the Second Phase of the Budget Task & Finish Group's work.

Reason for Recommendation.

The Green Waste & Car Parking services were seen as overdue for a review of charges.

Further income being possible in respect of Car Park users from outside the District with care having to be exercised that this was not at further expense to the residents.

The imposition of green waste charges as imposed by many other authorities was seen as a 'quick win' in respect of increased income.

6. (in reference to 5 above) The dynamics of on street / off street parking to perhaps be looked at in a future Commission / Task and Finish Group work or as part of the Second Phase of the Budget Task & Finish Group's work.
7. To consider the wider budgetary implications of the Business Rates Revaluation and the intention to reflect this in the 17-18 budget and MTFP (Medium Term Financial Plan).

Reason for Recommendation.

The influence on the Council's Budget position of Business Rates Revaluation and the repercussions of any settlements in respect of such, was considerable.

8. To reset the anticipated savings since stock transfer featured in previous Budgets in respect of the Housing Service for 2017-18 and to re-cost the entire homelessness budget.

Reason for Recommendation.

These savings anticipated had not been achieved, a realistic approach in respect to the 2017-18 Housing Budget to be adopted.

Task & Finish Group members were concerned about increasing pressure on the housing budget related to possible forthcoming legislation and a ruling on HMOs, both which may mean another budget reset or virement would be required.

The Group chairman outlined that recommendations 1 – 4 and 7 & 8 were those for inclusion in the Budget for Cabinet's immediate consideration, whilst recommendations 5 & 6 were to be re-visited by the Group in its Stage 2 work.

Members raised a number of points and received clarification on the following issues:

- Members expressed concerns re the possible implementation of green waste charges. The introduction of such may lead to diversion to landfill or fly-tipping rather than paying any fee. It was suggested and agreed that the wording in respect of this recommendation (5) be amended to investigate such charges only.
- It was noted that the majority view of the Commission Meeting was that Green Waste Charges were not acceptable.
- The renewal of the Joint Waste Contract three years hence was seen as a suitable time for implementation of such major changes should they be agreed.
- The reputational damage that could follow such a charge implementation was discussed.
- The need in any such investigations to establish and understand how income was generated and calculated was noted.

The Chairman again commended the work of the Group, the recommendations were put to the Commission for onward referral to Cabinet at the forthcoming Cabinet meeting of the following Monday 14 November 2016, with the amendment in respect of investigation of Green Waste Charges re recommendation 5. Again it

was noted that the Commission and Group Chairman were to present the recommendations to the Cabinet meeting.

RESOLVED: That the recommendations of the Budget Task and Finish Group (Phase 1) as featured above **numbered 1 to 8** along with the featured 'reasons for recommendations' be referred to the Cabinet meeting of 14 November 2016, with the following re-written Recommendation 5: 'The transfer of costs from the general council tax payer to the user in respect of green waste and car parking to be investigated. These to be explored in the Second Phase of the Budget Task & Finish Group's work'.

The reasons for recommendation in respect of Recommendation 5 being re-written as follows:

'The Green Waste & Car Parking services were seen as suitable for a review of charges.

In respect of the Green Waste aspect of the Waste Contract analysis of how the contract was constructed along with how income was generated and calculated was seen as essential in this work.

Further income being possible in respect of Car Park users from outside the District with care having to be exercised that this was not at further expense to the residents.'

23. COMMISSION'S WORK PROGRAMME AND CABINET FORWARD PLAN

The status of the current task and finish groups was considered and discussed.

The need for the **Local Plan Task and Finish Group** to re-convene ahead of the referral of the final Local Plan to Cabinet (which would probably occur in March 2017) was noted, probably meeting on two occasions: for consideration of the Consultation and of the Actual Plan.

The Chairman of the **Rural Issues Task and Finish Group**; Councillor C Etholen confirmed that the Group had held its final meeting just prior to the Commission meeting that very evening. Final recommendations had been agreed and the full report of the Group would feature on the agenda for the Commission's 11 January 2017 meeting as planned.

The continuing work of the **Budget Task and Finish Group** in respect of its Phase 2 work 'scrutiny of emerging budget' had been outlined in the earlier Budget Task and Finish Group item.

Members were encouraged to complete the Work Programme Suggestion Form appended to the agenda (Appendix C) in respect of items they wished to suggest for consideration by the Commission or a Task and Finish Group.

No topics were identified on the attached Cabinet Forward Plan for review by the Commission at future meetings.

RESOLVED: That the update on the Work Programme and current task and finish groups be noted.

24. COUNCILLOR CALL FOR ACTION

There were 'Councillor Calls for Action' for consideration.

Chairman

The following officers were in attendance at the meeting:

Peter Druce	- Democratic Services
Catherine Whitehead	- Head of Democratic, Legal & Policy.

Audit Committee Minutes

Date: 17 November 2016

Time: 7.00 - 8.00 pm

PRESENT: Councillor M C Appleyard (in the Chair)

Councillors S Saddique, A Lee, Ms C J Oliver, G Peart, G C Hall and M Hanif

Also present: Sue Gill (External Auditor, Ernst & Young)

24 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor N Teesdale and Maria Grindley (Ernst & Young).

25 MINUTES

RESOLVED: That the minutes of the meeting held on 22 September 2016 be confirmed as a correct record and signed by the Chairman.

26 DECLARATIONS OF INTEREST

There were no declarations of interest.

27 2016/17 QUARTER 2 SERVICE PERFORMANCE REPORT

The Committee were provided with an update on a selection of the corporate performance measures for Q2 (July – September).

Information was provided on 19 Level 1 Measures identified by the Audit Committee which included base data as appropriate to put the percentage outturns in context.

Chairman thanked Officers again for the new look report style, in particular the 'snapshot' and provision of base data to helpfully put percentages and performance into context. Members were reminded that the role of Audit Committee in reviewing service performance was to flag up areas from a day-to-day management perspective that they felt needed addressing and raise these with Cabinet. A suggestion was made for Cabinet Members to attend with Officers to talk through specific service areas going forward. This was to be raised by the Chairman with the Leader.

During the discussion members made a number of points and the following questions were asked based on the quarter 2 report:

Complaints: Members asked for numbers of complaints by service so that they could better understand the spread.

Invoices paid in 30 days: The Council pay invoices within 30 days and would acknowledge this as best practice. It was requested on how this compared to supplier payments to us. If the norm was not 30 days were there any actions that could be taken to instil our best practice elsewhere?

Processing Housing / Council Tax benefit claims: Comparative data was requested to put our performance in context to 'nearest neighbours' and other districts in Bucks. It was acknowledged that assessment work is complex and needs to be correct (given links to wider benefit provision) and this will impact time taken on new claims. Anecdotal evidence given from use of local food bank in that half of users was stated reason as waiting for housing benefit. Members asked what arrangements / provision was in place for interim payments / support to help such individuals.

Council Tax and NNDR collection rates: It was noted that we have a high collection rate and that this has been sustained for many years which was a credit to the team. Information was requested to understand the following: (a) What does the 'extra' 2% (CIITax) / 1.5% (NNDR) equate to in money terms? (b) What are the key reasons that we are unable to collect 100% in both categories? (c) what is the recovery process followed? (d) what would the costs be to increase our recovery rates? i.e. to move from 98% to 98.5% (e) how do our collection rates compare to our nearest neighbours and the other districts in Bucks

Homelessness applications: Officers reported that Members had requested further information on this area at the last meeting however it was agreed that it would be more useful to invite the Service Manager (and Cabinet Member if approved) to talk about the scope of the work of the team and the increasing demand for the service to provide a fuller context to the measures reported.

Minor planning applications: Members requested a breakdown of categories of application that are classed 'minor' to understand the numbers of each. Members asked whether 'permitted development' and 'retrospective applications' was captured within this measure and the quantum / volume of these. Information was also requested about our enforcement activity and what measures we have in place to track this.

Customer Service Centre: Officers were thanked for the information sheet. Request made to have information about the scope / types of calls received in the last quarter to help members better understand the key areas of contact. Members also asked what scope we had to renegotiate our targets as parts of the contract i.e. improve the 70% target for calls answered in 20 seconds.

RESOLVED: That the 2015/16 Service Performance Q2 (July – September) be noted.

28 AUDIT,RISK & FRAUD MANAGER'S HALF YEARLY REPORT

The Audit, Risk and Fraud Manager presented his progress update of the Audit, Risk and Fraud Division for the first six months of the 2016/17 financial year.

It was reported that the number of audits that had been undertaken to date was low due to a reduced audit programme and the scheduling of core financial reviews. There were seven reviews currently in progress:

- Food Safety
- Treasury Management
- Licensing (Hackney Carriages/Private Hire and Operator Licences)
- Main Accounting and Budgetary Control
- Building Control
- Tree Preservation Orders
- Waste Management Contract – Follow- up

Members noted the scheduling of the remaining programme.

The Committee were also informed that a further member of staff had been recruited to the Corporate Fraud Team which provided a complement of one FTE Corporate Investigator filled on a part time basis by two officers.

It was noted that the Department for Work and Pensions were responsible for investigating housing benefit fraud and held separate prosecuting powers to the Corporate Fraud Team. As part of its investigations the Corporate Fraud team has undertaken joint working with the Housing Team and Environmental Health team to pursue successful prosecutions.

The Corporate Fraud Team continues to review referrals from the National Fraud Initiative which is a mandatory data matching exercise between local authorities and agencies to detect fraudulent activities.

In response a query it was confirmed in the table providing the types of referrals the team had received that DPA stood for Data Protection Act , these were requests from the police under the Data Protection Act to provide information. It was noted that the acronyms would be provided in full in future reports. Also the 4 ratings used in the provision of the audit opinion would be linked more clearly to the prioritisation rating applied to the individual audit recommendations.

RESOLVED: That the Audit, Risk & Fraud Manager's Half-Yearly Report for the period ending 30 September 2016 be noted.

29 APPOINTMENT OF EXTERNAL AUDITOR

The Audit Risk and Fraud Manager provided a report on the appointment of the Local Auditor for the Council, a copy of which is attached to the minutes as Appendix A.

Under the Local Audit and Accountability Act 2014 the Council is required to appoint a Local Auditor by 31 December 2017 with further appointments made at least once every 5 years. A separate engagement may be required for the audit of the housing benefit subsidy claim.

The Committee noted there were two options to appoint the Local Auditor, these were:

- That Council establish an auditor panel to oversee the procurement and make its recommendation to full Council. The Audit Panel would then be required to monitor the performance, independence and relationship with officers of the chosen External Auditor.
- To choose the Sector led route and appoint the Public Sector Audit Appointments (PSAA) which has been appointed on a nationwide basis and approved by the DCLG. The PSAA would appoint the local auditor on the Council's behalf and would be the least resource intensive option.

In the unlikely event of a relationship breakdown between the Council and the appointed Local Auditor it would be the responsibility of the PSAA to intervene and replace with another Auditor.

RECOMMENDED: That the Local Auditor for the Council be appointed by the Public Sector Audit Appointments (PSAA) Limited, which is the DCLG approved provider, be **recommended to Council**.

30 TREASURY MANAGEMENT MID-YEAR REPORT 2016/17

The Financial Services Manager presented the Treasury Management mid-year report, covering the period 1 April to 30 September 2016.

Members noted the position on borrowing activity, interest rate forecast, investments, economic summary and performance against the indicators set by CIPFA.

With regards to the Bank of England base interest rate, it was noted that this had reduced from 0.5% to 0.25% and the Council had continued to face a challenging environment to earn yield on its investments.

It was reported that regarding the low interest rates the Council's strategy continued to be to utilise cash to support the major projects programme, investing in the District and generating a higher investment return. Members were concerned at the progress regarding the major projects expenditure and requested that this be considered.

Members were also informed that regarding the £0.5m invested in an escrow account in Iceland following the collapse of the Glitnir Icelandic bank that on the 1 July 2016 the Council had received funds of £500,950k.

RESOLVED:

- i) That the Head of Finance & Commercial produce an options paper outlining the potential scope of investment options through treasury management activities and by broadening the Council's activity in the property market including any specific regulatory requirements.

- ii) That the Treasury Management mid-year report for the period 1 April to 30 September 2016 be noted.

31 AUDIT COMMITTEE WORK PROGRAMME

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

The Chairman suggested that training be provided during Committee meetings in association with relevant agenda items. The Chairman and officers would liaise to provide a programme of training to be received at each meeting.

The External Auditor suggested that the Certification of Grants and Claims Annual Report be circulated to the Committee for information before the next meeting.

RESOLVED:

- (i) That the forward work programme be noted and updated as above.
- (ii) That training topics be considered for future meetings.

32 INFORMATION SHEETS

RESOLVED: That the following Information Sheets be noted

- i) 01/2016 Health & Safety – Mid-year progress report
- ii) 02/2016 Customer Services Centre Performance.

Chairman

The following officers were in attendance at the meeting:

Jemma Durkan	- Senior Democratic Services Officer
Nisar Visram	- Financial Services Manager
Mike Howard	- Audit, Risk and Fraud Manager
Jacqueline Ford	- Corporate Policy Team Leader

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APPOINTMENT OF THE LOCAL AUDITOR

Officer contact: Michael Howard

DDI: 01494 421357, Email:mike.howard@wycombe.gov.uk

Wards affected: All

PROPOSED DECISION:

The Committee is asked to RECOMMEND to Full Council that the Local Auditor for the Council should be appointed by Public Sector Audit Appointments (PSAA) Limited which is the DCLG approved provider.

Appointment of External Auditors

Independent audit is one of the cornerstones of public accountability that provides a level of assurance that taxpayers' money has been well managed, accounted for and properly expended.

The cost of the External Audit programme of work in 2015/16 was £69k which included £17k for the audit of the housing benefit subsidy, which will not be in scope for the work of the new Local Auditor and it is likely that an alternative contractor will need to be found to undertake this work.

Background

Under the Local Audit and Accountability Act 2014, the Audit Commission which had previously managed the appointment of external auditor for local government bodies and health trusts was abolished and a new responsibility was enacted that enables local government bodies to manage the appointment of their own local auditor.

The Act also provided the option of a managed appointment process administered through a sector led body. Following a decision by the DCLG, Public Sector Audit Appointments Limited (PSAA) has been set up under the Act as an independent company limited by guarantee and approved as the sector led body for principal authorities(i.e. Councils, Police and Fire authorities) to appoint auditors.

In accordance with Regulation 19 of the Local Audit (Appointing Person) Regulations 2015, the decision for the Council to appoint its own local auditors or join a sector led approach must be made by Full Council and cannot be delegated.

Under Section 7 of the Act the appointment of a local auditor for the Council must be completed by 31st December 2017 and further appointments must be made at least once every 5 years. There are two routes available and the decision as to which route is followed must be made by Full Council. The two options are:

- To establish an auditor panel to advise on the appointment; this can be undertaken collaboratively by sharing a panel; or

- Join a sector led approach, using PSAA which has been appointed on a nationwide basis and which appoints a local auditor on the Council's behalf. PSAA was set up and appointed into this role in July 2016.

Establishing an Auditor Panel and Appointing a Local Auditor

If the Sector led option is not taken, then an Audit Panel would be required to oversee the procurement of its own local auditor and would make its Recommendation to Full Council. The Audit Panel would then be required to continue to have a role in monitoring the following:

- Local Auditors performance, ensuring the Auditors independence and the dealing with any relationship issues that arise with members and officers.
- Local Audit (Auditor Independence) Regulations 2014 prescribe that an Auditor Panel must have a majority of independent, non-elected members and must be chaired by an independent non- elected member.
- The panel can be an existing committee or a sub-committee of an existing committing provided that the membership criteria outlined above are met.

However, under the Schedule to Local Audit (Appointing Person) Regulations specify that if as a Council, WDC opted to follow the Sector Led route and appointed PSAA, then there is no requirement to have an auditor panel as PSAA will have carried out the EU procurement on behalf of all Councils that have signed up. PSAA would then allocate the Local Auditor, probably on geographic areas. The fees paid for the audit service would include PSAA costs.

In summary, joining a Sector Led route is the least resource intensive option as we would be able to:

- Assure timely auditor appointments
- Manage independence of auditors
- Secure highly competitive prices
- Save on procurement costs
- Save time and effort needed on auditor panels
- Focus on audit quality
- Operate on a not for profit basis and distribute any surplus funds to scheme members.

In addition in the unlikely event that the relationship between the Council and the appointed Local Auditor breaks down then it would be for PSAA to intervene and replace the Local Auditor with another that has contracted with without the cost implications or interruption of service which might be encountered if the Council had contracted with a single supplier via its own procurement process.



High Wycombe Town Committee Minutes

Date: 22 November 2016

Time: 7.00 - 8.47 pm

PRESENT: Councillor A R Green
(in the Chair)

Councillors K Ahmed, Z Ahmed, M Asif, Ms A Baughan, H Bull, Mrs L M Clarke OBE, M Clarke, R Farmer, S Graham, M Hanif, A E Hill, M Hussain JP, A Hussain, M Hussain, M E Knight, R Raja, S K Raja and N J B Teesdale,

ALSO PRESENT:

Gill Quinton	Business Manager, Bucks County Council
Councillor Mike Appleyard	Bucks County Council
Councillor Zahir Mohammed	Bucks County Council
Gary Saunders	Market Operator

15 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor M A Hashmi and Councillor Ms J D Wassell.

16 DECLARATIONS OF INTEREST

Councillor R Raja declared an interest in Item 6 High Wycombe Cemetery Fees and Charges 2017/18 as the Secretary of a bereavement society. Councillor Raja remained in the chamber throughout the discussions.

17 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on the 13 September 2016 be agreed as a correct record.

18 MODERNISING LOCAL GOVERNMENT - BUCKINGHAMSHIRE COUNTY COUNCIL UNITARY BUSINESS CASE

The Committee welcomed Gill Quinton, Managing Director, Business Enterprise and Business Services, Councillor Mike Appleyard and Councillor Zahir Mohammed from Buckinghamshire County Council to the meeting who addressed the Committee on the County Council's proposal for Modernising Local Government in Buckinghamshire.

Information was provided on the Options Appraisal and Business Case for Modernising Local Government in Buckinghamshire. It was reported that due to future issues such as increased population, plans for new homes, and an ageing population, there was a significant expected increase in demands on local services. In addition, local government funding had been significantly reduced and this was expected to be at 0% by 2019. These issues had created a need for change and sustainable improved services.

The Committee were informed that four options had been considered; one unitary, two unitary, three unitary and a three unitary with combined authority council models. The Options Appraisal identified that a single county-wide unitary model for Buckinghamshire would offer the greatest likelihood of meeting the needs of Buckinghamshire in the future. Members noted that this option would deliver a £45m net saving over a five year period, and that this would provide the greatest saving over the other options considered.

The Committee were also informed that the single unitary option would provide clearer accountability and would enable communities' voices to be heard. A challenge in this approach would be to develop the model to balance with local needs.

It was reported that the single unitary proposal would consist of 19 local community boards with executive decision making powers, 19 community hubs, 5 planning committees, and more support for town and parish councils. The transition costs were expected to be £16m, and it was noted that this had been built into the business case. It was reported that together the five councils hold up to £1bn in assets with a potential net capital of up to £48m. It was also proposed to equalise the council tax rate to the lowest level across the county, and that this would bring council tax rates for the Chilterns, South Bucks and Aylesbury Vale reduced to the level paid in Wycombe.

The proposal for a single unitary had been agreed by Buckinghamshire County Council members and the business case had been submitted to the Department for Communities & Local Government (DCLG) for a decision within the next few months.

Members made a number of points and received clarification of various queries from the County Council representatives as follows:

- Savings were set out as per the DCLG requirements in the business case. These were significantly less in the Bucks County Council proposal in comparison to the proposal from the District councils. The actual figure of savings was expected to be much higher than proposed.
- It was suggested that agreement on the issue between elected members had been different at County and District level due to the different priorities. It was also suggested by the County Council representatives that a large number of councillors would retain their posts within the new regime.

- Population growth was expected to be a serious problem in the future and plans would need to be considered as soon as possible with close working required between the councils. Also if infrastructure planning was undertaken at a county wide basis then there would be opportunity to succeed.
- Buckinghamshire County Council had currently no plans regarding the arrangements of the unparished areas under their proposed single unitary council. It was suggested that the details could be discussed and built into an agreement.
- Members were concerned about the poor performance of Transport for Bucks and Children and Young People's Services in Buckinghamshire , and asked for assurances from the County Council that this could be improved and managed successfully under the proposed new model. In response, the County Council representatives stated that the Ofsted regime was considered challenging across the country and the County had accepted their judgement. Work was being carried out to change the rating within the next few months. Funding for roads in the past had been moved to social care and in 2010 funding for road maintenance had been drastically reduced. However improvements had been made and complaints were 50% less than previous years.
- Members noted that High Wycombe was the only unparished area in the County and the Committee were concerned that their views had not been considered. In response to this, the County Council representatives explained that a decision had been made by the County to not consult the High Wycombe Town Committee on the unitary proposal as they had considered the Committee as part of Wycombe District Council. However it was noted that this had been an error on the part of the County and the views of the Committee were now being sought on the options.
- Benefit to residents on a single unity option would be a single point of contact for local services.
- Details regarding control of Special Expenses for the unparished area had not been finalised and the County Council representatives suggested this would need to be considered further under the proposed new model. .
- The County Council representatives did not agree that a reduction in Council tax was being used as a bribe to other district councils to bring their levels down to Wycombe DC levels. It was reported that the additional cost to Aylesbury Vale District Council resident would be £1.88 a year.
- Details regarding governance for the 19 community boards would be determined by the elected members of the proposed new Unitary Authority. Boundaries for the boards had not yet been decided.

- The number of the amount of pensioners in the County was not available, however it was noted that there was expected to be a significant increase in over 60 and 80 year olds in the future.
- A member of the Committee referred to the Government's statements about the need for consensus and asked why the County Council had proceeded with submitting their business case to Government without consulting or working with the District Councils. In response, the County Council representatives stated that there had been a conflict with Aylesbury Vale District Council (AVDC) and it had also been very difficult to arrange meetings between the County, AVDC, and the other District Councils. Due to this difficult relationship, and the need for the County Council to address the financial difficulties it was facing urgently, the County Council had decided to advance with their single unitary proposal and felt that action needed to be taken quickly. It was reported that work had been undertaken with Oxfordshire, Northamptonshire and Bedfordshire County Councils. There was regret that the County and District Councils were unable to work together but it was reported that savings were required and funds could be utilised by working with other local authorities.
- Staffing was not expected to be significantly affected, however most savings would be made at Senior Officer Level.
- The County had considered similar models undertaken by Wiltshire, Durham, Shropshire and Cornwall. It was reported that these had been considered by their Members as successful.

The Chairman thanked Gill, Councillor Appleyard and Councillor Mohammed for the information.

19 TOWN MARKET UPDATE

The Committee welcomed Gary Saunders, Market Operator to the meeting, who gave an update on the High Wycombe Market.

In advance of the meeting questions from Members had been received and responses were as follows:

- The market currently had an occupancy rate of 80% however some traders did not always turn up on the day. The income rate was similar to the previous year however the issue regarding attendance would be considered.
- There had previously been issues with traders using the drains to dispose of fat, however this situation had improved. One trader had been provided with a written warning and if the offence happened a second time then the trader would be dismissed from the market. It was noted that Kebab vans also used the same area in the evenings and these were unregulated.
- Warnings had been given to traders who play loud music and work was continuing to deal with this issue.

- Formal consultations and various training events had been offered to traders over the past few years however there had been no uptake by traders for these events, therefore no views could be provided.
- There was no remit for funfairs on the High Street. It was suggested the HWBIDCo should take the lead in promoting the vibrancy of the market however it was reported that this was not one of their priorities. The relationship between the market operator and HWBIDCo required improvement and this would be addressed.
- Cars were not allowed on the High Street between 9am and 5pm. It was noted that the bollards had been removed and the market operator had no enforcement rights regarding this issue.
- New signage was required in the town for the market in particular from the bus station. The cost of a finger post sign was estimated at £250 plus VAT.
- There was no budget available for rent concessions for traders whilst on holiday. It had been a difficult time for markets over the past year and the town market was maintaining levels of occupancy.
- The new gazebos would be in place after Christmas and would be available for traders if requested.
- There had been an issue with street drinkers intimidating stall holders however action has been taken regarding this issue.

Regarding the road surface of the High Street it was reported that meetings were being carried out with Transport for Bucks regarding this issue and other work required in the town centre. Officers from Transport for Bucks would be invited to the Committee meeting in March to provide an update and this would be added to the HWTC work programme.

The Chairman thanked Gary Saunders for attending the meeting and answering questions.

20 HIGH WYCOMBE CEMETERY FEES AND CHARGES 2017/18

The Committee considered a report which proposed prices for burials, interments and other cemetery related charges, applicable from 1 April 2017.

It was noted that the price Consumer Price Index for September 2016 was at 1% which was proposed as an increase in relation to Burial Rights, Memorial Permits, Saturday fees and interment fees.

However, during debate, some Members considered that as the increase was so low, the fees should remain unchanged. An amendment was proposed and seconded to not to increase the fees and leave them unchanged.

Upon being put to a vote, this was agreed.

RESOLVED: That the proposed charges for burial rights, memorial charges, Saturday fees, and internment fees should NOT be increased and remain unchanged.

21 INFORMATION SHEETS

RESOLVED: That Information Sheets 04/2016 Budgetary Control Report for Q2 and 05/2016 Police Update be noted

22 HIGH WYCOMBE TOWN COMMITTEE - FORWARD WORK PROGRAMME

The Committee's draft work programme looking ahead to June 2017 was presented for review.

It was noted that a report regarding the recent recommendation from Cabinet regarding a petition on the proposed provision of CCTV in the Cemetery would be added to the January 2017 meeting.

Also added was the update from Transport for Bucks regarding the High Street to the March 2017 meeting.

It was noted that this would be Sarah Randall's last meeting as she would be leaving the Council at the end of the year. The Chairman and the Committee thanked Sarah for all her hard work and support over the past few years, and wished her well for the future.

RESOLVED: That the forward work programme be noted and updated as above.

Chairman

The following officers were in attendance at the meeting:

Mrs J Durkan	Senior Democratic Services Officer
Mrs S Randall	Community Services Manager
Mr I Hunt	Democratic Services Manager
Ms C Whitehead	Head of Democratic, Legal & Policy

Personnel and Development Committee Minutes

Date: 7 November 2016

Time: 7.00 - 7.55 pm

PRESENT: Councillor M Harris (in the Chair)

Councillors Mrs S Adoh, G C Hall, M Hanif, M Hussain and S K Raja, C Whitehead

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors: Mrs W J Mallen and G Peart.

2 MINUTES

RESOLVED: That the minutes of the previous meeting of the Committee held on 9 March 2016 be confirmed as a true record and signed by the Chairman.

3 DECLARATIONS OF INTEREST

There were no declarations of interest

4 WORKFORCE STRATEGY 2016-2019

A report was submitted which sought comments feedback and approval of the revised Workforce Strategy, the themes of which had largely remained consistent with previous one, but which had been changed to reflect economic and political developments. The primary aim of the Strategy was to ensure that the Council had in place the most effective people to deliver current and future priorities.

The report stated that a Workforce Strategy refresh had been conducted in May 2015 leading to three agreed areas of focus. The new Strategy 2016-2019 attached at Appendix A was aligned to the priority areas of LGE's National Workforce Strategy for Local Government. The priority areas consisted of Organisational Development, Leadership Development, Skills Development, Recruitment and Retention and Pay and Awards.

Each of the focus areas and the strategy itself was considered by Members. Some Members reinforced the view that wider engagement with young people was essential, and suggested contact be made with a number of schools/colleges in the local area which could help advance the aim of attracting more young people to accessing careers within Local Government. The presenting officer explained that

some of those links had already been made but more work was planned in this area.

A member raised a query as to whether the Council had considered the National Graduate Scheme. The presenting officer explained that this was being explored to see whether it was a viable option for the Council. The proposed mentoring scheme was also discussed with options being explored for staff to become mentors or mentees.

In general Members were happy with the work that had been undertaken so far and wished to approve the new workforce Strategy 2016-2019.

RESOLVED: That the Workforce Strategy 2016-2019 be approved.

5 WORKFORCE REPORT 2015/16

A report was submitted which requested approval of the Workforce Report 2015/16. The document which was published annually, provided relevant information on the Council's workforce thereby assisting to identify key issues.

The Workforce Report attached at Appendix A included information on organisational structure, Workforce, Recruitment and selection, Sickness absence, Training and Development and Diversity issues.

The main findings from the current year were highlighted within section 5 of the report. Some areas of concern and challenges presented included the need to develop new approaches to recruiting individuals to fill critical positions within a shrinking organisation in order to mitigate the risk of loss of critical skills. Another challenge was that of recruiting and retaining younger people into the workforce in an increasingly aging organisation. Figures for 2015/16 indicated that the largest percentage age range was 50-54.

Members considered the document in considerable detail, noted the information provided and then;

RESOLVED: That the Workforce Report be approved.

6 DRAFT REDEPLOYMENT POLICY & PROCEDURE

A report was submitted which sought agreement to the new Draft Redeployment Policy & Procedure which was attached at Appendix A of the report. The Policy would then be referred to Full Council for its endorsement.

Members were informed that this was a newly drafted policy which had been covered within other documents for example sickness and redundancy policies. The intention was to consolidate the Redeployment Policy within a central document for ease of reference, and as such amendments to other related documents also

referring to the policy would need to be made to align them with the new Redeployment Policy.

The report went on to explain the main circumstances in which redeployment was likely to occur. These included Redundancy, Medical Capability, Performance Capability and where team relationships had irretrievably broken down. It was emphasised that there was an expectation within the policy that “at risk” employees were to take a proactive approach in securing alternative employment. Members also noted that by law, employees at risk of redundancy during a period of maternity leave would take priority over any other potential candidate seeking redeployment.

RECOMMENDED: That the Redeployment Policy be agreed.

7 REVISED CONDUCT AND DISCIPLINE POLICY AND PROCEDURE

A report was submitted which requested approval for the revised Conduct and Discipline Policy & Procedure. The Policy & Procedure attached at Appendix A had been reviewed as part of the timetabled review of key HR policies following which a number of amendments had been proposed. Taking account of this, the main revisions to the policy were set out at point 9 of the report.

Members` attention was drawn to the discussion held by Joint staff Committee (staff side) who had expressed some concern with regard to the proposed revision at point 3(f) within the policy. They had felt that staff under investigation should not be prohibited from discussing the matter with those not involved in the investigation. Meanwhile, managers wished to ensure that the investigation was not in any way prejudiced by discussions taking place. It had been agreed therefore that the onus would be upon the individual to avoid prejudicing the investigation, and those managing the disciplinary matter would also preserve complete confidentiality.

Subject to this amendment the Joint Staff Committee agreed to the Policy and Procedure. It was considered a sensible way forward to review the Policy and Procedure within a 12 month period.

The Presenting Officer highlighted the proposed key revisions to the Policy as detailed within the report. Some of these included a greater emphasis on resolving issues informally and managers and employees working together. Another change included a removal of the expectation that investigations would be completed within a 15 day time period. Instead, the policy would state that “the investigation should be conducted in a timely manner and the employee would be advised at the outset when the investigation was expected to be completed”. As such the individual would still have some expectation of time scales which would not be left completely open ended.

RESOLVED: That;

- (i) subject to the re wording of paragraph 3f on the issue of confidentiality of manager and employee the

Conduct Discipline Policy and Procedure be approved

- (ii) the Conduct Discipline Policy and Procedure be reviewed after a 12 month period of time.

8 DATE OF NEXT MEETING

Members were informed that the Joint Staff Committee meeting originally scheduled for 14 December was to be cancelled due to its close proximity to the one which had just taken place. As such it would also not be necessary to hold a Personnel & Development Committee meeting which was due to take place on 16 January.

It was agreed therefore that the meeting of the Personnel & Development Committee would be moved to the next Committee cycle to a date yet to be agreed during March/April 2017.

RESOLVED: That the next meeting of the Personnel & Development Committee due to be held on 16 January 2017 be cancelled.

Chairman

The following officers were in attendance at the meeting:

John McMillan	- Head of HR, ICT & Customer Services
Jo Whiteley	- Human Resources Manager (Operations)
Iram Malik	- Democratic Services

Planning Committee Minutes

Date: 24 August 2016

Time: 6.30 - 9.00 pm

PRESENT: Councillor P R Turner (in the Chair)

Councillors M Asif, Ms A Baughan, S Graham, A E Hill, D A Johncock, A Lee, N B Marshall, H L McCarthy, Ms C J Oliver, N J B Teesdale, A Turner, C Whitehead and L Wood.

Standing Deputies present: Councillors S K Raja.

Apologies for absence were received from Councillors: Mrs J A Adey and C B Harriss.

LOCAL MEMBERS IN ATTENDANCE

Cllr Mrs J Langley
Cllr J Savage

APPLICATION

14/07504/OUT
15/06045/VCDN

28 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the Planning Committee meeting held on 27 July 2016 be approved as a true record and signed by the Chairman.

29 DECLARATIONS OF INTEREST

Cllr Mrs Oliver: declared that the Applicant in Agenda Item 8 was known to her and that notwithstanding this she had come to the Planning Committee meeting with an impartial and open mind and that she would listen to the debate and to officer's advice and that she would take these into account before making her final decision.

30 PLANNING APPLICATIONS

RESOLVED: that the reports be received and the recommendations contained in the reports be adopted, subject to any deletions, updates or alterations set out in the minutes below.

31 15/06045/VCDN - CARAVAN PARK, 128 HEATH END ROAD, FLACKWELL HEATH, BUCKINGHAMSHIRE, HP10 9EW

After a lengthy debate, the Committee voted in favour of the motion to defer the planning application to consult with the Licensing Authority to ensure that the proposal was capable of being deliverable.

RESOLVED: that the application be deferred for consultation with the Licensing Authority.

The Committee was addressed by Councillors J Savage and D Johncock, the Ward Members.

The Committee was addressed by Ms Chloe Andrew-Jones on behalf of the Flackwell Heath Residents Association and Parish Councillor C Leonard on behalf of Chepping Wycombe Parish Council in objection. .

32 14/07504/OUT - FORMER GLORY MILL, GLORY PARK AVENUE, WOUBURN GREEN, BUCKINGHAMSHIRE, HP10 0DF

The Committee voted in favour of the motion.

RESOLVED: That the Planning Committee agreed with the approach being taken, and that the Head of Planning and Sustainability be given the full support of the Planning Committee; endorses the reasons for refusal as set out in the Statement of Case dated 18 April 2016, and that they authorise the Head of Planning and Sustainability to take whatever actions are deemed necessary in connection with the appeal.

The Committee was addressed by Councillor Mrs Langley, the Ward Member.

33 16/05622/FUL - 5 HUGHENDEN ROAD, HIGH WYCOMBE, BUCKINGHAMSHIRE, HP13 5HS

The Committee voted in favour of the motion to refuse the application as set out. In the opinion of the Local Planning Authority, the scheme would fail to provide an acceptable level of amenity for future occupiers of the HMO, by reason of insufficient parking and inadequate private amenity space (with particular reference to the small size and contrived shape). Furthermore it was considered that the scheme failed to incorporate crime prevention design measures to the detriment of the security and safety of future residents.

As a result the proposal was contrary to policies G3 (General Design Policy), G8 (Detailed Design Guidance and Local Amenity), H15 (Houses in Multiple Occupation) of the Adopted Wycombe District Local Plan to 2011 (as saved, extended and partially replaced) and policies CS19 (Raising the Quality of Place-Shaping and Design) and CS20 (Transport) of the Core Strategy Development Planning Document. These policies were considered to be consistent with the National Planning Policy Framework.

RESOLVED: that the Head of Planning and Sustainability be given delegated authority to refuse Planning Permission for the reasons set out above.

34 16/06314/FUL - LABURNUM COTTAGE, COCKPIT ROAD, GREAT KINGSHILL, BUCKINGHAMSHIRE, HP15 6EU

The Committee voted in favour of the motion to approve the application and agreed that the amenity space for Plot 2 was considered to be of sufficient quality and furthermore the resultant size was not considered to be detrimental or out of keeping with the character and appearance of the surrounding area. The following conditions were also agreed –

- 1 A schedule and/or samples of the materials and finishes for the development shall be submitted to and approved in writing by the Local Planning Authority before works on each particular element takes place. This is with the exception of bricks, roof tiles and surfacing materials which shall be as per the details approved under application 15/07877/FUL . For the avoidance of doubt this is Weinberger Antique brick, Marley Ashdown roof tiles and Oxford flat gravel provided this is resin bonded. Thereafter the development shall be carried out in accordance with the approved details unless otherwise agreed in writing by the Local Planning Authority.
Reason: To secure a satisfactory external appearance.
- 2 The scheme for parking indicated on the submitted plans shall be laid out prior to the initial occupation of the development hereby permitted and that area shall not thereafter be used for any other purpose.
Reason: To enable vehicles to draw off, park and turn clear of the highway to minimise danger, obstruction and inconvenience to users of the adjoining highway.
- 3 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking and re-enacting that Order), no development falling within Classes A, B and C, D, E of Part 1 of Schedule 2 shall be carried out without the prior, express planning permission of the Local Planning Authority.
Reason: In order that the Local Planning Authority can properly consider the effect of any future proposals on the character and amenity of the locality.
- 4 Prior to the occupation of the development, a landscaping plan shall be submitted and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved details in the first available planting season following approval of details. Any plant which dies, becomes diseased or is removed within the first five years shall be replaced with the same, unless otherwise agreed in writing by the local Planning Authority. To clarify, planting to the front of the properties adjacent Cockpit Road shall be no higher than 0.6m in order to aid visibility from the access and the mature boundary hedging surrounding the site shall be retained as far as possible.
Reason: To ensure that the proposed development does not adversely affect the privacy and visual amenities at present enjoyed by the occupiers of neighbouring properties, and to ensure a satisfactory environment within the development.
- 5 Unless otherwise first agreed in writing by the Local Planning Authority there shall be no building-up or increase of the existing ground levels on the site
Reason: To ensure that the proposal is constructed at an acceptable level with regards to the surrounding area.
- 6 The development, hereby permitted, shall be designed and constructed to meet a water efficiency standard of 110 litres per head per day for the residential element.

Reason: In the interests of water efficiency as required by Policy CS18 of the Adopted Core Strategy and Policy DM 18 of the Adopted Delivery and Site Allocations Plan (July 2013).

- 7 The development hereby permitted shall be built and retained in accordance with the details contained in the planning application hereby approved and plan numbers WDC1, 6534B/16/01, 6534B/16/02, 6534B/16/03, 6534B/16/04, 6534/14/03A, unless the Local Planning Authority otherwise first agrees in writing.

Reason: In the interest of proper planning and to ensure a satisfactory development of the site.

RESOLVED: that the application be approved and that conditional planning permission be granted.

35 PRE-PLANNING COMMITTEE TRAINING / INFORMATION SESSION

Members noted that the next pre-committee training/information session was scheduled for Wednesday 21 September at 6.00pm in Committee Room 1 and that Members would be provided with some refresher planning appeals training.

36 APPOINTMENT OF MEMBERS FOR SITE VISITS

RESOLVED: That in the event that it was necessary to arrange site visits on Tuesday 20 September 2016 in respect of the agenda for the meeting on Wednesday 21 September 2016, the following Members be invited to attend with the relevant local Members:

Councillors: Ms A Baughan, S Graham, A E Hill, T Lee, N B Marshall, Mrs C Oliver, N J B Teesdale, A Turner, P R Turner, C Whitehead and L Wood.

37 FILE ON ACTIONS TAKEN UNDER DELEGATED AUTHORITY

The file on actions taken under delegated authority since the previous meeting was circulated for the Committee's attention.

Chairman

The following officers were in attendance at the meeting:

Mr R Harrison	Principal Development Management Officer
Ms G Hastings	Technical Planning Assistant
Mrs L Hornby	Senior Democratic Services Officer
Ms T Krykant	Planning Solicitor
Mr A Nicholson	Development Manager



Planning Committee Minutes

Date: 19 October 2016

Time: 6.30 - 9.11 pm

PRESENT: Councillor P R Turner (in the Chair)

Councillors Mrs J A Adey, Ms A Baughan, S Graham, C B Harriss, A E Hill, D A Johncock, A Lee, N B Marshall, H L McCarthy, Ms C J Oliver, N J B Teesdale, A Turner and C Whitehead.

Standing Deputies present: Councillors M A Hashmi and S K Raja.

Apologies for absence were received from Councillors: M Asif and L Wood.

LOCAL MEMBERS IN ATTENDANCE

Cllr Mrs L M Clarke OBE
 Cllr R Gaffney
 Cllr R Raja

APPLICATION

16/07244/FUL
 16/06481/FUL
 16/07141/FUL

38 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the Planning Committee meeting held on 24 August 2016 be approved as a true record and signed by the Chairman.

39 DECLARATIONS OF INTEREST

Cllr H McCarthy – 16/06481/FUL: declared that comments submitted by a fellow ward Councillor had been submitted giving the impression he had predetermined the application but that this was not the case, it was simply a misunderstanding and that these were not his views.

Cllr M Hashmi – 16/07141/FUL: declared an interest in the application due to being acquainted with the applicant's family and that he had made representations supporting the application.

40 PLANNING APPLICATIONS

RESOLVED: that the reports, and update sheet, be received and the recommendations contained in the reports be adopted, subject to any deletions, updates or alterations set out in the minutes below.

41 15/06133/FUL - OS PARCEL 3479, MARSH LANE, BISHOPSTONE, BUCKINGHAMSHIRE

The Committee voted unanimously in favour of the motion to approve the application.

RESOLVED: that the application be approved.

The Committee was addressed by Councillor C B Harris, the local Ward Councillor.

42 16/06481/FUL - 3-13 HOLMER GREEN ROAD, HAZLEMERE, BUCKINGHAMSHIRE, HP15 7BB

Members expressed concern that due to viability issues no affordable housing provision was being offered.

Following a tied vote and the Chairman exercising his Casting Vote, the Committee voted in favour of the motion that they were minded to approve the application, but only after a further review of the viability information submitted.

RESOLVED: That the Head of Planning and Sustainability be given delegated authority to grant Conditional Permission subject to a review with the Chairman and Vice Chairman of the viability report submitted by the applicant and the independent Viability Report review prepared by the District Valuer

The Committee was addressed by Councillor R Gaffney, the Ward Councillor.

The Committee was addressed by Mrs Alison Llewellyn in objection and Councillor Mrs Milly Roberts on behalf of the Hazlemere Parish Council in objection and Ms Elaine Stratford on behalf of the applicant.

43 16/07244/FUL - 5 CORNMARKE T, HIGH WYCOMBE, BUCKINGHAMSHIRE, HP11 2BW

The Committee voted in favour of the motion to refuse the application for the following reason:

In the opinion of the Local Planning Authority the proposed change of use did not fall within one of the uses identified as being appropriate, and would therefore result in the inappropriate introduction of a non-retail use, in a Primary Shopping Frontage of High Wycombe Town Centre. The applicant had failed to justify that the loss of this unit would not be detrimental to the retail function and character of this main retail core. Furthermore it would break up the retail frontage and as such would be detrimental to the viability, vitality and attractiveness of the area. In considering this the Local Planning Authority gave particular regard to the specific nature of a taxi booking office.

The application therefore failed to accord with Policy HWTC5 (Primary Shopping Frontage Zones) of the Adopted Delivery and Site Allocations Plan (July 2013).

RESOLVED: that the application be refused for the reason given above.

The Committee was addressed by Councillors Mrs L M Clarke OBE and A E Hill, the local Ward Councillors.

44 16/07141/FUL - 25 MAYHEW CRESCENT, HIGH WYCOMBE, BUCKINGHAMSHIRE, HP13 6BX

The Committee voted in favour of the motion to refuse the application.

RESOLVED: that the application be refused.

The Committee was addressed by Councillor R Raja, the local Ward Councillor.

Councillor M A Hashmi declared an interest in the item as he was acquainted with the applicant's family although had not seen them for several years. Following advice, Councillor Hashmi addressed the Committee as the local Ward Councillor then vacated the Council Chamber for the discussion and voting on the item.

45 16/07258/FUL - 7-8 QUEENS SQUARE, HIGH WYCOMBE, BUCKINGHAMSHIRE, HP11 2BP

The Committee voted unanimously in favour of the motion to approve the application having noted that the external shutters were no longer part of the application as the applicant had agreed they would be inside the premises rather than outside.

RESOLVED: that the application be approved.

The Committee was addressed by Councillor A E Hill, the local Ward Councillor.

46 16/07259/ADV - 7-8 QUEENS SQUARE, HIGH WYCOMBE, BUCKINGHAMSHIRE, HP11 2BP

The Committee voted unanimously in favour of the motion to approve the application.

RESOLVED: that the application be approved.

The Committee was addressed by Councillor A E Hill, the local Ward Councillor.

47 PRE-PLANNING COMMITTEE TRAINING / INFORMATION SESSION

The Committee noted that a request had been received from a developer to make a presentation to Members of their proposed development of sites in and around Leigh Street for residential and commercial use. This would take place on Wednesday 16 November 2016 at 18:00 in Committee Room 1.

48 APPOINTMENT OF MEMBERS FOR SITE VISITS

RESOLVED: That in the event that it was necessary to arrange site visits on Tuesday 15 November in respect of the agenda for the meeting on

Wednesday 16 November, the following Members be invited to attend with the relevant local Members:

Councillors: Ms A Baughan, S Graham, C B Harriss, A E Hill, D A Johncock, T Lee, N B Marshall, H L McCarthy, Mrs C Oliver, N J B Teesdale, A Turner, P R Turner and C Whitehead.

49 FILE ON ACTIONS TAKEN UNDER DELEGATED AUTHORITY

The file on actions taken under delegated authority since the previous meeting was circulated for the Committee's attention.

Chairman

The following officers were in attendance at the meeting:

Mrs S Armstrong	Principal Development Management Officer
Mrs J Caprio	Principal Planning Lawyer
Mrs E Crotty	Principal Development Management Officer
Ms G Davies	Development Management Officer
Ms G Hastings	Technical Planning Assistant
Mrs L Hornby	Senior Democratic Services Officer
Mr A Nicholson	Development Manager

Regulatory & Appeals Committee Minutes

Date: 17 October 2016

Time: 7.00 - 7.35 pm

PRESENT: Councillor J A Savage (in the Chair)

Councillors S Broadbent, R Gaffney, M Hussain JP, D Knights, I L McEnnis and
Ms J D Wassell, A R Green

8 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors: Mrs L M Clarke (OBE), M Clarke, A D Collingwood, C Etholen, M Hussain JP.

9 MINUTES

RESOLVED: That the minutes of the meeting of the Regulatory & Appeals Committee held on 8 June 2016 be confirmed as a true record and signed by the Chairman.

10 DECLARATIONS OF INTEREST

There were no declarations of interest.

11 DELEGATION FOR OFFICERS TO PRESENT (RIPA) CASES TO JUSTICES OF THE PEACE

A report was submitted which requested approval of certain designated officers for the purpose of presenting RIPA cases to the Justices of the peace (JPs) as referred to in paragraph 4 of the report. This would then be referred to Full Council for the relevant amendments to be made to Standing Orders within the Constitution.

The report stated that the Regulation of Investigatory Powers Act 2000 (RIPA) was designated to regulate the use of investigatory powers to conduct authorised surveillance in connection with the conduct of criminal investigations and to satisfy the requirements of the European Convention on Human Rights.

RIPA was responsible for regulating a number of investigatory techniques which occasionally needed to be deployed by Local Authorities to fulfil their statutory functions.

The report stated that on 1 November 2012 two significant changes took place governing the way in which Local authorities used their powers under RIPA. Essentially Local Authority authorisations and notices under RIPA for the use of

investigatory techniques could only be effected once the notice had been granted by a JP. In addition the authorisations for the use of directed surveillance could only be granted where there was an investigation of criminal offences which attracted a minimum custodial sentence of 6 months, or that which related to the underage sale of alcohol or tobacco.

Members gave careful consideration to the report before them, which would require a recommendation to Full Council to request an amendment to Standing Orders within the constitution to designate the proposed officers for the purpose of presenting RIPA cases.

A Member enquired as to whether the delegations applied to the named officers or the post holder. Following clarification after the meeting it was confirmed that the delegations related to the named officer. This was unlikely to cause problems in the event of the officer leaving his/her post as there were far more named officers than were required.

RECOMMENDED That: the list of designated officers referred to in paragraph 4 of the report for the purpose of presenting RIPA cases to the Justices of the Peace be approved.

12 SEX ESTABLISHMENTS POLICY

A report was submitted which requested that the current Sexual Entertainment Venue Policy be approved. It was reported that there was currently one sexual entertainment venue in the district which was licensed to carry out lap dancing.

The report stated that the Council had approved the policy in relation to sexual entertainment venues in April 2012 and then reconsidered it in 2013 during which time an extension to the terminal hour within the standard conditions was agreed.

Members were informed that although the policy itself was not a statutory requirement it was considered appropriate that it should be reviewed given that 3 years had elapsed since it was approved. However as there had been no changes in legislation since the last review and no comments or complaints had been received in respect of the current policy, it was proposed that the policy remain unchanged. As such it was also not considered to be necessary for the policy to be subjected to a consultation process.

A Member enquired regarding the legal status of theatres within the district which periodically held shows involving nudity. It was confirmed that there was provision for them to perform 12 shows per year without the need to be licensed for the events. The only requirement was for the Council to be notified of such performances in advance.

RESOLVED: That the current Sexual Entertainment Venue Policy be approved

13 VARIATIONS TO HACKNEY CARRIAGE AND PRIVATE HIRE POLICY

A report was submitted which requested that the proposed amendments to the Hackney Carriage and Private Hire Policy and conditions be approved as detailed within the report for a 12 week consultation process with relevant parties.

The report stated that the current Policy had become effective in 2008 with minor amendments having been made since implementation. As a result of recent changes within the licensing regime and a review of its procedures it was now considered necessary to review both policy and licence conditions.

Members were informed that the majority of the proposed changes were intended to clarify or expand upon specific policy requirements. All the proposed changes were detailed individually within the body of the report. The proposed changes included amendments to criminal record checks, online applications, revocation of licences, vehicle age limits, vehicle signage, tinted windows and the enforcement policy. The presenting officer provided an explanation on each and invited any relevant questions.

Members considered the proposals in some detail. A Member praised the Licensing team in carrying out excellent work in often challenging situations, stating that he had every confidence in the suggested proposals within the Policy.

Another Member raised the question as to what could be done to increase and encourage the ethnic diversity within the trade. There was some agreement as to the problems encountered during events and festivals during which time services were limited or even terminated.

A Member expressed concern that refusal or revocation of licences within one district did not prevent a licence being granted in another. As such the individual could still operate within the district in which he was originally rejected. The presenting officer stated that the Council was working hard to implement a Bucks data base system which would contain the names of any such members of the trade who had been refused a licence or had a licence revoked.

Following careful consideration the proposed amendments to the policy were agreed as attached at Appendix A and that a 12 week consultation exercise with the relevant parties commence. Following this the policy would be resubmitted to Members for approval, taking account of comments received.

RESOLVED: That the proposed amendments to the Hackney Carriage and Private Hire Policy and Conditions be approved and a 12 week consultation exercise with relevant parties be undertaken.

14 ACTIONS TAKEN UNDER DELEGATED AUTHORITY

Actions taken under delegated authority were circulated at the meeting for information.

Chairman

The following officers were in attendance at the meeting:

Kiran Khanna	- Principal Solicitor
Iram Malik	- Democratic Services Officer
Caroline Steven	- Licensing Team Leader
Alaka Thomlinson	- Solicitor

COUNCIL SEATING PLAN 2016/2017

	13 C Harriss				
	14 N Teesdale				
	15 M Clarke				
	16 Mrs S Adoh				
	17 A D Collingwood				
	18 H Bull				
	19 L Wood				
	20 R J Scott				
		42 Mrs C Oliver			
		43 R Newman			
		44 Z Ahmed			
		45 C Whitehead			
		46 G Hall			
12 Maz Hussain	41 N Marshall		47 H McCarthy	21 Mrs L Clarke OBE	
11 David Knights	40 I L McEnnis		48 B Pearce	22 J A Savage	
10 D A Johncock	39 Mrs G A Jones		49 R Farmer	23 P A Turner	
9 Mrs J D Langley	38 T Lee		50 M E Knight	24 A E Hill	
8 Mrs J A Adey	37 S K Raja		51 Ms A Baughan	25 C Etholen	
7 Mrs J E Teesdale	36 Mrs W J Mallen		52 Ms J Wassell	26 M Harris	
6 D H G Barnes	35 A Hussain JP		53 M Abdullah Hashmi	27 M Appleyard	
5 Miss K S Wood	34 A Turner		54 M Asif	28 A R Green	
4 D M Watson	33 G Peart		55 M Hanif	29 R H Gaffney	
3 R Wilson	32 S Broadbent		56 K Ahmed		
2 D A C Shakespeare	31 S Sadiqqe		57 Rafiq Raja		
1 D J Carroll	30 M Davy		58 S Graham		

DSO	DS Manager	Chief Executive
	Chairman	Councillor IM Hussain JP
	Councillor IM Hussain JP	Vice-Chairman
59		Councillor Miss S Brown
		Corporate Director
		60

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