

Cabinet Minutes

Date: 6 February 2017

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 Mrs J D Langley	- Cabinet Member for Housing
Councillor D A C Shakespeare OBE	- Cabinet Member for HR, ICT and Customer Services
Councillor D M Watson	- Cabinet Member for Finance and Resources
Councillor R Wilson	- Cabinet Member for Economic Development and Regeneration

By Invitation

Councillor R Gaffney	- Chairman of the Improvement & Review Commission
Councillor M Hussain JP	- Chairman of the Council
Councillor A Lee	- Deputy Cabinet Member for Housing
Councillor Mrs W J Mallen	- Deputy Cabinet Member for Environment
Councillor G Peart	- Deputy Cabinet Member for Finance and Resources
Councillor R Raja	- Leader of the Labour Group
Councillor S K Raja	- Deputy Cabinet Member for Community
Councillor S Saddique	- Deputy Cabinet Member for HR, ICT and Customer Services
Councillor A Turner	- Deputy Cabinet Member for Planning

Also present: Councillors A D Collingwood and C Etholen

60 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors M Appleyard (Chairman of the Audit Committee), S Broadbent (Deputy Cabinet Member for Economic Development and Regeneration), M Knight (Leader of the East Wycombe Independent Party) and Mrs J Teesdale (Cabinet Member for Environment).

61 MINUTES

RESOLVED: That the minutes of the special meeting of the Cabinet held on 12 December 2016 be approved as a true record and signed by the Chairman.

62 DECLARATIONS OF INTEREST

There were no declarations of interest.

63 REFERRAL FROM THE AUDIT COMMITTEE - TREASURY MANAGEMENT STRATEGY 2017/18

In the absence of Councillor Appleyard, Chairman of the Audit Committee, Councillor S Saddique, Vice-Chairman of the Audit Committee, presented the recommendations from the Audit Committee relating to the Treasury Management Strategy for 2016/17, this included the Treasury Management Indicators, and the Treasury Management Policy Statement. The Audit Committee had considered and endorsed the recommendations at its meeting on 19 January 2017.

The following recommendations were made as In February 2012, the Council had adopted the CIPFA Treasury Management in the Public Services: Code of Practice (fully revised 2011 edition), which required the Council to approve a treasury management strategy before the start of each financial year, a mid year report, and an annual report after the end of each financial year.

Recommended: That (i) the Treasury Management Strategy for 2017/18 and the Treasury Management indicators contained therein be approved; and

(ii) the Treasury Management policy statement, attached at Appendix A of the report, be noted.

64 REFERRAL FROM THE IMPROVEMENT & REVIEW COMMISSION - RECOMMENDATIONS OF THE RURAL ISSUES TASK AND FINISH GROUP

The Chairman of the Improvement & Review Commission, Councillor R Gaffney, presented to Cabinet the final report of the Rural Issues Task and Finish Group (T&FG) which had undertaken a review of rural issues within the District.

The Chairman of the Task and Finish Group, Councillor C Etholen, 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 a future Cabinet meeting responding to each of the recommendations in detail.

65 CABINET RESPONSE TO THE IMPROVEMENT & REVIEW COMMISSION REGENERATION TASK AND FINISH GROUP RECOMMENDATIONS

The report detailed the proposed Cabinet response to each of the Improvement and Review Commission's Regeneration Task and Finish Group recommendations. In November 2016, the recommendations of the Group had been presented to Cabinet for consideration.

Members thanked the Improvement & Review Commission and Task and Finish Group for all their hard work on producing the recommendations.

The following decisions were made to formally respond to the recommendations made by the Regeneration Task and Finish Group.

RESOLVED: That (i) the proposed recommendations that had been contained in the November 2016 Regeneration Task and Finish Groups report to Cabinet be noted; and

(ii) the Cabinet responses set out in the report be agreed.

66 REFERRAL FROM THE IMPROVEMENT & REVIEW COMMISSION - RECOMMENDATIONS OF THE BUDGET TASK & FINISH GROUP (PHASE 2)

Cabinet received a presentation from Councillor R Gaffney, the Chairman of the Improvement and Review Commission, and A Collingwood, the Chairman of the Task and Finish Group on the findings of the Budget Task and Finish Group's second phase review of the budget position. The report provided future proposals for inclusion in the budget.

During consideration of this item, Cabinet noted the recommendations, and agreed that a report on progress of each recommendation be presented to a future Cabinet meeting.

The Chairman of the Commission thanked the Chairman of the Task and Finish Group, the Head of Finance and all Officers and Cabinet Members who had taken part in the process.

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 a future Cabinet meeting responding to each of the recommendations in detail.

67 REVISED CONSTITUTION FOR THE JOINT WASTE COLLECTION COMMITTEE

Cabinet was asked to recommend to Council that the membership of the Chiltern and Wycombe Joint Waste Committee be extended to include South Bucks District Council. The report before Cabinet detailed proposals to extend the membership as well as the provision of services and set out priorities for the future.

It was noted that, subject to approval from each constituent authority, each Council's Constitution be amended accordingly.

The following recommendations were made to extend the membership of the Joint Waste Collection Committee which would allow for the most efficient management of the current waste contracts and would enable consideration to be given to a possible future joint procurement involving all three authorities.

Recommended: That (i) the principle of extending the membership of the Chiltern and Wycombe Joint Waste Collection Committee (JWCC) to include South Bucks District Council be approved;

(ii) the draft amended Constitution and Terms of Reference appended to the report be approved and the final wording be delegated to the Head of Environment in consultation with the Head of Democratic, Legal and Policy Services and the Cabinet Member for Environment; and

(iii) provided each proposed constituent member authority of the extended JWCC, agrees the principle under recommendation (i) above, the Constitution and Terms of Reference as amended shall come into effect on a date to be advised by the Head of Democratic, Legal and Policy Services and be incorporated into the relevant section of each Council's Constitution.

68 A LOCAL AUTHORITY LOTTERY FOR WYCOMBE DISTRICT

Cabinet approval was sought to establish a local community lottery to raise money for good causes in the District and to benefit the local area and residents. The report highlighted that the funding raised for good causes would compensate for the reduction in Council grant funding that had been necessary in recent years and which was likely to continue for the foreseeable future.

The lottery would benefit local community groups, charities and the local voluntary and community sector. Lotteries were a way of smaller organisations being able to raise income and were regulated by the Gambling Act 2005. It was noted that other councils had recently introduced community lotteries.

The following recommendations were made to enable local good causes to 'self help' by gaining access to additional funding opportunities presented by a new community lottery for Wycombe District.

Recommended: That (i) the establishment of a local lottery be approved;

(ii) the preferred option to appoint an External Lottery Management (ELM) be approved and the appointment of Gatherwell Ltd be progressed; and

(iii) the Head of Community Services and Commissioning Team Leader be appointed to hold the licence and submit the necessary application to the Gambling Commission.

69 17/18 REVENUE BUDGET (INCLUDING COUNCIL TAX SETTING)

Cabinet was asked to consider and formally recommend the General Fund and Special Expenses revenue estimates for 2017/18 in order for the Council to set the Council Tax for the forthcoming year.

The report proposed that Council Tax for 2017/18 be frozen under difficult circumstances. It was noted that the General Fund revenue budget reflected the Final Local Government Finance Settlement for 2017/18.

Cabinet were informed that whilst the Council had a balanced budget for 2017/18, without increasing Council Tax, there could be significant shortfalls in future years projections. The Council faced a difficult challenge in continuing to deliver a balanced budget over the medium term and will need to implement significant income growth policies or implement service reductions over this period, or more likely a combination of both.

During discussions, the Cabinet Member for Planning emphasised the need for additional resources within his department and confirmed that he would be submitting a business case for additional funds to meet the increasing demand on the service. The Cabinet Member for Finance acknowledged this and commented that this would be considered alongside any other submissions received.

The report before the Cabinet also detailed the Cabinet response to each of the Improvement and Review Commission's Budget Task and Finish Group first phase recommendations. In November 2016, the recommendations of the Group had been presented to Cabinet for consideration.

Cabinet thanked the Cabinet Member for Finance, the Head of Finance and his team for their excellent work in producing the budget.

The following recommendations were made to enable budgets to be set for 2017/18, at Council on 23 February 2017.

Recommended: That in accordance with the Council's Budget Strategy the following items in respect of the 2017/18 revenue budget be approved:

Strategic

The report of the Chief Financial Officer and adoption of its proposals.

Revenue Budget

- (a) The overall General Fund revenue estimates for 2017/18 totalling £13,824,000 (Appendix A of the report);
- (b) The full repayment of the Council's share of the pension deficit totalling £1.223m funded from un-earmarked reserves;
- (c) The repairs and renewals fund programme totalling £863,100 for 2017/18 (Appendix B of the report);
- (d) The Higginson Park Trust budget for 2017/18 as set out in Appendix C of the report;
- (e) The Special Expenses estimates for High Wycombe Town Committee (including Fees and Charges) for 2017/18 totalling £411,121. A precept of £375,990 is proposed (£372,684 2016/17) which takes account of the impact of the government's Council Tax Support Regulations on the calculation of the Council Tax Base. The impact of this has been negated for 2017/18 by the transfer of £31,700 from the Council's General Fund by way of a grant. This is to be funded from Council Tax Support Grant funding provided as part of the local government finance settlement. (set out at Appendix D of the report);
- (f) The Special Expenses estimate for West Wycombe close churchyard for 2017/18 totalling £3,200, set out at Appendix E of the report, and
- (g) the recommendations from the Budget Task and Finishing group and proposed responses, as set out at Appendix F of the report.

Council Tax

- (a) that the District Council share of the Council Tax for a Band D property will remain unchanged at £131.99 for 2017/18; and
- (b) That the Council pays to each Parish Council and Special Expenses a share of the Council Tax Support grant necessary to mitigate the projected impact of the reduction to their respective Council Tax Base following the introduction of Council Tax Support in 2017/18 at a total cost of £109k.

70 INFORMATION SHEET

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

3/2016 Minutes of the meeting of the Chiltern & Wycombe Joint Waste Collection Committee – 29 September 2016

71 FILE ON ACTION TAKEN UNDER DELEGATED AUTHORITY

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

Community C/48/16 – C/49/16
Deputy Leader DL/1/17
Environment E/6/16
E/1/17 – E/2/17
Finance F/33/16
F/1/17 – F/5/17
Housing H/1/17
Leader L/1/17
Planning & Sustainability PS/16/16
PS/1/17 – PS/7/17

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 72 – Contract Extension for Green Spaces Contract

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

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

Minute 73 - File on Action taken under Exempt Delegated Powers

**Economic Development and Regeneration sheet nos:
EDR/77/16 – EDR/83/16
EDR/01/17 – EDR/03/17**

Finance sheet no: F/2/16

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)

72 CONTRACT EXTENSION FOR GREEN SPACES CONTRACT

Cabinet approval was sought to extend the current Green Spaces Contract for a period of two years. The Council's current contract expired on 31 December 2017 and a two year extension was proposed to ensure continuity of service.

The following recommendations were made as the existing contract was due to expire on 31 December 2017, with the ability to be extended by two years. The proposed two year extension had been negotiated with the contractor on the same terms, as provided in the current contract.

Recommended: That (i) the Green Space contract be extended from 1 January 2018 for a period of two years; and

(ii) the full repair and insurance leases for the buildings required to deliver these ground maintenance services be extended by two years.

73 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/77/16 - EDR/83/16

EDR/01/17 – EDR/03/17

Finance: F/2/16

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