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WYCOMBE
DISTRICT COUNCIL

Queen Victoria Road
High Wycombe
Bucks HP11 1BB

Council

Date: 10 December 2018
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 10 December 2018 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.

Filming/Recording/Photographing at Meetings – please note that this may take place during the public part of the meeting in accordance with Standing Orders. Notices are displayed within meeting rooms.

Agenda

Item		Page
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 8 October 2018 and 26 November 2018 - Special Meeting (to follow).	1 - 12
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 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 3 December 2018. 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.

5 QUESTIONS FROM MEMBERS

Questions to the Leader or any Cabinet Member must be submitted by 12 noon on Monday 3 December 2018.

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.

Questions shall be taken first from the Group Leaders of the political parties who shall be entitled to ask an initial Leader'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 6 months.

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.

6 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 3 December 2018.

Item	Page
<p>(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 matter for a maximum of 15 minutes and decide how to respond to the petition).</p>	
<p>7 CABINET</p> <p>To receive the minutes of and consider any recommendations from the following meeting(s):</p> <ul style="list-style-type: none"> • Cabinet 12 November 2018 • Cabinet (Special Meeting) 26 November 2018 	<p>13 - 22</p>
<p>8 STANDARDS COMMITTEE</p> <p>To receive the minutes of and consider any recommendations from the following meeting:</p> <ul style="list-style-type: none"> • Standards Committee 9 October 2018 	<p>23 - 26</p>
<p>9 LICENSING COMMITTEE</p> <p>To receive the minutes of and consider any recommendations from the following meeting:</p> <ul style="list-style-type: none"> • Licensing Committee 11 October 2018 	<p>27 - 28</p>
<p>10 PLANNING COMMITTEE</p> <p>To receive the minutes of and consider any recommendations from the following meeting(s):</p> <ul style="list-style-type: none"> • Planning Committee 19 September 2018 	<p>29 - 31</p>
<p>11 AUDIT COMMITTEE</p> <p>To receive the minutes of and consider any recommendations from the following meeting:</p> <ul style="list-style-type: none"> • Audit Committee 1 November 2018 	<p>32 - 35</p>
<p>12 HIGH WYCOMBE TOWN COMMITTEE</p> <p>To receive the minutes of and consider any recommendations from the following meeting:</p> <ul style="list-style-type: none"> • High Wycombe Town Committee 13 November 2018 	<p>36 - 40</p>
<p>13 PERSONNEL & DEVELOPMENT COMMITTEE</p> <p>To receive the minutes of and consider any recommendations from the following meeting:</p>	<p>41 - 44</p>

- Personnel & Development Committee 21 November 2018

14 IMPROVEMENT & REVIEW COMMISSION

To receive the minutes of and consider any recommendations from the following meeting:

- Improvement & Review Commission 28 November 2018
(to follow)

15 REGULATORY & APPEALS COMMITTEE

To receive the minutes of and consider any recommendations from the following meeting:

- Regulatory & Appeals Committee 4 December 2018
(to follow)

16 NOTICE OF MOTION

To consider the following Notices of Motion submitted by the deadline of noon Thursday 29 November 2018.

The following Notice of Motion was submitted by Councillor M Knight and seconded by Councillor Ms J Wassell.

“This council will carry out a Community Governance Review for the unparished wards of the Wycombe District to ensure that any changes found to be necessary can be put in place at the same time as the transition to a new Unitary Authority in 2020.”

The following Notice of Motion was submitted by Councillor K Ahmed and seconded by Councillor R Raja.

“In light of the Secretary of State’s decision to establish a single unitary authority covering the whole of Buckinghamshire, this Council recognises the potential implications for governance, service delivery, community cohesion and empowerment and electoral arrangements in the District and particularly for the unparished High Wycombe Town which already experiences a democratic deficit in relation to the rest of Wycombe District.

Therefore I call for a motion that this Council agrees to undertake a Community Governance Review for the town of High Wycombe. To include existing neighbouring Parishes, with a view to securing a structure of governance to ensure proper community engagement in the area of High Wycombe, consistent with arrangements for the remainder of the District.”

The following Notice of Motion was submitted by Councillor K Ahmed and seconded by Councillor S Graham.

I move that the Council recognises the financial impact on local women affected by the transitional pension arrangements for women born in the 1950s and to note the national campaign to raise awareness about the plight of these women.

I raise this motion on behalf of women born in the 1950s that are affected by the transitional arrangements for changes in pensions. This is very much a national and a local issue affecting 3.9 million women in the UK which includes thousands living in Wycombe and their families. In addition, the rise in SPA has financial implications for local authorities with extra demand on their services and benefit claims. As many as 147 other councils have debated the issue and over 80 have agreed to write to the Government.

- 17 **QUESTIONS UNDER STANDING ORDER 11.2**
- 18 **COMMITTEE CHANGES / APPOINTMENTS**
- 19 **URGENT ACTION TAKEN BY CABINET OR INDIVIDUAL
CABINET MEMBER**

For further information, please contact Peter Druce - Democratic Services Officer on 01494 421210, committeeservices@wycombe.gov.uk

Council Minutes

Date: 8 October 2018

Time: 6.30 - 7.20 pm

PRESENT: Councillor A R Green (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, Mrs L M Clarke OBE, M P Davy, C Etholen, R Farmer, R Gaffney, S Graham, G C Hall, M Hanif, M Harris, C B Harriss, M A Hashmi, A E Hill, A Hussain, M Hussain, M Hussain JP, D A Johncock, Mrs G A Jones, M E Knight, D Knights, Mrs J D Langley, A Lee, Mrs W J Mallen, N B Marshall, 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, D A C Shakespeare OBE, N J B Teesdale, Mrs J E Teesdale, A Turner, P R Turner, Ms J D Wassell, D M Watson, C Whitehead, R Wilson and Ms K S Wood

Apologies for absence were received from Councillors H Bull, A D Collingwood and L Wood and Honorary Aldermen E Collins & Mrs K Peatey.

32 MINUTE'S SILENCE FOR TREVOR FOWLER

The Meeting held a minute's silence in respect of the recent death of ex-Councillor Trevor Fowler.

The Chairman remarked on ex-Councillor Fowler's many years' service as both a District Councillor and Buckinghamshire County Councillor.

33 MINUTES

RESOLVED: That the minutes of the meeting of the Council held on 16 July 2018 be confirmed as a true record and signed by the Chairman with a correction in that Councillor Ms J Wassell's apologies for that meeting had been submitted but not recorded.

34 DECLARATIONS OF INTEREST

There were no declarations of interest.

35 CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that he had received a letter from Honorary Alderman Ted Collins apologising for that evening's meeting but also indicating that he would not be able to attend future Council meetings, he had in that letter thanked

Members for their kind support over his many years on the Council. The Chairman confirmed that he had written in response in turn thanking him for his invaluable service over those years.

The Chairman mentioned a few of his many duties he had carried out over the previous 3 months:

- RAF High Wycombe Freedom Procession;
- The informal civic celebration for Wycombe Wanderers on their promotion to League Division 1;
- Several graduation ceremonies and other events at Buckinghamshire New University;
- A performance of 'Joseph and his Amazing Technicolor Dreamcoat' at Wycombe Arts Centre;
- The Battle of Britain Parade (for which the Chairman thanked those Members who had attended, but remarked that these were few in number and that all were welcome to mark this important civic event);
- Meeting HRH the Princess Royal at the unveiling of the new war memorial 'soldier and horse'; and
- Opening the Hughenden Gardens Retirement Village: which was making a major contribution in housing for the elderly in the Wycombe District.

36 QUESTIONS FROM MEMBERS OF THE PUBLIC

a) Question from Honorary Alderman P Cartwright to the Cabinet Member for Environment

Passengers travelling to and from the Park and Ride site now enjoy free travel Mondays to Fridays whilst parking spaces are lost in the town due to roadworks. What is the total number of passengers carried during the period 1 July to 30 September 2018 and the comparable period in 2016 (similar number of journeys), the gross and net costs of the service and the termination date of the contract for the service?

Response from Councillor Mrs J Adey (Cabinet Member for Environment)

In answer to the questions the P&R bus service is funded via a s106 agreement.

The P&R passenger numbers are:

12 week period from June 2016 – August 2016: total passengers 13,743

12 week period from June – August 2018: total passengers 16,721

Passenger statistics are provided in arrears by the bus company and I do not have September 2018 data yet.

The end date of the contract is 31st July 2020 with an option to extend for a further 12 months.

The contract is paid on a net cost basis which means that the operator is paid a fixed amount to operate the service and also retains any fares revenue.

The payment is tapered so that the subsidy reduces each year as the passenger numbers and therefore fares revenue grows.

The current payment level is £2019 per week, this reduces to £1882 in September 2019.

The recently agreed free travel on Mondays to Fridays (which started July 2018) is funded by a separate agreement at £90 per week day to reflect the loss of revenue that results.

Supplementary Question

Making a quick calculation on the two months quoted this works out at about 4 passengers per trip, this is surely totally uneconomic. Will you invite suggestions as to how this service and its economic viability can be improved?

Supplementary Response

Yes I do invite such suggestions, the car parking in town is too cheap hence why people, including many commuters, do not utilise the Park and Ride. Perhaps there is a case for putting up parking charges in the town centre.

37 QUESTIONS FROM MEMBERS

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

Table 13b of WDC's annual accounts for the year to March 2018 show a £10M increase in the value of investment properties compared with March 2017.

Can the Leader of the council explain how this surplus was used or will be used to benefit our residents?

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

Thank you for your question. The reasons for the increase in value of the investment property is also detailed in note 13b. In the main the increase is due to revaluation of existing assets, the transfer of assets from other classes, acquisitions and additional expenditure on major projects. The increase is only realised when the property is sold and under the accounting regulations the receipt from the sale can only be used for future capital investments which would benefit our residents in the long-term. As you will be aware market conditions change every year and therefore the increase in value cannot be used in any year until the disposal outlined earlier.

Supplementary Question

Thank you, you have pre-empted part of my supplementary question in that Capital Gains only add value they cannot bolster the annual revenue budget, only rental income as such does this. What percentage of rental income is utilised to the benefit of our residents?

Supplementary Response

Your supplementary question has switched the subject matter to revenue / rental income details of which I do not have, we will supply you with a written response.

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

Along with other Council Leaders in Buckinghamshire you are championing a major change in the delivery of local government in the Wycombe District and Buckinghamshire as a whole.

In leading this change do you believe it is your responsibility to ensure the best, and most well prepared solution for future local governance in the unparished area of High Wycombe?

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

However much we may wish that local politicians were in the driving seat in the decision on future local government arrangements – the fact is we aren't. I am not in a position to lead this change, although I have done everything I can to influence the decision makers to achieve the best outcome for Wycombe District residents.

If a decision is made to move towards unitary local government then a body will be established through a parliamentary Order which will decide on the detail. Under either model, the current arrangements for local governance in High Wycombe unparished area can continue but whether that is what happens we will have to wait and see. The shadow body will have a great many decisions to make about the delivery of services particularly for our most vulnerable residents and for my part if I am a member of that body I will do the very best I can to champion the interests of all of the residents of Wycombe District.

Supplementary Question

So I understand you are not in a position to lead us into Unitary arrangements, but could you confirm you are in a position to support a Community Governance Review for High Wycombe given the considerably increased number of residents as a result of the considerable housebuilding / development occurring in the town? Is this an attack on democracy, blocking community involvement at a micro-level, is it not a disservice to the residents of Wycombe not to allow such a review to happen?

Supplementary Response

No.

c. Question from Councillor B Pearce to the Leader of the Council

Sometime ago, we had discussions about the unitary authorities in Buckinghamshire.

Could you please update us on the present situation?

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

I think we are all slightly in the dark on this one but I will do my best to tell you what I know.

The original submission by the County for a unitary was made in September 2016 (quite a while ago now). Our own submission was made in January 2017 under pressure of time. But almost immediately we were told a decision would not be made until March 2017 and as you know we finally had the minded to announcement in March this year. In June we were told we would not get a decision before the end of August and so we thought it might come before Parliament went into recess again for the conference season. But we have heard nothing and have been given no further indication about timescales.

Although it is unsettling for everyone to have no conclusion to this issue, given the nature of the 'minded to' announcement one view might be that 'no news is good news'. I also recognise that we have had a change of Minister since the 'minded to' and it is reassuring that he is taking his time to form his own view about the evidence. We believe that the district councils presented a very compelling case and the ongoing pressure for housing nationally and the significance of the Oxford/Milton Keynes/Cambridge corridor to local delivery has only served to confirm the strength of the case that we made. I remain hopeful that sense will prevail; that financial expediency will not take priority; and that we are able to benefit from this unique opportunity to create unitaries truly determined by the economies and communities of the area.

We can only wait and see ...and in the meantime all we can do is get on with the business of this Council and serving our communities to the best of our abilities.

Councillor Pearce did not have a supplementary question.

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

According to a Sky News report based on Freedom of Information requests, dozens of councils have seized the initiative and produced their own analysis of the potential impact of Brexit on public services.

Brexit will ultimately be judged as a success or failure by local areas; real people in real communities. We need to take a lead on preparations for Brexit because our residents and our local businesses expect us to be ready.

What preparations has WDC made to address the impact of Brexit?

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

Thank you, Councillor Hanif, for your question.

Brexit is a broad topic. There are impacts on local government and how we carry out our business and there are impacts that specifically effect Buckinghamshire – its residents and businesses. You will be pleased to know that we are looking at both aspects and working with others to anticipate any changes coming our way.

You may know that the LGA has been making representations to government on behalf of local government as a whole and have been making it clear that there are key asks of the Brexit deal that they are advocating. These issues were gathered as feedback from their members through events like those that took place here in Buckinghamshire this time last year to which we contributed.

The four key asks relate to:

- Legislation
- Funding
- Workforce
- Procurement

Many local government services are affected by EU rules and regulations, including waste management, environmental standards, trading standards and procurement. The Withdrawal Act 2018 ensures that there is legal certainty and no cliff edge for councils as those EU laws that underpin key services on exit day would continue to apply through UK law, even under 'no deal'.

But some clarification will be needed on issues like procurement which is part way through at the end of March, or elections which are due to take place very shortly after Exit day if there is 'no deal'. So we will need to keep an eye on progress over the next month or so and make the necessary preparations. We are keen to support the LGA and others in advocating for the right outcomes. I can circulate to members in the next members update details of the resources at the LGA and BBF which provide more detailed information about the anticipated impacts on local government and the local area.

Supplementary Question

Councils up and down the country have fears regarding the like of food safety, health inequality and homelessness in respect of Brexit. A common theme is that the Conservatives are making a mess of Brexit, would you not agree with that assessment?

Supplementary Response

No I do not share those concerns, I am confident that by the end of March all will be sorted out admirably.

e. Question from Councillor Abdullah Hashmi to the Cabinet Member for Housing

According to our Draft Plan we set a target of 10,000 new homes to be delivered in the district by 2033.

Can the cabinet member for Housing please update us on the number of new houses that have been delivered to date?

Response from Councillor Mrs J Langley (Cabinet Member for Housing).

The Local Plan submitted to the Inspector who is currently examining the Plan proposed a housing target for Wycombe District of 10,925 additional dwellings for the period 2013-2033. As of 31st March 2018, 2,404 dwellings had been built.

You should note that the 2,404 figure is what we call a “net” figure – because where homes are demolished to make way for new developments we have to take the number of homes demolished off the total.

Supplementary Question

Whichever way one defines affordable housing, have the targets for such been met or have developers once again got the better of Wycombe District Council in this respect?

Supplementary Response

Of the 2,404 homes built, 403 were affordable homes, it is the Council’s aim to fully deliver on affordable homes.

f. Question from Councillor M Clarke to the Leader of the Council

The current MLG proposals agree on one thing, that being that the status quo is untenable. Therefore it would appear that Buckinghamshire is heading inexorably towards a unitary format, be it a single county wide unitary or a two unitary solution.

Will the Leader please tell this Council what steps she and her executive have taken to ensure the continuance of the Mayoralty of High Wycombe or are they content to condemn 750 years of continuous occupation of the position of Mayor and the unique customs of this Mayoralty to history?

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

What a night for Unitary questions! Thank you for your question.

Whilst the submissions may support unitary there remains the possibility that the Minister will not, or not at this stage, take the decision necessary to implement a change to unitary. We therefore wait to see whether change will happen.

As a Chartered Trustee you will no doubt be familiar with the role of the Chartered Trustees and status of the Mayoralty. When the Municipal Borough which served the town of High Wycombe was abolished by the local government reorganisation of 1974 the historical and ceremonial functions were taken over by the Chartered Trustees. The Chartered Trustees and the Mayoralty will therefore be unaffected by any reorganisation of Local Government. The ceremonial and historical functions are not functions of the District Council and therefore do not form part of either of the unitary submissions.

Supplementary Question

I thank the Leader for her answer. Under a unitary regime it is inconceivable that the unparished areas can remain so. There have been suggestions in high places that the unparished area will be split into parishes, I have heard the number suggested to be between 4 and 6. How does the Leader intend to ensure that the parishing of the town can be controlled by this Council and not by the Transition Authority as happened in Wiltshire which is the model being used by the County?

Supplementary Response

This will be a decision of the Shadowing Board if Unitary is pursued, and if I am a member of that Board I would ensure that Wycombe residents would end up with the best representation possible.

g. Question from Councillor S Graham to the Cabinet Member for Community

With the increasing levels of obesity, one would expect all Councils would be doing all they can to encourage people to eat a healthy diet and exercise. I am therefore dismayed to note that the Leisure centre under the control of WDC is charging £6.45 for a child over 14 years, which means that anyone with average income and two or more children over 14 would be disadvantaged and discouraged from using the facilities of the Leisure Centre.

Would the Cabinet Member with responsibility for the Leisure Centre tell us what incentives are provided for people to benefit from their local council Leisure Centre?

Response from Councillor G Peart (Cabinet Member for Community).

I am sorry you have had difficulties with your email service as your question is not clear and it would have been good to understand a little more before trying to answer it. There appear to be only two £6.45 charges levied by Places Leisure, both for adult leisure activities, one fitness class and also a general swim at peak time. As adult prices start at 16 years of age these aren't charges that apply to 14 year olds. In any case the full price should only be paid by non-residents – all residents are entitled to register for a free Leisure Card, which entitles them to a range of discounts. If you would like further information to help your constituent please either ask myself, anyone at the leisure centre or in the Leisure Service here.

Supplementary Question

I have carried out research noting a review of the leisure centre and a family remark that their children have been having swimming lessons for a number of years, at £6 for 30 minutes. But this comes to a sizeable figure for those on or below average income, what can be done for such disadvantaged children in respect of learning this key skill of swimming?

Supplementary Response

I am unclear as to the issue you wish to raise if the family are residents they are entitled to apply for the free membership leisure card and cheaper prices, I do think we need to get together to explore your queries further, I am sure we can arrange such outside of the chamber.

h. Question from Councillor K Ahmed to the Cabinet Member for Planning

WDC has agreed to spend £200k on hiring someone to help regenerate the town centre.

This need for regeneration of the High Street and Frogmoor has been long overdue, so I say better late than never.

Can the Cabinet Member please tell us what the residents of Wycombe will be getting in return for £200k that you are intending on spending on their behalf?

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

Thank you for your question Cllr Ahmed but I have to say that you are quite wrong to suggest that regeneration of the High Street and Frogmoor is long overdue or something that this Council has not been taking seriously. We have invested considerable amounts of time and money in successfully bringing old shops back into commercial use; for example, Red Squirrel and the Works. In addition, there have been long standing plans for improvements to Frogmoor although those plans have frequently been put off due to uncertainty over the impacts of the needed redevelopment of the Chiltern Centre. Now these are beginning to come to fruition, perhaps we can bring new plans forward with some certainty and urgency.

It is probably timely to highlight that we have achieved a good deal in the town centre over the last 10 years in terms of regeneration following through on our the themes of strengthening the economy, transforming spaces and bringing the town together. This has been achieved through the Council's proactive and welcoming approach to new development and the implementation of the early phases of the town centre masterplan - we have made great progress implementing the alternative route and I think that the opportunities that this creates will become clearer when this is completed in 2019.

It is easy to overlook that which quickly becomes familiar but over the last 10 years we have also seen the opening of the Eden centre, investment by Bucks New University as well as public realm and river improvements, a new bus rail interchange, refurbishment of the Swan theatre. Nonetheless we cannot be

complacent; the town centre faces new and diverse challenges and the Council has an important role to ensure that it continues to adapt to thrive in the face of these challenges.

The alternative route around the town centre will be fully in place later next year so it is important to start making plans and bringing forward new projects that will reap the benefits of the reduced traffic that currently needs to use Abbey Way and Oxford Road. There are opportunities to improve the public realm, and to create new public spaces that will better connect the old and the new parts of the town centre and make these areas more attractive for shoppers, visitors and for investment, building on the success of the scheme at Paul's Row that has helped to transform what was a backstreet, encourage investment by new businesses, and complement the investment in the Swan refurbishment.

In order to do this, we need professional staff with the right experience and qualifications to bring forward the design and implementation of these future schemes and ensure that they are integrated with a new vision for the town centre that we will be developing and which will go beyond the current masterplan. The £200,000 will provide 3 years funding for this post - a key appointment for our on-going regeneration of High Wycombe.

Supplementary Question

Thanks for your response, but I do believe you are in a parallel world; our High Street and Frogmoor do not look good. We need to concentrate on improving the High Street, do you not think the Improvement & Review Commission should have a report on this planned regeneration and appoint a Task and Finish Group to look into the issue?

Supplementary Response

I can confirm that this money is being spent on a new member of staff to deliver the required regeneration, by doing so we are in charge of what is being delivered.

Questions 9 to 14 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.

38 PETITIONS

No petitions were received by the deadline of Monday 1 October 2018.

39 CABINET

Minute 25 – Digital First

Three Members commented that they had had trouble getting through to the IT Department and asked if the correct contact numbers could be circulated to Members. The Leader commented that she had not experienced such problems but confirmed that the relevant contact details would be circulated to all Members.

RESOLVED: That the minutes of the meeting of the Cabinet held on 30 July 2018 be received.

40 CABINET

RESOLVED: That the minutes of the meeting of the Cabinet held on 17 September 2018 be received.

41 CABINET

RESOLVED: That the minutes of the meeting of the Cabinet held on 8 October 2018 be received, and the recommendation as set out at minute number 40 be approved and adopted.

42 PLANNING COMMITTEE

RESOLVED: That the minutes of the meetings of the Planning Committee of 27 June 2018, 25 July 2018 and 22 August 2018 be received.

43 AUDIT COMMITTEE

RESOLVED: That the minutes of the meeting of the Audit Committee held on 26 July 2018 be received, and the recommendation as set out at minute number 25 be approved and adopted.

44 HIGH WYCOMBE TOWN COMMITTEE

RESOLVED: That the minutes of the meeting of the High Wycombe Town Committee held on 11 September 2018 be received.

45 IMPROVEMENT & REVIEW COMMISSION

RESOLVED: That the minutes of the meeting of the Improvement & Review Commission held on 12 September 2018 be received.

46 PERSONNEL & DEVELOPMENT COMMITTEE

In relation to minute number 11 (Review of Smoking Policy and Facilities on Queen Victoria Road Site – Results of Consultation), some Members queried whether this

proposed decision would result in congregations of smokers on the public highway outside the offices, and the Chairman of the Personnel & Development Committee assured them that the exact detail of how to deliver a 'smoke-free' site, subsequent to this decision, was still to be worked on and would be presented to the Personnel and Development Committee in due course.

RESOLVED: That the minutes of the meeting of the Personnel & Development Committee held on 26 September 2018 be received, and the recommendation as set out at minute number 11 be approved and adopted.

47 QUESTIONS UNDER STANDING ORDER 11.2

There were no questions submitted under Standing Order 11.2

48 COMMITTEE CHANGES / APPOINTMENTS

There were no changes to Committee membership or appointments to be noted.

49 URGENT ACTION TAKEN BY CABINET OR INDIVIDUAL CABINET MEMBER

The Individual Cabinet Member Decisions as set out in the summons were noted.

Chairman

The following officers were in attendance at the meeting:

Peter Druce	- Democratic Services
Ian Hunt	- Democratic Services Manager
Karen Satterford	- Chief Executive

Cabinet Minutes

Date: 12 November 2018

Time: 7.07 - 8.21 pm

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

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

By Invitation

Councillor Mrs S Adoh	- Deputy Cabinet Member for Housing
Councillor Z Ahmed	- Deputy Cabinet Member for Strategy and Communications
Councillor Miss S Brown	- Deputy Cabinet Member for Community
Councillor A R Green	- Chairman of the Council
Councillor G C Hall	- Deputy Cabinet Member for Environment
Councillor M Harris	- Deputy Cabinet Member for Economic Development and Regeneration
Councillor M E Knight	- Leader of the East Wycombe Independent Party
Councillor R Raja	- Leader of the Labour Group
Councillor S Saddique	- Deputy Cabinet Member for Finance and Resources

Also present: Councillors A D Collingwood, S K Raja and P R Turner

43 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors C Etholen (Deputy Cabinet Member for Digital Development and Customer Services), D Knights (Chairman of the Improvement & Review Commission) and A Turner (Deputy Cabinet Member for Planning).

44 MINUTES

RESOLVED: That the minutes of the meeting of the Cabinet held on 8 October 2018 be approved as a true record and signed by the Chairman.

45 DECLARATIONS OF INTEREST

There were no declarations of Interest.

46 RESPONSE TO THE REPORT AND RECOMMENDATIONS OF THE ANTI-SOCIAL BEHAVIOUR TASK AND FINISH GROUP

The report before Cabinet detailed the Cabinet responses to each of the Improvement and Review Commission's Anti-Social Behaviour Task and Finish Group recommendations. In September 2018, the recommendations of the Group's review of anti-social behaviour had been presented to Cabinet and it was agreed that the responses would be presented to a future Cabinet meeting

Thanks were expressed to the Task & Finish Group Members for all their hard work.

The Cabinet Member for Community summarised the responses to each of the recommendations and Members noted that the reasons for changing or rejecting certain recommendations had been detailed in the report. During discussion, support was expressed to provide funding for three FTE street wardens from the current financial year rather than from the 2019/20 budget as had been set out in the response to recommendation 6.

The following decisions were made to formally respond to the recommendations made by the Anti-Social Behaviour Task and Finish Group.

RESOLVED: That (i) the proposed recommendations that had been contained in the Anti-Social Behaviour Task and Finish Group report to Cabinet in September 2018 be noted; and

(ii) the Cabinet responses set out in the report be agreed, subject to the response for Recommendation 6 in relation to employing three FTEs within the 2019/20 budget be amended to enable funding to be available in this financial year.

EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That pursuant to Regulation 4(2)(b) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 the press and public be excluded from the meeting during consideration of Minute Nos 47, 49, 51 to 53 and 55, because of their reference to matters which contain exempt information as defined as follows:

Minute 47 Use of S106 Affordable Housing Funds – Appendix A

Minute 49 Budget Monitoring Report for Period 6 Ending 30 September 2018/19 -Appendix B CAP 1, CAP 2 & CAP3

Minute 51 Chilterns Crematorium Joint Committee -

Amendments to the Constitution – Appendix B

Item 52 Parking Services – Appendices A and B

Item 53 Eastern Quarter – 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 55 - File on Action taken under Exempt Delegated Powers

Economic Development & Regeneration sheet nos: EDR/45/18 - EDR/47/18

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)

47 USE OF SECTION 106 AFFORDABLE HOUSING FUNDS

Cabinet was asked to consider and formally recommend the allocation of funding awards to Buckinghamshire Housing Association and Hightown Housing Association for 100% nomination rights for 27 additional homes available at social or affordable rents. It was noted that the units would be refurbished to a decent lettable standard and then offered to applicants on WDC's housing register at social rents.

Cabinet placed on record their thanks to the Cabinet Member for Housing and officers for their hard work in bringing the proposals forward.

The following recommendations were made as the use of the funds would provide 27 much needed additional affordable housing properties for rent in the District, by utilising accrued funds secured through S106 agreements in lieu of on-site affordable housing on previous developments, and within the required timescales required for use of the funding.

Recommended: That (i) funding of £1,051,200 be awarded to Buckinghamshire Housing Association on the terms set out in paragraph 20 of the report;

(ii) funding of £1,200,000 be awarded to the Hightown Housing Association on the terms set out in paragraph 21 of the report;

(iii) the funding would be provided from accrued S106 Affordable Housing contributions;

(iv) the award to Buckinghamshire Housing Association would be paid in instalments as each property was purchased, within 12 months of completion of a funding agreement between the Council and the association;

(v) the award to Hightown Housing Association was to be paid in instalments, the final payment to be upon handover of the completed homes which were subject to a funding agreement to be completed between the Council and the association; and

(vi) the Head of Environment be granted delegated powers to enter into the funding agreements on the basis of the terms set out in the report.

48 TREASURY MANAGEMENT MID-YEAR REPORT 2018/19

The report before Cabinet provided the meeting with information relating to the mid-year report on Treasury Management activities, including details of the progress made during the year compared to the Treasury Management Strategy approved by Council on 22 February 2018. The Cabinet Member confirmed that the Audit Committee had considered and endorsed the Treasury Management Mid-year report at its meeting on 1 November 2018.

The following decision was made to promote effective financial management and comply with the Local Authorities (Capital Finance and Accounting) Regulations 2003 and other relevant guidance.

RESOLVED: That the treasury management mid-year report for 2018/19, covering the period 1 April 2018 to 30 September 2018 be noted and approved.

49 BUDGET MONITORING REPORT FOR PERIOD 6 ENDING 30 SEPTEMBER 2018

The report before Cabinet set out the budgetary position at the end of September 2018 and reflected what had been reported to the Senior Management Board. The report highlighted that the outturn position had been amended to reflect the changes to the Personal Assistant and Business Support service which had been consolidated within the Democratic, Legal and Policy area.

The following decisions were made as the Cabinet approved a budget each year within the context of a Medium Term Financial Strategy (MTFS) to achieve the Council's priorities. The report updated Cabinet Members on the 2018/19 forecast position as at Period 6.

RESOLVED: That (i) the forecast outturn position for the financial year 2018/19 as at end of September 2018 be noted;

(ii) the revenue virements as detailed in paragraph 5 of the report be approved; and

(iii) the revised capital programme for 2018/19 as set out in paragraph 16 table 1 of the report and virements as detailed in paragraph 20 of the report be approved.

50 COMMUNITY INFRASTRUCTURE LEVY FUNDING ALLOCATIONS

The report before Cabinet presented projects for consideration to be funded from Community Infrastructure Levy (CIL) Funding.

The following decisions were made to ensure public transparency regarding the CIL funding programme which are to be implemented in order to address the impacts of developments that have taken place and to improve the infrastructure of the District.

RESOLVED: That (i) the recommended CIL allocations be agreed, as set out in Appendix A of the report, in advance of setting the capital programme; and

(ii) the release of funds be delegated to the relevant lead service when project plans were in place.

51 CHILTERNS CREMATORIUM JOINT COMMITTEE - AMENDMENTS TO THE CONSTITUTION

Cabinet approval was sought to extend the powers of the Chilterns Crematorium Joint Committee to operate more than one crematorium. The Cabinet Member confirmed that other constituent authorities would also be considering these proposals.

The following decisions were made as the Chilterns Crematorium Joint Committee was established to operate and administer the crematorium built in Amersham. Now that the new crematorium at Bierton was under construction and was planned to open in Spring 2019 it was necessary to ensure that the Joint Committee's powers were extended to include Bierton (and any other crematoria that the Councils may develop in the future.)

RESOLVED: That (i) the powers of the joint committee to operate more than one crematorium be extended;

(ii) provisions be incorporated in relation to disposal of assets;

(iii) the revised constitution be agreed and adopted, subject to the agreement of the other constituent Authorities;

(iv) delegated authority be granted to the District Solicitor, in consultation with the Head of Community and relevant Cabinet Member to make any necessary minor amendments prior to final adoption; and

(v) the update on the new Crematorium project be noted.

52 PARKING SERVICES

The report before Cabinet sought approval to procure all necessary parking equipment to enable the replacement of all of the off street car parks current parking equipment.

The following decisions were made as the current parking equipment was not fit for purpose and was prone to failure. The customer experience was less than optimal. There were currently a number of interfaces between different systems which increase the risk of failure and make the service difficult to manage. New equipment would improve the customer experience and would increase revenue for the council.

RESOLVED: That (i) the Council commence the procurement exercise to identify and source new parking equipment for all of the off street car parks together with any additional services required for the Parking Services Team to operate that equipment; and

(ii) the decision to enter into any agreements required for (i) above be delegated to the Corporate Director of Growth and Regeneration, in consultation with the Head of Finance and Commercial, the Cabinet Member for Environment and the Cabinet Member for Finance and Resources subject to the necessary budget being available.

53 EASTERN QUARTER

Cabinet approval was sought for the compulsory purchase of the Brunel Shed and surrounding land, for redevelopment purposes.

The following decisions were made as the regeneration of the area around High Wycombe railway station (the 'Eastern Quarter') was vital for the prosperity of the town and the wider district. The acquisition of the Brunel engine shed and surrounding land was the first step in the process.

RESOLVED: That (i) the aspiration for the regeneration of the Eastern Quarter be noted and agreement be given in principle to compulsorily purchase the Brunel engine shed and surrounding land, subject to Member approval of the specific budget bid; and

(ii) the decision to enter into agreements necessary for the redevelopment of the shed and surrounding land be delegated to the Corporate Director (Growth and Regeneration), in consultation with the Head of Finance and Commercial, the Cabinet Member for Economic Development and Regeneration and the Cabinet Member for Finance and Resources, subject to budgets being agreed.

54 FILE ON ACTION TAKEN UNDER DELEGATED AUTHORITY

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

Community
Finance

C/45/18 – C/47/18
F/08/18

55 FILE ON ACTION TAKEN UNDER EXEMPT DELEGATED POWERS

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

Economic Development & Regeneration Sheet Nos: EDR/45/18 – EDR/47/18

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
- Nigel Dicker - Head of Environment & Housing
- Catherine Spalton - Communications and Improvement Manager

Special Cabinet Minutes

Date: 26 November 2018

Time: 5.30 - 5.45 pm

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

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

By Invitation

Councillor Z Ahmed	- Deputy Cabinet Member for Strategy and Communications
Councillor Miss S Brown	- Deputy Cabinet Member for Community
Councillor C Etholen	- Deputy Cabinet Member for Digital Development and Customer Service
Councillor A R Green	- Chairman of the Council
Councillor G C Hall	- Deputy Cabinet Member for Environment
Councillor M Harris	- Deputy Cabinet Member for Economic Development and Regeneration
Councillor M E Knight	- Leader of the East Wycombe Independent Party
Councillor D Knights	- Chairman of the Improvement and Review Commission
Councillor R Raja	- Leader of the Labour Group
Councillor A Turner	- Deputy Cabinet Member for Planning

Also present: Councillors C B Harriss, A Lee, H L McCarthy, J A Savage, R J Scott and P R Turner

56 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs S Adoh (Deputy Cabinet Member for Housing) and D Carroll (Cabinet Member for Youth and External Partnerships).

57 DECLARATIONS OF INTEREST

There were no declarations of interest.

58 IMPLEMENTATION OF THE NEW DISTRICT UNITARY COUNCIL

Prior to the commencement of this item, the Leader confirmed that recommendation (v) as set out in the report had been withdrawn.

The Chief Executive of the Council gave a comprehensive introduction to the report before Cabinet and the background to the processes that had been undertaken thus far in relation to a new single unitary district for Buckinghamshire. She confirmed that on Thursday 1 November 2018, James Brokenshire, Secretary of State for Housing, Communities and Local Government, published a written ministerial statement with his decision about unitary councils in Bucks. The Secretary of State's decision was to establish a new single unitary district council for Buckinghamshire, to come into effect in April 2020.

It was noted that the key issues within the written statement that could be modified before the proposal was implemented were the number of councillors, perhaps providing for three-member electoral wards, and whether the May 2019 district elections should be delayed for one year.

The Head of Democratic, Legal and Policy Services, Wycombe District Council, then set out the legal requirements in relation to the creation of the non-continuing authority. She confirmed that all existing councils would be abolished and a new unitary council created. The report confirmed that the five councils to be replaced were Aylesbury Vale District Council, Buckinghamshire County Council, Chiltern District Council, South Bucks District Council and Wycombe District Council.

During the presentation, the Head of Democratic, Legal and Policy Services, set out how the Shadow arrangements could operate and she confirmed the timescales for future decisions.

The report before Cabinet sought delegated authority for the Chief Executive, in consultation with the Leader, to agree the wording of the representations to be made to the Secretary of State for Housing, Communities and Local Government. It also sought approval to ensure that sufficient resources were available to respond to the requirements of the proposed orders and to support transition within the council.

Members noted that, following approval by Cabinet, the report was due to be considered by Full Council at a special meeting subsequent to this meeting.

The following decisions were made to respond to the announcement of the Minister and to seek to secure the best arrangements for the delivery of services to the residents of the Wycombe District. The decisions were also made to enable the Council to meet the legal requirements of the proposed Structural Change Orders including the provision of the Shadow Authority budget and project management support.

RESOLVED: That (i) the wording of the representations to be made to the Minister for Housing, Communities and Local Government in response to the Written Ministerial Statement (WMS) and the proposed content of the Structural Change Orders on single tier arrangements for Buckinghamshire be delegated to the Chief Executive in consultation with the Leader;

(ii) it be noted that the Leader of the Council would continue to take part in discussions with the Districts and County Leaders, Ministers and other parties with a view to taking forward the implementation provided that where decisions were required from the authority these would be made in accordance with existing governance requirements;

(iii) the meetings of the Member group on Modernising Local Government be re-established to act as a consultative body on the wording of representations and implementation; and

(iv) the need to set aside a provisional budget in 2019/20 for the delivery of the implementation to include the proportion of the costs of the Shadow Authority as may be required be noted; such as project management resource and any other costs in 2019/20 that may fall directly to WDC subject to a review at year end by the Head of Finance and Commercial in consultation with the Portfolio Holder for Finance & Resources.

Chairman

The following officers were in attendance at the meeting:

Karen Satterford	- Chief Executive
Catherine Whitehead	- Head of Democratic, Legal & Policy.
Ian Hunt	- Democratic Services Manager
Catherine MacKenzie	- Principal Democratic Services Officer

Standards Committee Minutes

Date: 9 October 2018

Time: 6.15 - 6.35 pm

PRESENT: C Etholen In the Chair)

Councillor: K Ahmed, D Carroll, M Clarke, J Savage and R Scott

Parish Cllr A Cobden, T Nolan and Mrs H Stearn

Independent: C Morley

9 APOLOGIES FOR ABSENCE

Apologies for absence were received from A R Green, R Newman and G Houalla.

10 MINUTES OF PREVIOUS MEETING

RESOLVED: That the minutes of the meeting of the Standards Committee held on 5 June 2018 be confirmed as a true record and signed by the Chairman.

11 DECLARATIONS OF INTEREST

Parish Cllr Tim Nolan disclosed that he was a member of the same parish council as the subject member in the completed complaint reported at Item 6 on the Agenda.

12 WELCOME

The Chairman extended a warm welcome on behalf of the whole Committee to Mr Chris Morley, the newly appointed Independent Person to his first meeting of the Standards Committee. The Chairman thanked Mr Morley for contributing his time to the work of the Committee and hoped that it would be an enjoyable experience. Members of the committee and Mr Morley introduced themselves.

13 CSPL - GOVERNMENT CONSULTATION ON INTIMIDATION IN PUBLIC LIFE

A report was submitted which provided an update with regard to the Government's current consultation on its proposals to address the CSPL's recommendations on the problem of intimidation in public life. Members were invited to note the current position and were reminded of the need to submit any responses to the consultation should they be minded to do so by 22 October 2018. These could be submitted individually or through their groups.

As outlined in the report the Committee on Standards in Public Life (CSPL) had undertaken consultation work which proposed changes to electoral law and practice as part of a package of measures to address the issue of intimidation in public life and the Committee had considered an earlier report in March 2018.

The report stated that in the early part of the year the (CSPL) made a total of 33 recommendations to the Government as to how to improve the situation, one of which had been to remind members that there may be an exemption to their duty to have published certain pecuniary interests under the Localism Act 2011 where there may be a likelihood of violence or intimidation if they were published.

In the published response to the CSPL the Government committed to action on most of the recommendations, and launched a public consultation on this with a closing date of 22 October. The consultation was based on three main areas.

Firstly views were sought on a proposal for a new electoral offence which would be aimed at tackling threats and abuse towards those standing for election. Secondly, views were sought on clarifying the electoral offence of undue influence of votes, noting that currently a person was guilty of undue influence if they threatened an elector to vote a certain way or prevent them from voting. The new law if introduced could result in convicted persons being stripped of their right to stand for or hold public office, or in extreme cases being given a custodial sentence. Thirdly, the consultation also explored whether the requirement to have imprints added to election material to show who was responsible for its production should also be extended to digital communications, which would have the benefit of increasing transparency in digital campaigning in the light of recent concerns about the risks of “fake news” and foreign interference in future ballots.

Members noted that the Chief Executive in her capacity of Returning Officer had sent a separate response to the consultation.

It was confirmed that a further report would be presented to Members at an appropriate time when the Government had considered the responses and determined the way forward.

Members considered the report before them. It was requested that a copy of the Returning Officer’s response to the consultation which had already been sent be circulated to members of the Standards Committee for information.

RESOLVED: That

That the report be noted along with the closing date of 22 October 2018 for submission of responses.

14 CASE LAW UPDATE - HARVEY V LEDBURY TOWN COUNCIL 2018

A report was considered which detailed the background to the case of Harvey v Ledbury Town Council which was heard by the High Court in May 2018. This dealt

with the issue of sanctions against elected members, and the process through which sanctions could legally be imposed in respect of perceived misconduct.

Complaints had been made in relation to the alleged conduct of Councillor Harvey, a member of Ledbury Town Council, by the Town Clerk, who lodged a grievance alleging that Councillor Harvey had bullied, intimidated and harassed staff. The grievance was subsequently heard by a panel of senior Town Councillors. Councillor Harvey did not attend, indicating that she did not recognise the authority of the Panel, and had requested that the matter be properly investigated under the Standards procedure. The Monitoring Officer had also advised that the Standards process be used to handle the complaint, but the Town Council's Panel did consider the grievance and imposed a number of sanctions and restrictions for a 12 month period. An appeal by Cllr Harvey was rejected, and the restrictions were implemented and, following a review at the end of the 12 months, at which Cllr Harvey was also not present, expanded, to prevent her from communicating with all staff.

Following self-referral of the complaint concerning her alleged conduct to the Monitoring Officer and subsequent investigation by an external investigator, it was established that there had been no breach of the Town Council's Code of Conduct.

A challenge by Cllr Harvey by way of judicial review led to the court upholding her claim, making it clear that a Council could not pursue a grievance procedure against a Councillor alongside or as an alternative to a standards regime procedure, and that the imposition of the restrictions were outside the Town Council's powers. Furthermore the decision making process was held to have been unfair both substantively and procedurally.

A Member asked if the case in question would be applicable to District Councillors in addition to Parish Councillors. This was confirmed in the affirmative.

Another Member expressed the view that the current framework for regulating Member complaints and conduct following the introduction of the 2012 standards regime had taken away the power of Councils to impose a number of sanctions unless the misconduct was of a criminal nature. The Monitoring Officer stated that the effectiveness of sanctions was an ongoing debate and that negative publicity was considered to be the most effective deterrent to misconduct.

The Monitoring Officer outlined the implications of this case, which she stated clarified the process used to consider alleged misconduct, establishing an important principle for standards cases. She emphasised that if a breach was found to have occurred sanctions could only be imposed under the Code of Conduct process, and not through a grievance procedure. Furthermore it was highlighted that the process had to be fair and in accordance with the rules of natural justice. This case would be borne in mind in the provision of advice in any future cases.

RESOLVED: The report be noted.

15 QUARTERLY UPDATE

A report was submitted which provided an overview of recent Member conduct complaint cases since the last meeting held on 5 June 2018. The Monitoring Officer confirmed that the one complaint which was outstanding had now been dealt with as set out in the Appendix to the report. This complaint had not been referred for investigation as it was not deemed to be in the public interest to have done so. There were currently no other complaints which were outstanding.

The Monitoring Officer stated that overall there continued to be a relatively small number of complaints referred for investigation which suggested that the need for good standards of behaviour was being taken seriously locally.

RESOLVED: That the report be noted.

Chairman

The following officers were in attendance at the meeting:

Iram Malik - Democratic Services Officer
Julie Openshaw - District Solicitor

Licensing Committee Minutes

Date: 11 October 2018

Time: 6.30 - 6.36 pm

PRESENT: Councillor A E Hill (in the Chair)

Councillors Ms A Baughan, M Hussain, N B Marshall, I L McEnnis, S Saddique and A Turner.

Standing Deputies present: Councillor M Hanif.

Apologies for absence were received from Councillors: M Clarke, A R Green, M A Hashmi, D Knights and R J Scott

6 APOLOGIES FOR ABSENCE

7 MINUTES OF THE PREVIOUS MEETING

RESOLVED: that the minutes of the meeting of the Licensing Committee held on 7 June 2018 be approved as a correct record and signed by the Chairman.

8 DECLARATIONS OF INTEREST

9 REVIEW OF GAMBLING ACT 2005 POLICY - OUTCOME OF CONSULTATION

Members considered the report on the outcome of the consultation of the Review of the Gambling Act 2005 Policy which was the subject of an extensive twelve week consultation exercise.

Only three responses were received in relation to the Gambling Act Policy, one of which was from Gamcare which was purely a generic response which had been sent to all authorities. It was noted that the information contained within that response was already considered to be adequately covered within the policy.

The other two responses were sent on behalf of gambling organisations which made various suggestions which were considered to be both sensible and reasonable although there were other suggestions made which were not considered necessary to amend the policy.

In response to questions, it was confirmed that just over one hundred letters were sent out in relation to the Gambling Act consultation.

Following a short discussion it was unanimously agreed to endorse the report and recommended that it be taken before Council for approval.

RESOLVED: that the report be taken before Council.

10 REVIEW OF LICENSING ACT 2003 POLICY - OUTCOME OF CONSULTATION

Members considered the report of the outcome of the consultation on the Licensing Act 2003 Policy and noted that only two responses were received in relation to the Licensing Act Policy review and one of those responses stated that they had no comments to make. The other response received was from the then town ranger who worked for HWBidco which included a request to amend HWBidco's title and to make busking a licensable activity. Accordingly, the title was amended in the report but that no action could be taken in relation to busking under this policy because it fell outside the scope of this particular policy.

A final comment was to suggest that all the town centre licensed premises should be members of the Pubwatch scheme. This was considered a sensible course of action and the policy had been amended to reflect this suggestion.

In answer to a question, it was confirmed that three hundred letters were sent out in relation to the Licensing Act 2003 Policy review.

Following a short discussion it was unanimously agreed to endorse the report and recommended that it be taken before Council for approval.

RESOLVED: that the report be taken before Council.

11 SUPPLEMENTARY ITEMS (IF ANY)

The Chairman stated that he had agreed to bring this meeting forward from 7.00pm to 6.30pm and asked the Committee whether they would be amenable to starting future Licensing Committee meetings at 6.00pm.

It was generally agreed that 6.00pm was too early but that 6.30pm would be acceptable.

The Chairman asked the Clerk to email members of the Committee who were unable to be at this meeting to obtain their views.

It was agreed that if, after email responses were received, that the general consensus was that future meetings should start at 6.30pm, the times would be amended accordingly.

12 URGENT ITEMS (IF ANY)

There were none.

Chairman

The following officers were in attendance at the meeting:

Caroline Steven	- Licensing Team Leader
Liz Hornby	- Senior Democratic Services Officer
Nigel Dicker	- Head of Environment & Housing

Planning Committee Minutes

Date: 19 September 2018

Time: 6.30 - 8.18 pm

PRESENT: Councillor P R Turner (in the Chair)

Councillors M Asif, Ms A Baughan, S Graham, C B Harriss, A E Hill, A Lee, N B Marshall, H L McCarthy, Ms C J Oliver, S K Raja, A Turner and C Whitehead.

Standing Deputies present: Councillors G C Hall.

Apologies for absence were received from Councillors: Mrs J A Adey, D A Johncock and N J B Teesdale.

LOCAL MEMBERS IN ATTENDANCE

Councillor Mrs L Clarke OBE

APPLICATION

18/06437/FUL

44 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the Planning Committee meeting held on 22 August 2018 be approved as a true record and signed by the Chairman.

45 DECLARATIONS OF INTEREST

There were no declarations of interest.

46 PLANNING APPLICATIONS

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

47 18/05695/FUL - 316 WEST WYCOMBE ROAD, HIGH WYCOMBE, BUCKINGHAMSHIRE, HP12 4AB

Members voted in favour of the motion to approve the application.

RESOLVED: that the application be approved.

The Committee was addressed by Parish Councillor Neil Timberlake on behalf of the West Wycombe Parish Council in objection and Mr Jake Collinge, the agent on behalf of the applicant.

Councillor S Raja left the meeting.

48 18/06437/FUL - 1 WORDSWORTH ROAD, HIGH WYCOMBE, BUCKINGHAMSHIRE, HP11 2UT

Following a full debate, Members voted in favour of the motion to refuse the application on the following grounds:

In the opinion of the Local Planning Authority, the raised decking to the rear of the dwelling, as constructed, had significantly increased the level of overlooking afforded to the neighbouring property at 1 Tennyson Road. It provided views into habitable rooms and the garden of the property which caused a severe loss of privacy. Whilst this could be mitigated through the construction of screening around the decking, such screening would be of a size and proximity to the boundary that would be overbearing in appearance and thus detrimental to the residential amenities of the occupiers of this property. The development thus conflicted with policies G3 and G8 of the Adopted Local Plan and Policies DM35 and DM36 of the New Wycombe District Local Plan.

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

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

49 18/06486/FUL - 9 SPINFIELD PARK, MARLOW, BUCKINGHAMSHIRE, SL7 2DD

Members voted in favour of the motion to approve the application.

RESOLVED: that the application be approved.

The Committee was addressed by Councillor N Marshall, the local Ward Member.

The Committee was addressed by Mr Bill Dailey, a neighbour in objection and Mr Matthew Hunwick, the applicant.

50 PRE-PLANNING COMMITTEE TRAINING / INFORMATION SESSION

Members noted that it was proposed a presentation be made for a scheme being promoted by Wycombe District Council to provide Temporary Accommodation on the Desborough Road car park. This presentation would take place at 6.00pm on Wednesday 17 October 2018 in Committee Room 1.

51 APPOINTMENT OF MEMBERS FOR SITE VISITS

RESOLVED: That in the event that it was necessary to arrange site visits on Tuesday 16 October 2018 in respect of the agenda for the meeting on Wednesday 17 October 2018, the following Members be invited to attend with the relevant local Members:

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

52 DELEGATED ACTION AUTHORISED BY PLANNING ENFORCEMENT TEAM

Members noted the Delegated Actions authorised by the Planning Enforcement Team.

53 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 T Coppock	Planning Solicitor
Mrs L Hornby	Senior Democratic Services Officer
Mr R Martin	Development Management Team Leader
Mr P Miller	Technical Officer
Mr A Nicholson	Development Manager
Mr C Power	Development Management Team Leader

Audit Committee Minutes

Date: 1 November 2018

Time: 7.00 - 7.34 pm

PRESENT: Councillor M C Appleyard (in the Chair)

Councillors G C Hall, A Lee, Ms C J Oliver, R J Scott and N J B Teesdale

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

30 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Hanif and Councillor R Wilson.

31 MINUTES

RESOLVED: That the minutes of the meeting held on 26 July 2018 be confirmed as a correct record and signed by the Chairman.

32 DECLARATIONS OF INTEREST

There were no declarations of interest.

33 BUSINESS ASSURANCE MANAGER'S HALF YEARLY REPORT

The Business Assurance Manager, Mike Howard presented his progress update of the Audit, Risk and Fraud Division for the first six months of the 2018/19 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.

It was noted that Mazars had been appointed as the new provider for the Internal Audit Service for 2018/19. This service was almost exclusively outsourced however the Business Assurance Manager would oversee key processes.

A new software package had been produced to provide a better reporting of strategic and operational risks. A review of the strategic risk register had been undertaken to align with the refreshed Corporate Plan.

In response to a query it was noted that risk with regards to procurement contracts were dealt with as per Contract Standing Orders with delegation set out at delegated officer and member levels in line with values and with adequate separation of duties. There was a level of control that has been assessed by

internal audit with no issues to note and procurement contracts were authorised by an appropriate person as per the constitution.

Members noted that there had been an increase in the number of referrals received and investigated regarding Council Tax Reduction fraud. This was in part due to improved information on the Council's website and an increase in referrals from the revenues team.

The Business Assurance Manager reported that a prosecution relating to a false Council Tax Reduction application had been successful. Overpayments had also been identified and three penalties issued equating to £1,310.

Regarding reporting suspected fraud activities Members were informed of the referral process. It was noted that suspected fraud could be reported via the Council's website and the Corporate Investigations team could also be contacted directly. The Business Assurance Manager suggested that a guide on the reporting of suspected fraud would be provided to Councillors.

RESOLVED: That the Business Assurance Manager's Half-Yearly Report for the period ending 30 September 2018 be noted.

34 UPDATE ON THE ACTIONS FROM THE ANNUAL ASSURANCE STATEMENT AND LOCAL CODE OF GOVERNANCE

The Committee received a report on the actions to address the areas for improvement arising from the Annual Assurance Statement and the Local Code of Governance.

It was noted that the Modernising Local Government agenda had an impact on committing resources to some areas for improvement. The Strategic Management Board would confirm when these areas should proceed.

In response to a query it was noted that regarding the capital programme there were officer level governance boards to which some cabinet members attended to help challenge and scrutinise.

RESOLVED: That the action taken to address the areas for improvement arising from the Annual Assurance Statement and the adopted Local Code of Governance be noted.

35 UPDATE ON THE STRATEGIC RISK REGISTER

The Business Assurance Manager provided the Committee with an update on revisions made to the Strategic Risk Register (SRR).

After a review by the Strategic Management Board the number of risks on the SRR had been reduced from twenty to seven. The seven risks would be reported on

with a view for a more focused and actionable SRR with clear accountability. It was noted that the 17 remaining risks would be incorporated into Operational Risk Registers and monitored by the relevant service managers.

It was noted that new risk software that would enable more efficient management of risks.

In response to a query regarding SR03 Reduction in Government Funding, it was noted that this was currently at red level. However the Head of Finance explained that the reduction in government funding was a certainty so this was a manageable risk.

It was noted that the Modernising Local Government agenda risk at SR04 would be revised in line with the recent decision made by the Secretary of State.

RESOLVED: That the recent revisions made to the process for management to Councils' Strategic Risk Register (SRR) be noted.

36 TREASURY MANAGEMENT MID-YEAR REPORT 2018/19

The Committee considered the Treasury Management mid-year report, covering the period 1 April to 30 September 2018.

Members noted the Council's capital expenditure and funding plans and that there had been no borrowing need. The treasury investments had increased and were earning an average rate of return at 1.03% which provided a greater return than the Libor rate of 0.73%. The Committee were also informed that future investments options would be investigated such as further investments in the CCLA Property Fund or direct property investments.

RESOLVED: That the Treasury Management mid-year report for the period 1 April to 30 September 2018 be noted.

37 APPROVAL OF THE HIGGINSON PARK CHARITY ANNUAL REPORT 2017/18

The Committee noted the Higginson Park Charity Accounts for 2017/18. It was noted that these were the audited final accounts and no changes had been made to the accounts presented to the Audit Committee in Julie 2018.

The Accounts had been audited by Seymour Taylor Audit Limited.

Recommended to Council: That the Higginson Park Charity Annual Report and Financial Statements for 2017-18 be approved.

38 AUDIT COMMITTEE WORK PROGRAMME

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

RESOLVED: That the work programme be noted.

Chairman

The following officers were in attendance at the meeting:

David Skinner	-	Head of Finance & Commercial
Jemma Durkan	-	Senior Democratic Services Officer
Mike Howard	-	Business Assurance Manager

High Wycombe Town Committee Minutes

Date: 13 November 2018

Time: 7.00 - 9.20 pm

PRESENT: Councillor M Clarke
(in the Chair)

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

ALSO PRESENT:

Councillor H McCarthy
Councillor D Barnes
Councillor Ms Wood

17 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors H Bull, M Hanif and M A Hashmi.

18 DECLARATIONS OF INTEREST

The Chairman declared that he had been a member of the Remaking the River Wye Task and Finish Group referred to in Item 5. The Chairman remained in the meeting during the item.

19 CHAIRMAN'S REMARKS

The Chairman informed the Committee that he would be adding an item under the Item 10, Urgent Items. This would be a statement providing information on a member fact finding visit to Salisbury City Council in April 2018.

20 MINUTES OF THE PREVIOUS MEETING

With regards to Minute 11, it was reported that the Chairman had written to Local Area Forum at Bucks County Council regarding the issues in respect of on-street parking and verge parking. The Chairman confirmed that this would be considered at the next Local Area Forum at the County.

RESOLVED: That the minutes of the meeting of the High Wycombe Town Committee held on 11 September 2018 be agreed as a correct record and signed by the Chairman.

21 EASTERN QUARTER UPDATE

The Chairman informed the Committee that as an Information Sheet had been provided on the Eastern Quarter that the Cabinet Member for Economic Development & Regeneration, Councillor Broadbent and Peter Wright, Interim Head of Regeneration and Investment would not be attending the meeting.

The Chairman noted that Cabinet had agreed, in principle, at the meeting on 12 November the compulsory purchase of the Brunel Shed and the surrounding land. Some Members expressed concern that they had not been consulted or updated on the progress of the Eastern Quarter and requested that Councillor Broadbent attend the next meeting of the Committee to provide further information.

22 REMAKING THE RIVER WYE TASK AND FINISH GROUP

In advance of the presentation Councillors A Hill, R Farmer, R Raja, Mahboob Hussain and Mrs L Clarke declared they had also been members of the Remaking the River Wye Task and Finish Group. The members remained at the meeting and contributed to the discussion.

The Committee was provided with a presentation on the recommendations of the Remaking the River Wye Task and Finish Group. The Chairman of the Task and Finish Group, Councillor Hugh McCarthy and Philip Simpkin, Natural Environment Officer, outlined each recommendation and the reasons behind these.

Members made a number of points and received clarification on a number of queries. The discussion included the following:

- Members were concerned that the achievements of the Eden centre were not acknowledged and highlighted the success of the shopping centre.
- Shopping patterns were changing and it was suggested that the use of cars in town centres would lessen in the future. The financial value of the benefits of opening up the river were difficult to quantify, however significant health and wellbeing benefits were expected and research showed that benefit to cost ratio for similar projects were in the region of £7 for every £1 spent.
- Roadside drainage to avoid pollution from the road to the river would be considered and it was noted that Environment Agency had not yet highlighted any issues.
- The existing culverts would have to be assessed however it was expected that some of these would need to be replaced. If the river was remade then some culverts would remain, the extent would depend upon the finalised design and there would be less pressure on these in the future.
- The costs of the full project was not yet confirmed, however the initial costs for the feasibility work had been prepared by civil engineers and was believed to be accurate.

- The area could be improved with increased rentals on units and a restaurant culture by the river.
- If the project to remake the river did not happen with the phase 7 town centre masterplan road works then there was concern that it would never happen.
- The timescale of the project had not been estimated as phase 7 of the masterplan had not yet been agreed. It was noted that £3 million was the practical estimated cost to integrate the works for the river with the road works.
- The flyover was not expected to be removed in the near future and when building the Eden shopping centre there should have been consideration given to opening up the river at that time. In response it was noted that the flyover was a key part of the current infrastructure but this did have a limited life expectancy.
- There had been positive feedback via local groups on the project.
- There was trout in some places in the river. By remaking the river in the town centre this would improve the fish stocks upstream and improve the ecology in the area.
- Once the culverts were removed it was expected that the river would have a natural gravel riverbed.
- The river once remade was expected to be about 4 metres wide. There would be variable flow which was expected as a chalk stream river.

The Chairman requested any comments on the recommendations which members would like to have noted for the Improvement and Review Commission to consider. It was requested that the following comments be noted:

- That sufficient water flow be made available to the river.
- That the public should be consulted on the reopening of the river.

A majority of the Committee supported the recommendations.

Councillor Hugh McCarthy and Phil Simpkin were thanked for their comprehensive presentation and responses to the various questions.

23 COMMUNITY INFRASTRUCTURE LEVY UPDATE

The Committee received a report regarding Community Infrastructure Levy Funding across the unparished area by John Callaghan, Team Leader Infrastructure and Projects, and Simon Barlow, Planning Policy Officer.

It was noted that 15% of the CIL raised was allocated to parish and town councils. Cabinet had previously resolved that the High Wycombe Town Committee would

annually recommend to Cabinet on the use of the local allocation in the unparished wards. Members were provided with information on suggested projects to consider funding. It was noted that due to business support the provision of a security gate at Bull Lane services yard has been reduced to £23,000. Also with regards to the Penn Road cemetery £476k was being sought for the project.

In response to a query it was noted that the Committee were usually provided with updates for projects on an annual basis and the allocation of this CIL funding would for 2019. Members also requested an update regarding the new café and toilets at the Rye.

The Committee discussed setting up a working group to consider projects and recommendations to Cabinet on schemes for 2019. It was noted that the working group findings would be brought to the next Committee meeting on 15 January 2019.

RESOLVED: That

- (i) A working group be set up to work with officers to recommend to Cabinet schemes for the CIL 15% allocation;
- (ii) That the following Members be appointed to serve on the working group: Councillors K Ahmed, Z Ahmed, Farmer, Green, Hill, Knight, SK Raja, and Wassell.
- (iii) That findings from the working group be brought to the High Wycombe Town Committee meeting on 15 January 2019.

24 INFORMATION SHEETS

The Chairman informed the Committee that if there were any questions concerning the following information sheets that these should be sent to the clerk for a response from the relevant officer.

RESOLVED: That the following Information Sheets be noted:

- i) 04-2018 Q2 Budgetary Control Report
- ii) 05-2018 Eastern Quarter Update

25 HIGH WYCOMBE TOWN COMMITTEE - FORWARD WORK PROGRAMME

The Committee's draft work programme looking ahead to September 2019 was presented for review.

It was noted that the new Town Centre Manager for HWBIDCo had started in post in November 2019. It was suggested the Councillor Green contact the new manager to confirm her availability to provide an update to the Committee at the meeting on 15 January 2019.

RESOLVED: That the forward work programme be noted.

26 URGENT ITEMS (IF ANY)

In accordance with the Council Standing Order 21 the Chairman notified the Committee of an urgent item that provided details of information gathered from Salisbury City Council during a fact finding visit in April 2018.

The reason for the urgency was due to the timing of the announcement from the Secretary of State to create a Single Unitary District Council in Buckinghamshire. The Chairman read out a statement regarding the visit to Salisbury which had taken place in April 2018 to gather information on how Salisbury City Council had been set up when Unitary local government in Wilshire was introduced.

Chairman

The following officers were in attendance at the meeting:

Mrs J Durkan	Senior Democratic Services Officer
J Openshaw	District Solicitor
Mr S Barlow	Spatial Planning Co-ordinator
Mr J Callaghan	Team Leader (Environment and Infrastructure)
Mr P Simpkin	Natural Environment Officer

Personnel and Development Committee Minutes

Date: 21 November 2018

Time: 6.00 - 6.33 pm

PRESENT: Councillor M Harris (in the Chair)

Councillors G C Hall, Mrs W J Mallen and Mrs J E Teesdale

13 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Mrs S Ahoh, Councillor M Appleyard and Councillor M Hanif.

14 MINUTES

RESOLVED: That the minutes of the meeting of the Personnel and Development Committee held on 26 September 2018 be confirmed as a true record and signed by the Chairman.

15 DECLARATIONS OF INTEREST

There were no declarations of interest.

16 REVIEW OF SMOKING POLICY AND FACILITIES ON QVR SITE - DRAFT SMOKE FREE POLICY

The Committee considered the draft smoke free policy for the Queen Victoria Road (QVR) site and an amendment to the flexitime scheme. It was noted that the policy would be implemented from 1 January 2019.

The presenting officer Paul Spencer, Shared Support Services Manager, informed the members that the draft smoke free policy was based on policies adopted by other local authorities and aligned with the Council's core working hours and arrangements. The policy provided clear and concise information for staff and enforcement would be for managers to address. Once the policy has been agreed a communications programme would be implemented and support programmes signposted to WDC employees or councillors who wished to give up smoking.

At the Joint Staff Committee previously held before this meeting, Staff Side expressed concern regarding the definition of breaks and a lengthy discussion had been undertaken on whether smoking breaks should be treated the same as incidental breaks; such as making tea/coffee or toilet breaks. It was suggested that the time taken for a smoking break would be longer as staff would need to go off

site to smoke. Also that the Council has a legal duty to discourage smoking and could not condone smoking as a stress relieving tool.

Discussions were also undertaken regarding the wording of the policy and it was suggested that the following bullet points be included under the section 5, Non-Compliance:

- If the smoker is a WDC Council employee, this will be passed to the relevant line manager. The line manager will be responsible for offering guidance and support as necessary to help the smoker conform with the policy.
- If the smoker is a WDC Councillor, this will be passed to the relevant group leader and the Chief Executive, who will be responsible thereafter for ensuring the policy is adhered to in future.
- If the smoker is an employee of a QVR tenant organisation, this will be passed to the relevant employer. The Council expects all tenants to adhere to this policy, and to enforce their staff as appropriate.
- If the smoker is a visitor/contractor, this will be passed to the service which is hosting the visitor/contractor. The Council expects all visitors/contractors to adhere to the new policy.

Members discussed the report and it was noted that from the consultation 60% of the respondents wanted the Council to be a smoke free zone and that the Council should be promoting a healthy environment.

Members agreed the addition of the four bullet points as above to the policy.

Members also considered the suggested following sentence that Staff Side had requested to be added to the policy:

- That there are no special allowances and no special restrictions for smokers.

However after discussion the Committee did not accept this addition.

Members also considered the suggestion that the wording of the first sentence in section 3 – Statement of Policy be amended to say 'As with any breaks from work which involve going off site, smoking breaks should ordinarily be taken outside of core working time and in accordance with the flexitime scheme'.

Members agreed to this amendment.

Members also considered that the time recording systems used in some departments would not allow for multiple entries and that this could create an operational difficulty in recording smoking breaks. It was suggested that the times could be recorded manually and then added together so that an adjustment could be made to the final timesheet.

Upon a vote being taken it was unanimously

RECOMMENDED: That

- i) The draft smoke free policy for the QVR site be approved for implementation from 1 January 2019, with the inclusion of the following bullet points after section 5, Non-Compliance –
 - If the smoker is a WDC Council employee, this will be passed to the relevant line manager. The line manager will be responsible for offering guidance and support as necessary to help the smoker conform with the policy.
 - If the smoker is a WDC Councillor, this will be passed to the relevant group leader and the Chief Executive, who will be responsible thereafter for ensuring the policy is adhered to in future.
 - If the smoker is an employee of a QVR tenant organisation, this will be passed to the relevant employer. The Council expects all tenants to adhere to this policy, and to enforce their staff as appropriate.
 - If the smoker is a visitor/contractor, this will be passed to the service which is hosting the visitor/contractor. The Council expects all visitors/contractors to adhere to the new policy.
- ii) The wording of the first sentence in section 3 – Statement of Policy be amended to say ‘As with any breaks from work which involve going off site, smoking breaks should ordinarily be taken outside of core working time and in accordance with the flexitime scheme’.
- iii) That the small amendment to the flexitime scheme for implementation from 1 January 2019 be approved.

17 FUTURE MEETINGS

Due to the recent announcement from the Secretary of State regarding a Single Unitary District Authority in Buckinghamshire it was suggested that meetings may need to be more frequent to consider and discuss any relevant issues.

The date of the next meeting would be communicated to the Committee.

Chairman

The following officers were in attendance at the meeting:

Jemma Durkan - Senior Democratic Services Officer

- John McMillan - Head of HR, ICT & Customer Services
- Paul Spencer - Shared Support Manager
- Jo Whiteley - Human Resources Manager (Operations)

COUNCIL SEATING PLAN 2018/2019

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

DSO	DS Manager	Chief Executive	Chairman	Councillor T Green	Vice-Chairman	Councillor P Turner	Corporate Director
				59		60	