



Cabinet agenda

Date: Tuesday 7 July 2020

Time: 10.00 am

Venue: via video conference call - Available to the public at
<https://buckinghamshire.public-i.tv/core/portal/home>

Membership:

M Tett (c), A Macpherson (Cabinet Member Adult Social Care) (Deputy Leader), K Wood (Cabinet Member Resources) (Deputy Leader), S Bowles (Cabinet Member Town Centre Regeneration), B Chapple OBE (Cabinet Member Environment and Climate Change), J Chilver (Cabinet Member Property & Assets), A Cranmer (Cabinet Member Education and Skills), I Darby (Cabinet Member Housing & Homelessness), T Green (Cabinet Member Youth Provision), C Harriss (Cabinet Member Sports and Leisure), P Hogan (Cabinet Member Culture), D Martin (Cabinet Member Logistics), N Naylor (Cabinet Member Transport), M Shaw (Cabinet Member Children's Services), W Whyte (Cabinet Member Planning and Enforcement), G Williams (Cabinet Member Communities & Public Health) and F Wilson (Cabinet Member Regulatory Services)

Agenda Item	Page No
1 Apologies	
2 Minutes To approve as a correct record the Minutes of the meeting held on 16 June 2020.	3 - 12
3 Declarations of interest	
4 Question Time The following questions have been received and will be responded to during the meeting: Cllr Alan Bacon Test and Trace "Government is allocating funds to local authorities across England to support Covid-19 test and trace services. Will the portfolio holder	

please report on the Council's progress in working with Public Health England to develop and improve these test and trace services in Buckinghamshire?"

Cllr Robin Stuchbury

Free school meals and all the equivalent support over the forthcoming summer holidays

"What work has been undertaken by the local authority based upon the information available to the council to ascertain what will be the true volume of children currently within education within Buckinghamshire who are/were in receipt of free school meals historically, who are currently, through the pandemic, not receiving this valuable support?"

And what preparation has been undertaken within social care to both identify these children as we approach the summer holiday period insuring no child goes hungry who the council is aware is currently receiving free school meals?"

5	Forward Plan (28 Day Notice)	13 - 26
6	Children's Improvement Plan progress update To be presented by Councillor Mark Shaw.	27 - 46
7	Financial Outturn report for 2019/20 To be presented by Councillor Katrina Wood.	47 - 92
8	Date of next meeting 28 July 2020.	

If you would like to attend a meeting, but need extra help to do so, for example because of a disability, please contact us as early as possible, so that we can try to put the right support in place.

For further information please contact: Sally Taylor on 01296 531024, email democracy@buckinghamshire.gov.uk.



Cabinet minutes

Minutes of the meeting of the Cabinet held on Tuesday 16 June 2020 Via Video Conference Call, commencing at 10.00 am and concluding at 11.13 am.

Members present

M Tett, A Macpherson, K Wood, S Bowles, B Chapple OBE, J Chilver, A Cranmer, I Darby, T Green, C Harriss, P Hogan, D Martin, N Naylor, M Shaw, W Whyte, G Williams and F Wilson

Agenda Item

1 Apologies

There were no apologies.

2 Minutes

RESOLVED: The minutes of the meeting held on 26 May 2020 were AGREED as an accurate record.

3 Declarations of interest

There were no declarations of interest.

4 Question Time

Councillor Peter Cooper

“One of the remarkable consequences of the Covid19 epidemic had been the dramatic environmental improvements resulting from the transport system having all but stopped. Everyone had become aware of clean air, low noise pollution and relaxed working practices. Clearly many of these benefits were likely to be lost as we moved out of lockdown. However, public perceptions had changed and I would suggest that the new council had a once in a lifetime chance to grasp the new public mood, and lead the way to a new sustainable future.

Green ways of thinking no longer belonged to a minority. They were rightly mainstream and this should be reflected in all the Council’s actions and policies.

Walking, cycling and electric cars were now aspirations. Working from home and meeting online were normal and effective.

Would Buckinghamshire Council lead the way to a new way of working by following

policies that gave priority to:

- *Gigabit broadband*
- *Home working*
- *High class public transport*
- *Expansion of the cycleway network*
- *Installation of rapid electric car chargers*
- *20mph Speed limits in populated areas*
- *Traffic bans/restrictions in town centres”*

Response provided by Nick Naylor, Cabinet Member for Transport

Nick Naylor thanked Peter Cooper and confirmed that the question of how the Council could use this opportunity to improve the county’s environment and how transport initiatives could support that had been considered. In the last few weeks, more had been achieved than ever thought possible whilst working from home and limited to essential travel only. This had brought improvements to air quality, reduced noise pollution and carbon emissions as well as other environmental benefits identified. Digital connectivity had always been a top priority for Buckinghamshire, with the County investing and managing the arrangements for the roll out of Superfast broadband and continually arguing for the roll out to cover the whole of the county. Recently, the Council had agreed to use some of its contribution towards East West Rail to secure the delivery of digital infrastructure along the route at the same time as the railway was constructed. N Naylor confirmed the Council was treating digital infrastructure as important as physical infrastructure.

When lockdown was introduced, the Council was able to roll out MS Teams to thousands of staff and to Members in a matter of days, so that staff and members could work effectively from home. The Return to Work Plan relied on most staff to work from home whenever possible and consideration was being given to what the Council’s new guidelines on working from home would be. It would appear that the Council was not alone in considering permanent changes to how we worked, with many organisations saying that they did not expect normal working patterns to resume.

The Council was keen to encourage policies and proposals which benefitted the environment across all portfolios, both in the Council’s practice and our wider communities. This was not only important in response to the COVID-19 pandemic, but also in terms of broader environmental and climate change pressures.

- Significant investment was being made into improved sustainable transport networks.
- A comprehensive walking and cycling network plan for Aylesbury Garden Town had been developed; a similar project for High Wycombe would commence shortly.
- New walking and cycling links in Buckingham, Taplow and Waddesdon had

recently been delivered and the Council was working with partners on a range of further priority links across the County.

- On top of the longer-term walking and cycling work, there was a live work stream looking at how to deliver a number of temporary “pop-up” measures in our key towns, villages and high streets directly in response to the COVID-19 pandemic, to support social distancing and help make walking and cycling a safe and attractive option for local journeys.
- The Council was exploring options for more innovative technology-based solutions, and had recently contacted the Department for Transport to express interest in carrying out trials of an e-scooter hire scheme within Buckinghamshire.
- The Council was developing an Electric Vehicle Charging Point Strategy, setting out priority areas for investment in new charging points to facilitate wider uptake of electric vehicles, in line with the Government’s proposal to end the sale of new petrol, diesel or hybrid cars.

It was acknowledged that there was growing support for the introduction of lower speed limits and particularly 20mph zones/limits. Currently a reduction in the speed limit was not supported by the Council or the Police unless it could be shown that the physical layout of the road would ensure the speed limit was adhered to, so that they were effectively self-enforcing. Nevertheless a number of 20 mph schemes were being discussed, which local parishes were very involved in, and may be able to finance. N Naylor advised he would like 20mph schemes to be self-enforcing where possible and the transport team was happy to consider how these might best be progressed locally.

In terms of changes to our high streets and towns, the Council had been working with local communities to put in place measures to facilitate social distancing. In addition, work had been carried out with businesses to help them to open and operate in a safe manner. There were ambitious plans for High Wycombe regeneration and regeneration plans were due to be developed for a number of other towns over the coming year. The options for changes to traffic would need to be considered as part of these proposals.

Councillor Robin Stuchbury

“Page 193 of the new Constitution, Clause 2.18 stated: “The powers delegated to the Corporate Director or Directors with responsibility for Planning included delegated powers and duties to deal with all matters relating to development management including but not limited to:

a. Determine all applications, grant permission, refuse permission and determine all decisions relating to neighbourhood planning and other planning functions.”

The Localism Act as revised May 2019 stated:

“Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area.

They are able to choose where they want new homes, shops and offices to be built, have their say on what those new buildings should look like and what infrastructure should be provided, and grant planning permission for the new buildings they want to see go ahead. Neighbourhood planning provides a powerful set of tools for local people to plan for the types of development to meet their community's needs and where the ambition of the neighbourhood is aligned with the strategic needs and priorities of the wider local area – para 011 of the Localism Act.

Would the Council please confirm that the intention of this clause (2.18) was not to limit the powers of the Localism Act, and not to prevent and have an influence on neighbourhood plans, as it would be contrary to the Localism Act?"

Response provided by Warren Whyte, Cabinet Member for Planning and Enforcement

The Council could not delegate powers it did not have to begin with. Town and Parish Councils would, of course, continue to be able to exercise the statutory rights reserved to them. For information, the Constitution related to the statutory rights and powers that belonged to Buckinghamshire Council. In this case, it was clarifying that those statutory rights and powers which Buckinghamshire Council did have in relation to neighbourhood plans were delegated to the relevant director. W Whyte confirmed that the Council was very keen to work with Town and Parish Councils to support them in developing their neighbourhood plans.

5 Forward Plan (28 Day Notice)

RESOLVED: Cabinet NOTED the Forward Plan.

6 Aylesbury Garden Town - Governance & Masterplan

Steve Bowles, Cabinet Member for Town Centre Regeneration, introduced the Aylesbury Garden Town (AGT) report and stated that the Masterplan had been subject to extensive public engagement and had received mainly supportive comments during the consultation. It provided the basis of a comprehensive delivery strategy to transform Aylesbury into a Garden Town over the coming decades, achieving the 2050 Vision. S Bowles confirmed that he had been advised that the funding for the plan was secure. S Bowles thanked Councillor Bill Chapple OBE and the Board for their hard work; the review had been timely and reflected the new Unitary Authority arrangements and aligned with the Programme's future priorities. B Chapple added that the revised document covered climate change and the Covid-19 pandemic; it was a 'living' document and would be updated regularly. B Chapple also thanked the board members and officers for their hard work; particularly Homes England who had contributed £170 million from the Housing Infrastructure Fund plus almost £500,000 towards project costs. The AGT project was seen as one of the top ten in the country.

The following points were raised by members of the Cabinet:

- A member of the Cabinet was concerned that recommendation one was to

approve the proposed structure and composition of the Strategic Oversight Board and Programme Delivery Team for AGT; however, the core membership list on page 26 of the agenda pack, did not include representation from the Culture, Leisure and Heritage areas. S Bowles clarified that the first bullet point under paragraph 2.1 stated “Buckinghamshire Council Cabinet Member(s) with appropriate responsibility”; this meant that the relevant Cabinet Member(s), and officers, would be invited to the board meetings whenever it was appropriate.

- It was highlighted that there were other prime locations for investment in Buckinghamshire and it was agreed that an amendment be made to the text on page 13 of the Master Plan Executive Summary (page 77 of the agenda pack). The ambition should read “Aylesbury will be a prime location for investment and job creation in Buckinghamshire” rather than “**the** location”.
- A member of the cabinet acknowledged that climate change and the Covid-19 pandemic were covered in the revised plan and asked how our learning and recovery from the pandemic would impact on some elements of the plan. The Government had its own target for carbon reduction by 2050 and it was queried whether the AGT had its own initiatives. S Bowles advised that a study had been commissioned to assess the economic and commercial impact of Covid-19 to understand the detailed impact on the programme and how it would affect any other proposals in the master plan particularly in relation to the town centre. The AGT would help Aylesbury communities recover from the pandemic.
- It was noted that improvement to the roads to encourage cycling to work should be a priority along with organisations being advised to provide shower facilities.

In summary:

- Amendment - The ambition should read “Aylesbury will be a prime location for investment and job creation in Buckinghamshire” rather than “the location”.
- Undertaking - It was also agreed that the relevant cabinet members and officers be invited to the board meetings as appropriate.

RESOLVED: Subject to the agreed amendment and undertaking above, Cabinet APPROVED:

- 1. The proposed structure and composition of the Strategic Oversight Board and Programme Delivery Team for AGT as set out in the report and in the proposed Terms of Reference at Appendix 1.**
- 2. The Masterplan and 2050 Vision for Aylesbury Garden Town to Council.**

7 Local Planning Enforcement and Monitoring Plan

Warren Whyte, Cabinet Member for Planning and Enforcement, introduced the report and advised that the plan provided the opportunity to provide a county-wide enforcement service and manage the expectations of the public. A Local

Enforcement Plan was not a legal requirement and there was a finite budget to provide the service. Table 1 (page 98) showed the proposed timescales; W Whyte stressed the importance of responding quickly to planning control breaches. The plan would be reviewed after the transformation programme and in three years' time. The ambition was to provide a year-round service; in the interim and prior to transformation, officers would provide an out of hours' standby service during Bank Holiday weekends which would be rolled out if it was successful.

The following points were raised by members of the Cabinet:

- It was noted that it was important for the public to understand the process. W Whyte acknowledged that the key reason for the plan was to build confidence in the planning system and to implement pro-active monitoring. Parish councils would also have an important role in delivering the service.
- The ambition was to provide a 365 day a year, 24/7 service but this would depend on resources.
- A Cabinet Member wanted to understand the situation for potential breaches due to the construction of HS2 and whether the Hybrid Bill overrode the Council's policy. Steve Bambrick, Service Director, Planning, Growth and Sustainability, referred to paragraph 10.1 of the Buckinghamshire Council Planning Enforcement and Monitoring Plan (page 110 of the agenda pack) which clarified that projects such as HS2 were not immune from enforcement action and the Council would pursue enforcement action against unauthorised development where it was appropriate to do so.
- In response to being asked if there was an aspiration to remove the possibility of breaches of planning control becoming immune from enforcement action if they had existed for a certain period of time (paragraph 7.1.2 of the Local Enforcement and Monitoring Plan), W Whyte advised that the Council was unable to make that decision as it was national legislation; W Whyte emphasised the importance of a pro-active relationship with the parish and town councils in order for planning breaches to have less likelihood of gaining immunity.
- A member of the Cabinet recommended that the flowchart on page 113 of the agenda pack be published on the Buckinghamshire Council website.

The Leader emphasised the urgency of providing consistent planning enforcement and asked members to note the aspiration of providing a 24/7 enforcement service and the request for additional funding in the next financial year to provide the extra resources.

RESOLVED: Cabinet ENDORSED and ADOPTED the draft Local Enforcement and Monitoring Plan and NOTED the request for additional funding in the next financial year.

8 Unitary Implementation Budget Outturn Report

Katrina Wood, Cabinet Member for Resources, introduced the report which

requested that the remaining uncommitted transition budget (£2.67m) be transferred to the transformation reserve to help the ongoing delivery of the unitary transformation programme. The overall outturn for the Unitary Implementation Budget for 2019/20 was £9.939m and was an underspend of £2.910m against the original budget. The last reported position (January 2020) reported a projected underspend of £1.157m. The main reasons for the change in outturn was in Resources where the underspend increased by £1m; and in Deputy Chief Executive where the underspend increased by £650k. K Wood highlighted that all the other areas also came in under budget.

The branding work had been undertaken in-house which had saved a considerable amount of money. An underspend had also occurred because some work had been put on hold due to the pandemic and was the reason for the request for Cabinet to agree to carry forward some funding into the 2020/21 transition budget. The branding underspend was mostly due to the reprogramming of various work to 2020/2021 but also partly due to minimal spend on consultancy fees as the work was carried out by the in-house project management office. In summary, K Wood requested that £620,000 be carried forward to the 2020/21 transition budget and the balance (£2.67m) of the unitary implementation reserve be transferred to the Transformation Reserve.

The following points were raised by members of the Cabinet:

- The prudent approach, particularly to branding and consultancy fees was noted.
- A member of the Cabinet asked for reassurance to the public that the Council would not be building new premises. K Wood confirmed that only existing council buildings were being used and there was no intention to build a new headquarters or increase the number of buildings in the future.
- Rachael Shimmin, Chief Executive, stated that it was a fantastic achievement to see such a green outturn which was a testament to the staff and elected members in knowing and carrying out the work that needed to be undertaken. The collaborative working had also been beneficial in dealing with the Covid-19 crisis.

RESOLVED: Cabinet AGREED the recommendations that:

- **£620k was added to the 2020/21 Transition budget taking the total to £9.564m.**
- **The balance on the Unitary Implementation reserve of £2.67m was transferred to the Transformation reserve.**

9 Date of next meeting

7 July 2020

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Addendum Report to Cabinet

Date: 7 July 2020

Title: Correction to Item 4, Question Time in the minutes of the meeting held on 26 May 2020.

Relevant councillor(s): All

Author and/or contact officer: Sarah Ashmead, Monitoring Officer

Ward(s) affected: None specific

Recommendation: Cabinet is asked to approve the amendment to the approved minutes of the meeting held on 26 May 2020.

Reason for decision: A Correction to Item 4, Question Time in the minutes of the meeting held on 26 May 2020 is required.

Content of report

- 1.0** It has been brought to my attention that there is an inaccuracy in the minutes of Cabinet of the 26 May 2020 which were approved at the subsequent meeting of Cabinet on the 16 June 2020. In regard to item 4, Question Time, the approved minutes state:

'W Whyte clarified the call-in procedure; parish councils had the ability to call-in applications during the first 28 days of an application but they were also given a further seven days, once they were aware of the officer recommendation, to choose whether they still wished to exercise the call-in.'

Having checked the recording of the meeting that took place, it is clear that this minute does not reflect the statement from Cllr Whyte. The verbatim record of Cllr Whyte's comments are:

'What I'd like to just clarify is the 28 days that you mentioned. That's the first part of the call in process but there is then another seven days after that to decide on if you want to carry on with the call in procedure or actually you find that the officer's report is agreeable so if it is along the lines of what you're expecting.'

In the circumstances, Cabinet is asked to approve the following amendment to the approved minutes as follows:

‘W Whyte clarified the call-in procedure; members had the ability to call-in applications during the first 28 days of an application but they were also given a further seven days, once they were aware of the officer recommendation, to choose whether they still wished to exercise the call-in.’

Background papers

None.

Your questions and views (for key decisions)

If you have any questions about the matters contained in this report please get in touch with the author of this report. If you have any views that you would like the cabinet member to consider please inform the Democratic Services team. This can be done by telephone 01296 382343 or email democracy@buckinghamshire.gov.uk.



Buckinghamshire Council Cabinet/Cabinet Member forward plan

The local authorities (executive arrangements) (meetings and access to information) (England) regulations 2012

This is a notice of an intention to make a key decision on behalf of Buckinghamshire Council (regulation 9) and an intention to meet in private to consider those items marked as 'private reports' (regulation 5).

A further notice (the 'agenda') will be published no less than five working days before the date of the decision meeting and will be available via the [Buckinghamshire Council website](http://www.buckinghamshire.gov.uk).

All reports will be open unless specified otherwise.

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
Cabinet 7 July 2020				
Financial Outturn report for 2019/20 To consider financial outturn reports from legacy councils		Councillor Katrina Wood Richard Ambrose		1/5/20

Children's Improvement Plan progress update To consider an update on the Children's Improvement Plan		Councillor Mark Shaw Tolis Vouyioukas		8/6/20
Cabinet 28 July 2020				
Buckinghamshire Local Plan To provide an update on development of the new Buckinghamshire Local Plan and also to provide an indicative timetable.		Councillor Warren Whyte Steve Bambrick		29/6/20
Buckinghamshire Recovery Plan To consider a report on the Buckinghamshire Recovery Plan		Councillor Martin Tett Sarah Ashmead		12/6/20
Climate Change To consider a report on climate change		Councillor Bill Chapple OBE Edward Barlow		12/6/20
Corporate Performance Indicators 2020/21 Quarterly report		Councillor Martin Tett Matthew Everitt		12/6/20
Q1 Budget Monitoring Report 2020-21 Quarterly report		Councillor Katrina Wood Richard Ambrose		12/6/20
Tatling End Housing Development, Denham To consider a report on Tatling End housing development, Denham	Denham	Councillor John Chilver John Reed	Part exempt (para 3)	12/6/20

Cabinet 8 September 2020				
Director of Public Health Annual Report (2019) General Overview of Population Health		Councillor Gareth Williams Jane O'Grady		29/6/20
July 2020 Leader Decisions				
Adult Learning Fees Decision required for Adult Learning course fees, charges and concessions delivered in the 2020-21 academic year.		Councillor Anita Cranmer Jacqueline Wilson		29/6/20
Allocation of Grants for Children's Social Care purposes The government has provided grant funding for specific purposes to the Council but these were not ring-fenced grants. This decision report is to ring-fence these grants for the Children's Social Care Portfolio to use in the intended way.		Councillor Mark Shaw Elizabeth Williams		5/3/20
Allocation of Grants for Education purposes The government has provided grant funding for specific purposes to the Council but these were not ring-fenced grants. This decision report is to ring-fence these grants for the Education Portfolio to use in the intended way.		Councillor Anita Cranmer Elizabeth Williams		5/3/20
An Approved List for Children's Domiciliary Care To agree an approved List for Children's Domiciliary Care		Councillor Mark Shaw Stuart Kelly	Part exempt (para 3)	9/4/20

<p>Approved Venue Licence Extensions (Weddings & Civil Partnerships) To extend all existing Approved Venue Licences by six months at point of renewal.</p>		<p>Councillor Fred Wilson Wendy Morgan-Brown</p>		29/6/20
<p>Aylesbury National Productivity Investment Fund Implementation (Phase 2) Junction Improvements</p>	<p>Aston Clinton & Bierton; Aylesbury East</p>	<p>Councillor Nick Naylor Ian McGowan</p>		19/3/20
<p>Bledlow Household Waste & Recycling Centre Bledlow Household Waste & Recycling Centre, Wigans Lane, Bledlow – Grant of Lease to the Bledlow Ridge HRC Community Interest Company</p>	<p>Ridgeway West</p>	<p>Councillor John Chilver Brian Dean</p>	<p>Part exempt (para 3)</p>	1/5/20
<p>Buckinghamshire Network Tender Award contract for implementing a new data network for Buckinghamshire, in partnership with the Buckinghamshire NHS Trust and the CCG.</p>		<p>Councillor Katrina Wood Prod Sarigianis</p>	<p>Part exempt (para 3)</p>	19/3/20
<p>Budget Adjustments to the Approved Capital Programme To approve amendments to the approved budgets within the Capital Programme</p>		<p>Councillor Katrina Wood Sue Palmer</p>		19/3/20
<p>Burnham Beeches Special Area of Conservation Mitigation Strategy – Draft Supplementary Planning Document Consultation The purpose of this report is seek the delegation of the Cabinet Member for Planning and Enforcement to approve that the Council carries out a four week consultation on the draft SPD.</p>	<p>Farnham Common & Burnham Beeches</p>	<p>Councillor Warren Whyte Darran Eggleton</p>		8/6/20

Developer funded schemes Approval of release of funding for transport works programme using section 106 funds		Councillor Nick Naylor Joan Hancox		20/5/20
Development of specialist disability children's home provision Property allocation and business case approval for project to develop specialist disability children's home provision		Councillor John Chilver, Councillor Mark Shaw Nathan Whitley	Part exempt <i>(para 3)</i>	21/4/20
EWR Western Section - Digital Connectivity Funding contribution for EWR towards the provision of digital connectivity alongside the EWR route	Aylesbury North West; Great Brickhill; Grendon Underwood; Stone & Waddesdon; Winslow	Councillor Martin Tett Joan Hancox		21/4/20
Fleet Trading Account To agree the fleet trading account budget		Councillor David Martin Andrew Clarke		12/6/20
Haydon Hill Cycleway Extension of Waddesdon Greenway	Stone & Waddesdon	Councillor Nick Naylor Joan Hancox		20/5/20
Revenues & Benefits system procurement To combine existing 4 legacy District systems into a single software system that will act as a catalyst for service transformation		Councillor Katrina Wood Dave Skinner	Part exempt <i>(para 3)</i>	29/6/20

<p>VAT on non-household waste charges at Household Recycling Centres Options for adding VAT to non-household waste charges following requirement that VAT must be part of the pricing structure</p>		<p>Councillor Bill Chapple OBE Roger Seed</p>		<p>16/6/20</p>
<p>Westhorpe Interchange - Globe Park access Decision to progress the Westhorpe junction improvement project from feasibility through to detailed design and construction. Purchase land required for the scheme.</p>	<p>Flackwell Health, Little Marlow & Marlow South East; Little Chalfont & Amersham Common; Marlow</p>	<p>Councillor Nick Naylor, Councillor John Chilver Ian McGowan</p>	<p>Part exempt <i>(para 3)</i></p>	<p>19/3/20</p>
<p>Aston Clinton - Traffic Calming Vertical traffic calming and speed limit reduction</p>	<p>Aston Clinton & Bierton</p>	<p>Councillor Nick Naylor Zunara Aslam</p>		<p>19/3/20</p>
<p>Court Lane and Marsh Lane, Dorney, Proposed Waiting and Loading Restrictions (Amendment 1030) This report summarises the results of the statutory consultation for formalising the “No Waiting at any time” restrictions on Court Lane and Marsh Lane, Dorney.</p>	<p>Cliveden</p>	<p>Councillor David Martin Ryan Curtis</p>		<p>19/3/20</p>

<p>Dollicot Road, Haddenham - Proposed 20mph Speed Limit S106 Scheme for the provision of a speed limit TRO in Dollicott, Haddenham, and its adjoining roads. This is to mitigate concerns relating to road safety as a result of increased vehicular and pedestrian traffic, following residential development in the immediate vicinity. The proposal relates to an area wide 20mph speed limit being introduced in the residential streets.</p>	Bernwood	Councillor Nick Naylor Tom McCarthy		19/3/20
<p>Grafton Street, High Wycombe, Proposed Waiting Restrictions (Amendment 1041) Results of statutory consultation exercise on proposals to introduce 'no waiting at any time' double yellow line restrictions at a number of places on Grafton Road to secure access to off-street parking and ensure visibility for traffic leaving the off-street parking to avoiding danger to persons or other traffic using the highway.</p>	West Wycombe	Councillor David Martin Ian Thomas		19/3/20
<p>Knights Templar Way, Daws Hill - No Waiting and No Loading Parking Restrictions S106 Scheme for the provision of a parking TRO in Knights Templar Way / Daws Hill Lane in mitigation of parking related concerns as a result of residential development in the nearby vicinity. The proposal relates to the introduction of waiting and loading restrictions.</p>	Abbey	Councillor David Martin Tom McCarthy		19/3/20
<p>Long Crendon - Traffic Calming Vertical traffic calming, Increase of a speed limit</p>	Bernwood	Councillor Nick Naylor Zunara Aslam		19/3/20

<p>Malthouse Way/Barley, Marlow - Waiting Parking Restrictions S106 Scheme for the provision of a parking TRO in Malthouse Way / Barley in mitigation of parking related concerns as a result of residential development in the immediate vicinity. The proposal relates to the introduction of waiting restrictions.</p>	Marlow	Councillor David Martin Tom McCarthy		19/3/20
<p>Mary Macmanus Drive, Buckingham, Proposed Parking Restrictions Mary Macmanus Drive, Buckingham, Proposed Parking Restrictions</p>	Buckingham East	Councillor David Martin Ian Thomas		19/3/20
<p>New Road, Weston Turville - Proposed extension of 40mph Speed Limit S106 Scheme for the provision of a speed limit TRO on New Road, Weston Turville. This is to mitigate concerns relating to road safety following the development of new residential premises adjacent to New Road. The proposal relates to an extension of the existing 40mph speed limit covering the extent of the new residential development.</p>	Aston Clinton & Bierton	Councillor Nick Naylor Tom McCarthy		19/3/20
<p>Park Parade in Hazlemere, High Wycombe, Proposed Waiting & Parking Restrictions Park Parade in Hazlemere, High Wycombe, Proposed Waiting & Parking Restrictions</p>	Hazlemere	Councillor David Martin Ian Thomas		19/3/20
<p>Parkway, Marlow - Waiting Restrictions Introduction of waiting restrictions along Parkway, Marlow.</p>	Flackwell Health, Little Marlow & Marlow South East	Councillor David Martin Daniel Pearson		19/3/20

<p>Pednormead End Flood Alleviation scheme Approval of full business case and release of contract to undertake works</p>	Chess Valley	Councillor Nick Naylor Rob Smith		20/5/20
<p>Proposed 40 mph Speed Limit - A418 Scotsgrove Hill / Aylesbury Road Proposed 40 mph Speed Limit for A418 Scotsgrove Hill / Aylesbury Road, C70 Thame Road & Mill Lane, Haddenham.</p>	Bernwood	Councillor Nick Naylor Shane Thomas		19/3/20
<p>Reclassification Order, Bellingdon Road and Townsend Road, Chesham A short section of Bellingdon Road and Townsend Road in Chesham are classified as B Roads. It seems that this is a historic issue which was not correctly dealt with at the time the A416 St Marys Way was constructed. This order resolves this historic issue</p>	Chesham	Councillor Nick Naylor Keith Carpenter		19/3/20
<p>Rights of Way Enforcement Policy To review and update the existing Rights of Way Enforcement Policy The document will outline the legislative powers available to the authority regarding enforcement, give details of what action our customers may expect the authority to take on illegalities found on the rights of way network.</p>		Councillor Nick Naylor David Sutherland		19/3/20
<p>Sandelswood Waiting Restrictions Cabinet Member Decision for Sandelswood Waiting Restrictions, following Statutory Consultation and the objections received.</p>	Beaconsfield; Penn Wood & Old Amersham	Councillor David Martin Shane Thomas		19/3/20

<p>Stanbridge Road, Haddenham - Proposed extension of 30mph Speed Limit S106 Scheme for the provision of a speed limit TRO on Stanbridge Road, Haddenham. This is to mitigate concerns relating to road safety as a result of increased vehicular and pedestrian traffic, following residential development in the immediate vicinity. The proposal relates to an extension of the existing 30mph speed limit covering the extent of the new residential development.</p>	Bernwood	Councillor Nick Naylor Tom McCarthy		19/3/20
<p>The Broadway, Amersham, Proposed Waiting and Loading Restrictions (Amendment 1028) Proposed Waiting and Loading Restrictions out side the retirement development on The Broadway, Amersham</p>	Penn Wood & Old Amersham	Councillor David Martin Ian Thomas		19/3/20
<p>Willow Road, Aylesbury, Proposed Waiting and Parking Restrictions Willow Road, Aylesbury, Proposed Waiting and Parking Restrictions</p>	Aylesbury North West	Councillor David Martin Ian Thomas		19/3/20

August 2020 Leader Decisions

A4157 Douglas Road, Aylesbury - No Right Turn into Stocklake (Urban) Traffic Regulation Order Buckinghamshire Council as traffic authority intends to make the above ETRO. This will prohibit any vehicle (other than a vehicle in emergency use for police, fire brigade or ambulance purposes) proceeding in a south-easterly direction in A4157 Douglas Road to turn right into Stocklake (Urban)	Aylesbury East	Councillor Nick Naylor David Cairney		19/3/20
Whaddon CE School The school is presently a Voluntary Controlled school and they are consulting on a proposal that they become a Voluntary Aided school. If agreed the main changes would be that the board becomes the employer of the school's staff, increased control over their admissions and the Oxford Diocese became responsible for any on-going and future capital works at the school.	Winslow	Councillor Anita Cranmer Andrew Tusting		20/5/20

September 2020 Leader Decisions

<p>Burnham Beeches Special Area of Conservation Mitigation Strategy – Supplementary Planning Document This Supplementary Planning Document (SPD) is supplementary to the 2011 Chiltern Core Strategy and the 2011 South Bucks Core Strategy. The SPD sets out the mitigation strategy for any net increase in homes within a zone between 500 meters and 5.6 kilometres. The purpose of this report is seek the delegation of the Cabinet Member to adopt the SPD following a four week public consultation.</p>	<p>Farnham Common & Burnham Beeches</p>	<p>Councillor Warren Whyte Darran Eggleton</p>		<p>7/5/20</p>
<p>Crest Road, High Wycombe Signalisation Buckinghamshire Council are looking to develop ‘Cressex Island’, and this is a proposed signalisation scheme to convert the existing mini roundabout at the junction of A4010 John Hall Way/Crest Road to a traffic signal controlled junction to reduce the impact of expected increases in traffic. In addition, it is proposed to create a new shared use cycleway along John Hall Way to meet Holmers Farm Way and the Handy Cross Roundabout. This will make it possible to cycle off road form Crest Road to Holmers Farm Way and Cressex.</p>	<p>Abbey</p>	<p>Councillor Nick Naylor Ian McGowan</p>		<p>8/6/20</p>

Individual cabinet member decisions are not discussed at meetings – a report is presented to the cabinet member and they will decide whether to sign the decision. Cabinet members can take key decisions that only affect their portfolio area and can also take joint cabinet member decisions. However, if a decision crosses portfolios, this generally should be agreed by cabinet.

If you have any questions about the matters contained in this forward plan, please get in touch with the contact officer. If you have any views that you would like the cabinet member to consider please inform the democratic services team in good time ahead of the decision deadline date. This can be done by telephone 01296 382343 or email democracy@buckinghamshire.gov.uk. You can view decisions to be made and decisions taken on the council's website.

The council's definition of a 'key decision' can be seen in part 1 of the council's [constitution](#).

Each item considered will have a report; appendices will be included (as appropriate). Regulation 9(1g) allows that other documents relevant to the item may be submitted to the decision maker. Subject to prohibition or restriction on their disclosure, this information will be published on the website usually five working days before the date of the meeting. Paper copies may be requested using the contact details below.

*The public can be excluded for an item of business on the grounds that it involves the likely disclosure of exempt (private) information as defined in part I of schedule 12a of the Local Government Act 1972. The relevant paragraph numbers and descriptions are as follows:

Paragraph 1 - Information relating to any individual

Paragraph 2 - Information which is likely to reveal the identity of an individual

Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Paragraph 4 - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority

Paragraph 5 - Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings

Paragraph 6 - Information which reveals that the authority proposes:

(a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or

(b) to make an order or direction under any enactment

Paragraph 7 - Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

Part II of schedule 12a of the Local Government Act 1972 requires that information falling into paragraphs 1 - 7 above is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Nothing in the regulations authorises or requires a local authority to disclose to the public or make available for public inspection any document or part of a document if, in the opinion of the proper officer, that document or part of a document contains or may contain confidential information. Should you wish to make any representations in relation to any of the items being considered in private, you can do so – in writing – using the contact details below.

Democratic services, Buckinghamshire Council, The Gateway, Gatehouse Road, Aylesbury, Buckinghamshire HP19 8FF 01296 382343
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Report to Cabinet

Date: 07-July-2020

Reference number: N/A

Title: Children's Social Care Response to Covid-19 and Improvement Plan Update

Relevant councillor(s): Cllr Mark Shaw, Cabinet Member for Children's Service

Author and/or contact officer: Tolis Vouyioukas

Ward(s) affected: All

Recommendations: For Cabinet to note the service response to COVID-19 (C-19), report on the impact of these actions and to also provide an update on service improvement.

Reason for decision: Information only.

Executive Summary

- 1.1 The C-19 crisis is quite obviously a significant challenge to manage on all levels and at the time of writing is far from over. It has taken some adjusting to from a professional perspective. Good basic social work practice expects that children are seen, their physical and current circumstances assessed, and critical decisions are then made on the evidence gathered. The service responded to C-19 to ensure children and young people are kept as safe as possible within the limitations of what can be delivered in these circumstances.
- 1.2 Despite the significant challenges posed by C-19, the service reacted promptly and effectively to these unprecedented circumstances and has acted in a determined and focused way to continue our duty to protect children and young people. Our staff, without exception, have been nothing short of amazing and there is evidence that this crisis has enabled stronger relationships to be formed as a result of genuinely being all in this together.
- 1.3 The service is determined to continue to develop and improve, despite what is going on, and be in the best position possible to manage the potential challenges that lie ahead when something approaching normal life returns.

Content of report

- 1.4 Although C-19 has had, and continues to have, a significant impact on social work practice, not least in creating a challenging environment in which to protect children, the Senior Management Team (SMT) has continued to drive through service improvement actions with success. It has become clear, that whilst there are obvious challenges in conducting 'virtual' social work in the current circumstances, there are also opportunities to improve practice which this report will highlight.
- 1.5 The current situation in relation to service delivery is that the entire service is being delivered remotely and the majority of social work activity is based on virtual interactions with children, young people and their families. Home visits take place only when agreed by a member of SMT and these are triggered when there is no other way of being confident of the safety of children.
- 1.6 In order to reach the current position the service took a number of key decisions and actions to mitigate risk and ensure that close management oversight could be maintained. The key actions taken were:
- a) 20 March 2020 a new case note type was created on LCS so that all virtual contacts could be tracked, and performance data reports run. This has allowed all virtual contacts to be isolated on the recording system and be audited.
 - b) 16 – 20 March 2020 Heads of Service started daily touchdowns with their staff using Microsoft Teams. These daily meetings managed and controlled the move to a 100% remote service. This included discussions on how to achieve virtual statutory meetings, virtual visits, virtual assessments and the basis on which home visits would be conducted.
 - c) 30 March – 1 April 2020 a set of minimum standards were created and issued to all staff highlighting the expectations in relation to a virtual visit, as well as the process for agreeing a home visit. In brief, the minimum standards require staff to request, be persuasive and secure agreement for a video interaction with the family/child/young person. Anything less than a video call requires immediate management oversight and decision making.
 - d) From 30 March all home visits require Head of Service permission. Social workers attending family homes must have PPE on their person and the social worker has the final decision on whether they enter the family home, based upon responses received from the family at the 'doorstep'.
- 1.7 The above actions enabled an immediate audit of activity levels to take place. The audit captured activity on randomly selected case files during April. The headlines from this activity were:
- a) 163 cases were dip sampled over three days. In 96% of these cases there was clear evidence that a virtual contact had been attempted.
 - b) 61% of the 163 cases had a virtual contact recorded. The majority of these had been recorded within 48 hours of the contact being made.

- c) 32% of the cases had evidence of planning with key partners on monitoring and joint working arrangements.
- d) 42% of the cases had management oversight recorded in respect of C-19.

1.8 This audit activity was taken very early on in the C-19 crisis. It is positive that 96% of cases had clear evidence of an attempted contact and there was also appropriate management escalation on those cases where the family had not responded back to the social worker Where improvements could be made or where further clarity was required the allocated social worker was tasked to address these. Managers took immediate action to address these issues.

1.9 Further analysis of this cohort of 163 cases and in particular the follow up tasks on 17 April 2020 demonstrated that 82% of these tasks had been completed. Analysis of why this was not at a 100% highlighted the fact that in some instances the service user was not willing to participate in the way described. Where this has happened the supervising manager has given case direction and assessed the extent to which risk may have changed.

1.10 The Department for Education (DfE) return, made to all local authorities, has, at the time of writing, just been calculated. It is as follows:

Question	Children in need (including Care Leavers)	Children on a child protection plan	Children that are looked after
Total Number	2096	531	474
Number Reviewed	2025 (97%)	525 (99%)	470 (99%)
Number seen/contacted in last two weeks	1214 (58%)	486 (92%)	243 (51%)
Number seen/contacted in last four weeks	1756 (84%)	522 (98%)	405 (85%)

1.11 It should be noted that the service has used independent reviewing officers and staff from the Virtual School to make contact with our looked after children as soon as the current restrictions were put in place. As a service we wanted to check on the emotional well-being of our children and young people. We know from our records that this action enabled all school-age children who are looked after to have been contacted. We have also satisfied ourselves through indirect contact that those aged 4 years and under are being appropriately cared for.

- 1.12 There were also examples of good practice found including social workers recording their interpretation of the openness of the family, the risk indicators and next steps. There were a number of clear management instructions, setting out expectations and areas to cover in the next virtual visit and a clear focus on risk. A number of high quality Case Conferences and LAC Reviews had taken place virtually and these demonstrated an emerging and continuing pattern of improved participation in statutory meetings by young people.
- 1.13 Overall, it is the view of SMT that the service has made a good start in relation to C-19 work. There is, as always, more to do.

Management Oversight and Grip

- 1.14 The changes that have been made to the electronic recording system enable weekly reports to be run on which open cases have a virtual contact, when that contact last was and this is viewable by team. The weekly report is available to all managers, up to and including the Service Director and the Director of Children's Services. This enables the service to understand activity levels on a very regular basis and be able to take action where necessary. This performance data will be complimented by regular dip sampling to consider the quality of contacts. It should be noted that this activity is heavily focused on the quality of the 'contact' with children and young people and also the quality of the management oversight. Our audit reports are not solely focused on whether something has happened but whether it has happened to the required standard.
- 1.15 The Quality Assurance team from week beginning 20 April 2020 started a two-week rolling programme of audit activity. The focus is on virtual visits as described above. The second week focused on follow up activity and compliance of audit actions from week 1.
- 1.16 In addition, the weekly data set (from 20 April) reported on a number of additional key indicators. These include, in addition to unallocated cases, statutory timescales and information by team of the last virtual visit to all children on plans, looked after children and care leavers. This has allowed for SMT to quickly understand if any statutory case work is not receiving sufficient attention and take action to address deficits.
- 1.17 The headlines from the first report run on 20 April demonstrated that of the 3182 open cases, 2447 (77%) had a virtual contact recorded. The performance of different parts of the service is documented later on in this report. The service is already aware that the weakest level of compliance and depth to virtual contacts is with our care leavers.
- 1.18 The service is currently using IROs and other staff members across the directorate to contact care leavers in a coordinated piece of work with the two Children in Care

teams. This is assisting in getting hold of more of our young people, although it is clear persistence and commitment are required to get the right response.

1.19 Maintaining oversight of the service and additional risk that C-19 brings has been further enhanced by a series of daily and every other day virtual meetings. These include:

- a) Daily meetings chaired by the Director of Children's Services and senior managers in Education and Social Care.
- b) Daily meetings chaired by the Service Director with Heads of Service.
- c) Daily operational meetings involving Heads of Service, Team Managers, Assistant Team Managers and Social Workers by supervision group.
- d) Daily updates to CMT on activity across Children's Services.

1.20 The formal and informal feedback from staff about the impact of these meetings has been overwhelmingly positive. Outcomes from these meetings include clear evidence of expectations being understood across the service in relation to threats, challenges and opportunities. This includes achieving positive practical outcomes in relation to PPE, re-opening respite provision based on evidence, sharing good practice around increased participation and interactions with specific groups such as those with ASD and managing successfully challenging families. It is clear that there are benefits relating to managing a crisis, having a common purpose and working together that have brought the service together in ways that have not previously been achieved. Social work staff have reported back their positive experience in this respect and have made favourable comparisons in relation to what they understand is happening in other local authority areas. In a staff survey carried out during April over 80% of staff in Children's Services said they feel supported.

Partnership Work

1.21 The DCS has chaired daily meetings with head teacher representatives from across the whole range of schools in the county. These meetings have made a significant difference in terms of a joined up approach to sharing information, managing communication and enabling schools to continue to support children of key workers and vulnerable children. Children's social work staff and schools staff have been able to agree strategies on the best way of supporting vulnerable children to be in school and in managing the communication with families. A daily count of which children attend school and whether they are key worker children or vulnerable children with an allocated social worker has allowed the partnership to understand the picture across the whole county. We know that for vulnerable children with a social worker the numbers attending a school are a small proportion of the total.

1.22 These daily meetings have enabled Buckinghamshire to communicate with the DfE with a single voice and there have been a series of, initially daily and now alternate days, meetings with schools and social care officials from the DfE. These meetings

have enabled children's social care to clearly articulate the actions being taken in relation to service delivery during the C-19 crisis. The DfE is fully aware of our approach to virtual visits, the general frequency of home visits and our line management processes we have adopted to ensure, as much as possible, the service is safe.

- 1.23 The directorate took action and decisions on service delivery immediately after the national lockdown was announced and before any DfE guidance on this subject was published.
- 1.24 The DCS has also met with regional OFSTED colleagues on two occasions since the lockdown was announced. The purpose of these meetings was primarily to share the decisions that had been taken by the service in relation to delivery and seek the views of the inspectorate. The detail of how services are now being delivered and the risks inherent in doing virtual social work were shared with Ofsted. There was also a brief discussion on some of the challenges that will be present when it becomes possible to undertake direct work with families. Two main challenges were discussed: a probable increase in referrals when children and young people return to school and unreported abuse is disclosed and the fact the service will have a large number of partially complete assessments and plans to update. It was confirmed by OFSTED that they were in full support of our approach to this crisis and they did not suggest any additional measures to the ones we have already taken.

Service Activity Levels

- 1.25 The headline activity levels are as follows:
- a) Incidents of domestic abuse initially spiked. They are now below usual levels, however the general level of seriousness of each one is broadly higher. Strong partnership work with TVP colleagues has enabled commensurate outcomes to be achieved for victims and their families. This has included strong enforcement of civil orders and relocation of victims.
 - b) The service accommodated 15 children in the first two weeks of lockdown including a sibling group of 6. Decisive child protection activity has continued where it is required, and the service is conducting up to 6 home visits a day to ensure children are safe. The commitment from our staff has been at the highest possible level.
 - c) Our foster carers and our children's homes have continued to operate as normal with foster carers being willing to take new placements even when a child may have had symptoms of C-19.

Improvement Plan

- 1.26 Service delivery currently, because of C-19, is heavily focused upon regular and effective virtual visits to children, young people and their families. The main purpose of this work is to ensure vulnerable children are 'safe and well' and to establish whether decisive intervention is required. In the current circumstances, it is difficult

to evidence that plans are being progressed because some of the actions, for the most part, rely on non-remote contact. The same issue applies to assessments. These are two significant areas of the improvement plan that are effectively not being fully addressed currently. However, significant work is taking place in relation to management oversight, supervision and reflection in relation to virtual visits and there is emerging evidence of real strengths in terms of communication with young people and developing relationship based social work. Please see the latest version of the Improvement Plan in Appendix 1.

Multi-Agency Safeguarding Hub (MASH) and Out of Hours Service (EDT)

- 1.27 The 'front door' has not unexpectedly experienced changes in demand during the C-19 period. Significant increases in help and advice work has impacted upon both teams, although the number of contacts that have led to a referral has fallen. The weekly performance data consistently indicates that contacts and referrals are progressed within the appropriate time scales. At the time of writing this report, there were just 3 contacts that had not been progressed within 72 hours. All three had an acceptable narrative as to why.
- 1.28 There are no current significant staffing issues in MASH or EDT. All the available evidence from data sets, feedback from other agencies and the quality of referrals into both Early Help and the Assessment Service indicate their performance remains strong. A particular strength that has emerged has been very effective joint working with colleagues from TVP in relation to domestic abuse. The quality of information sharing and joint responses to high risk incidents has been particularly effective.

Assessment Service

- 1.29 The weekly performance data at the time of writing showed good performance figures for assessments completed in 45 days (92%) and Section 47 enquiries on time (89%). The performance for Initial Child Protection Conferences on time was low with 3 out of 4 for that week being out of time. However, this was because of practical issues to do with holding a virtual conference and ensuring the family had the right technology to take part. None of these overdue ICPCs were more than 5 days out of time. Of the 437 open cases in the assessment service 381 (87%) had a virtual contact recorded as of 20 April. There are clear management actions on the remaining 56 cases as to how we may persuade families to engage with the service through a video interaction as set out in our minimum standards. Families can refuse and some tell us that they do not have smart phones with the right technology. Where this is the case risk analysis takes place and decisions are taken about organising a physical home visit.

Help and Protection

- 1.30 The emerging strengths of the H&P teams that were evident prior to C-19 remain in place. The management structure of each of the three teams is right and the post

holders perform well. For example, 85% of all reviews in this service, both CP and LAC are held on time and 88% of Section 47 enquiries are in time. At the time of writing there were 9 cases awaiting allocation. There is a plan for each one and these will be resolved in the next week. None have been unallocated longer than 5 days. As of 20 April 2020, of the 1347 open cases in Help and Protection 1219 (91%) had a virtual contact recorded. The majority of the 9% remaining had either had a physical visit or were new transfers into the team or involved families who have stated that they do not have the technology that allows a virtual contact.

- 1.31 Staffing levels remain stable and there are two empty seats across the whole service. The Court Team has continued to progress care proceedings and have been involved in the removal of two large sibling groups, one of six siblings and one of five. The whole service pulled together to ensure that these children had in house foster placements and that they went through this very difficult transition with the least amount of trauma possible. Social workers from this part of the service are completing approved home visits, on average 8 to 10 times a week. This reflects the level of risk in the service.

0 – 25 Disability and Portage Service

- 1.32 There has been a positive change within the Disability Service. Previously SMT had reported concerns about performance particularly in relation to vacancies. Of the 408 open cases in the Disability service 322 (79%) have a virtual contact recorded as at 20 April. There is a management action plan to ensure that as many virtual contacts as possible are completed and where families decline this, for whatever reason clear decisions are recorded as to why and what this means in terms of risk.

Children in Care and Care Leavers

- 1.33 The Children in Care teams still require further development to improve further. There has been progress during the course of this calendar year with emerging evidence of stronger levels of practice and performance more recently. A number of new managers have been appointed in both of the teams and it is anticipated that they will enable practice improvement to continue.
- 1.34 The performance data and case sampling indicate that the virtual contacts with looked after children has been high in frequency and effective in providing support. Social workers, staff from the virtual school, Independent Reviewing Officers as well as the Fostering team staff have all been involved in supporting our looked after children. For most children there has been a positive response to communicating with the service using electronic devices and video. Participation rates and extent of participation have increased and there will be a strong argument to maintaining some levels of this sort of communication indefinitely. The view of SMT is that the response to looked after children and the level of service they are now receiving is positive.

Early Help

- 1.35 There has been significant work completed, with still more to do, following the feedback from the Hampshire audit findings on Early Help. The key part of these findings focused upon the need to improve both the effectiveness and impact of management oversight.
- 1.36 The response to this feedback from staff at all levels in the Family Support Service has been positive and the HoS has been instrumental in putting in place a comprehensive action plan to drive forward the necessary improvements. To date, a number of important actions have been completed. These include training and coaching for managers, changes to the electronic recording system to allow better recording and reporting of management oversight and robust monitoring methods to measure improvements and impact of these improvements on outcomes for children. The approach to this area of improvement and the comprehensive nature of the plan to drive this forward provide confidence that improvement will be successful. This will ultimately be tested when colleagues in Hampshire report back the findings of a second audit of work. It is hoped that this will be by the end of August 2020, although this date is at risk because of current circumstances.

Recruitment

- 1.37 Recruitment activity has continued without too much disruption. The Community Care article and associated advertised vacancies did not create any new applicants or appointments. This was disappointing. However, permanent recruitment via a third party recruitment agency has continued. The current activity levels are as follows:
- a) Overseas recruitment. Four candidates are in the UK and have started work. They are working remotely and completing their induction. This is being reviewed by the Service Director with the Principal Social Worker on a fortnightly basis. Four remaining candidates will not be arriving in the UK until after the current crisis.
 - b) Three permanent starters began in May and two in June.
 - c) Two interviews for additional Assistant Team Manager candidates will be scheduled shortly. Both candidates are interested in Assessment Team roles and have been pre-screened and had informal interviews with the Service Director.

Assessed and Supported Year in Employment (ASYE) staff

- 1.38 The first cohort of ASYE were being aligned to the teams that they will join when they graduate in September. The current crisis has disrupted this transition although this is being managed carefully. The next cohort was due to start in April; however, this had to be postponed. Initial work is underway with further education establishments to understand the various scenarios for current social work students and how they will finish their courses. This will give us an understanding of how best and when to start a new ASYE cohort.

1.39 A successful recruitment campaign has been completed in relation to Personal Advisors to work with Care Leavers. This followed after 5 individuals left the service having decided they did not want to participate in improvement work. There were 53 applicants for these posts and at the time of writing 5 offers have been made.

Other options considered

1.40 N/A

Legal and financial implications

1.41 N/A

Corporate implications

1.42 N/A

Consultation and communication

1.43 N/A

Next steps and review

1.44 N/A

Background papers

It is a legal requirement to make available background papers relied on to prepare a report and these should be listed at the end of the report (copies of background papers for executive decisions must be provided to democratic services). **Hyperlinks to papers published online should be used where possible. Where there are no background papers, insert none.**

Your questions and views (for key decisions)

If you have any questions about the matters contained in this report please get in touch with the author of this report. If you have any views that you would like the cabinet member to consider please inform the Democratic Services team. This can be done by telephone 01296 382343 or email democracy@buckinghamshire.gov.uk

Improvement Plan, April-May 2020

Introduction

The Improvement Plan, May 2020, has been updated in the context of the international Covid-19 crisis which is having a significant impact on some of the activity in the plan. The positives that have emerged are associated with assessing risk, an increased focus on professional curiosity, analysis of information and grip and control through management oversight. The whole service has been, and remains, acutely aware of the risks inherent in conducting social work via 'virtual means' and this has led to intense activity in satisfying ourselves that children and families are safe and ensuring the right circumstances trigger a home visit. Given that large parts of a child's plan involve 'non-virtual' activities, including direct work, we are not in a position to fully comment on the progression of plans at this time. This is not to say that there is no activity in this area at all; it is partial and under regular review. Similarly, although there are assessments taking place in the broader sense, particularly around the content of virtual visits, it cannot be said that assessments in the traditional sense are being completed. Therefore, current performance in relation to assessments will not be scored in this document.

The uncertainty inherent in the current pandemic crisis is likely to have a significant impact on the service as restrictions are lifted. Whilst the full impact is not yet known on children's services departments across the country, the local view indicates that the following issues are likely to be prominent:

1. The emotional impact on staff from both a personal and professional level. A number of staff have experienced loss and bereavement in the family networks and friendship groups and some staff have also been infected themselves. In addition, there is a very real sense of a general increase professionally in the amount and nature of disturbing scenarios that individuals and teams have been dealing with. This, coupled with remote working, where providing direct support is that much harder and the amount of hours the majority have been working will impact on workforce resilience.
2. Open casework that the service held going into the Covid-19 period will require a degree of remedial action as soon as restrictions are lifted. This will be focused upon home visiting and direct work with children. It is sadly inevitable that some level of escalation will occur in some cases because of what is subsequently discovered or disclosed. We know the increased pressure felt by everyone will be magnified in some families and particularly those known to children's social care. Whilst a level of pragmatism can be used in evaluating which cases require the most attention, this factor will drive up activity levels after restrictions in society are lifted.
3. Casework that is new and started during this current period will require a level of home visits and direct work before assessments can be formally concluded and decisions about next steps, thresholds, immediate actions and plans can be made. This will increase activity levels.
4. Again, very sadly, it is inevitable that when schools re-start there will be a spike in referrals to children's social care. It is difficult to judge what the volumes or time period this spike will continue for, but this is likely to have an impact on the service.

The factors outlined above will not be unique to Buckinghamshire and so in addition to there being a local response by each local authority in terms of planning and mitigation, there will also be a need for a sector wide debate and decision making. In particular, it will be important for there to be a clear understanding of what can reasonably be expected of local authorities post restrictions. Specifically to our local circumstances of being in intervention, it will be very important to have a shared view of expectations over the next three, six and twelve months and how these will be measured.

Priorities

1. Address the recruitment and staffing issues in the Wycombe Assessment Team, Children in Care Teams and the Disability Service.

This has largely been completed and there has been evidence of significant improvement as a result. Support for managers and robust management of performance issues with some staff in Wycombe Assessment team has resulted in, for example 100% of the cases dip sampled on 20 April from the team having up-to-date management oversight. There are some issues to address in terms of the quality of this oversight as it can be improved, but this coupled with the quality of transfers and strong performance data it indicates clear improvement. A new management team has been recruited into the Wycombe Children in Care Team, a number of longstanding Personal Advisors have chosen to move on and new appointments into these posts are about to be completed. This has resulted in a significant change in grip and control of the service, no unallocated work and improved interaction with care leavers. Care services cases dip sampled showed 90% had management oversight, with a number of examples of good practice. The disability service has, at the time of writing, two vacancies and no unallocated work. There have been numerous examples of good practice highlighted in relation to their virtual contact with children and young people, especially those with autism. It is likely that virtual interactions with some cohorts of young people will continue after restrictions are lifted, because of the greater impact they have.

2. Set minimum standards for virtual contacts and ensure these are met.

The service took the initiative and set out expectations before any national guidance was published in respect of virtual visits. The expectation was based on the need to have video interaction with children and their families and to try and see children as much as possible on their own. Audit and case sampling activity demonstrates an upward trajectory and an acceptable level of performance. It should be noted that both activity levels and the quality of this activity has been considered. Individual workers, supervisors and team managers have responded well to this and there is evidence of remedial action being taken and advice acted upon. No children have been found to be at risk of immediate harm and no serious or widespread failures leading to children being harmed or likely to be harmed.

3. Set high expectations for frequency and impact of management oversight.

As part of setting standards for virtual contacts the service insisted in significant management oversight on casework. This action was reflective of the increased risk. Consecutive dip sampling and audits (at the time of writing) have demonstrated strong performance in this area with very high percentage of cases dip sampled having recent management oversight recorded. In the first audit of cases (which was one week after the start of restrictions, 1 April) 42% of cases had management oversight. The second round of auditing, which was reported on 20 April, showed 82% of all cases had management oversight since 23 March.

Improvements and Changes

The current plan highlights a number of positive changes. There are also a number of areas which are still red because they are not where we would like them to be. Overall, the trajectory is positive and the dip sampling, quality assurance activity and oversight from Heads of Service all indicate that the outcomes achieved for children are improving albeit there is still a significant amount of improvement work to do.

The areas of the plan that have changed positively relate to management oversight and supervision, and chronologies. The evidence from quality assurance activity indicates that there has been a step change in both the frequency and the effectiveness of management oversight and supervision. The data return to the DfE shows that 87% of 2142 open cases had management oversight and/or supervision note on file in April 2020. In addition, our quality assurance activity on over 350 cases indicates that 67% of all management oversight and supervision recordings meet the necessary quality standards of addressing risk and being evaluative. There is more to do in this area and it continues to be subject to close scrutiny, but this is positive improvement. Before, the Covid-19 pandemic, significant work had taken place in relation to chronologies. This included embedding changes in the electronic social care recording system (LCS), using ASYE staff to create chronologies on open cases and team based improvement work on maintaining chronologies to the required standard. Quality assurance work that followed these activities demonstrated high levels of compliance and a positive response from the workforce. The changes to LCS now allow reporting on performance in relation to chronologies. This will be run again in October to ensure standards are maintained.

In the current circumstances and the prominence of virtual visiting to children and young people, the decision has been made not to specifically report on the quality of assessments and plans. The rag rating in relation to assessments and plans in this report is red for this reason. This is not to say assessment and planning has not been happening, it absolutely has. However, without direct contact with children and their families it is very hard to judge the quality of both. It is therefore thought to be prudent to not consider any improvement as having been made at this current time. The robust and intensive work of the social work teams to manage risk in the current environment has enabled there to be a significant focus on assessing risk and creating plans to manage presenting risk. This gives grounds for optimism in relation to both assessment and planning being improved. However, making any judgements on this will be reserved until such time as direct work can resume.

There are no new areas of concern or emerging weakness. Overall, there has either been improvement or no change. The circumstances in the Children in Care teams have improved in that there have been positive staffing changes in both Personal Advisor and manager roles. There is a brand new management team in Wycombe and we have successfully recruited a number of new Personal Advisors. The foundations are in place in both teams to make the improvements in practice and there are some early signs of impact. The staff in these teams are aware of the expectations upon them and weekly performance meetings are in place to ensure there is robust focus. It is too early to record significant improvements at this stage, more consistency and secure evidence is required. The service is aware of the need to work with pace and that by September there must be clear evidence of sustainable change.

1. First Response (MASH)

What do we want to see?

1. Professionals identify children and young people in need of help and protection. They make appropriate referrals to children's social care and are able to access social work advice. There is a timely and effective response to referrals, including out of normal office hours.
2. Professionals understand thresholds and this leads to children and families receiving effective, proportionate and timely interventions, which improve their situation.
3. Children and families experience child protection enquiries that are thorough and lead to timely action, which reduces the risk of harm to children.
4. Neglect, sexual abuse, physical abuse and emotional abuse are effectively identified and responded to. Children and young people who live in households, where at least one parent or carer misuses substances or suffers from mental ill-health or where there is domestic violence, are helped and protected.
5. Social workers recognise the factors that can make children more vulnerable and tailor their interventions appropriately. This includes, but is not limited to, disabled children, children who are privately fostered, children not attending school, vulnerable adolescents and children at risk of radicalisation or exploitation or becoming involved in gangs.
6. Children and young people who are missing from home, care or full-time school education (including those who are excluded from school) and those at risk of exploitation and trafficking receive well-coordinated responses that reduce the harm or risk of harm to them. For those who are missing or often missing, there is a clear plan of urgent action in place to protect them and to reduce the risk of harm or further harm.
7. Information-sharing between agencies and professionals is timely, specific, effective and lawful.

What needs to change?

1. Managers in the MASH ensure a timely and effective response to concerns regarding domestic abuse. The recently introduced daily triage meetings provide a forum for reviewing lower risk domestic abuse notifications from the police. These result in timely and appropriate decision-making about next steps, but no record is kept of these important decisions. This has the potential for the assessment of risk or need to not be informed by important historic information.
2. When children need protecting, the response is mostly effective, but the threshold for child protection intervention is not consistently applied. Although managers in the MASH recognise when children are at risk of, or have suffered from, significant harm, strategy discussions are not consistently held in a timely manner, which causes unnecessary delay and leaves children in situations of unassessed risk of potential harm. In addition, in a small minority of children's cases, not all relevant agencies are consistently engaged in strategy discussions, particularly health partners.
3. There is lack of consistent and effective management oversight and supervision.
4. Improve the quality of case recording to ensure that the reader can easily understand the application of thresholds as well as the presenting issues.

Ref	Outcome	Lead	RAG
1.1	Regular supervision takes place which promotes a reflective and analytical approach to children and families' needs. Supervision is utilised to increase workers' confidence, competence and their ability to think critically leading to improved decision making and effective interventions with children and families.	Team Manager and Assistant Team Managers	
1.2	Regular management oversight to be consistently evident in decision making and easily located on the child's case file.	Team Manager and Assistant Team Managers	
1.3	Cases consistently demonstrate an understanding of the history and take that into account when applying threshold.	Social Workers	
1.4	Analysis and recommendations consistently link to threshold guidance.	Social Workers	
1.5	All relevant agencies are consistently engaged in strategy discussions/meetings to inform identification of risks to children, when assessing the need for child protection intervention.	Head of First Response and Team Manager	
1.6	Staff understand and effectively apply threshold for child protection intervention to minimise delay in convening strategy discussions/meetings.	Head of First Response and Team Manager	

2. Assessment Teams

What do we want to see?

1. Assessments and plans are dynamic and change in the light of emerging issues and risks.

2. Assessments are timely and proportionate to risk, informed by research and by the historical context and significant events for each child.
3. Assessments lead to direct help for families if needed and are focused on achieving sustainable progress for children. Help given to families is proportionate to the level of need.
4. Information-sharing between agencies and professionals is timely, specific, effective and lawful.
5. Decisions are made by suitably qualified and experienced social workers and managers. Actions are clearly recorded. Systematic and effective management oversight of frontline practice drives child-centred plans and actions within the timescales appropriate for the child.
6. Children, young people and families benefit from stable and meaningful relationships with social workers. They are consistently seen and seen alone by social workers if it is in the best interests of the child. Practice is based on understanding each child's day-to-day lived experience. Children are safer as a result of the help they receive.
7. Children and young people are listened to. Practice focuses on their needs and experiences and is influenced by their wishes and feelings.

What needs to change?

1. Improve the quality of assessment and planning to ensure that risk is identified and responded to promptly, especially when risks escalate.
2. Ensure that assessments and plans identify the unique needs and experience of each individual child, particularly when they are part of a large family of brothers and sisters.
3. Assessments, including those of unborn children, are too descriptive of families' circumstances and some lack insight into the child's experience.
4. Ensure that care plans for children reflect their diverse needs and individual identities, and are realistic about achieving change. The quality of children's plans is too variable.
5. There is lack of consistent and effective management oversight and supervision.
6. Social workers do not demonstrate enough professional curiosity to find out what is happening for children to understanding what life is like for them.
7. The quality of children in need and child protection plans is too variable. Plans include too many actions, making it difficult for families and professionals to understand where to focus their attention. In addition, some plans do not explain the consequences or contingencies if the changes are not made.
8. The majority of care plans are not up to date or specific enough to understand the child's lived experiences or the risks and difficulties that they face.
9. Sometimes initial visits to children take too long and there can be gaps in visiting after initial intervention.

Ref	Outcome	Lead	RAG			
			Aylesbury	Wycombe	Chilterns	Overall
2.1	Regular supervision takes place which promotes a reflective and analytical approach to children and families' needs. Supervision is utilised to increase workers' confidence, competence and their ability to think critically leading to improved decision making and effective interventions with children and families.	Team Managers and Assistant Team Managers				
2.2	Regular management oversight to be consistently evident in decision making and easily located on the child's case file. Management oversight should demonstrate the clear rationale, assessment of risk and evidence base for decisions, including the anticipated impact on the child.	Team Managers and Assistant Team Managers				
2.3	Where required, cases consistently have succinct, clear chronologies and case summaries which support the reader to understand the child's current circumstances quickly.	Social Workers				
2.4	Assessments effectively identify and analyse risks and needs including current and historic factors, are individualised for each child in the family, take account of the child's identity and routinely consider parental capacity.	Social Workers				
2.5	Robust child-centred plans are SMART, reflect the needs identified in the assessment, timely and reviewed to mitigate against drift and delay.	Social Workers				

3. Help and Protection

What do we want to see?

1. Children in need of help and/or protection have a plan setting out how they will be helped, how their needs are going to be met and how risk will be reduced within the timescales appropriate for the child. If families refuse to engage, clear contingency plans are in place. These are based on the assessment of need and risks to the child.
2. Decisive action is taken to avoid drift and delay. Plans and decisions are reviewed regularly.
3. Alternative decisive action is taken if the circumstances for children do not change and the help provided does not meet their needs, or the risk of harm or actual harm remains or intensifies.
4. Children who need protection are subject to a child protection plan that identifies the work that will be offered to help the family and the necessary changes to be achieved within appropriate timescales for the child or young person
5. Plans address all the identified needs from assessments. They are clear and easily understood. Families understand what is expected of them, and others, and by when and what will happen if they fail to make the expected progress
6. Children, young people and families benefit from stable and meaningful relationships with social workers. They are consistently seen and seen alone by social workers if it is in the best interests of the child.
7. Children and young people are listened to. Practice focuses on their needs and experiences and is influenced by their wishes and feelings. Children, young people and families have timely access to, and use the services of, an advocate. Feedback from children and their families about the effectiveness of the help, care or support they receive informs practice and service development.
8. Information-sharing between agencies and professionals is timely, specific, effective and lawful.

What needs to change?

1. Where stable, frontline managers are in place it is bringing increased rigour in ensuring appropriate supervision and case direction takes place. There is more to do to ensure managers consistently identify and address drift, delay and poor practice.
2. Significant action has been taken to improve the quality of assessments, but too much variability remains. Assessments often lack sufficient analysis to adequately identify need, manage risk and take effective decisions regarding next steps.
3. There is lack of consistent and effective management oversight and supervision.
4. Assessments do not always capture the impact of identity, culture and diversity on children and families' experiences including family dynamics and history.
5. There is inconsistency in the quality and effectiveness of plans within Help and Protection. More work needs to take place to ensure plans focus on clear, time bound interventions aligned to assessed need. Plans should be closely monitored with regular analysis that considers the impact of intervention on improving outcomes.
6. Contingency plans are not always in place, making it difficult for parents and professionals to be clear about the consequences should progress not be achieved.
7. Social workers visit children regularly and in some cases build effective relationships with them, taking time to understand their experiences; however practice remains inconsistent with not all children visited in accordance with their needs and visits are not always appropriately recorded.

<i>Ref</i>	<i>Outcome</i>	<i>Lead</i>	<i>RAG</i>			
			<i>Aylesbury</i>	<i>Wycombe</i>	<i>Chilterns</i>	<i>Overall</i>
3.1	Regular supervision takes place which promotes a reflective and analytical approach to children and families' needs. Supervision is utilised to increase workers' confidence, competence and their ability to think critically leading to improved decision making and effective interventions with children and families.	Team Managers and Assistant Team Managers				
3.2	Regular management oversight to be consistently evident in decision making and easily located on the child's case file. Management oversight should demonstrate the clear rationale, assessment of risk and evidence base for decisions, including the anticipated impact on the child.	Team Managers and Assistant Team Managers				
3.3	Cases consistently have succinct, clear chronologies and case summaries which	Social Workers				

	support the reader to understand the child's current circumstances quickly.					
3.4	Robust child-centred plans are SMART, reflect the needs identified in the assessment, timely and reviewed to mitigate against drift and delay.	Social Workers				
3.5	Assessments are routinely updated every six months for those under 1, every 12 months for those over 1 and whenever there is a significant change in a child's circumstances. This includes those on CIN plans.	Social Workers				

4. Children in Care and Care leavers

What do we want to see?

1. Children and young people become looked after in a timely manner and in their best interests. Decisions that children should be in care are based on clear, effective, comprehensive and risk-based assessments, involving, if appropriate, other professionals working with the family.
2. All agencies and professionals work together effectively to reduce any unnecessary delay in receiving support and achieving permanence for children.
3. The wishes and feelings of children, and those of their parents, are clearly set out in timely and authoritative assessments and applications to court. Assessments of family members as potential carers are carried out promptly to a good standard.
4. Children's care plans comprehensively address their needs and experiences, including the need for timely permanence. Children's plans are thoroughly and independently reviewed with the involvement, as appropriate, of parents, carers, residential staff and other adults who know them. Plans for their futures continue to be appropriate and ambitious.
5. Children are seen regularly and seen alone by their social worker and children understand what is happening to them. Children have positive and stable relationships with professionals and carers who are committed to protecting them and promoting their welfare.
6. Children in care and care leavers are helped to understand their rights, entitlements and responsibilities. Children and young people have access to an advocate and independent visitor when needed. Care leavers are well-informed about access to their records, assistance to find employment, training and financial support.
7. The local authority celebrates the achievements of children in care and care leavers. It shows it is ambitious for their futures.
8. Children in care and care leavers are in good physical and mental health, or are being helped to improve their health. Their health needs are identified and met.
9. Children and young people make good educational progress at school or other provision since being in care. They receive the same support from their carers as they would from a good parent.
10. Care leavers have timely, effective pathway plans (including transition planning for children in care with learning difficulties and/or disabilities). These plans address all young people's needs. Reviews of plans for care leavers are thorough and involve all key people, including the young person, who understands their pathway plan and contributes to its development.
11. Information-sharing between agencies and professionals is timely, specific, effective and lawful.

What needs to change?

1. The detailed knowledge individual social workers have about their children is not always reflected in the information recorded on case files.
2. Poor historical leadership in both CiC teams has resulted in gaps in knowledge and practice amongst the workforce.
3. There is lack of consistent and effective management oversight and supervision.
4. Actions to address poor practice has led to turnover of staff and caseload pressures. This has not assisted in ensuring that there is consistency and good planning for our children and young people.
5. Achieving consistent levels of compliance has been and remains variable.
6. Audits and case sampling indicate that there needs to be improvements in understanding the history (chronologies), current assessments, permanency tracking and the ability to plan effectively. This is particularly apparent with older long term LAC.
7. Continue to improve the performance to ensure that the health needs of children in care are met through timely health assessments and care leavers have access to their health history.

8. Joint work with CAMHS has and is improving, particularly in relation to local LAC. Challenges remain in some instances for out of county LAC.
 9. Responses to changing circumstances of children and young people are not always robust or timely enough.

Ref	Outcome	Lead	RAG		
			North	South	Overall
4.1	Regular supervision takes place which promotes a reflective and analytical approach to children and families' needs. Supervision is utilised to increase workers' confidence, competence and their ability to think critically leading to improved decision making and effective interventions with children and families.	Team Managers and Assistant Team Managers			
4.2	Regular management oversight to be consistently evident in decision making and easily located on the child's case file. Management oversight should demonstrate the clear rationale, assessment of risk and evidence base for decisions, including the anticipated impact on the child.	Team Managers and Assistant Team Managers			
4.3	Cases consistently have succinct, clear chronologies and case summaries which support the reader to understand the child's current circumstances quickly.	Social Workers			
4.4	The child or young person's circumstances are reflected in updated assessments prior to each review or equivalent. In the event of a trigger event (such as first missing episode or contextual safeguarding incident) the assessment is updated.	Social Workers			
4.5	Workers have sufficient knowledge and understanding of statutory procedures and compliance.	Head of Children in Care and Team Managers			
4.6	Effective direct work that is linked to the plan and current assessment of need must be evident, with impact on outcomes recorded on the child's case files.	Social Workers			
4.7	Health needs of children in care are met through timely health assessments and care leavers have access to their health history.	Social Workers			
4.8	Monitoring and visiting arrangements to all children looked after in placements with parents are sufficiently robust to ensure their safety and progress until these arrangements are formally resolved.	Team Managers and relevant Head of Service			
4.9	An effective procedure for accommodating and supporting unaccompanied asylum-seeking children, including those who arrive outside office opening hours, to ensure that their immediate needs and vulnerabilities are appropriately assessed.	Service Director and Head of Children in Care			
4.10	Children in care have a clear permanency plan by their second CLA review.	Social Workers, Team Managers and Independent Reviewing Officers			

5. Child Protection Advisers and Independent Reviewing Officers

What do we want to see?

1. Independent Reviewing Officers (IROs) and Child Protection Advisers (CPAs) offer strong, positive challenge via flexible and supportive actions to drive forward good practice and bring effective, timely support which prevents unnecessary drift and leads to improved outcomes for children and families.
2. CPAs make safe decisions at conferences and ensure measures are put in place to effectively safeguard children and young people. There is evidence of parental and child participation (where appropriate) within conferences, documents and case recordings.
3. CPAs work closely with professionals and families to effectively quality assure initial arrangements for and continued tracking against the child protection plan, overseeing and scrutinising outcomes for the child.
4. IROs apply robust scrutiny which impacts the care planning and review process for each child. IROs are strong advocates for children and young people and work diligently to ensure the child's wishes and feelings are given full consideration and that the care plan fully reflects the child's current needs. They work

collaboratively with children in care teams to prevent drift and delay and escalate, when necessary, to ensure positive outcomes for children.

5. Plans to make permanent arrangements for children and young people are effective and regularly reviewed by IROs.
6. IROs challenging any shortfalls in care plan actions and checking the progress of children in between their statutory reviews. They ensure that children are seen and supported to contribute to their review and to influence planning.
7. LADO expertise and advice is available to support other professionals in determining the best steps to take next where there are allegations or concerns about professionals or adults working with children. There is a timely and effective response to referrals and allegations.

What needs to change?

1. Evidence indicates that in the main, IROs and CPAs develop positive relationships with and detailed knowledge of their allocated children but they do not yet consistently challenge deficits in practice effectively. This means outcomes for children have, in too many cases, remained poor.
2. Limited management oversight across operational teams has led to drift, delay and poor practice in care planning. IROs and CPAs need to work more effectively to help secure the right outcomes for children and young people.
3. More work is required to ensure the resolution process for IROs is effective, perceived as constructive and results in proactive, timely responses positively impacting outcomes for children.

<i>Ref</i>	<i>Outcome</i>	<i>Lead</i>	<i>RAG</i>		
			<i>CPAs</i>	<i>IROs</i>	<i>Overall</i>
5.1	Regular supervision takes place which promotes a reflective and analytical approach to children and families' needs. Supervision is utilised to increase workers' confidence, competence and their ability to think critically leading to improved decision making and effective interventions with children and families.	Team Managers			
5.2	Regular management oversight to be consistently evident in decision making and easily located on the child's case file. Management oversight should demonstrate the clear rationale, assessment of risk and evidence base for decisions, including the anticipated impact on the child.	Team Managers			
5.3	Effective care plans and permanency plans aligned to the individual needs of the child/young person.	IROs			
5.4	Active participation from IROs in the updating of assessments prior to each children in care review.	IROs			
5.5	IRO contributions are focussed on improving outcomes for children and young people. Their level of expertise adds value to both casework and social worker development.	IROs			
5.6	IRO oversight considers both the health and educational outcomes of children in care and care leavers	IROs			
5.7	Robust child-centred plans that are SMART, reflect the needs identified in the assessment, timely and reviewed to mitigate against drift and delay.	CPAs/IROs			
5.8	Expert advice in relation to child protection work is consistently evident in case recording and the interventions of CPAs evidence impact on outcomes for children and young people.	CPAs			
5.9	Records of LADO strategy meetings reflect how the integrity of the investigation will be maintained and the decision making of what information to share with whom and when.	LADO			

6. Overarching themes

<i>Ref</i>	<i>Outcome</i>	<i>Lead</i>	<i>Timescale</i>	<i>RAG</i>
6.1	A more stable and permanent workforce than the previous quarter, reducing our reliance on agency workers from 30% (October 2019) to 25% by April 2020 and 20% by September 2020.	HR Business Partner	April 2020	

6.2	What we expect good social work practice to look like in Buckinghamshire features in recruitment, induction and appraisal procedures.	HR Business Partner	February 2020	
6.3	First and second line managers have the knowledge, skills and ability to plan, direct and shape assessments that enable robust plans and strong risk management to be created.	Service Director and Heads of Service	February 2020	
6.4	A fit for purpose electronic recording system, processes and workflows that support good social work practice.	Service Director and equivalent from ICT and Business Intelligence	April 2020	
6.5	All performance management information is based on accurate data, and that managers and leaders use it effectively to measure and inform service improvements.	All CSC workforce and Business Intelligence	April 2020	
6.6	A co-orientated, multi-layered approach to auditing that provides a service wide view of the quality of practice.	Head of Quality, Standards and Performance and SMT	December 2019	Completed
6.7	Case files demonstrate good and effective knowledge of contextual safeguarding which is reflective of a skilled and aware workforce.	Service Director and Heads of Service	February 2020	



Report to Cabinet

Date: 07/07/2020

Title: Overarching Revenue & Capital Provisional outturn 2019/20

Relevant councillor(s): Cllr Katrina Wood

Author and/or contact officer: Richard Ambrose

Ward(s) affected: All County Wards.

Recommendations:

- a) Consider and Note the summarised Revenue and Capital outturn for all the five legacy Councils.
- b) Approve recommendation in respect of Capital carry forward £14.7m as detailed in the Aylesbury Vale District Council outturn report.
- c) Approve recommendation in respect of Revenue (£1.2m) carry forward and Capital (£4.5m) carry forward as detailed in the Wycombe District Council outturn report.

Reason for decision:

This report provides the Cabinet Members with the executive summary of provisional outturn for the financial year 2019/20 against the approved budget across all the legacy councils. The Council's outturn position is a primary source of information for the production of the Statement of Accounts.

Executive summary

- 1.1 This report sets out the overview of the financial Revenue and Capital outturn position across all five legacy Councils for the financial year 2019/20.
- 1.2 There are further 4 detailed reports on the Agenda for: Bucks County Council (BCC), Wycombe District Council (WDC), Aylesbury Vale District Council (AVDC) and a combined report for South Bucks and Chiltern District Council. Although, all the Council's provide similar services, however they do have different challenges and

dynamics and therefore these separate reports provides an insight into the financial performance for the year.

- 1.3 Provisional year end General Fund reserve currently is forecasted at £49.7m as set out in paragraph 1.10.

Content of report

- 1.4 **Revenue** : The table below summarises the provisional outturn for the financial year 2019/20 across all the five legacy Councils.

Description	Budget £000	Actual £000	Variance £000	Variance %
Bucks County Council				
Portfolio net expenditure	320,684	324,343	3,659	1.14%
Corporate items	35,628	31,369	-4,259	-11.95%
Financing	-356,312	-356,312	0	0.00%
Surplus/Deficit	0	-600	-600	
Aylesbury Vale District Council				
Portfolio net expenditure	31,923	35,894	3,971	12.44%
Corporate items	-9,312	-9,059	253	2.72%
Financing	-22,611	-26,835	-4,224	-18.68%
Surplus/Deficit	0	0	0	
Chiltern District Council				
Portfolio net expenditure	10,107	9,847	-260	-2.57%
Corporate items	802	1,165	363	45.26%
Financing	-10,909	-11,455	-546	-5.01%
Surplus/Deficit	0	-443	-443	
South Bucks District Council				
Portfolio net expenditure	7,722	8,218	496	6.42%
Corporate items	-80	-88	-8	10.00%
Financing	-7,642	-8,506	-864	-11.31%
Surplus/Deficit	0	-376	-376	
Wycombe District Council				
Portfolio net expenditure	22,511	23,182	671	2.98%
Corporate items	-5,550	-6,783	-1,233	22.22%
Financing	-16,961	-16,400	561	3.31%
Surplus/Deficit	0	-1	-1	0

- 1.5 From the above table, it is evident that most of the Councils' had service pressures mainly due to increase in service demand and costs and more than budgeted unitary transition costs. These pressures are managed mainly through use of earmarked reserves or favourable variances on grant funding.
- 1.6 As part of the budget setting process for 2020/21, quarter 3 forecast variances across all legacy councils were considered and taken into account for setting the budgets for the new Council. Changes to this position along with Covid-19 impacts are being urgently reviewed to understand the on-going or isolated impact for the new Council.
- 1.7 The year-end work is still ongoing which could have an impact on the final outturn. In addition to this, the Ministry of Housing, Communities and Local Government has delayed the issue of NNDR3 (Business Rates) forms and completion deadline, therefore the Business Rates outturn position could change.
- 1.8 The year-end audit work across all the legacy District Councils is commencing in June with completion in July. The County audit is due to commence in July to be completed in September. The audit findings could have an impact on the final outturn position. The audited accounts will be taken to the Audit and Governance Committee for approval in July and September respectively. The Audit and Governance committee will receive the Final Outturn position as part of narrative reporting within the Statement of Accounts.
- 1.9 **Capital** : The table below summarises the capital investment of £134m across the county. The variance of £34m is mainly due to slippage in the programme and most of these budgets will be carried forward for the completion of the projects in future years.

Description	Budget £000	Actual £000	Variance £000	Variance %
Bucks County Council	92,886	87,422	-5,464	-5.88%
Aylesbury Vale District Council	28,484	14,715	-13,769	-48.34%
Chiltern District Council	8,695	6,260	-2,435	-28.00%
South Bucks District Council	15,475	8,735	-6,740	-43.55%
Wycombe District Council	22,164	17,015	-5,149	-23.23%
Total	167,704	134,147	-33,557	-20.01%

1.10 **General Fund Reserve:** As summarised in the table below, the forecast year-end total reserves across all five councils is £49.7m. This is subject to change following the completion of year-end work and the audit of the statement of accounts.

Description	BCC £000	AVDC £000	CDC £000	SBDC £000	WDC £000	Total £000
Balance b/fwd	28,430	2,352	5,798	2,370	9,850	48,800
Planned (use)/contribution	4,000	0	(1,995)	(1,552)	(1,000)	(547)
Surplus/(Deficit) for the year	599	0	444	376	1	1,420
Balance c/fwd	33,029	2,352	4,247	1,194	8,851	49,673

Other options considered

1.11 Not applicable.

Legal and financial implications

1.12 This is a Section 151 Officer report and all the financial implications are included in the report.

1.13 There are no legal implications arising directly from this report

Corporate implications

2.0 The financial performance against the approved budget is key to the delivery of overall Council's Vision and Priorities across all five legacy Councils.

Consultation and communication

2.1 Not applicable

Next steps and review

None.

Background papers

Individual outturn reports on this Agenda

Your questions and views (for key decisions)

If you have any questions about the matters contained in this report please get in touch with the author of this report. If you have any views that you would like the cabinet member to consider please inform the Democratic Services team. This can be done by telephone [01296 382343] or email

[democracy@buckinghamshire.gov.uk].

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Report to

Date: 07/07/20

Title: 2019/20 Outturn report Buckinghamshire County Council

Relevant councillor(s): Councillor Katrina Wood

Author and/or contact officer: Jane Parker, Senior Accountant

Ward(s) affected: All County Wards

Recommendations: To note the year end outturn for revenue and capital budgets and discuss areas of concern.

Reason for decision:

This report provides the Cabinet Members with the provisional outturn for the financial year 2019/20 against the approved budget. The Council's outturn position is a primary source of information for the production of the Statement of Accounts.

Executive summary

1.1 This report sets out the Revenue and Capital outturn position for 2019/20. The Revenue position is an overall underspend of £600k, comprising an overspend of £3.66m on Portfolio budgets offset by an underspend of £4.26m on non-portfolio budgets. The Capital position is an underspend of £5.5m, 5.9% of budget

Content of report

1.2 Revenue Outturn

1.2.1 The outturn position is an underspend of £600k. At a portfolio level, there are significant overspends in Children's Service (£3.30m = 4.3%) and Education and Skills (£0.77m = 3.0%) and smaller overspends within Health and Wellbeing (£0.46m = 0.3%) and Resources (£0.03m = 0.1%). These overspends are partially offset by underspends in Planning & Environment (£0.57m = 6%), Community Engagement (£0.22m = 2.5%), Leader (£0.07 = 0.9%) and Transportation (£0.02m = 0.1%), giving

an overall portfolio position of £3.66m overspend (1.1%). An underspend of £4.26m in non-Portfolio budgets gives an overall outturn position for the Council of an underspend of £0.6m.

1.2.2 The key reasons for these overspends are as follows:-

- within Adult Social Care, increasing complexity in cases, increasing costs and additional packages resulted in a overspend of £2.8m in Operations offset by underspends of £1.7m including additional income and contribution from Public Health of £0.6m plus £0.5m savings from restructure and training budget resulting in a net position of an overspend of £0.5m.
- Within Children's Social Care, an overspend of £0.8m due to the high cost of agency staff partly mitigated by savings against vacant posts.
- an overspend of £3m within Children's Client Costs including £1m on Aftercare due to increasing accommodation costs for young people leaving care, £0.7m on Domiciliary Care, Special Guardianship Orders of £0.8m and £0.4m on Unaccompanied Asylum Seeking Children.
- The Special Guardianship Orders overspend is mostly offset by an underspend against placements for looked after children of £0.7m.
- Increased demand for Special Educational Needs Transport as numbers of children with Education, Health and Care Plans (EHCP) have increased coupled with a reduced supplier market and over-reliance on outsourced taxi provision. Home to School Transport has overspent by £2.2m.

1.2.3 The underspend on non-portfolio budgets includes:-

- £3.7m unreleased Contingency including redundancy as costs of £2.1m were met from the implementation budget for the new unitary council
- Treasury Management & Capital Financing underspend of £460k.

1.2.4 The underspend of £0.6m plus a planned contribution of £4m which was included in the Medium Term Financial Plan will be transferred to the General Fund giving a balance at 31 March 2020 of £33m.

1.2.5 TABLE 1 – REVENUE OUTTURN

Portfolio Area	Outturn £000	Budget £000	Variance £000	Variance %
Leader	7,915	7,988	(72)	(0.9%)
Community Engagement	8,698	8,917	(219)	(2.5%)
Health & Wellbeing	140,726	140,271	456	0.3%
Children's Services	79,599	76,303	3,295	4.3%
Education & Skills	25,956	25,191	765	3.0%
Resources	23,364	23,339	25	0.1%
Planning & Environment	8,911	9,481	(570)	(6.0%)
Transportation	29,174	29,195	(21)	(0.1%)
Subtotal - Portfolios	324,343	320,684	3,659	1.1%
External Financing	(356,312)	(356,312)	-	0.0%
Corporate Costs	31,369	35,628	(4,259)	(12.0%)
Overall BCC	(600)	(0)	(600)	

1.3 Capital Outturn

1.3.1 The capital outturn position is £5.5m underspend, just 5.9% of the budget and well within the Council's target figure. An underspend/slippage of £5m within the Education and Skills Portfolio relates to both Primary and Secondary places. All other Portfolios had small underspends apart from the Leader and Transportation Portfolios which both had accelerated spend. Within the Leader's Portfolio, there was accelerated spend of on various projects totalling £1.1m including High Wycombe Town Centre Master Plan, A4 Taplow scheme and A355 scheme; the Transportation Portfolio had an overspend of £0.4m including accelerated spend on Strategic Highway Maintenance, Plane and Patch (Phase 3) and Footway Structural Repairs.

Portfolio Area	Outturn £000	Budget £000	Variance £000	Variance %
Leader	10,119	9,004	1,115	12.4%
Community Engagement	10	263	(253)	(96.2%)
Health & Wellbeing	9	225	(216)	(96.0%)
Children's Services	567	1,032	(465)	(45.1%)
Education & Skills	25,909	30,971	(5,062)	(16.3%)
Resources	8,120	8,551	(431)	(5.0%)
Planning & Environment	2,804	3,042	(238)	(7.8%)
Transportation	39,884	39,498	386	1.0%
Subtotal - Portfolios	87,422	92,586	(5,164)	(5.6%)
Corporate	-	300	(300)	(100.0%)
Overall BCC	87,422	92,886	(5,464)	(5.9%)

Other options considered

1.4 None arising directly from this report

Legal and financial implications

1.5 Actions resulting from consideration of this report may influence future expenditure in areas of concern/interest

Corporate implications

1.6 All decisions involving finances are scrutinised to ensure that the best value for money is achieved.

Consultation and communication

1.7 Not applicable

Next steps and review

None

Background papers

<https://buckinghamshire.moderngov.co.uk/CeListDocuments.aspx?Committeeld=542&MeetingId=4763&DF=04%2f02%2f2019&Ver=2>

Your questions and views (for key decisions)

If you have any questions about the matters contained in this report please get in touch with the author of this report. If you have any views that you would like the cabinet member to consider please inform the Democratic Services team. This can be done by telephone [01296 382343] or email [democracy@buckinghamshire.gov.uk]



Report to Cabinet

Date: 07/07/2020

Title: Aylesbury Vale District Council (AVDC) - Revenue & Capital Provisional outturn 2019/20

Relevant councillor(s): Cllr Katrina Wood

Author and/or contact officer: Richard Ambrose

Ward(s) affected: All AVDC Wards.

Recommendations:

- a) Consider and note the provisional outturn position for both Revenue and Capital for 2019/20.
- b) Note the movement in reserves as set out in table under paragraph 1.12 of this report.
- c) Note the General Fund Reserve position in paragraph 1.14 of this report.
- d) Approve the Capital Carry Forwards of £14.7m in paragraph 1.13.

Reason for decision:

This report provides the Cabinet Members with the provisional outturn for the financial year 2019/20 against the approved budget. The Council's outturn position is a primary source of information for the production of the Statement of Accounts.

Executive summary

- 1.1 This report sets out the Council's financial position as at year end against the approved budget for the financial year 2019/20.
- 1.2 Due to Covid, the Ministry of Housing, Communities and Local Government has delayed the issue of NNDR3 (Business Rates) forms and completion deadline, therefore the Business Rates outturn position could change. In addition to this the audit findings could have an impact on the final position. The Audit committee will

receive the Final Outturn position as part of narrative reporting within the Statement of Accounts in July 2020.

- 1.3 There were a number of exceptional factors in 2019/20 for the Council, with the transition to the single unitary council in April 2020. Whilst every effort was made to deliver to the approved budget and focused on continuity of service delivery, the decision has had a significant impact on the cost of service delivery.
- 1.4 The forecast outturn position at portfolio level moved significantly since quarter 3 with further details provided in paragraph 1.7. The revenue outturn position at the end of the financial year 2019/20 shows a balanced position. This is achieved through favourable variance on financing items and grant funding from higher retained Business Rates generated through the Government's business retention system and Business Rate Pooling Pilot.
- 1.5 Total spend on the Capital Programme for the year is £14.715m against a budget of £28.484m resulting in a variance of £13.769m. The variance is made up of total slippage of £13.825m which will be carried forward into 2019/20 and overspend of £0.56m.
- 1.6 All Covid related government funding will be accounted for by Buckinghamshire Council on an ongoing basis. At this stage the main areas of pressure in relation to Covid are in reductions to income in relation to rental income and parking income. These have been captured and quantified in the CMT and MHCLG returns in BC.

Content of report

- 1.7 **Movement between Quarter 3 and Outturn:** There has been significant change in the outturn position compared to quarter 3 and is summarised in the table below followed by reasons for significant movements.

Portfolio	Qtr 3 Variance £000	Outturn Variance £000	Movement £000
Civic Amenities	-171	-161	10
Communities	-80	-22	58
Economic Development	199	12	-187
Environment & Leisure	115	78	-37
Finance & Resources	48	1,735	1,687
Leader	-120	75	195
Planning & Enforcement	655	755	100
Strategic Planning & Infrastructure	-35	91	126
Waste & Licencing	985	1,408	423
Portfolio Expenditure	1,596	3,971	2,375
Net Interest Payable/(Receivable)	-193	-216	-23
Contribution To/from Reserves	2,983	1,095	-1,888
Contingency Items	37	37	0
Asset Management	28	28	0
Contribution from Special Expenses Balances	37	-4	-41
Financing Items	-437	-687	-250
Financing, Technical & Corporate items	2,455	253	-2,202
District Expenditure	4,051	4,224	173
Aylesbury Special Expenses	0	0	0
Net District Expenditure	4,051	4,224	173
Funding - Government Grant	-4,051	-4,224	-173
Collection Fund	0	0	0
Net position	0	0	0

- a) Communities £58k : Insufficient budget leading to overspend on CCTV was only highlighted as a pressure at year end resulting into an adverse movement of £50k
- b) Economic Development (£187k): Rental income pressure of £118k on commercial properties is now being funded from reserve. In addition to this a favourable variance of £75k in respect of conference centre income was not forecasted at quarter 3.
- c) Environment & Leisure (£37k) : A savings on £129k due to grounds maintenance contract for Parks, Pitches and Open Spaces being brought back in-house, however these costs are now being borne elsewhere in the authority for which the recharges were not actioned. In addition to this the forecast outturn on land drainage cost and office running costs were lower than quarter 3 predictions. These favourable variances have been partly offset by higher agency staff costs

- within enforcement, lower licensing income which were not forecasted at quarter 3.
- d) Finance & Resources £1,687k : Year-end increase in Bad Debt provision of £903k resulting from a significant write-off and also Covid 19 impact on future collection of vulnerable category of debts, both of which were not forecasted at quarter 3 and are one-off costs for 2019-20. Increase of £185k in staffing and agency costs during the last quarter resulting from continued long term sickness and staff turnover. This was compounded further by £145k in respect of Grant income and £391k cost income for Council Tax and Business Rates. There is currently pressure due to Covid-19 on both the staffing costs and court costs income. These are being monitored closely to assess the ongoing impact.
 - e) Leader £195k : Higher unitary costs £110k, redundancy cost £62k and recharges of £44k for legal services to capital was not deemed appropriate. All of these were forecasted at quarter 3.
 - f) Planning and Enforcement £100k : The staffing costs for heritage services increased by £72k which were not included in the quarter 3 forecast and the income of £40k did not materialise in the last quarter.
 - g) Strategic Planning & Infrastructure £126k– The commercial development service only achieved an income of £5k against the income target of £95k and £50k recharge to capital was not deemed appropriate, both of these were not forecasted at quarter 3.
 - h) Waste & Licensing £423k – increase in staffing costs £70k, provision of bins and stickers for the brown bins £138k, increase in waste disposal costs and decrease in garden waste income which was not included in the forecast at quarter 3. The waste disposal cost pressure is ongoing and the budget in 20/21 was increased by £440k as part of the MTFP process. The garden waste pressure is due to change in accounting policy and therefore it is one-off.
 - i) Government Grant funding (£173k) – This is in relation to Enterprise Zone relief which is difficult to forecast until last quarter

1.8 **Revenue Outturn summary** : The net revenue provisional outturn position as at 31 March 2020 is showing an overspend of £4.228m against a budget of £23.511m. This is offset by favourable variance on Government Grants resulting in a balanced position as summarised in table below:

Portfolio	Current Budget £000	Outturn £000	Variance £000
Civic Amenities	-932	-1,093	-161
Communities	1,784	1,762	-22
Economic Development	3,151	3,163	12
Environment & Leisure	2,973	3,051	78
Finance & Resources	8,574	10,309	1,735
Leader	6,946	7,021	75
Planning & Enforcement	794	1,549	755
Strategic Planning & Infrastructure	1,496	1,587	91
Waste & Licencing	7,137	8,545	1,408
Total Portfolio Expenditure	31,923	35,894	3,971
Net Interest Payable/(Receivable)	-1,217	-1,433	-216
Contribution To/from Reserves	-3,492	-2,397	1,095
Contingency Items	-274	-237	37
Asset Management	-3,908	-3,880	28
Financing Items	479	-208	-687
District Expenditure	23,511	27,739	4,228
Aylesbury Special Expenses	-849	-849	0
Contribution from Special Expenses Balances	-51	-55	-4
Net District Expenditure	22,611	26,835	4,224
Government Grant	-10,923	-15,147	-4,224
Collection Fund	-11,688	-11,688	0
Overspend	0	0	0

1.9 Portfolio Expenditure : reasons for revenue outturn variances by portfolio are summarised below:

- a) **Civic Amenities:** Net underspend of £161k resulting mainly from net underspend of £38k on car parks due to £150k transitional relief for business rates, contract and utilities savings offset lower car parking income £297k. Lower cost of repairs on leisure centre and Theatre £120k. Other minor variances included £17k overspend due to replacement of Market equipment, cost savings on Town centre £17k and higher income from the AccessAble project £10k.
- b) **Communities:** Favourable variance of £22k due to budget savings arising as a result temporary cessation of the taxi token scheme (£33k) whilst the scheme is being reviewed, £54k additional nomination income received from Private Housing partners offset by higher bed & breakfast accommodation costs £60k.
- c) **Economic Development** : Minor adverse variance of £12k resulting mainly from rental income pressure of £268k on commercial properties due to voids this

pressure is being funded from the earmarked reserve set aside for this purpose, £32k increase in staff costs for Industrial Estates and Town centre properties, Office Accommodation adverse variance of £74k due to one off refund of rent deposit of £20k plus increased equipment repairs, utilities and security costs offset by a favourable variance of £91k in relation to higher income - recharge of 17/18 East West Rail costs, cost savings including utilities and savings on Economic Development grant payments.

- d) **Environment and Leisure:** net overspend of £78k which mainly results from an overspend on staff of £247k relates to the use of agency staff working on planning enforcement due to service improvement works and lower income. This is offset by £60k reduced costs and higher income for Communities and Community Centres, £24k savings on Land Drainage service costs and £81k favourable variance resulting from increased income and cost savings on Parks, Pitches & Open Spaces.
- e) **Finance and Resources:** net overspend of £1,735k. £637k overspend on Council Tax and Housing benefit administration arising from increased staffing costs (£315k), lower cost income (£177k) and increased software maintenance costs (£145k). Reduction in rating recovery cost income resulting in an unfavourable variance of £272k. Increase in Bad Debt provision for housing benefit debt £655k and sundry debts £328k. This is offset by favourable variances across the service through vacancy management and savings on other costs.
- f) **Leader:** Adverse variance of £75k arising mainly on legal services £121k due to lower S106 income and higher staffing costs, £110k due to increase in share of unitary costs and pressure on Business Strategy of £78k due to lower income and pension strain costs. This is offset by saving on Chairman's expenses £12k and net underspend on staffing costs £223k due to senior management departures and vacancy management.
- g) **Planning and Enforcement:** £755k budget pressures resulting on Heritage services of £50k due to higher agency staff costs and £100k donation to environmental initiative. In addition, planning & building control services are over spending by £600k most of which arise from increased agency costs £100k and shortfalls in planning income £350k and building regulation income of £150k. This pressure is being funded from the planning reserve.
- h) **Strategic Planning and Infrastructure:** an adverse variance of £91k due to lower income on planning policy.
- i) **Waste and Licencing:** Overspend of £1,408k due to increased trade waste disposal fees (£455k), reduced garden waste income due to a change in income collection policy and increase in cost (£830k). These overspends are further compounded by increase in staffing costs due to long-term sickness (£100k). The

reduction in garden waste income is not actual loss of income, but recognising the income in the accounts later. This change impacts 2019/20 only; assuming that take-up of the Garden Waste service is achieved. There is a favourable variance of £22k on licencing income.

1.10 **Corporate Items:** These budgets are in respect of Interest Payable & Financing items: Reasons for favourable variance of £903k are summarised below:

- An increase to dividend from Aylesbury Vale Estates £100k and Crematorium income £95k.
- The forecast position reflects savings on interest charges due to lower than planned level of borrowing £216k.
- Revision downwards of Minimum Revenue Provision (MRP) in line with revised borrowing requirements £244k.
- Collection fund adjustment of £255k.

1.11 The net overspend after favourable variance on financing items and grant funding is being met from higher retained Business Rates generated through the Government's business retention system and Business Rate Pooling Pilot which Bucks authorities signed up for in 2019/20. The gain from Business Rates Retention is £4,223k due to S31 grant of £2.6m and on NNDR Levy payment £2m which is not required under the pooling arrangements. The balance of this gain (£998k) will be added to the Business Rate Reserve.

1.12 **Contributions to/from reserve:** The net contribution from reserves are £2,397k which in the main is to fund the overall pressures during 2019/20 and other commitments. In addition to this, as part of the year-end review of reserves there have been transfers to/from reserves as detailed in the table overleaf. There are two significant transfers from uncommitted Business Rates (BR) and New Homes Bonus (NHB) reserves as detailed below:-

- a) East/West Rail Link – This reserve was set up in 2018/19 (£350k) as the Council has committed £5m to this project that will provide strategic benefits to the vale as a commercial hub. A transfer from uncommitted NHB reserve of £4,650k has been made to this reserve to fulfil this commitment.
- b) Asbestos Warranty – As part of the Housing stock transfer to Vale of Aylesbury Housing Trust (VAHT), the Council has the liability to cover the cost of asbestos removal from the properties that were part of the stock transfer. A reserve of £2m has been set to cover this future liability and is mainly funded from the uncommitted BR reserve.

The table below summarises the activity on reserves.

Description	Transfers out	Transfers in	Net Movement	Reason
	£000	£000	£000	
Amenity areas	0	-424	-424	Net commuted sums income received during 19/20
Property strategy	268	0	268	To fund the voids pressure on rental income
New homes bonus (NHB)- east/west rail link	97	-4,650	-4,553	Creation of new reserve to fund the cost of rail link funded from uncommitted NHB
New homes bonus - parishes	1,049	-876	173	Funds received from NHB to fund parish capital schemes.
Asbestos warranty	0	-2,000	-2,000	Asbestos warranty part of the housing stock transfer funded from Business Rates reserve
				£1,841k transfer to Asbestos Warranty reserve
				£1,187k transfer to revenue to fund planning income and costs pressures
				£159k transfer from NHB reserve
				£998k Balance of gains on Business Rates Retention
Business rates	3,028	-998	2,030	£400k transferred to BCC for Connected Counties, £192 used to part fund AVB loan writeoff
New homes bonus - high speed broadband	592	0	592	To fund the cost of connected knowledge programme
New homes bonus - connected knowledge	1,247	0	1,247	£4650k to fund creation of E/W rail link reserve
				£876k to NHB parishes
				£298k to affordable housing capital reserve
				£179k to fund the balance of the AVB loan writeoff
				£400k transfer to planning reserve
				£159k to part fund creation of Asbestos reserve.
New homes bonus - uncommitted	6,562	-5,014	1,548	Transfer in from NHB receipts of £4728k and repayment of loan from fund to make lump sum payment to Pensions deficit
Health licensing income	179	0	179	Used to fund overspends/shortfalls in income in Licensing
Planning fees	600	-462	138	To fund the income pressure and transfer in from NHB
Unitary	4,974	0	4,974	To fund the Unitary programme
Recycling & composting	172	0	172	Used to fund overspends/shortfalls in income in Waste
Contribution to capital reserve		-2,018	-2,018	Net transfer to capital reserve re VAHT house sales & VAT shelter scheme
Affordable housing capital reserve		-298	-298	Transfer from NHB funds
Miscellaneous Reserves	830	-461	369	
Total	19,598	-17,201	2,397	

1.13 **Capital Outturn** : The table below summarises the capital outturn. Against the revised programme of £28,484k the actual spend was £14,715k. The remaining programme of £13,825k includes major schemes such as Depot refurbishment £4,494k which is due to complete in 20/21, Town Centre Regeneration £4,500k this scheme has not commenced and £1,892k on Public Realm works at waterside north.. It is recommended these to be carried forward in to 20/21 to ensure completion of the projects.

Schemes	Approved Capital Plan 19/20 £000s	C/fwds 19/20 & Other Adj £000s	Revised Capital Plan 19/20 £000s	Actuals £000s	C/fwds to 20/21 £000s	Over/(Under) spend £000s
University Campus, Aylesbury Vale	0	237	237	0	237	0
Public Realm Waterside North	0	2,914	2,914	1,023	1,892	0
Food Waste Vehicle Replacement	600	0	600	656	0	56
Depot Purchase / Refurbishment	6,250	3,752	10,002	5,508	4,494	0
Car Park Improvement	600	-40	560	22	538	0
Community Centre Upgrades	341	0	341	65	275	0
Street & Horticultural Vehicles	1,250	0	1,250	840	410	0
Play Areas	140	0	140	0	140	0
Public Convenience	140	0	140	0	140	0
Town Centre Regeneration	4,500	0	4,500	0	4,500	0
Housing - DFG/ Enabling	1,600	0	1,600	1,001	599	0
Silverstone EZ	5,000	0	5,000	5,000	0	0
Silverstone Heritage	500	-500	0	0	0	0
Westcott EZ	1,200	0	1,200	600	600	0
Total	22,121	6,363	28,484	14,715	13,825	56

1.14 **General Fund Reserve**: The table below summarises the position as at end of March 2020.

GENERAL FUND STATEMENT OF BALANCES	ACTUAL OUTTURN 2018/19 £'000	ORIGINAL BUDGET 2019/20 £'000	ACTUAL OUTTURN 2019/20 £'000
Brought Forward 1st April	-1,977	-1,927	-2,353
Planned Contribution to Balances	-240	0	0
Less General Over/(Under)spend Assumption	-192	0	0
Contribution to the HS2 Fund	6	0	0
Commercial AVDC Change Project	50	0	0
Net (Contribution to)/Use of Balances	-376	0	0
Working Balance Carried Forward	-2,353	-1,927	-2,353

Other options considered

1.15 Not applicable.

Legal and financial implications

1.16 This is a Section 151 Officer report and all the financial implications are included in the report.

1.17 There are no legal implications arising directly from this report.

Corporate implications

1.18 The financial performance against the approved budget is key to the delivery of the overall Council's Vision and Priorities.

Consultation and communication

1.19 Not applicable

Next steps and review

None.

Background papers

AVDC Council Report 6th February 2019 : Final Budget Proposal for 2019/20 and Capital Programme update 2019/20 to 2022/23.

<https://buckinghamshire.moderngov.co.uk/CeListDocuments.aspx?Committeeld=491&MeetingId=2347&DF=06%2f02%2f2019&Ver=2>

Your questions and views (for key decisions)

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[democracy@buckinghamshire.gov.uk].



Report to

Date: 7 July 2020

Title: Revenue & Capital Outturn – Chiltern & South Bucks

Relevant councillor(s): Cllr Katrina Wood

Author and/or contact officer: Richard Ambrose

Ward(s) affected: All wards in the Chiltern and South Bucks areas

Recommendations: The report be noted

Reason for decision: N/a

Executive summary

1.1 The report sets out the outturn of Chiltern and South Bucks District Councils (DC) and the reserves position at the end of 2019/20. The business rate grant/income is based on estimates as the NNDR3 return calculations are not due to be completed until mid-July.

1.2 **Capital Outturn** : The total capital investment across both the Councils' is £15m against the approved programme of £24m as summarised in the table below. The favourable variances is due to the slippage on various projects and these will be carried forward to ensure completion of these schemes. Further details are available in Appendix 2 to this report.

Description	Budget £000	Actual £000	Variance £000	Variance %
Chiltern District Council	8,695	6,260	-2,435	-28.00%
South Bucks District Council	15,475	8,795	-6,680	-43.17%
Total	24,170	15,055	-9,115	-37.71%

1.3 **Revenue Outturn** : The tables below summarise the revenue outturn positions.

Chiltern

	Original Budget	Latest Budget	Actual	Variance
	£	£	£	£
Leader	663,890	663,890	600,159	-63,731
Healthy Communities	2,286,032	2,286,032	1,972,284	-313,748
Customer Services	1,403,695	1,403,695	1,309,406	-94,289
Environment	1,390,871	1,390,871	1,284,869	-106,002
Support Services	3,548,608	3,548,608	3,682,084	133,476
Planning & Economic Development	813,951	813,951	998,205	184,254
Net Cost of Services	10,107,047	10,107,047	9,847,007	-260,040
Interest & Investment Income	-40,000	-40,000	-130,150	-90,150
Crematorium Surplus	-196,875	-196,875	-196,875	0
Interest Payable	567,968	567,968	290,946	-277,022
Borrowing costs - MRP - Car Park	270,000	270,000	270,000	0
Funding of R&R Programme	100,000	100,000	100,000	0
Contribution to Reserve - Refuse Vehicles	393,950	393,950	393,950	0
Contribution to Capital Reserve	187,374	187,374	187,374	0
Contribution from Unitary Reserve			-1,995,000	-1,995,000
Contribution to BCC Unitary Reserve			1,995,000	1,995,000
Contribution to Leisure Community Reserve			250,000	250,000
Contribution to S106 Reserve				0
General Reserves Phase 2 Chiltern Pools	-480,000	-480,000		480,000
BUDGET REQUIREMENT	10,909,464	10,909,464	11,012,252	102,788

	Original Budget	Latest Budget	Actual	Variance
	£	£	£	£
BUDGET REQUIREMENT	10,909,464	10,909,464	11,012,252	102,788
Council Tax Payers (Precept)	-8,330,591	-8,330,591	-8,330,591	0
Non Domestic Rates (NDR)	-1,469,265	-1,469,265	-1,469,265	0
Non Domestic Rates (NDR) - Grants	0	0	-1,925,702	-1,925,702
Non Domestic Rates (NDR) - Growth	-600,000	-600,000	129,626	729,626
Levy payable on Business Rates Growth	300,000	300,000	300,000	0
Non Domestic Rates (NDR) - Levy Pooling	-50,000	-50,000	-50,000	0
General Grants - New Homes Bonus	-699,608	-699,608	-699,608	0
General Grants - Other	0	0	-54,742	-54,742
Collection Fund Council Tax Surplus	-60,000	-60,000	-94,151	-34,151
Collection Fund Business Rates Deficit	0	0	472,730	472,730
Growth on Business Rates (released in future years)	0	0	265,965	265,965
NET SURPLUS FOR YEAR ON GENERAL FUND	0	0	-443,486	-443,486

1.4 The main points of note from the outturn are:

- Significantly higher parking income than budgeted, including Amersham Multi Storey Car Park (AMSCP) where growth in occupancy exceeded expectations. (£247k)
- Waste Client overspend due to lower green waste income and additional temporary costs in Waste Admin team. (£260k)
- Staff vacancies in Revenues & Benefits and Customer Services (£166k)
- Housing and Temporary Accommodation savings, partly related to additional Government grant funding received. (£150k)
- Rephasing of project to develop redundant Chiltern Pool site once Lifestyle Centre opens. This saving was partially offset by funding the costs of procuring the Council's Leisure operator (£269k)
- Additional costs in Human Resources, Finance and Legal Teams as a result of transition work to the new Council and supporting the insourcing of Bucks County Council (BCC) Legal Services in Autumn 2019 (£160k)
- Additional staffing costs in Planning services and reduced income in the Planning and Building Control areas. (£185k).
- Investment income exceeded target and interest costs were lower due to the decision to internally finance the capital expenditure on Chiltern Lifestyle Centre (CLC) in 19/20. (£367k)

1.5 The figures related to Business Rates grant, growth and Collection Fund adjustments are still provisional. This is because the final figures are dependent on completing the NNDR3 return which determines level of Government grants and the final outcome of the Business Rates Pooling in 19/20. The Government has pushed back the deadline for completing the return to the end of July, hence the final figures will not be available until the middle of July.

1.6 The overall surplus of £444k results in the General Fund balance at the end of the year being £4,247k. The earmarked reserves are shown in the Appendix 1.

South Bucks

	Original Budget	Latest Budget	Actual	Variance
	£	£	£	£
Customer Services and Business Support	1,381,343	1,381,343	1,779,797	398,454
Environment	1,801,458	1,801,458	1,959,348	157,890
Healthy Community	1,170,745	1,170,745	920,229	-250,516
Resources	2,332,931	2,332,931	2,378,185	45,254
Leader	525,770	525,770	586,008	60,238
Planning and Economic Development	509,930	509,930	594,950	85,020
Net Cost of Services	7,722,177	7,722,177	8,218,517	496,340
Interest & Investment Income	-100,000	-100,000	-236,882	-136,882
Notional Interest Payable	174,290	174,290	113,641	-60,649
Borrowing cost - PWLB Loans	0	0	34,775	34,775
Payment to BCC Unitary Reserve			1,552,000	1,552,000
Transfer from Reserves - Unitary Transition			-1,552,000	-1,552,000
Transfer to Earmarked Reserves – LDF			0	0
Transfer from General Reserves - Waste Procurement	-60,600	-60,600	0	60,600
Transfer from General Reserves – Customer	-93,788	-93,788	0	93,788
BUDGET REQUIREMENT	7,642,079	7,642,079	8,130,051	487,972

	Original Budget	Latest Budget	Actual	Variance
	£	£	£	£
BUDGET REQUIREMENT	7,642,079	7,642,079	8,130,051	487,972
Council Tax Payers (Precept)	-5,409,285	-5,409,285	-5,409,285	0
Non Domestic Rates (NDR)	-1,087,959	-1,087,959	-1,087,959	0
Non Domestic Rates (NDR) – Grants	0	0	-1,179,455	-1,179,455
Non Domestic Rates (NDR) – Growth	-1,000,000	-1,000,000	-840,161	159,839
Levy payable on Business Rates Growth	500,000	500,000	500,000	0
Non Domestic Rates (NDR) - Levy pooling	-100,000	-100,000	-100,000	0
General Grants - New Homes Bonus	-428,798	-428,798	-428,798	0
General Grants – Other	-66,037	-66,037	-54,742	11,295
Collection Fund Council Tax Surplus	-50,000	-50,000	-73,710	-23,710
Collection Fund Business Rates Deficit (re previous years)	0	0	167,830	167,830
Collection Fund Business Rates Deficit (release in future years)	0	0		0
NET SURPLUS FOR YEAR ON GENERAL FUND	0	0	-376,229	-376,229

1.7 The main points of note from the outturn are:

- Costs of significantly increasing the bad debt provisions for housing benefit overpayment recovery. This is based on the age debt profile, recovery activity and the economic environment that is going to exist, and therefore the provision have been increased to 80% of the debt. (£444k).
- Cost of consultancy company that reviews business rates lists in order to maximise collection, the resultant additional income appears in Collection Fund not revenue account (£90k).
- Additional waste collection contract costs and share of joint procurement costs (£129k)

- Housing and Temporary Accommodation savings, partly related to additional Government grant funding received. (£218k)
- Cost of vacancy for the year of one floor at Capswood (£66k).
- Additional costs in HR, Finance and Legal Teams as a result of transition work to the new Council and supporting the insourcing of BCC Legal Services in Autumn 2019 (£116k)
- Rephasing of costs of South Bucks Country Park, and income that is now being received for soil importation (£108k).
- Additional staffing costs in Planning services and reduced income in the Planning and Building Control areas. (£85k).

1.8 The figures related to Business Rates grant, growth and Collection Fund adjustments are still provisional. This is because the final figures are dependent on completing the NNDR3 return which determines level of Government grants and the final outcome of the Business Rates Pooling in 19/20. The Government has pushed back the deadline for completing the return to the end of July, hence the final figures will not be available until the middle of July.

1.9 The overall surplus of £376k results in the General Fund balance at the end of the year being £1,194k. The earmarked reserves are shown in the Appendix 1.

Other options considered

1.10 N/a.

Legal and financial implications

1.11 The report outlines the outturn position for Chiltern DC and South Bucks DC. The financial outturn will help the new Council consolidate its understanding of its initial financial position. This will feed into its budget planning processes.

Corporate implications

1.12 These have been covered by the previous section.

Consultation and communication

1.13 N/a

Next steps and review

- The draft Statement of Accounts will be signed off by the s151 officer of the Buckinghamshire Council, enabling the Statements to be audited by the external auditor for the legacy District Councils, Ernst & Young.
- The intention is for the audit of the Statements of Accounts to be completed by July 2020, and the external auditor to issue their opinions. Following this the Statement of Accounts will be presented to the Audit & Governance Committee in July 2020 for final approval and sign off.

Background papers

All the relevant supporting material will be available once the draft accounts are available.

CHILTERN DC EARMARKED RESERVES STATEMENT

Description	31/3/19 £	Contrib to Reserves	Use of Reserves	31/3/20 £
S106 AHC UNCONDITIONAL BALANCE SHEET	-2,132,045.70	-378,092.82	210,000.00	-2,300,138.52
R & R FUND GENERAL BALANCE SHEET	-229,285.57	-100,000.00	191,736.69	-137,548.88
LDF PLANNING RESERVE BALANCE SHEET	-739,498.45		312,481.01	-427,017.44
NEIGHBOURHOOD PLANNING RESERVE BALANCE SHEET	-16,600.00			-16,600.00
PLNG DIGITISATION RESERVE BALANCE SHEET	-82,919.01		40,631.97	-42,287.04
ELECTION FUND BALANCE SHEET	-100,000.00			-100,000.00
WASTE EFFICIENCY RESERVE BALANCE SHEET	-215,081.25			-215,081.25
HOUSING BENEFITS RESERVE BALANCE SHEET	-354,487.13			-354,487.13
PENSION CONTRIBUTION FUND BALANCE SHEET	-300,000.00			-300,000.00
LEISURE FUND BALANCE SHEET	-131,373.55	-70,000.00	110,618.63	-90,754.92
LOTTERY PROJECT RESERVE	-3,154.90			-3,154.90
CAPITAL PROJECTS RESERVE BALANCE SHEET	-3,704,227.78	-187,374.00	943,305.50	-2,948,296.28
HS2 RESERVE BALANCE SHEET	-394,617.43			-394,617.43
COMMUNITY SAFETY RESERVE BALANCE SHEET	0.00			0.00
HOMELESSNESS RESERVE BALANCE SHEET	-96,516.00			-96,516.00
ECONOMIC DEVELOPMENT RESERVE BALANCE SHEET	-261,383.23		119,635.30	-141,747.93
CAR PARKING RESERVE BALANCE SHEET	-100,000.00		14,995.00	-85,005.00
AFFORDABLE HOUSING RESERVE BALANCE SHEET	-460,600.00			-460,600.00
BUSINESS RATES RETENTION RESER BALANCE SHEET	-250,000.00			-250,000.00
REFUSE VEHICLES FUND BALANCE SHEET	-1,953,520.00	-393,950.00		-2,347,470.00
UNITARY TRANSITION RESERVE	0.00	-1,995,000.00	1,995,000.00	0.00
COMMUNITY SUPPORT RESERVE	0.00	-250,000.00	208,142.71	-41,857.29
	<u>-11,525,310.00</u>	<u>-3,374,416.82</u>	<u>4,146,546.81</u>	<u>-10,753,180.01</u>

SOUTH BUCKS DC EARMARKED RESERVES STATEMENT

Earmarked Reserves	Balance 31 Mar 19 £	Contrib to Reserves £	Use of Reserves £	Balance 31 Mar 20 £
S106	1,001,498	1,417,000		2,418,498
Allocated Funding	6,466			6,466
Lottery Reserve	3,153			3,153
National Infrastructure	78,374			78,374
Bequests	0			0
Disasters Emergency Fund	27,118			27,118
Insurance	14,872			14,872
Local Development Fund	376,790	40,003	-182,717	234,076
Farnham Royal Pump	6,935			6,935
Russo Burial Trust	946			946
Unitary Reserve	0	1,552,000	-1,552,000	0
Transformation Reserve	62,983	-62,983		0
Economic Development Reserve	22,036	22,980	-45,016	0
	599,673	1,552,000	-1,779,733	371,940

CAPITAL OUTURN- CHILTERN & SOUTH BUCKS
Appendix 2

Chiltern District Council Capital Budget 2019/20		Latest Budget	Actual	Variance
		£	£	£
	<u>Environment</u>			
	Lords Mill Weir, Chesham	10,000	10,000.00	0
	Public convenience refurbishment	41,000	44,480.10	3,480
	AMSCP	348,551	209,966.97	-138,584
	Car Park Enhancements	217,500	7,825.00	-209,675
	<u>Healthy Communities</u>			
	Town & Village Revitalisation	14,000	13,999.00	-1
	CCTV - Hub	60,000	4,200.00	-55,800
	CCTV - Mobile Units	20,000	0.00	-20,000
	CCTV - Camera Replacement (£5k x 42 cameras)	210,000	6,300.00	-203,700
	Leisure Centres	201,141	83,421.37	-117,720
	Redevelopment of Chiltern Pools	4,150,346	4,202,504.44	52,158
	Disabled Facility Grants	1,177,179	880,981.26	-296,198
	Homeless Mitigation Works	150,000	0.00	-150,000
	St Johns Ambulance Building	1,185,600	0.00	-1,185,600
	Renovation Grants	120,179	67,818.30	-52,361
	<u>Customer Services</u>			
	Customer Experience Strategy Programme	207,932	205,264.49	-2,668
	<u>Support Services</u>			
	IT - Replacement equipment / alterations	86,438	82,626.61	-3,811
	Shared F&P Service - Uniform & FM System	7,400	0.00	-7,400
	King George V House (KGVH) - Boilers	0	4,109.54	4,110
	KGVH - Fire Risk Assessment schedule of works -	304,128	312,551.56	8,424
	KGVH - New Offices CCTV system	1,836	0.00	-1,836
	KGVH - Access control system replacement	38,444	32,850.00	-5,594
	KGVH - Emergency lighting overhaul	16,000	20,477.27	4,477
	KGVH - Council Chamber Condensers	76,000	0.00	-76,000
	KGVH -Roof improvements to general office	52,036	70,916.80	18,881
	Total	8,695,710	6,260,292.71	-2,435,417

The capital programme was finance as follows;

	£m
Capital grants and contributions	0.905
Use of earmarked reserve for capital projects	0.943
Use of PWLB borrowing	0.209
Internal borrowing	4.203
Total	<hr/> 6.260

The underspend on the programme relates to four main areas

- St John's Ambulance Centre – project to convert building to a community facility on the ground floor and temporary accommodation flats above. Project only progressed to preparation of planning application stage. Impact £1.185m
- Disabled Facility Grants programme – underspend related to demand for grants meeting the assessment criteria. Impact £0.296m
- Car park enhancement programme – programme rephased due to other priorities. Impact £0.210m
- CCTV Camera/Hub replacements – Programme delayed. Impact £0.204m

South Bucks DC Capital Budget 2019/20	Latest Budget	Outturn	Variance
	£	£	£
<u>Environment</u>			
Beaconsfield Common Land Improvements	5,000	0.00	-5,000
Refuse / Street Cleansing Vehicles Purchase	70,000	0.00	-70,000
Recycling Initiatives & Bins	53,497	46,681.24	-6,816
Car Park Enhancements	60,985	0.00	-60,985
Station Road Car Park, GX (Multi Storey)	3,125,616	104,705.26	-3,020,911
Taplow Moorings	15,000	0.00	-15,000
<u>s106 Funded Projects</u>			
Acquisition of Land / Property - 801 Bath Rd	9,290	9,234.00	-56
Acquisition of Land / Property - Land Adjacent to 801 Bath Road	160,000	0.00	-160,000
Refurbishment of 801 Bath Road	132,408	131,173.21	-1,235
Bath Road - Temporary Accommodation	593,278	612,733.61	19,456
<u>Healthy Communities</u>			
Evreham R&R Contribution	115,403	-3,875.94	-119,279
Home Renovation Grants / Flexible Home Loans	125,541	56,609.22	-68,932
Disabled Facility Grants	812,699	622,745.32	-189,954
Tatling End Housing Project (Police Site)	7,287,144	6,494,704.06	-792,440
South Bucks Country Park	1,375,827	60,000.00	-1,315,827
Affordable Housing Action Plan	280,000	0.00	-280,000
<u>Customer Services & Business Support</u>			
IT: Replacement equipment/alterations	108,959	107,017.21	-1,942
ICT Projects - Cemeteries Software	15,000	0.00	-15,000
ICT Projects - Shared Uniform	18,700	0.00	-18,700
ICT Strategy Projects	50,000	0.00	-50,000
Customer Experience Strategy Programme	232,123	234,787.33	2,664
<u>Resources</u>			
Shared F&P Service - Uniform & FM System	6,100	0.00	-6,100
Capswood Maintenance & Works	255,711	213,683.91	-42,027
Capswood 1 - Refurbishment & Decant	91,259	0.00	-91,259
Other Capital Works (see breakdown below)	407,114	36,489.92	-370,624
<u>Capitalisation of Salary Costs</u>			
Capital Salaries	68,360	68,360.00	0
	15,475,014	8,795,048.35	-6,679,966

The capital programme was finance as follows;

	£m
Capital grants and contributions	0.655
Use of earmarked reserve for capital projects	0.720
Internal borrowing	7.420
Total	<u>8.795</u>

The underspend on the programme relates to a number of areas.

- Deferral of the Gerrards Car Park extension following decisions of the Shadow Executive. Impact £3.021m
- South Bucks Country Park. The expenditure relates to the construction of assets that will come on to the authority's balance sheet even though the costs is borne by the contractor from income from soil importation. In 19/20 works related to landscaping not asset construction so the notional expenditure is rephased. Impact £1.316m
- Tatling End Residential Development. Rephasing of the construction programme, now scheduled to complete June 2020. Delivery of mixture of social and market rent housing. Impact £0.792m
- Bath Road land acquisition. Project to acquire land adjacent to Council owned temporary accommodation site to provide more units. Currently on hold for review by Property Board. Impact £0.160m
- Affordable Action Housing Plan. A programme of support for leasehold acquisition with Registered Social Landlords to manage temporary accommodation. Current demand levels have resulted in paused use of this option for the time being. Impact £0.280m
- Disabled Facility Grants programme – underspend related to demand for grants meeting the assessment criteria. Impact £0.190m
- Capswood Offices. Slippage on some elements of the maintenance programme due to prioritisation of works at King George V House (KGVH), plus works related to letting of ground floor of surplus building deferred will new Council's office strategy is established. Impact £0.133m.
- Works to Cemeteries (Stoke Podges Memorial Gardens & Parkside). Projects to expand capacity delayed. Impact £0.288.



Report to Cabinet

Date: 07/07/20

Title: Wycombe District Council - Revenue and Capital Provisional outturn 2019/20

Relevant councillor(s): Cllr Katrina Wood

Author and/or contact officer: Richard Ambrose

Ward(s) affected: All Wycombe Wards.

Recommendations:

- a) Consider the provisional outturn position for both Revenue and Capital for 2019/20.
- b) Note and approve the additional movement in reserves as set out in table under paragraph 1.10.2 of this report.
- c) Approve the Revenue Carry Forwards of £1.2m as set out in paragraph 1.12 of this report.
- d) Note the General Fund reserve position as set out in paragraph 1.16 of this report.
- e) Approve the Capital Carry Forwards and Advance Funding (Net £4.5m) as outlined in paragraph 1.19.1 and set out in Appendix C1.

Reason for decision:

This report provides the Cabinet Members with the provisional outturn for the financial year 2019/20 against the approved budget. The Council's outturn position is a primary source of information for the production of the Statement of Accounts.

Executive summary

- 1.1 This report sets out the Council's financial position as at year end against the approved budget for the financial year 2019/20.
- 1.2 Due to Covid-19, the Ministry of Housing, Communities and Local Government has delayed the issue of NNDR3 (Business Rates) forms and completion deadline, therefore the Business Rates outturn position could change. In addition to this the

audit findings could have an impact on the final position. The Audit committee will receive the Final Outturn position as part of narrative reporting within the Statement of Accounts in July 2020.

- 1.3 The revenue outturn position at the end of the financial year 2019/20 shows a balanced position. The balanced budget position assumes total revenue budget carry forward of £1.219m, which is added to reserves in 2019/20 for use in 2020/21.
- 1.4 Total spend on the Capital Programme for the year is £17.015m against a budget of £22.164m resulting in a variance of £5.149m. The variance is made up of total slippage of £4.471m which will be carried forward into 2019/20 and underspends of £0.678m.

Content of report

- 1.1. **Revenue Outturn summary** : The net revenue provisional outturn position by Portfolio Holder as at 31 March 2019 is showing a favourable variance of £1k against a budget of £16,961k, as summarised in table below:

Description	Budget £000	Actual £000	Carry Forwards £000	Outturn incl c/fwd £000	Variance incl c/fwd £000
Community	2,588	2,129	99	2,228	-360
Environment	4,469	5,537	68	5,605	1,136
Economic Development & Regeneration	-4,161	-4,381	148	-4,233	-72
Planning & Sustainability	1,191	1,191	0	1,191	0
Digital Development & Customer Services	5,449	5,349	112	5,461	12
Housing	2,200	1,956	100	2,056	-144
Strategy & Communications	4,507	3,515	652	4,167	-340
Young People	78	70	0	70	-8
Finance	6,190	6,597	40	6,637	447
Net Cost of Service	22,511	21,963	1,219	23,182	671
Technical items					
Interest Receipt	-928	-1,164	0	-1,164	-236
Capital Financing Charges	-2,353	-2,332	0	-2,332	21
Net Movement to/(from) Reserve	-2,929	-2,728	-1,219	-3,947	-1,018
Revenue contribution to capital outlay	660	660	0	660	0
Total Corporate Items	-5,550	-5,564	-1,219	-6,783	-1,233
Budget Requirement	16,961	16,399	0	16,399	-562
Funded by					
Collection Fund surplus	-139	-139		-139	0
Business Rates	-5,820	-5,232		-5,232	588
New Homes Bonus	-1,535	-1,562		-1,562	-27
Net Expenditure before Council Tax	9,467	9,466	0	9,466	-1

- 1.2. The Net Cost of Services is showing a net pressure of £671k resulting from: Car Parking Income £613k due to reduced activity, Planning Income £279k, Rental Income £236k,

increased in various provisions (bad debt, litigation, asbestos) £790k, increased unitary costs £472k above the amounts budgeted in Feb 2019 but within the total amount approved by the Shadow Executive and staffing pressures across the council £1,114k, offset by favourable variances on Fees & Charges £1,396k mainly from legal services cost charged to BCC, unbudgeted government grant £584k, unused contingency budget £517k and various favourable variances across the services £1,065k. The net pressure is funded from surplus on investment income and transfer from reserves.

1.3. All Covid-19 related government funding will be accounted for by Buckinghamshire Council on an ongoing basis. At this stage the main areas of pressure in relation to Covid-19 are in reductions to income in relation to rental income, parking and market pitches. These have been captured and quantified in the CMT and MHCLG returns in BC.

1.4. Revenue Outturn variance by portfolio holder are detailed below:-

1.4.1. **Community** – Underspend of £360k. net £123k over recovery of Leisure Centre management fee mainly relating to indexation; £59k salaries savings in relation to vacant grounds maintenance post; £69k one-off surplus on Crematorium income; £69k on-going underspend on ground maintenance contract and £48k on Street Warden staffing costs. This is offset by unfavourable variances resulting from non-delivery of savings with net pressure of £37k on CCTV due to delays in review of service. £122k underspend on repairs and renewals in respect of Sports Centre Car Park and Rookery Garden Wall. Rookery Garden project is work in progress therefore a carry forward request of £100k is included within the outturn position.

1.4.2. **Environment** - Overspend of £1,136k. Pressure on Waste service of £472k passed through from the joint client management team in relation to: property growth £121k, contract extension costs £85k, potential additional costs of property growth and indexation £98k, joint client costs £64k, shortfall on recycling credits £50k and rates bill for Booker depot £54k. The Parking Service has a £724k pressure; £613k of which is from parking income due to lower usage and season ticket activity. £103k net pressure on operating budgets from delayed installation of new car park equipment, net pressure of £46k from increased bank charges from change by provider offset by unbudgeted fee income of £38k from recharges of parking patrol at Handy Cross Hub. There is a budget pressure of £37k on street trading income not invoiced due to Covid-19 19. This is offset by underspend of £56k on Regulatory services staffing costs and £34k EU Exit Grant to fund staff costs. Underspend on Travellers of £62k has been requested for carry forward.

1.4.3. **Economic Development and Regeneration** – Underspend of £72k. Pressure of £205k on rental income is mainly due to decrease in turnover rents, £118k staffing pressures in Property Development from senior agency cover. Offset by underspend of £314k on the Regeneration feasibility budget, underspend of £120k on rates due to revaluation rebate on Handy X Hub related to prior years, underspend of £69k on Future High Street funding and £50k income from recharges of staff costs to capital projects and insurance costs to tenants.

Underspend of £69k on Future High Street funding and £65k on feasibility cost for Eastern quarter is included in the carry forward request.

- 1.4.4. **Planning and Sustainability** – Nil variance. £280k pressure on pre-planning and planning application income and £68k pressure on Building Control income. Offset by feasibility programme underspend (£127k), £60k saving on Local Plan, additional CIL admin income (£22k), Drawdown from earmarked reserves (£148k) to offset the service pressure reported in year.
- 1.4.5. **Digital Development & Customer Services** – Unfavourable variance of £12k. £90k underspend on repairs and renewals programme at QVR offices, £27k saving on rates for the Council Offices, £32k savings on Health & Safety, £26k saving on Capita contract, £38k savings in corporate training and £73k unbudgeted income from recharges to unitary. Offset by pressures on staffing budgets include £90k on ICT for TUPE of staff to ICT at end of Capita contract and unitary work and £40k staffing pressure in HR from unitary work, £40k pension strain costs and overspend on utilities budget £20k. Underspend of £76k on Repairs and Renewals budget and £35k on Digital First budget is included in the carry forward request.
- 1.4.6. **Housing** – Underspend of £144k. £120k net underspend on Bed and Breakfast from Homelessness Prevention activity by placing households in private accommodation and net underspend of £212k on homelessness prevention grant. Offset by adverse variance on HMO licence fees of £26k and pressure on WDC licensed properties relating to void costs on temporary accommodation properties £68k. £100k of the unspent homelessness prevention grant is requested for carry forward.
- 1.4.7. **Strategy and Communications** – £340k underspend. £256k grant income for Elections and Individual Electoral Registration (IER), with associated offsetting staffing and supplier costs, recharge of legal cost to county £588k, net vacancy savings of £134k including Chief Executive post. This is offset by land charges income pressure of £41k due to lower activity, staffing pressure of £383k on new County legal service, wholly funded by fee recharge, £202k on general elections. Underspend of £643k in relation to Economic Development Grant has been requested for carry forward.
- 1.4.8. **Young People** – minor underspend of £8k.
- 1.4.9. **Finance** – favourable variance of £447k. £264k net pressure on staffing from agency staff £204k, £60k staffing costs on unitary work; £100k Housing Benefit processing costs funded from grant, £290k litigation provision costs, £219k contribution to Bad Debt Provision, £229k contribution to Asbestos provision in addition to the budget provision, £21k additional provision to insurance fund and £472k net pressure due to additional contribution towards unitary transition costs to be funded from reserve. Offset by £517k saving on contingency budget, £414k additional Housing Benefit Grant, £178k additional Housing Benefit admin grant and £40k favourable variance on Court Cost income.

1.5. Corporate Items

1.5.1. **Investment Income** – The favourable variance of £236k is due to higher return and higher cash balances resulting from delays in capital programme spend.

1.5.2. **Contribution to/from Reserves** – The table below summarises the position:

Description	Approved £000	Actuals £000	Variance £000	Reasons for variance
Repairs and Renewals	-1,134	-1,036	98	The service did not achieve the budgeted income target due to lower level of activity
Land Charges Digitalisation	20	0	-20	
Business Rate Growth to Feasibility reserve	1,300	1,300	0	
Feasibility cost funding	-1,150	-1,150	0	
Digital First Funding	-235	-235	0	
2018/19 Carry forwards	-543	-543	0	
MLG costs funding	-3,000	-3,000	0	
Contribution to MLG reserve	1,351	1,238	-113	Funding of additional unitary transition costs
Insurance & Asbestos provision	0	-250	-250	Top up of insurance provision in addition to the budgeted contribution
Business Rates Retention equalisation		-600	-600	To fund the deficit on pilot gains
Business Risk & Transformation		-133	-133	To fund bad debt provision
Negative RSG contribution to Revenue Development Reserve	462	462	0	
Total	-2,929	-3,947	-1,018	

1.6. **Business Rates** : Adverse variance of £600k in relation to pilot gains resulting from increase in overall bad debt provision and decrease in business rates yield.

1.7. **Revenue Carry Forwards**: These are various unspent grants and budgets for specific projects/workstreams. These were not fully spent and therefore will be carried forward to fund the completion of projects in 2020/21. These are summarised in the table below.

Description	Amount £000
Environment	68
Finance	40
Housing	100
Economic Development & Regeneration	148
Strategy & Communication	652
Digital Development & Customer Service	211
Total	1,219

1.8. **Repairs & Renewals Programme**: The total allocated budget for the programme is £1,134k funded from an earmarked reserve. The original 2019/20 budget of £634k

increased by £100k for resurfacing works at Kings Mead Car Park, and £400k for the works on the car park decks at Wycombe Sports Centre. Actual spend is £868k and £175k carry forwards for uncompleted projects results into an outturn position of £1,036k. At the Year end, the unspent commitments proposed for carry forward include £94k for Rookery Garden, £59k for Housing refurbishment and £26k for Webcasting.

1.9. **Savings Tracker:** The 2019/20 budget had a savings target of £853k and new income target of £2,444k. This in total represents 15.7% of the net cost of service budget. The pressures are contained within the overall outturn position. The year-end position is summarised below:

1.9.1. **Community:** CCTV service review savings showing pressure of £37k due to delayed implementation.

1.9.2. **Environment:** Business rate relief for public conveniences - £25k Pressure – has not been received; however compensatory savings achieved from closure of 4 public conveniences. Air Quality Grant - £25k pressure – grant not received.

1.9.3. **Parking operations:** This service sits within Environment portfolio. The service review is showing £103k net pressure from delayed implementation of new Parking system. Reduced Operating costs not achieved due delays in procurement. New income from increase parking tariffs not achieved due to reduced activity on daily parking charges.

1.9.4. **Housing:** Shortfall of £26k on HMO licences due to delays in rolling out the project across the district. Income target on Temporary housing not achieved due to reduction in use of temporary accommodation.

1.9.5. **Planning:** Pressure on planning discretionary service of £24k due to slowdown in Housing Market.

1.10. **Special Expenses:** The net outturn position for 2019/20 is £401k, a forecast over spend of £16k against a total budget of £385k. The total drawdown on the reserves is £107k resulting in the year-end balance of £989k as at end of March 2020. Appendix 1 provides further detail on the outturn position.

1.11. General Fund Reserves

Description	Amount £000
Balance b/fwd 01.04.19	9,850
Approved contribution to fund Unitary cost	-1,000
Surplus for the year	1
Balance c/fwd 31.03.20	8,851

1.12. **Capital Outturn** : The actual spend on the capital programme is £17.015m against a total revised programme of £22.164m resulting in a variance of £5.149m as summarised in the table below.

Portfolio	Original Budget Feb 2019 Cabinet	Revised Budget Feb 2020 Cabinet	Draft Outturn	Outturn Var	Carry Forward	Under spend
	£m	£m	£m	£m	£m	£m
Community	3.695	3.580	3.413	(0.167)	0.076	0.091
Environment	2.130	0.678	0.064	(0.614)	0.614	-
Housing	7.300	3.628	3.534	(0.094)	0.093	0.001
Econ. Devt and Regen.	25.245	7.740	5.422	(2.318)	1.985	0.333
Planning	11.396	5.476	3.900	(1.576)	1.435	0.141
Finance and Resources	0.308	0.109	-	(0.109)	-	0.109
Digital Devt. & Cust. Services	1.671	0.953	0.682	(0.271)	0.268	0.003
Grand Total	51.745	22.164	17.015	(5.149)	4.471	0.678

1.13. Significant variances over £250k are summarised below.

Project with variance over £250k	19-20 Variance Over / (Under) £000	Reason for variance/slippage
Court Garden Leisure Complex Refurbishment	282	Works have commenced, slight delay due to the discovery of notifiable asbestos. Refurb to be completed in April 2020.
Parking Equipment Refresh	(575)	A cross county panel tendered the work in two lots in January 2020, later than originally envisaged. Contracts have been awarded and signed on 27 March 2020.
Affordable Housing / Land Purchase - S106	(508)	Budget over 2 years for the purchase of 8 properties; delivery of the first 4 properties due in March 20 but delayed.
Temporary Accom. Scheme	498	Project spend in 19-20 exceeds available budget, but within the overall budget provision for this project. Advance funding from 20/21 budget.
Baker St - Phase 1 Aldi	(386)	Project is complete, underspend to fund overspend on Baker Street Public Realm project.
Bellfield - Hqube	(740)	Project required the completion of a complicated s106 agreement in association with Bellfield Residential and Ashwells. This has now been signed and contract in place but 3 month delay due to Covid. Total budget of 2.5m over several years.
WAP Road Construction & Southside	(534)	Delays to the project relating to the discovery of contaminants in the ground and site shut-down due to Covid 19.
Abbey Barn Lane Realignment	(470)	Project horizon spans 2019/20 through to 2023/24 and funds are being spent over several years. Project has commenced and was awarded time critical LTB funds from LEP. These have been prioritised for use and thus re-profiling of budget to future year.
HW TCMP future phases / Public Realm Improvts	(440)	Project commenced before Christmas 2019 but contractor did not return to progress work after this period. TfB appointed new contractor in Feb/March 2020 who will continue works in summer 2020 due to resourcing issues.
HW TCMP - Alternative Route	(249)	Project substantially completed in 2019/20 with snagging and TCMP remedial work outstanding. These will be undertaken in new financial year along with planters project.
Princes Risborough relief road Phase 1	(294)	Project horizon is 2019/20 through to 2023/24 and funds are being spent over several years. Project delayed, however has commenced and contractor/consultant engaged in Jan 2020.
Digital First	(280)	Digital First Project requirements continuing. Some items delayed due to Election in November, year end, postponed May elections and Covid-19 crisis.

1.14. **Net carry forwards** of £4.471m are requested. The carry forward and forward funding requests are summarised in the table below. Please refer to **Appendix C1** for a detailed list by scheme.

1.14.1. **Carry Forwards £5.539m.** These are various unspent budgets for specific projects which have started but not completed and therefore will be carried forward to fund the completion of projects in 2020/21.

1.14.2. **Advance Funding £1.068m.** A range of projects have spent in advanced prior to the profiled spend date. The balance will be funded from the 2020/21 budget.

Portfolio	Carry Forward	Advance funding	Net carry forward
	£m	£m	£m
Community	0.358	(0.282)	0.076
Environment	0.614	-	0.614
Housing	0.591	(0.498)	0.093
Econ. Devt and Regen.	2.128	(0.143)	1.985
Planning	1.568	(0.133)	1.435
Digital Devt. & Cust. Services	0.280	(0.012)	0.268
Grand Total	5.539	(1.068)	4.471

Other options considered

1.5 Not applicable.

Legal and financial implications

1.6 This is a Section 151 Officer report and all the financial implications are included in the report.

1.7 There are no legal implications arising directly from this report.

Corporate implications

2.0 The financial performance against the approved budget is key to the delivery of the overall Council's Vision and Priorities.

Consultation and communication

2.1 Not applicable

Next steps and review

None

Background papers

WDC Cabinet Report 4th February 2019 : Revenue Budget and Council Tax setting 2019/20 and Capital Strategy report

<https://buckinghamshire.moderngov.co.uk/CeListDocuments.aspx?CommitteeId=773&MeetingId=14162&DF=04%2f02%2f2019&Ver=2>

Your questions and views (for key decisions)

If you have any questions about the matters contained in this report please get in touch with the author of this report. If you have any views that you would like the cabinet member to consider please inform the Democratic Services team. This can be done by telephone [01296 382343] or email [democracy@buckinghamshire.gov.uk].

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Appendix 3

High Wycombe Town Committee 2019-20 Outturn

Special Expenses Outturn 2019/20

The net outturn position for 2019/20 is £401k, a forecast over spend of £16k against a total budget of £385k. The table below provides the detail at activity level.

Activity Area	Analysis	2019-20 Budget	2019-20 Outturn	2019-20 Variance
		£	£	£
Footway Lighting	Expenditure	2,700	156	-2,544
	Income	0	0	0
	Net Expenditure	2,700	156	-2,544
Cemetery	Expenditure	292,300	395,016	102,716
	Income	-153,600	-180,276	-26,676
	Net Expenditure	138,700	214,740	76,040
Town Twinning	Expenditure	3,000	3,000	0
	Income	0	0	0
	Net Expenditure	3,000	3,000	0
Financial Assistance to Voluntary Groups	Expenditure	26,800	9,990	-16,810
	Income	0	0	0
	Net Expenditure	26,800	9,990	-16,810
Recreation Grounds (Local)	Expenditure	163,810	143,973	-19,837
	Income	0	0	0
	Net Expenditure	163,810	143,973	-19,837
Allotments	Expenditure	19,100	16,194	-2,906
	Income	-60	-64	-4
	Net Expenditure	19,040	16,130	-2,910
War Memorial	Expenditure	3,000	0	-3,000
	Income	0	0	0
	Net Expenditure	3,000	0	-3,000
Community Centres	Expenditure	28,000	13,000	-15,000
	Income	0	0	0
	Net Expenditure	28,000	13,000	-15,000
TOTAL	Expenditure	538,710	581,329	42,619
	Income	-153,660	-180,340	-26,680
	Net Expenditure	385,050	400,989	15,939

Commentary on Significant Variances

Cemetery

Expenditure budget overspends of £103k are reported. The main variations relate to costs of 66 additional burial vaults £45k and the installation of an additional terrace £76k. The additional income for these burial vaults is expected in future years which will need to be transferred to the High Wycombe Town Committee reserve.

This over spend is offset by one off savings on rates of £13k and a reduction in the WDC management charges of £5k. Cemetery income is overachieved by £27k in 2019/20, relating to increased demand for burial rites £19k, concrete chambers £6k and interment fees of £6k,

and other income of £7k was received. This was offset in part by reduced rental income of £11k resulting from rental income in advance from Quadrant not accounted for in prior years.

Financial Assistance to Voluntary Groups

Underspend of £15k on grants to voluntary groups and £2k savings on WDC Management Charges. Reduction in grant payments compared to 2018/19 of £11k compounded by an increase in budget of £6k. In 2019/20, only 4 grants were paid averaging £1.2k each. In 2018/19, 6 grants were paid but averaged £2.6k, including £6k grant to Baptist Church for a new disabled toilet and £5k grant to Beechview Academy for a new community hub. Local voluntary groups were able to draw on other WDC voluntary funding in 2019/20 including the distribution of lottery funds reserves of £22k.

Recreation Grounds

There is an underspend of £20k on the recreation grounds expenditure budget as result of savings on maintenance costs of £14k and a saving on the WDC Management Charges of £6k.

Community Centres

An under spend of £15k is reported in relation to payment to Castlefield Community centre which has been transferred to Karima Foundation in March 2020.

Impact on Working Balances

The impact of 2019/20 activities are given in the table below;

	£	£
Balance at 1st April 2019		-1,095,791
Revenue Expenditure	400,989	
Precept	-274,320	
Reversal of capital charges	-12,008	
Interest	-7,575	
Movement in reserves		107,086
Balance c/f 31st March 2020		-988,705

New Cemetery

In March 2017, HWTC and Cabinet approved the build of a new Cemetery at Penn Road and a total project cost of £1,679,790. A contribution of £404k from the Special Expense Reserve was approved by the March 2017 Cabinet to partially fund phase 1 of the new Cemetery. £800k of CIL funding was agreed by Cabinet in February 2017 and a further £86k agreed in February 2019. The cost of the project increased from £1,679,790 to £1,933,000 and was approved by the February 2020 Cabinet. Funding of £143k from the Special Expense Reserve and £500k of CIL funding were approved by February 2020 HWTC and Cabinet.

The project commenced in February 2020. Spend in 2019/20 is £99k and is funded from CIL allocation. Total funding for the new cemetery agreed from Special Expenses earmarked reserve totals £547k and is forecast to be spent in full in 2020/21.

Capital Carry Forwards 31.3.20

Portfolio	Description	Carry Forward	Advance Funding	Net Carry forward
Community	Court Garden Leisure Complex Refurbishment		(282)	(282)
	Marlow Football Pitches	43		43
	New Café / Toilets on the Rye	120		120
	New Cemetery	62		62
	Little Marlow Country Park - Visitor facilities	115		115
	High Wycombe Cycle Ways	18		18
Community Total		358	(282)	76
Environment	Swan Car Park Major Works	39		39
	Parking Equipment Refresh	575		575
Environment Total		614	-	614
Housing	Affordable Housing / Land Purchase - S106	508		508
	Renovation Grants - DFG	47		47
	Temporary Accom. Scheme		(498)	(498)
	Affordable Housing	36		36
Housing Total		591	(498)	93
Econ. Devt and Regen.	Cressex Business Park (Access Improv)	68		68
	Brunel Shed	26		26
	Ashwells		(86)	(86)
	Baker St Capital House - Phase 3		(32)	(32)
	Baker St - Phase 3 Des Box	44		44
	Baker St - Des Box 2nd Fl Fit Out	78		78
	Bellfield - Hqube	740		740
	Handy X New Sports Centre	70		70
	Handy X - Phase 3 Hub (Mktg/Branding Fees)	171		171
	Hughenden Quarter Access Rd		(23)	(23)
	Cressex Island - Aldi		(2)	(2)
	Cressex Island Devt - s278	106		106
	Spade Oak Lake	41		41
	WAP Northside - Glider runway relocation	17		17
	WAP Road Construction & Southside	534		534
	Ottakers Building	233		233
Econ. Devt and Regen. Total		2,128	(143)	1,985
Planning	Abbey Barn Lane Realignment	470		470
	HW TCMP future phases / Public Realm Improvts	440		440
	HW TCMP - Alternative Route	249		249
	Princes Risborough relief road Phase 1	294		294
	Princes Risborough Community Centre		(35)	(35)
	Hughenden Qtr Feasibility -Green Infrastructure	4		4
	Pastures Church: Design Community Building	24		24
	Spittal Street, Marlow		(88)	(88)
	Traffic Calming Measures in Widmer End	7		7
	Tree Planting - General	2		2
	Dist. Centres Public Realm Imprvnts	15		15
	Westbourne Street Link Road Landscaping	28		28
	Kimble transport improvements	11		11
	Stokenchurch transport improvts		(10)	(10)
	East Wycombe Walkway	5		5
	HWTC Enhanced Maint.& Access	18		18
Planning Total		1,568	(133)	1,435
Digital Devt. & Cust. Services	Digital First	280		280
	Hardware - Laptops/Tablets		(9)	(9)
	Hardware - Servers		(3)	(3)
Digital Devt. & Cust. Services Total		280	(12)	268
Grand Total		5,539	(1,068)	4,471

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