

SHADOW EXECUTIVE

Date: Tuesday, 18th February, 2020
Time: 10.00 am
Venue: The Oculus, Aylesbury Vale District Council, Gatehouse Road,
HP19 8FF - Aylesbury

AGENDA SUPPLEMENT

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16	Exclusion of Press and Public To resolve that under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act. Paragraph 3 Information relating to the financial or business ; any particular person (including the authority holding information)	
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Report for:	Shadow Executive
Meeting Date:	18 February 2020

Title of Report:	Revenue Budget and Capital Programme 2020-2023
Shadow Portfolio Holder	Martin Tett – Leader
Responsible Officer	Richard Ambrose – S151 Officer
Report Author Officer Contact:	Matt Strevens, mastrevens@buckscc.gov.uk , 01296 383181
Recommendations:	<ul style="list-style-type: none"> • To approve the revenue budget and capital programme (Appendices 1-3). • To approve the updated Schedule of Fees and Charges (Appendix 4). • To delegate any further required changes to the Schedule of Fees and Charges to the S151 Officer, in consultation with the Leader, during the period post final budget up to 31st March 2020. • To agree the delegation of decisions to add up to £100m to the Capital programme, to be funded by Prudential Borrowing, to the Cabinet (see section 9.10). • To agree the delegation of decisions to add projects relating to the current HIF bids to the capital programme to the Cabinet (see section 9.11). • To approve the ‘Special Expenses’ budgets and precept for Aylesbury Town, High Wycombe Town and West Wycombe Church Yard (Appendix 5 & 6).
Corporate Implications:	The Section 151 Officer for the Shadow is required to produce a robust and balanced budget for the council. This report presents the budget and capital programme which are balanced across all years.
Options: (If any)	N/A
Reason:	To set a safe and legal revenue budget and capital programme for Buckinghamshire Council within the prescribed timeframe.

1. Purpose of Report

- 1.1 This report sets out the proposed revenue budget and capital programme for Buckinghamshire Council (Appendices 1-3).
- 1.2 This includes updates on the latest estimated funding position, service budget pressures and the key financial risks facing the Council in the future, along with the proposed Fees & Charges for the Council (Appendix 4).
- 1.3 This report includes budgets and services funded by special expenses where relevant (see Appendices 5 and 6).
- 1.4 The Council Tax Resolution which contains the final information from the other precepting authorities leading to the total Council Tax for the area will be presented to the Shadow Authority for approval on 27th February.

2. Summary

- 2.1 The revenue budget and capital programme are the first financial plans for the new Buckinghamshire Council. As such they reflect the efforts of officers and members across all five councils to create new plans for the new Council.
- 2.2 The creation of the new Council required a thorough review of both the Corporate Plan and the budget plans which support its delivery. This revenue budget and capital programme represents the initial steps in delivering a revised vision for public services and investment in Buckinghamshire.
- 2.3 At a time where it is nationally recognised that there are significant budget pressures across all tiers of Local Government, whether from Social Care demand and cost pressures or from increases in homelessness, the starting position was that the five predecessor councils are coming together with approved plans for the period up to 2022/23 but that these will need to be continually reviewed, including post vesting day.
- 2.4 The revenue and capital budget plans presented within this report are built on that foundation, whilst aiming to address the unavoidable cost pressures the council faces. The revenue budget includes the delivery of the first tranche of savings from the efficiencies arising from the move to a single council for Buckinghamshire.

3. The Corporate Plan

- 3.1 The Corporate Plan is the Council's main strategic business planning document, establishing a 'golden thread' between the Council's priorities, as set out by elected members, and the activities and budgets to deliver the organisations agreed outcomes. As a public document, the Corporate Plan will also help communicate to staff, partners and residents, a clear narrative of strategic intent.
- 3.2 Building upon existing best practice in Buckinghamshire, and using the previous five council's corporate plans as a solid foundation, the proposed Corporate Plan was developed alongside budget proposals and through a process of widespread engagement and consultation with members, officers, the public, partners and other stakeholders.
- 3.3 The Corporate Plan sets out what we want to achieve and how we will do it, addressing the challenges we face and harnessing opportunities as they present themselves, while the budget proposals set out how we will resource this in a robust and prudent manner.

4. Spending Round 2019 and the Local Government Finance Settlement

- 4.1 The Government's Spending Round 2019 included some significant spending announcements of interest to Local Government. Key to these were:-
- An additional £1bn for Adults & Children's Social Care in 2020/21;
 - The continuation of the Adult Social Care Precept in 2020/21;
 - A 3.4% increase in the Better Care Fund, aligned to the NHS Settlement;
 - An additional £7.1bn for Schools by 2022/23;
 - Schools per pupil funding to increase by inflation;
 - An extra £700m for High Needs pupils in 2020/21;
 - An additional £54m in 2020/21 to address Homelessness;
 - Continuation of the Troubled Families programme;
 - A real terms increase in the Public Health grant.
- 4.2 Estimates of the impact of these announcements on the Council's funding have been included in the Revenue Budget. Many of these announcements are guaranteed for one year only and in line with good financial management these are only being used for one-off investment, including the costs of change.
- 4.3 Since the Spending Round announcements were largely only for 2020/21 there remains uncertainty over future funding levels.
- 4.4 Details of the local impact of these announcements were received as part of the Provisional Local Government Finance Settlement, published on 20 December 2019.
- 4.5 The Final Local Government Finance Settlement, published on 06 February 2020, confirmed these funding figures.
- 4.6 In addition it has been announced that there will be a delay to the Fair Funding Review of Local Government funding and the move to 75% business rates retention, which were expected for 2020/21. Furthermore, there are further delays to the publications of a new policy on Social Care. These initiatives are expected to have significant impacts on the Council when they are brought forward.

5. Developing the budget proposals

- 5.1 On 7th January 2020 the Shadow Executive reviewed and agreed the draft revenue budget and capital programme and the draft Corporate Plan.
- 5.2 In January the Shadow Budget Scrutiny Committee met and with Shadow Portfolio holders to challenge the budget proposals made for their respective areas. There were 33 recommendations, which have been considered and any resulting changes have been included within the final budget proposals.
- 5.3 The budget proposals contained within this report have been developed alongside, and with reference to, the developing Corporate Plan for the new Council.
- 5.4 The starting point for developing these financial plans was the consolidation of the five predecessor council's existing revenue budgets and capital programme.
- 5.5 Since all predecessor Councils had plans for both capital and revenue which ran to at least 2022/23, it was agreed to prepare new budgets to this date.
- 5.6 Each Shadow Portfolio Holder for the new Council has been supported by officers across the five councils to produce the revenue budget and capital programme proposals which support the Corporate Plan.
- 5.7 These proposals have been reviewed by both the Officer and Member groups of the Shadow Authority to ensure they are robust, deliverable, reflective of the Corporate Plan, and ensure the financial sustainability of the Council.

6. The Revenue Budget

- 6.1 The starting point for the Revenue Budget was the amalgamation of the existing plans agreed by each of the councils in February 2019. All of these plans ran until at least 2022/23, so it was proposed that the first budget for Buckinghamshire Council would be for the three years to 2022/23.
- 6.2 Shadow Executive approved the Draft budget on 7 January 2020.
- 6.3 Whilst there remains uncertainty over the wider economic environment and funding beyond 2020/21, a balanced budget has been produced for all 3 years.
- 6.4 The overall revenue budget, with each portfolio's element expanded, can be found in **Appendix 1**.
- 6.5 The key changes from the draft budget are:
- An additional £2.98m of New Homes Bonus in 2020/21, as announced in the Local Government Settlement;
 - An increase of £2.28m in the forecast Council Tax surplus for 2020/21;
 - The announcement of and additional £366k of Homelessness Grants in 2020/21;
 - The release of £1m of Adult Social Care contingency to address ongoing demand and complexity pressures from 2019/20;
 - The addition of a further £1m to the Plane & Patch programme;
 - The addition of £879k for Street Signs and Lines maintenance;
 - The allocation of an additional £1.07m to Home to School Transport budgets in response to current year demand and price pressures;
 - The funding of 10 Social Workers in 2020/21 from Social Care contingency budgets, at a cost of £0.907m to help address backlogs and caseloads in Children's Social Care;
 - An additional investment of £2.187m to support the ASYE Academy to support the development of new Social Workers;
 - The addition of £0.5m to Business Support budgets to enhance administrative support for Children's Social Care.
- 6.6 Details of all revenue budget changes can be found in **Appendix 3**.
- 6.7 The budget still includes a sum of £5m for 'Council Priorities' in 2020/21. It will be for the new authority to decide how this is allocated. However, following budget scrutiny it is likely that the majority of this will be used for climate change alleviation.
- 6.8 Within the budget are contingency budgets, which are held both to mitigate future budget risks, and to fund future pay increases and increases in pension contributions following the triennial pension revaluation.
- 6.9 The opening **General Fund balance for the council is expected to be £45.1m**, dependent on the financial performance of the predecessor councils in 2019/20. This represents **10.4% of the net operating budget, or 3.8% of the gross budget**.
- 6.10 The savings expected from the creation of the new Council have been allocated to Portfolios in 2020/21. In 2021/22 and 2022/23 the savings are held corporately and will be allocated to Portfolios as transformation proposals are developed and agreed.
- 6.11 Plans for delivery of the full £18.2m savings target will be discussed and developed as the new Council becomes operational.
- 6.12 In future budgets all savings expected from the creation of the new Council will be fully allocated to portfolios over the appropriate planning period.

7. Council Tax

- 7.1 An approach to harmonising Council Tax levels has been agreed, which will see all residents in the same Council Tax band paying the same amount of Council Tax to Buckinghamshire Council from April 2020. This will result in slightly different increases in different areas, but is considered the most appropriate to support the financial sustainability of the new council.
- 7.2 The Secretary of State announced that the Council Tax Referendum threshold will be 2% for 2020/21. It is proposed to **increase Council Tax by 1.99%**.
- 7.3 In addition an **Adult Social Care Precept of 2%** will be levied, in line with the government's announcement in the Spending Round. In line with Government requirements this additional funding is all allocated to Adult Social Care budgets.
- 7.4 The Council Tax Resolution, which agrees the levels of Council Tax, will be agreed by the Shadow Authority on 28th February.
- 7.5 In Aylesbury Town, High Wycombe and West Wycombe Church Yard there have been 'Special Expenses' areas in operation. This is an additional Council Tax charge for residents in these areas and reflects costs incurred by the Council which would normally be the responsibility of a parish or town council if one existed. Details of the proposed 'Special Expenses' budgets and precepts, which require a formal decision by the Shadow Authority' can be found in Appendix 7.
- 7.6 **The Shadow Executive is asked to recommend the Special Expenses budgets in Appendix 5, and the services funded by special expenses (Appendix 6) to the shadow Authority.**

8. Fees & Charges

- 8.1 The proposed Schedule of Fees & Charges was approved by Shadow Executive on 07 January 2020, subject to a small number of amendments and corrections. These have now been addressed and include separating Fees & Charges linked to Special Expenses. It was agreed that the final Schedule would be presented to Shadow Authority on 27 February for approval alongside the Budget. The updated schedule is included at **Appendix 4**.
- 8.2 There are likely to be a few required changes following approval at Shadow Authority due to required approvals at Schools Forum and due to the outcome of some on-going tender processes. It is proposed that Shadow Executive delegate decisions to approve and further required changes to Fees & Charges to the s151 officer, in consultation with the Leader, during the period post final budget up to 31st March 2020.

9. The Capital Programme

- 9.1 The starting point for the Capital Programme was the amalgamation of the existing programmes agreed by each of the councils in February 2019. All these programmes ran until at least 2022/23, so it was agreed that the first capital programme for Buckinghamshire Council would provide details for those three years.
- 9.2 The capital resources available have been reviewed and updated in line with latest expectations. The overall Capital programme is £501m over the 3-years and each portfolio's element of the Programme can be seen in **Appendix 2**.
- 9.3 The proposed Capital Programme is ambitious, both in scale and scope. There is a particular focus on Economic Regeneration.

9.4 Key projects within the programme are:

- £114m to support Economic Regeneration in Aylesbury and Wycombe;
- £108m on schools, including the new Kingsbrook Secondary School;
- £70m on Strategic Highways maintenance including an additional £5m on Highways Plane & Patch and £1m on Footways in 2020/21, as a result of one-off funding in the Spending Round announcement;
- £62m on Strategic Infrastructure including Housing Infrastructure Fund marginal viability funded schemes in Princes Risborough, Abbey Barn and the Aylesbury Link Roads;
- £36m investment in Leisure Centres primarily linked to the Chiltern Lifestyle Centre, where construction commenced in 2019/20;
- £11.8m investment in Waste services for the fleet to deliver the new Southern Waste Contract;
- £25m to support Housing and Homelessness, including affordable Housing action plans and disabled facilities grants.

9.5 This ambitious programme represents an overall budget framework for delivery for the new Council. Work will continue around the affordability and prioritisation of schemes within the programme, including appropriate profiling.

9.6 All revenue consequences of the Capital programme have been included in the revenue budget.

9.7 A full review of Capital plans will be undertaken early in 2020/21 by the new Council. It is expected that there will be a need to make changes to the programme as the requirements of the new council are clarified through this review process.

9.8 Any decisions to make additions to the Capital Programme will be carefully considered and taken within the governance framework formalised in the Capital & Investment Strategy, and will follow all guidance referred to within this document.

9.9 The Councils authorised borrowing limit currently allows for £100m of additional prudential borrowing should the need arise.

9.10 In order to allow flexibility in the capital programme it is **proposed that the Cabinet be delegated to approve up to £100m of additional prudential borrowing** in order that new projects can be added to the Capital Programme.

9.11 The Council is currently awaiting the outcome of bids for HIF funding. This project is not currently included within the capital programme. In order to allow this project to be added to the programme if the bid is successful, and for work to commence as quickly as possible, it is **proposed that the decision to add any successful HIF funded projects to the capital programme is delegated to Cabinet.**

10. Financial Risks

10.1 Whilst every effort is made to ensure the budget proposals are robust, deliverable and support financial sustainability there continues to be uncertainty in both the wider political and economic environment and in local supply and demand factors.

10.2 The table below identifies the key risks to these budget proposals:

Complexity and increasing demand in social care, homelessness and transportation services	Social care and transportation budgets are subject to significant variations in terms of both demand and complexity. Whilst efforts are made to predict these, they remain volatile.
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Social Care Funding and Policy	We are still awaiting Government policy on the future of Social Care. This is an area of significant budgetary pressure for authorities providing care services. Unless fully funded, any future policy changes could place significant financial burdens on the Council.
Social Care Provider Failure	The Care Act places a statutory duty for local authorities with responsibility for adult social care in managing the market including, where necessary, making arrangements for the continuity of care in the event that a social care provider closes. This remains a risk, which is potentially compounded by other matters, such as Brexit.
Changes to the Local Government funding system	The outcome of the General Election is likely to massively influence the future overall funding level of local authorities, including how that funding is then allocated, as the Government then put in place their manifestos. A longer term Spending Review is expected to take place in 2020. Furthermore, the Fair Funding Review is expected to be implemented for 2021/22 with the intention of producing a more transparent model that better aligns funding and need across all authorities. When implemented it could result in significant change to the allocations assumed within our budget. Furthermore, 75% Business Rates Retention, due to now commence in 2021, would bring opportunities although this also brings risks, especially at a time when the retail sector is struggling.
The increasing risk of Homelessness	Homelessness is currently on an upward trajectory, and is placing a significant burden on budgets for the prevention and management of Homelessness. Whilst additional funding has been received following the Spending Round 2019 there remains a risk that this will not be sufficient to meet need.
Emerging pressures from creation of a new authority	There are likely to be many currently unknown financial pressures that will emerge as the new authority begins life and teams come together. Reviews of services and the budgets associated with them will be carried out in 2020/21 to ensure that priorities are deliverable within the approved budgets.
Deliverability of planned savings	Evidence from other local authorities and local experience suggest that it is getting harder to deliver savings in the face of growing and changing demand. This is exacerbated by the level of change activity in creating the new Council, and the potential that key staff will be lost during the transition.
Recruitment conditions	The predecessor authorities all experienced difficulties in permanent recruitment, in line with many other authorities.

	In particular, within the areas of Social Care and Planning. Agency levels in these areas are already high and there are risks that these levels could continue to increase, placing burdens on budget due to the high costs of Agency staff.
Capital funding	There is significant funding from developer contributions in the capital programme. Both the level and timing of these contributions are uncertain and present risks to delivering the programme. A number of schemes may be committed in advance of the actual level of developer contributions being finalised and this may necessitate the need for some short-term borrowing. This also applies to the risks around current funding bids (e.g. Housing Infrastructure Fund). No financing costs have currently been provided for within the revenue budget should there be a need to take out any short term borrowing to assist with cash-flow. Expected capital receipts may not be achievable if market conditions see a fall in sale values.
Investment property income	Whilst offering significant benefits in terms of the income generated, there are also risks within the commercial property market. Well publicised High Street failures suggest that the retail sector is struggling and local experience supports this. This risk is partly mitigated by holding a diversified and appropriately sized portfolio, and the allocation of some income to a reserve to cover voids. However, a multi-sectoral deterioration in market conditions could be significantly detrimental to budgeted income streams.
Brexit	The impacts of an adverse Brexit could be felt through many mechanisms, including but not limited to:- <ul style="list-style-type: none"> • Wage inflation in our supply chain due to lack of suitable employees • Loss of knowledgeable staff • Council tax receipts reductions due to emigration • Business rate receipt reduction through failure / emigration of UK businesses • National tax take reductions requiring greater savings in Local Government • Changes to the level of benefits claimants, and hence increases in Council Tax discounts.

- 10.3 A robust risk management approach will be taken to monitor, manage and mitigate these risks through the delivery of these budget plans.
- 10.4 The revenue budget proposals include contingencies against the high risk areas, especially Social Care. Our General Fund (non-allocated reserve) balances are also at a prudent level. Close ongoing management of these risks is required to ensure the sustainability of the Council.

11. Financial Implications

- 11.1 The nature of this report is largely financial, and as such the whole report is about the financial implications for Buckinghamshire Council.

12. Legal Implications

- 12.1 The Council is required to set a balanced budget before 10 March in accordance with the Local Government Finance Act 1992. Some savings proposals may need individual detailed consultation and this will be carried out before decisions on those proposals are made.

13. Other Key Risks

- 13.1 Key risks are covered within the body of this report.

14. Dependencies

- 14.1 The revenue budget and capital programme are in essence the financial expression of the Corporate Plan. As this plan evolves the content of these may be required to change as a consequence. In its first year of operation the Council will review the MTFP with a view to extending it in the future. In particular, looking to develop a longer term capital financial planning horizon.

15. Consultation

- 15.1 A public consultation on priorities and budgets ended on 25 November 2019. The results have been reviewed by the Shadow Executive alongside the draft budget report, and any financial changes resulting from this are included in these budget proposals.
- 15.2 There was strong support among residents and organisations in Buckinghamshire for the proposed overall priorities for the new Council. There were mixed views on the proposed spending allocation; among residents, roads and services/support for vulnerable adults and older people were high priorities for improvement (these views reflect results from previous budget consultations); among organisations, the top areas to prioritise for improvement were services and support for vulnerable groups, including older and younger people, and protecting the environment (e.g. green spaces and renewable energy).
- 15.3 The Corporate Plan has been updated to reflect the sub-priorities which respondents felt to be most important to them; similarly, the revenue and capital programmes reflect people's views, including the additional investment in highways programmes and the Adults and Children's Social Care budgets, as set out earlier in this report.
- 15.4 Further consultation has taken place with the Bucks Business Group following approval of the draft budget by the Shadow Executive. There was general support for the proposed budget.

16. Equalities Implications

- 16.1 Equalities impact screening will be undertaken for all significant new proposals within the budget, and full Equality Impact Assessments will be produced as projects are fully developed and where this is deemed necessary.

17. Next Steps

- 17.1 The Shadow Authority will receive the Revenue Budget, Capital Programme, Corporate Plan and associated appendices on 27th February 2020 for final approval.
- 17.2 The Council Tax Resolution, which agrees the Council Tax figures for the Council, and all precepting organisations, will be presented alongside these proposals.

Background Papers	Appendix 1 - Revenue Budget Appendix 2 – Capital Programme Appendix 3 – Detailed Revenue Budget Changes Appendix 4 – Schedule of changes to Fees & Charges Appendix 5 – ‘Special Expenses’ budgets and precept Appendix 6 – ‘Special Expenses’ activities
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Appendix 1

Buckinghamshire Council Revenue Budget

2020/21 - 2022/23

Contents

Overall Revenue Budget

- 1 Revenue Budget Summary
- 2 Revenue Budget Subjective Analysis
- 3 Changes to Net Cost of Services

PORTFOLIO BUDGET DETAIL

- 4 Leader
- 5 Adult Social Care
- 6 Health & Culture
- 7 Communities
- 8 Children
- 9 Education
- 10 Environment
- 11 Planning
- 12 Transport
- 13 Deputy Leader & Resources
- 14 Corporate

Overall Revenue Budget

Budget by Portfolio

1

		2020-21			2021-22	2022-23
		Income	Expenses	Net	Net	Net
		£000	£000	£000	£000	£000
Costs by Portfolio	Leader	(1,720)	23,968	22,248	22,737	22,763
	Adult Social Care	(43,397)	191,398	148,001	154,701	161,685
	Health & Culture	(23,665)	30,779	7,114	6,438	5,216
	Communities	(10,588)	20,916	10,328	10,448	10,558
	Children	(925)	78,190	77,265	73,188	73,403
	Education	(478,943)	504,450	25,507	25,008	25,008
	Environment	(8,377)	32,965	24,588	26,176	27,080
	Planning	(11,810)	15,470	3,660	3,340	3,266
	Transport	(16,255)	44,046	27,791	24,219	24,674
	Deputy Leader & Resources	(150,718)	186,182	35,464	34,336	33,947
	Net	(746,398)	1,128,364	381,966	380,591	387,600
Corporate Items	Corporate			50,207	38,398	44,453
	Reserves			8,276	5,596	6,811
				58,483	43,994	51,264
Net Operating Expenditure				440,449	424,585	438,864
Funded by	Business Rates			(60,626)	(48,427)	(49,955)
	Council Tax Surplus			(3,777)	-	-
	New Homes Bonus			(12,462)	(9,159)	(9,251)
	Unringfenced Grants			(16,215)	(7,441)	(7,441)
	Special Expenses Council Tax			(1,146)	(1,146)	(1,146)
				(94,226)	(66,173)	(67,793)
Net Expenditure before Council tax				346,223	358,412	371,071
Council Tax				(346,223)	(358,412)	(371,071)

This is the first revenue budget for the new Buckinghamshire Council and represents the initial steps in delivering a revised vision for public services and investment in Buckinghamshire.

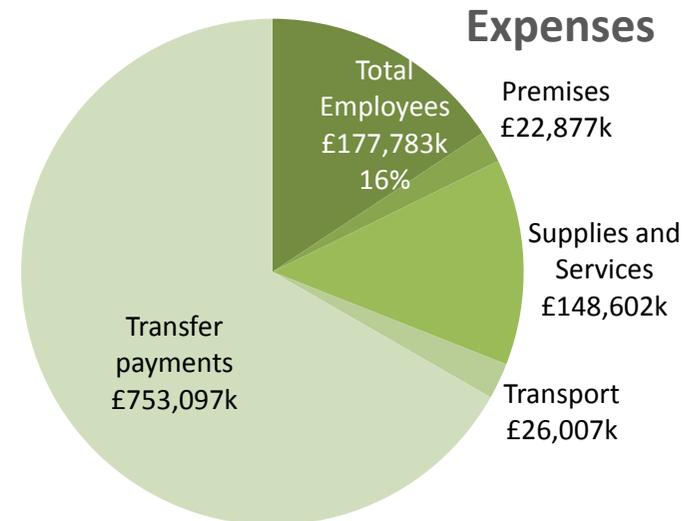
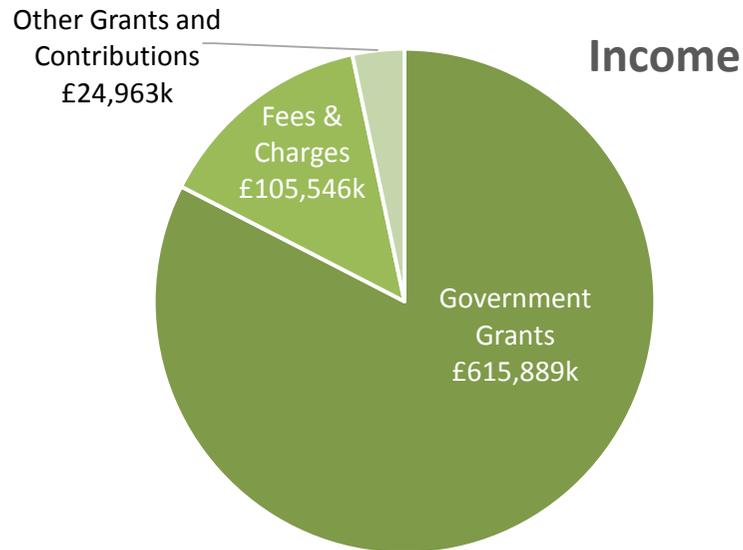
Additional investment has been made in both Adults and Children's Social Care budgets to address the continued increases in demand, cost and the complexity of cases.

There is investment in new Community Boards to ensure the Council is close to residents and able to understand and respond to local needs.

The budget also includes the delivery of the first tranche of savings from the formation of the single Council.

Revenue Budget Subjective Analysis

	Leader	Adult Social Care	Health & Culture	Communities	Children	Education	Environment	Planning	Transport	Deputy Leader & Resources	Grand Total
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Income											
Government Grants	(123)	(550)	(20,007)	(1,811)	(497)	(472,508)	-	(10)	(465)	(119,917)	(615,889)
Fees & Charges	(1,326)	(22,763)	(3,460)	(8,231)	-	(6,421)	(8,377)	(11,800)	(15,584)	(27,585)	(105,546)
Other Grants and Contributions	(271)	(20,084)	(197)	(546)	(428)	(14)	-	-	(206)	(3,216)	(24,963)
Income Total	(1,720)	(43,397)	(23,665)	(10,588)	(925)	(478,943)	(8,377)	(11,810)	(16,255)	(150,718)	(746,398)
Expenses											
Employees	13,121	24,135	7,652	9,589	32,387	17,208	7,608	13,537	4,487	48,058	177,783
Premises	121	133	2,097	1,628	2,310	2,953	1,996	12	2,578	9,050	22,877
Supplies and Services	8,706	7,378	20,307	7,954	6,607	32,807	22,763	2,485	28,548	11,048	148,602
Transport	86	2,957	122	70	477	20,034	1,694	104	260	202	26,007
Transfer payments	1,934	156,795	601	1,676	36,409	431,449	(1,096)	(667)	8,174	117,822	753,097
Expenses Total	23,968	191,398	30,779	20,916	78,190	504,450	32,965	15,470	44,046	186,182	1,128,366
Grand Total	22,248	148,001	7,114	10,328	77,265	25,507	24,588	3,660	27,791	35,464	381,968



Changes to Budget (Net Cost of Services)

3

Net Cost of Services - 3 Year Cumulative Changes by Portfolio

	Leader	Adult Social Care	Health & Culture	Communities	Children	Education	Deputy Leader & Resources	Environment	Planning	Transport	Total
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Change											
Additional Income	-	(500)	(1,244)	-	-	-	(2,355)	(124)	(450)	(1,037)	(5,710)
Service Developments	3,416	-	131	40	439	220	(1,265)	15	882	86	3,963
Special Items	(1,230)	1,671	(505)	(97)	(1,759)	(963)	(473)	60	(200)	(1,083)	(4,578)
Unavoidable Growth	271	1,000	(88)	34	291	8,654	1,279	4,226	45	2,211	17,923
Service Efficiency	(289)	(2,011)	(381)	(30)	(5,565)	(7,222)	(1,247)	(400)	(1,074)	(248)	(18,466)
Growth in Demand for Social Care	-	23,214	-	-	4,656	-	-	-	-	-	27,870
Growth for Schools	-	-	-	-	-	22,339	-	-	-	-	22,339
Additional Grant for Schools	-	-	-	-	-	(22,339)	-	-	-	-	(22,339)
Change Total	2,170	23,374	(1,946)	65	(1,938)	690	(4,036)	3,778	(796)	(70)	21,291
Total	22,763	161,685	5,216	10,558	73,403	25,008	33,947	27,080	3,266	24,674	387,600

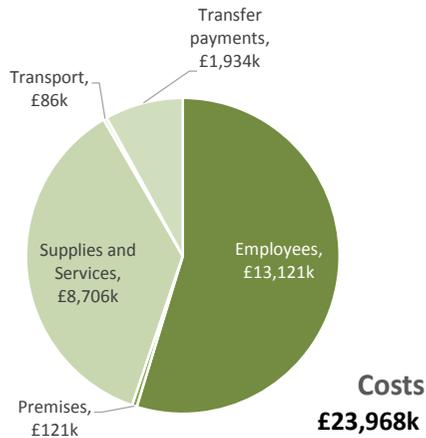
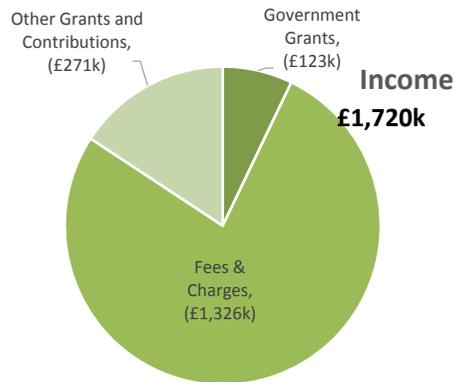
Changes to Net Cost of Services by Year

	2020-21	2021-22	2022-23
	£000	£000	£000
Change			
Additional Income	(2,070)	(3,835)	(5,710)
Service Developments	10,256	4,540	3,963
Special Items	(4,726)	(4,528)	(4,578)
Unavoidable Growth	14,414	16,485	17,923
Service Efficiency	(13,557)	(17,961)	(18,466)
Growth in Demand for Social Care	11,054	19,294	27,870
Growth for Schools	22,339	22,339	22,339
Additional Grant for Schools	(22,339)	(22,339)	(22,339)
Change Total	15,658	14,283	21,291
Total	381,967	380,592	387,600

PORTFOLIO BUDGET DETAIL

Portfolio	Section
Leader	4
Adult Social Care	5
Health & Culture	6
Communities	7
Children	8
Education	9
Environment	10
Planning	11
Transport	12
Deputy Leader & Resources	13

Leader



Net Budget 2020/21: £22,248k

Leader Portfolio	2020-21		2021-22	2022-23
	Income £000	Expense £000	Net Budget	Net Budget
Community & Voluntary Sector	-	1	1	1
Economic Growth & Regeneration	(367)	2,833	2,466	2,458
Legal & Democratic Services	(444)	8,227	7,783	7,780
Chief Executives office	(5)	944	939	939
Localities & Strategic Partnerships	-	4,141	4,141	4,641
Policy Performance & Comms	(299)	5,328	5,029	5,030
Strategic Infrastructure & Projects	(596)	1,099	504	504
Transformation	-	1,101	1,101	1,101
Business Operations	(10)	294	284	284
Net	(1,720)	23,968	22,248	22,763

Changes Summary		2020-21	2021-22	2022-23
Change	Service Developments	2,916	3,416	3,416
	Special Items	(1,230)	(1,230)	(1,230)
	Unavoidable Growth	221	246	271
	Service Efficiency	(254)	(289)	(289)
Grand Total		22,248	22,737	22,763

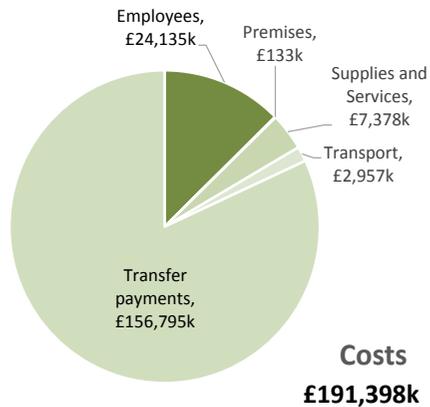
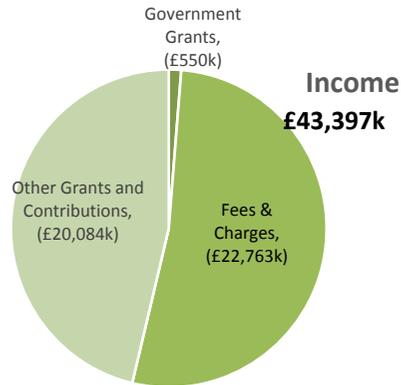
The establishment of new Community Boards, with an overall budget of £5.165m including over £4m of new investment and £1m of budgets re-aligned, will enable local leadership and facilitate partnership working on solving local issues.

The budget includes senior management savings from the formation of the new Council.

The reduction in Economic Development relates to the end of a one-off pilot of investment funded from Business rates pooling.

Further investment in feasibility and regeneration is planned with an ambitious Capital programme of over £100m supported by £4m revenue funding for feasibility to enable Economic Growth and Development and vibrancy of the area.

Adult Social Care



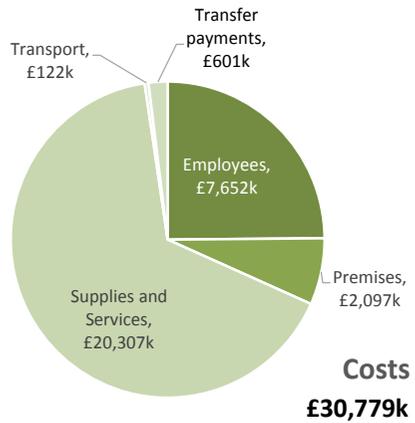
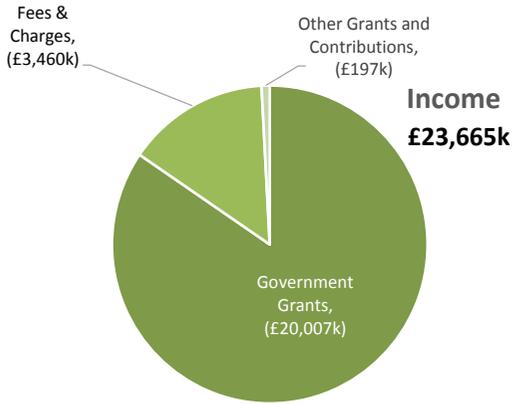
Net Budget 2020/21: £148,002k

Adult Social Care Portfolio	2020-21			2021-22	2022-23
	Income £000	Expense £000	Net Budget	Net Budget	Net Budget
Access	(6,415)	28,002	21,587	23,760	26,317
ASC Transformation		85	85	85	85
Commissioning & Service Improvement	(1,510)	10,507	8,997	8,997	8,997
Learning Disabilities & CHC	(2,770)	49,157	46,388	48,078	50,066
Mental Health	(1,734)	6,845	5,111	5,111	5,111
Older People / OP Mental Health / PSD	(13,081)	65,471	52,391	55,228	57,667
Quality, Performance & Standards	(1)	2,766	2,765	2,765	2,765
Safeguarding		1,680	1,680	1,680	1,680
Senior Management Team	(10,271)	19,269	8,999	8,999	8,999
Partnership with Health	(7,615)	7,615	-	-	-
Net	(43,397)	191,398	148,002	154,701	161,685

Changes Summary		2020-21	2021-22	2022-23
		£000	£000	£000
Change	Additional Income	(500)	(500)	(500)
	Special Items	1,671	1,671	1,671
	Unavoidable Growth	1,000	1,000	1,000
	Service Efficiency	(2,011)	(2,011)	(2,011)
	Growth in Demand for Social Care	9,530	16,230	23,214
Grand Total		148,002	154,701	161,685

Additional investment in Adults Social Care budgets to address the continued increases in demand, cost and the complexity of the cases managed. These demands impact in particular around older people and young people becoming adults with social care support needs; funded primarily from the continuation of the Adult Social Care precept, with one off investments made from the Adult Social Care grant.

Health & Culture



Net Budget 2020/21: £7,115k

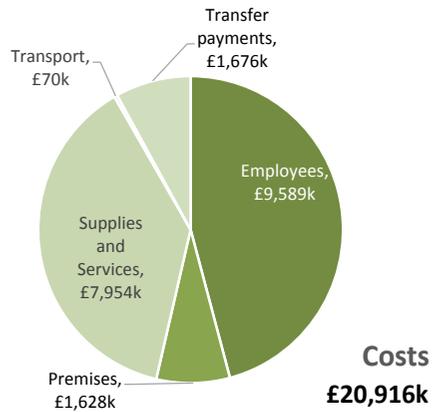
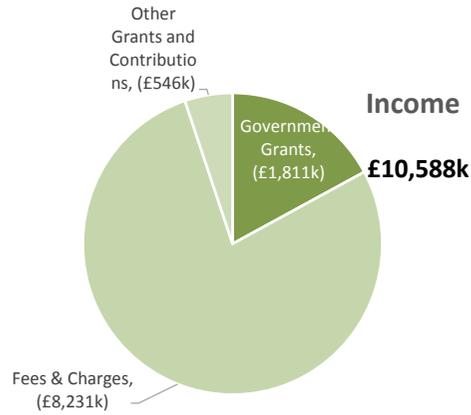
Health & Culture Portfolio	2020-21			2021-22	2022-23
	Income £000	Expense £000	Net Budget	Net Budget	Net Budget
Leisure Centres	(1,116)	991	(126)	(765)	(2,006)
Libraries	(615)	4,303	3,688	3,678	3,678
Public Health & Commissioning	(19,997)	19,997	-	-	-
Country Parks, Parks & Play Areas	(1,785)	3,804	2,020	2,036	2,053
Arts & Culture	(152)	1,219	1,068	1,025	1,026
Museums & Heritage	-	464	464	464	464
Net	(23,665)	30,779	7,115	6,438	5,216

Changes Summary		2020-21	2021-22	2022-23
		£000	£000	£000
Change	Additional Income	478	(94)	(1,244)
	Service Developments	131	131	131
	Special Items	(505)	(505)	(505)
	Unavoidable Growth	35	(15)	(88)
	Service Efficiency	(327)	(381)	(381)
Grand Total		7,115	6,438	5,216

The Budget includes £20m investment in Leisure Centres primarily linked to the Chiltern Lifestyle Centre (total £36m) where construction commences in 2019/20. The new operating arrangements are anticipated to be beneficial overall.

Only the net operating budget is shown within the Health & Culture portfolio with the capital financing costs reported within the corporate budget

Communities



Net Budget 2020/21: £10,328k

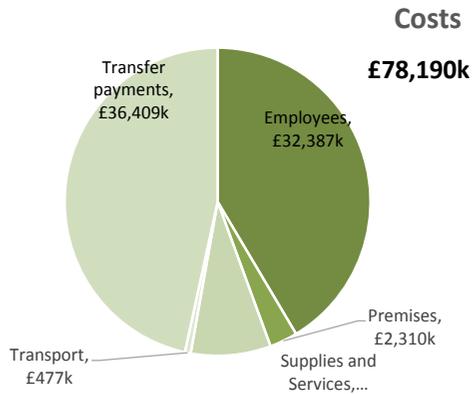
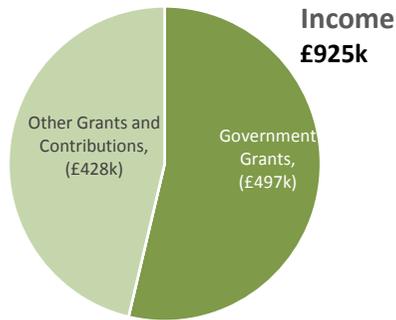
Communities Portfolio	2020-21		Net Budget	2021-22	2022-23
	Income £000	Expense £000			
CCTV	(136)	418	282	282	282
Cemeteries & Crematoria	(3,012)	2,836	(175)	(175)	(175)
Community & Voluntary Sector	(322)	2,564	2,242	2,246	2,251
Community Centres	(137)	410	273	276	279
Community Safety	(517)	1,544	1,027	1,023	1,019
Coroners		811	811	821	821
Environmental Health	(202)	1,905	1,703	1,705	1,707
Homelessness	(2,154)	3,823	1,668	1,668	1,668
Licensing	(1,588)	1,041	(547)	(547)	(547)
Registrars & Celebratory services	(1,488)	1,330	(159)	(159)	(159)
Trading Standards	-	911	911	911	911
Housing	(780)	2,925	2,145	2,145	2,145
Community services	(251)	398	147	252	357
Net	(10,588)	20,916	10,328	10,448	10,558

Changes Summary		2020-21	2021-22	2022-23
		£000	£000	£000
Change	Additional Income	-	-	-
	Service Developments	40	40	40
	Special Items	(97)	(97)	(97)
	Unavoidable Growth	15	29	34
	Service Efficiency	(240)	(135)	(30)
Grand Total		10,328	10,448	10,558

Predominately a stand still budget that maintains in particular the existing investment in tackling Homelessness and services delivered directly to communities across Buckinghamshire, maintaining the current investment and the proximity to residents.

The budget includes some investment in Coroners to meet increasing volumes, complexity and costs

Children



Net Budget 2020/21: £77,265k

Children Portfolio	2020-21			2021-22	2022-23
	Income £000	Expense £000	Net Budget	Net Budget	Net Budget
Care Services	(428)	39,609	39,180	38,233	39,125
Children in Care	(497)	5,022	4,525	4,525	4,525
Children in Need	-	13,436	13,436	13,186	13,186
Early Help	-	5,778	5,778	5,778	5,778
Management and Central costs	-	1,192	1,192	1,127	1,127
Prevention & Commissioning	-	7,680	7,680	7,137	7,037
Quality, Standards & Performance	-	5,473	5,473	3,202	2,625
Net	(925)	78,190	77,265	73,188	73,403

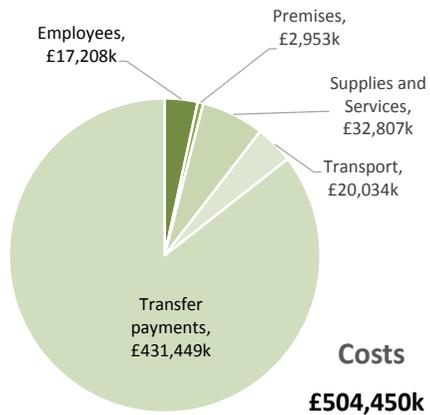
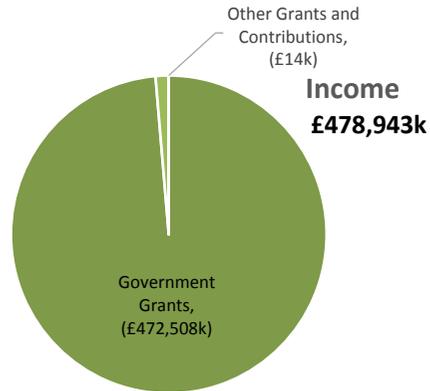
Changes Summary		2020-21	2021-22	2022-23
		£000	£000	£000
Change	Service Developments	3,352	1,016	439
	Special Items	(1,316)	(1,759)	(1,759)
	Unavoidable Growth	1,957	641	291
	Service Efficiency	(3,593)	(5,115)	(5,565)
	Growth in Demand for Social Care	1,524	3,064	4,656
Grand Total		77,265	73,188	73,403

Additional investment has been made in Children’s Social Care budgets to address the continued increase in demand, cost and complexity of the cases managed, particularly in placements for Children in Care and care packages for children and young people supported at home.

Investment is also being made for a number of measures to address current costs of agency staff and to support recruitment of permanent high quality social work staff.

Savings over the 3 year period are linked to the impact of the increasing our in house placements options as set out in our placement sufficiency strategy and the ongoing children’s transformation programme.

Education



Net Budget 2020/21: £25,508k

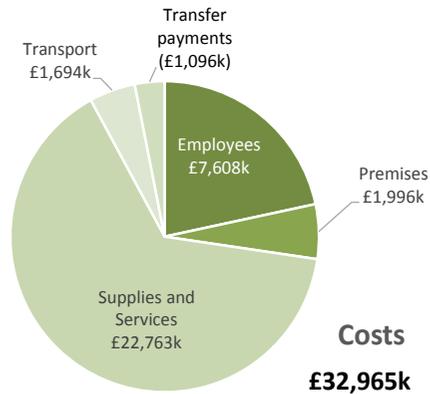
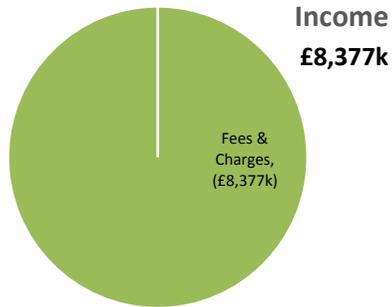
Education Portfolio	2020-21			2021-22	2022-23
	Income £000	Expense £000	Net Budget	Net Budget	Net Budget
Adult Learning & Skills	(4,665)	4,605	(59)	(59)	(59)
Central Block	(239)	6,664	6,425	6,425	6,425
Early Years Block	-	31,559	31,559	31,559	31,559
Funding Block	(466,187)	(1,048)	(467,235)	(467,235)	(467,235)
High Needs Block	(1,332)	91,171	89,839	89,839	89,839
Integrated Transport	(3,380)	20,403	17,023	16,523	16,523
Management and Central costs	(95)	(513)	(608)	(608)	(608)
School Improvement and Early Years	(267)	1,986	1,719	1,719	1,719
Schools Block	(2,652)	342,064	339,411	339,411	339,411
Special Educational Needs	(126)	5,554	5,428	5,428	5,428
Strategic Commissioning	-	2,005	2,005	2,005	2,005
Net	(478,943)	504,450	25,508	25,008	25,008

Changes Summary		2020-21	2021-22	2022-23
		£000	£000	£000
Change	Service Developments	720	220	220
	Special Items	(963)	(963)	(963)
	Unavoidable Growth	7,098	8,654	8,654
	Service Efficiency	(5,666)	(7,222)	(7,222)
	Growth for Schools	22,339	22,339	22,339
	Additional Grant for Schools	(22,339)	(22,339)	(22,339)
Grand Total		25,508	25,008	25,008

Additional investment has been made in increasing capacity within the Special Educational Needs and Disability (SEND) service and in meeting increased Home to School Transport costs.

Increases in the Dedicated Schools Grant (DSG) over the next 3 years will enable increased funding allocations to schools and academies in Buckinghamshire, increases in the hourly rates paid to Early Years providers delivering the free entitlement to early years and childcare for 3 and 4 year olds and vulnerable 2 year olds. Additional funding has also been received in 2020-21 to address some of the pressures in budgets for pupils with SEND. Pressures against DSG budgets mean that over the course of the medium term financial plan the Council will need to continue to review how services are delivered within the overall levels of the grant allocation.

Environment



Net Budget 2020/21: £24,588k

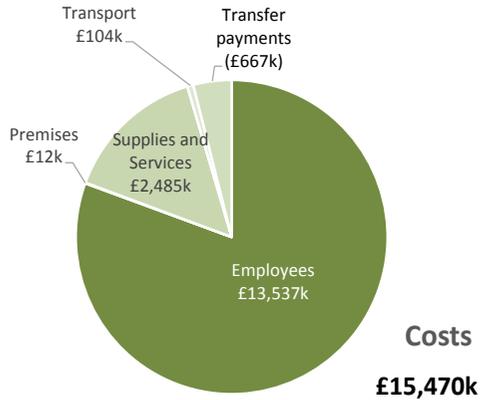
Environment Portfolio	2020-21			2021-22	2022-23
	Income £000	Expense £000	Net Budget	Net Budget	Net Budget
EFW & Residual Waste	(1,176)	1,032	(144)	1,000	1,212
Energy & Resources	(410)	586	176	176	106
Flood Management	(25)	526	501	501	461
Natural Environment	(56)	132	76	76	76
Public conveniences	(19)	407	388	390	393
Rights of way	(1)	397	396	396	396
Street Cleansing	(9)	1,011	1,002	1,032	1,064
Waste Collection	(3,775)	20,400	16,625	17,019	17,470
Waste disposal	(37)	2,485	2,448	2,389	2,339
Waste Strategy & Management	(1,783)	3,079	1,295	1,298	1,434
Household Waste Recycling Centres	(1,087)	2,912	1,826	1,897	2,131
Net	(8,377)	32,965	24,588	26,176	27,080

Changes Summary		2020-21	2021-22	2022-23
		£000	£000	£000
Change	Additional Income	(80)	(54)	(124)
	Service Developments	15	15	15
	Special Items	(601)	60	60
	Unavoidable Growth	2,351	3,252	4,226
	Service Efficiency	(400)	(400)	(400)
Grand Total		24,588	26,176	27,080

The Environment budget reflects growth due to increased volume of waste, growth in property numbers and households.

New pressures have been identified around dry recycling sorting and reprocessing costs and a volatile recyclable materials market.

Planning



Net Budget 2020/21: £3,661k

Planning Portfolio	2020-21		2021-22	2022-23
	Income £000	Expense £000	Net Budget	Net Budget
Building Control	(2,658)	1,963	(695)	(933)
Development Management	(6,395)	4,962	(1,432)	(2,100)
Heritage, Design & Landscape	(167)	1,439	1,273	1,273
Highways DM	(1,095)	1,115	20	20
Land Charges	(952)	325	(627)	(627)
Planning Enforcement	(75)	1,871	1,796	1,756
Strategic Planning & Policy	(176)	975	799	799
Planning Policy & Mgmt	(292)	2,820	2,528	3,114
Net	(11,810)	15,470	3,661	3,340

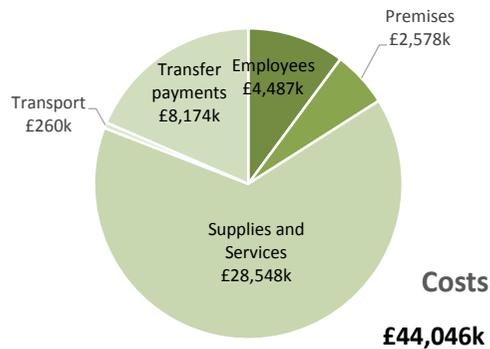
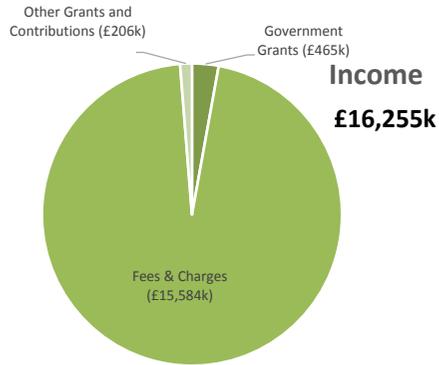
Changes Summary		2020-21	2021-22	2022-23
		£000	£000	£000
Change	Additional Income	(103)	(400)	(450)
	Service Developments	132	882	882
	Special Items	(200)	(200)	(200)
	Unavoidable Growth	54	69	45
	Service Efficiency	(285)	(1,074)	(1,074)
Grand Total		3,661	3,340	3,266

Investment is included within Planning Policy to meet the demands of a new Local Plan for the new Council as well as maintaining customer service standards.

Fees & Charges are being harmonised and income levels have been reviewed in line with growth in demand and to maximise cost recovery.

Future service efficiency is anticipated from the shared planning service across the new Council.

Transport



Net Budget 2020/21: £27,791k

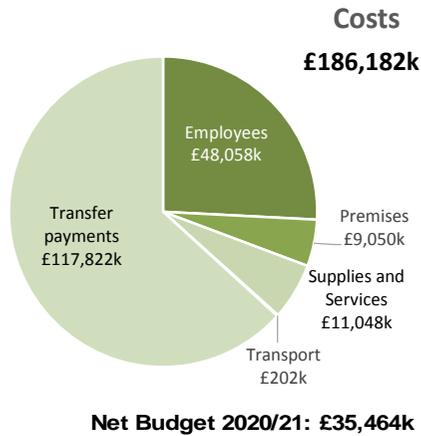
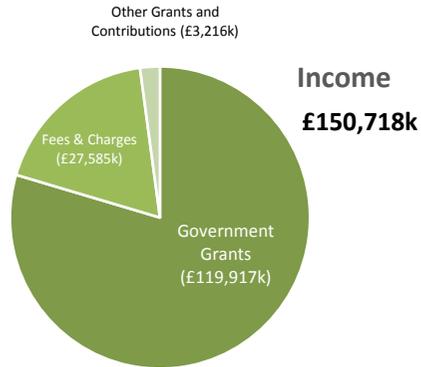
Transport Portfolio	2020-21		2021-22	2022-23
	Income £000	Expense £000	Net Budget	Net Budget
Integrated Transport	(1,323)	10,757	9,433	8,889
Parking Operations	(10,592)	5,107	(5,484)	(5,571)
Other Highways & Technical	(33)	2,054	2,021	2,021
Transport Strategy & Leadership team	(230)	1,056	826	826
TFB RJ Contract	(3,987)	24,768	20,782	17,840
Leadership team		(129)	(129)	(129)
Service Improvement	(91)	432	341	341
Net	(16,255)	44,046	27,791	24,219

Changes Summary		2020-21	2021-22	2022-23
		£000	£000	£000
Change	Additional Income	(582)	(725)	(1,037)
	Service Developments	4,165	86	86
	Special Items	(1,083)	(1,083)	(1,083)
	Unavoidable Growth	635	1,444	2,211
	Service Efficiency	(89)	(248)	(248)
Grand Total		27,791	24,219	24,674

The budget includes an extension of current highways and footways programmes and also the continuation of the current additional works to drainage and weed treatment that was put in place by the former County Council; plus investment to meet ongoing growth in the highways network and inflationary pressures.

A new Parking strategy is being developed for the new Council and additional income is anticipated in particular linked to the proposal for a new car park at Gerrards Cross.

Deputy Leader & Resources



Deputy Leader & Resources Portfolio	2020-21			2021-22	2022-23
	Income £000	Expense £000	Net Budget	Net Budget	Net Budget
HR & OD	(1,653)	6,435	4,782	4,711	4,711
Revenues & Benefits	(122,021)	121,882	(138)	(577)	(871)
Property & Assets	(22,368)	16,976	(5,392)	(5,892)	(5,865)
ICT	(627)	13,604	12,976	12,983	12,911
Corporate Finance	(2,993)	10,949	7,956	7,956	7,906
Business Operations	(892)	10,374	9,482	9,357	9,357
Service Finance	(164)	5,961	5,798	5,798	5,798
Net	(150,718)	186,182	35,464	34,336	33,947

Changes Summary		2020-21	2021-22	2022-23
		£000	£000	£000
Change	Additional Income	(1,283)	(2,062)	(2,355)
	Service Developments	(1,214)	(1,265)	(1,265)
	Special Items	(403)	(423)	(473)
	Unavoidable Growth	1,047	1,165	1,279
	Service Efficiency	(692)	(1,087)	(1,247)
Grand Total		35,464	34,336	33,947

The budget reflects the ongoing efficiency programmes; plus planned investments in commercial acquisitions within Property & Assets.

Corporate

Corporate		2020-21	2021-22	2022-23
		Net Budget	Net Budget	Net Budget
Capital Financing	Interest payable	10,804	10,984	11,081
	MRP	9,891	9,891	10,940
	RCCR	9,162	3,521	4,013
Capital Financing Total		29,857	24,396	26,034
Corporate Costs	Budget Risk Contingency	15,272	8,430	11,157
	Pay Contingency	5,510	9,293	13,172
	Corporate Items	1,756	1,670	1,519
Corporate Costs Total		22,538	19,393	25,848
Treasury Management	Interest receivable	(3,914)	(4,020)	(3,755)
	Treasury Management	705	705	705
Treasury Management Total		(3,209)	(3,315)	(3,050)
Unitary savings	Unitary savings	-	(3,096)	(5,399)
Unitary savings Total		-	(3,096)	(5,399)
Net		49,187	37,378	43,433

Reserves		2020-21	2021-22	2022-23
		Net Budget	Net Budget	Net Budget
Reserves	Earmarked Reserves	12,158	5,869	6,541
	General Reserves	(3,877)	(268)	276
Reserves Total		8,281	5,601	6,816
Net		8,281	5,601	6,816

Total **58,483** **43,994** **51,264**

This represents those budgets which do not apply to individual Portfolios.

This includes borrowing costs, returns made on Treasury Management investments, contingency budgets held to mitigate risk and fund future commitments, and the use of and contribution to Reserves.

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Appendix 2

Buckinghamshire Council Capital Programme 2020/21 to 2022/23

Final Version 1.0
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Delivering the new
BUCKINGHAMSHIRE COUNCIL

The logo for Buckinghamshire Council, featuring the text "Delivering the new" above "BUCKINGHAMSHIRE COUNCIL" in a bold, sans-serif font. Below the text is a horizontal bar with a green-to-yellow gradient.

Section	BUDGET SUMMARIES
1	Buckinghamshire Council Capital Programme 2020/21 to 2022/23
	By Portfolio:
2	Leader
3	Adult Social Care
4	Health & Culture
5	Communities
6	Deputy Leader & Resources
7	Children's
8	Education
9	Environment
10	Transport
11	Corporate

Buckinghamshire Council Capital Programme 2020/21 to 2022/23

Expenditure

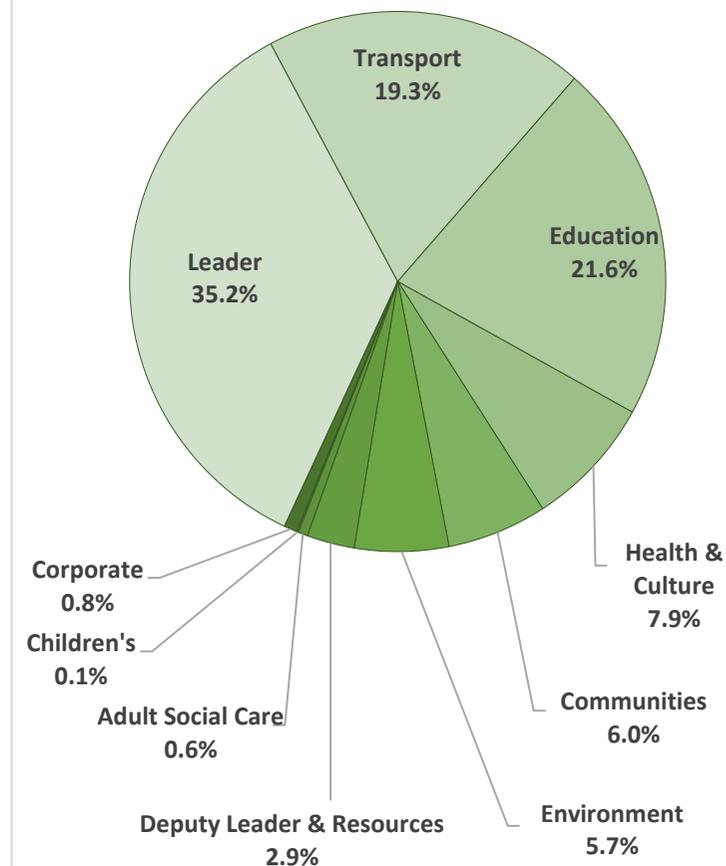
	2020/21	2021/22	2022/23	Total MTFP
Portfolio	£000's	£000's	£000's	£000's
Leader	39,778	76,429	60,192	176,399
Adult Social Care	275	2,665	-	2,940
Health & Culture	24,863	13,287	1,271	39,421
Communities	14,307	11,757	4,150	30,214
Deputy Leader & Resources	10,580	1,939	1,865	14,384
Children's	505	-	-	505
Education	31,138	42,421	34,582	108,141
Environment	12,345	8,583	7,499	28,427
Transport	35,726	37,952	23,096	96,774
Corporate	2,308	808	808	3,924
Grand Total	171,826	195,841	133,462	501,129

Funding

	2020/21	2021/22	2022/23	Total MTFP
Type	£000's	£000's	£000's	£000's
Capital Resources Brought Forward	(54,690)	-	-	(54,690)
Borrowing	(24,746)	(37,802)	(41,481)	(104,029)
Capital receipts	(31,423)	(19,698)	(16,248)	(67,369)
Developer funding (CIL / s106)	(21,346)	(12,010)	(73,136)	(106,492)
Government Grants	(38,938)	(67,369)	(37,032)	(143,339)
Revenue Contributions	(9,162)	(3,521)	(4,106)	(16,789)
Service Revenue Contributions	(3,770)	(3,843)	(808)	(8,421)
Grand Total	(184,075)	(144,244)	(172,810)	(501,129)

Net Funding Gap	(12,249)	39,348	0
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2020/21 to 2022/23 Total Capital Programme by Portfolio



Expenditure

Service Area	Scheme	2020/21 £000's	2021/22 £000's	2022/23 £000's	Total MTFP £000's
Economic Development Regeneration	Rural Broadband	600	600	-	1,200
	Aylesbury Town Centre	3,400	3,000	-	6,400
	CIL funded regeneration	998	-	-	998
	Employment & regeneration led opportunities	13,941	7,200	-	21,141
	Environment led opportunities	450	-	-	450
	Future High Streets Fund	300	3,111	-	3,411
	High Wycombe Town Centre	4,612	1,111	-	5,723
	Housing led opportunities	3,825	1,701	-	5,526
	Retasking of Winslow Centre	-	5,000	5,000	10,000
	Strategic Acquisitions / Infrastructure	-	9,524	10,000	19,524
Strategic Infrastructure (inc HIF)	The Exchange phase 2	-	-	30,000	30,000
	Waterside North Development	749	5,500	3,550	9,799
	A355 Improvement Scheme (Wilton Park)	343	1,644	-	1,987
	Abbey Barn - HIF/S106	969	4,629	4,992	10,590
	Aylesbury Eastern Link Road	550	-	-	550
	East West Rail	1,000	1,000	1,000	3,000
	Princes Risborough Early Design	2,600	-	-	2,600
	Princes Risborough HIF	-	9,373	650	10,023
	SEALR (South East Aylesbury Link Road)	5,441	23,036	5,000	33,477
	Grand Total		39,778	76,429	60,192

Funding

Funding Detail	2020/21 £000's	2021/22 £000's	2022/23 £000's	Total MTFP £000's
Government Grants	(9,200)	(29,458)	(1,928)	(40,586)
Developer funding (CIL / s106)	(6,282)	(3,531)	(7,979)	(17,792)
Service Revenue Contributions	(1,450)	(1,000)	-	(2,450)
Grand Total	(16,932)	(33,989)	(9,907)	(60,828)

Expenditure

Service Area	Scheme	2020/21 £000's	2021/22 £000's	2022/23 £000's	Total MTFP £000's
Adult Social Care	Respite Care	275	2,665	-	2,940
Grand Total		275	2,665	-	2,940

Expenditure

Service Area	Scheme	2020/21 £000's	2021/22 £000's	2022/23 £000's	Total MTFP £000's
Country Parks	Country Parks Visitor Centre	-	1,500	-	1,500
	The South Bucks Country Park Leisure Facility	600	-	-	600
Leisure Centres	Chiltern Lifestyle Centre	20,000	8,940	1,255	30,195
	Leisure Centres	3,492	2,707	16	6,215
Libraries	Libraries self-service replacement	210	-	-	210
Parks & Play Areas	Parks & Play Areas	421	140	-	561
Public Health, Early Help & Prevention	Adaptations to GP Surgeries	140	-	-	140
Grand Total		24,863	13,287	1,271	39,421

Funding

Funding Detail	2020/21 £000's	2021/22 £000's	2022/23 £000's	Total MTFP £000's
Government Grants	(1,500)	-	-	(1,500)
Developer funding (CIL / s106)	(421)	-	-	(421)
Service Revenue Contributions	(600)	(500)	-	(1,100)
Grand Total	(2,521)	(500)	-	(3,021)

Expenditure

Service Area	Scheme	2020/21 £000's	2021/22 £000's	2022/23 £000's	Total MTFP £000's
Affordable Housing	Affordable Housing	3,207	1,500	1,500	6,207
Cemeteries & Crematoria	Cemeteries & Crematoria	2,489	1,553	68	4,110
Community Safety	CCTV merger project	87	-	-	87
Homelessness	Temporary Accom. Schemes	4,075	4,600	-	8,675
Housing	Disabled Facility Grants	2,139	2,224	2,039	6,402
	Enabling schemes	1,500	1,500	-	3,000
	Home Renovation Grants	100	100	100	300
Voluntary and Community Sector	Chiltern Rangers Community Hub	150	-	-	150
	Facilities for Young People	410	280	443	1,133
	Princes Risborough Community Centre	150	-	-	150
Grand Total		14,307	11,757	4,150	30,214

Funding Detail	2020/21 £000's	2021/22 £000's	2022/23 £000's	Total MTFP £000's
Government Grants	(2,139)	(2,224)	(2,039)	(6,402)
Developer funding (CIL / s106)	(2,996)	-	-	(2,996)
Service Revenue Contributions	(880)	(1,553)	(68)	(2,501)
Grand Total	(6,015)	(3,777)	(2,107)	(11,899)

Expenditure

Service Area	Scheme	2020/21 £000's	2021/22 £000's	2022/23 £000's	Total MTFP £000's
ICT	Delivery of Technology Strategy	4,000	500	500	5,000
	ICT Hardware	645	150	275	1,070
	Purchase of IT Hardware / Software	1,500	-	-	1,500
	Social Care Systems	1,600	-	-	1,600
Property and Assets	Aylesbury Study Centre	-	-	-	-
	Conversion Old Wycombe Library	1,426	-	-	1,426
	Enhancement of Strategic Assets	299	274	-	573
	Property Maintenance Programme	1,110	1,015	1,090	3,215
Grand Total		10,580	1,939	1,865	14,384

Expenditure

Service Area	Scheme	2020/21 £000's	2021/22 £000's	2022/23 £000's	Total MTFP £000's
Children's Homes	Children's Homes	505	-	-	505
Grand Total		505	-	-	505

Expenditure

Service Area	Scheme	2020/21 £000's	2021/22 £000's	2022/23 £000's	Total MTFP £000's
Schools	Primary School Places	6,465	9,271	1,100	16,836
	Provision for Early Years	555	1,200	-	1,755
	Provision for SEN	2,774	300	-	3,074
	School Property Maintenance	3,389	3,000	4,310	10,699
	School Suitability Issues	450	450	1,450	2,350
	Secondary School Places	17,506	28,200	27,722	73,428
Grand Total		31,138	42,421	34,582	108,141

Funding

Funding Detail	2020/21 £000's	2021/22 £000's	2022/23 £000's	Total MTFP £000's
Government Grants	(3,137)	(300)	-	(3,437)
Developer funding (CIL / s106)	(9,202)	(6,950)	(64,379)	(80,531)
Grand Total	(12,339)	(7,250)	(64,379)	(83,968)

Expenditure

Service Area	Scheme	2020/21 £000's	2021/22 £000's	2022/23 £000's	Total MTFP £000's
Other	Public convenience refurbishment	9	7	-	16
Other Highway & Technical	Flood Defence Schemes	1,486	4,160	3,210	8,856
	Rights of Way	242	242	200	684
Waste	Biowaste Treatment	1,807	3,498	-	5,305
	Recycling Initiatives & Bins	55	55	55	165
	Southern Waste Contract - Depot Improvements	1,558	40	-	1,598
	Southern Waste Contract - Vehicles	7,188	581	4,034	11,803
Grand Total		12,345	8,583	7,499	28,427

Funding

Funding Detail	2020/21 £000's	2021/22 £000's	2022/23 £000's	Total MTFP £000's
Government Grants	(1,086)	(1,575)	(1,950)	(4,611)
Grand Total	(1,086)	(1,575)	(1,950)	(4,611)

Expenditure

Service Area	Scheme	2020/21 £000's	2021/22 £000's	2022/23 £000's	Total MTFP £000's
Car Parks	Car Parks	1,487	1,399	300	3,186
	Station Road Car Park, Gerrards Cross	-	10,051	-	10,051
Highways & Cycleway Funded Schemes	ADEPT Live Labs	1,064	1,169	-	2,233
	Globe Park Access / Westthorpe Junction	500	2,098	-	2,598
	Highways & Cycleway Funded Schemes	4,260	1,128	846	6,234
Other Highway & Technical Strategic Highway Maintenance	Other Highway & Technical	854	597	440	1,891
	Bridge Maintenance	990	1,020	1,020	3,030
	Footway Structural Repairs	2,500	1,500	1,500	5,500
	Maintenance Principal Roads - Drainage	1,000	1,000	1,000	3,000
	Plane & Patch	5,000	-	-	5,000
	Replacement Traffic Signals	470	490	490	1,450
	Road Safety	500	500	500	1,500
	Strategic Highway Maintenance Programme	15,000	15,000	15,000	45,000
Street Lighting	2,100	2,000	2,000	6,100	
Grand Total		35,726	37,952	23,096	96,774

Funding

Funding Detail	2020/21 £000's	2021/22 £000's	2022/23 £000's	Total MTFP £000's
Government Grants	(3,329)	(2,765)	(68)	(6,163)
Developer funding (CIL / s106)	(2,444)	(1,529)	(778)	(4,752)
Service Revenue Contributions	(840)	(790)	(740)	(2,370)
Grand Total	(6,614)	(5,085)	(1,586)	(13,285)

Expenditure

Service Area	Scheme	2020/21 £000's	2021/22 £000's	2022/23 £000's	Total MTFP £000's
Corporate Costs	Contingency	2,308	808	808	3,924
Grand Total		2,308	808	808	3,924

Funding

Funding Detail	2020/21 £000's	2021/22 £000's	2022/23 £000's	Total MTFP £000's
Borrowing	(24,746)	(37,802)	(41,481)	(104,029)
Capital receipts	(31,423)	(19,698)	(16,248)	(67,369)
Government Grants	(18,547)	(31,047)	(31,047)	(80,641)
Revenue Contributions	(9,162)	(3,521)	(4,106)	(16,789)
Capital Resources Brought Forward	(54,690)	-	-	(54,690)
Grand Total	(138,568)	(92,068)	(92,882)	(323,518)

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Appendix 3 - Detailed Budget Changes**Adult Social Care**

	2020-21	2021-22	2022-23
Description of change	£000's	£000's	£000's
Better Lives Transformation Programme	(2,011)	(2,011)	(2,011)
Demand growth	9,530	16,230	23,214

Children

	2020-21	2021-22	2022-23
Description of change	£000's	£000's	£000's
Additional temporary social work capacity	1,044	0	0
Agency Staff pressures	1,600	1,350	1,100
Social Work Academy - support for newly qualified Social Workers	2,187	(84)	(661)
Increase in client costs	1,100	1,100	1,100
Increased demand in statutory social care services due to demographic changes	1,524	3,064	4,656
Pause in development of Children's Home	(500)	(250)	0
Reducing demand for legal services	(399)	(499)	(599)
Savings achieved through increasing our in house placement options and reducing our reliance on external and more costly providers	(2,470)	(3,992)	(4,692)
Social Work recruitment campaign	65	0	0
Strategic review of all budgets across the service to identify the extent to which statutory services can be provided in a more effective and efficient way.	(250)	(500)	(500)

Communities

	2020-21	2021-22	2022-23
Description of change	£000's	£000's	£000's
Coroners pressures as a result of increasing volumes, complexity and costs	10	20	20
Efficiencies in CCTV services	(30)	(30)	(30)

Deputy Leader & Resources

	2020-21	2021-22	2022-23
Description of change	£000's	£000's	£000's
Business Support for Children's Social Care	500	500	500
Customer Experience Savings	(125)	(250)	(250)
Digital First programme	(132)	(132)	(232)
Net additional income from New Projects (Consilio)	(150)	(200)	(250)
Net additional income from Tatling End Housing	(129)	(276)	(285)
Property energy inflation	178	249	317
Property Transformation, Income and Investment Opportunities	(734)	(1,128)	(1,128)
Service Transformation	(455)	(745)	(805)
Social Care recruitment post	51	0	0

Education

	2020-21	2021-22	2022-23
Description of change	£000's	£000's	£000's
Additional support for staffing within the integrated SEND service	220	220	220
Change in funding through the schools, early years, high needs and central services blocks within the Dedicated Schools Grant	(8,161)	(12,869)	(12,869)
Change in spending budgets funded by the Dedicated Schools Grant, including funding of schools, early years provision and services managed by the Council or other partners.	8,161	12,869	12,869
Delay in delivery of Home to School efficiencies	500	0	0
Home to School Transport increases in demand and inflation	1,848	1,848	1,848
Strategic review of all budgets across the service to identify the extent to which services can be provided in a more effective and efficient way.	(114)	(114)	(114)
Strategic Review of Transport Services	(302)	(302)	(302)

Environment

	2020-21	2021-22	2022-23
Description of change	£000's	£000's	£000's
Contract pressure for Southern Waste Contract	1,050	1,150	1,250
Disposal of recyclates	440	440	440
Energy & Resources - income opportunities	0	0	(70)
Flood Management Staffing pressure	40	40	0
Growth in number of households and contract inflation	421	851	1,231
Horticulture Contract Brought In House	(400)	(400)	(400)
Income generation from fees and charges	(25)	(155)	(155)
Increased Customer Base	(125)	(169)	(169)
Reducing Energy from Waste contract income	70	270	270
Waste: HRC new service contract commissioning costs	150	150	300

Health & Culture

	2020-21	2021-22	2022-23
Description of change	£000's	£000's	£000's
Changes in grants	(50)	(94)	(94)
Chiltern Lifestyle Centre additional income	0	0	0
Contract adjustments	18	(50)	(141)
Libraries Book Fund	(40)	(40)	(40)
Libraries service review	(212)	(222)	(222)
Reduction in Management Fee for externally managed facilities	(25)	(25)	(25)

Leader

	2020-21	2021-22	2022-23
Description of change	£000's	£000's	£000's
Community Boards	1,500	2,000	2,000
Community Boards Infrastructure funding	1,900	1,900	1,900
Increase in feasibility funding	200	200	200
Service restructure	(55)	(80)	(80)
Unitary savings	(170)	(170)	(170)

Planning

	2020-21	2021-22	2022-23
Description of change	£000's	£000's	£000's
Additional Planning Applications	0	(50)	(100)
Development of Local Plan	0	750	750
Fit for Competition Programme	(251)	(736)	(736)
Planning & Environment: Staffing pressures in Planning and Enforcement and Flood	40	40	0
Planning Shared Service	0	(303)	(303)
Release of Development Management Reserve	0	(83)	(83)
Release of Forward Plans Reserve	0	(165)	(165)

Transport

	2020-21	2021-22	2022-23
Description of change	£000's	£000's	£000's
Expressway team	135	135	135
Expressway team funding	(135)	(135)	(135)
Gerrards Cross Car Park - Increase income	0	0	(250)
Growth in Highway asset and inflation	589	1,376	2,121
High Wycombe special expenses	2	3	3
Increased income from car parks	(112)	(220)	(282)
Increased income from Network Strategy and claims	(350)	(400)	(400)
Investment in Drainage & Weeds programme	2,800	0	0
Investment in transformation of Integrated Transport Service	400	0	0
Savings from Strategic Review of Client & Public Transport	0	(144)	(144)
Street Signs / lines etc.	879	0	0

Unitary Savings

The creation of Buckinghamshire Council is expected to deliver £18.2m of savings. Due to the

	2020-21	2021-22	2022-23
	£000's	£000's	£000's
Deputy Leader and Resources - Third Party Spend	(310)	(310)	(310)
Leader - Member Allowances	(170)	(170)	(170)
Senior Management Savings (tiers 1-3)	(1,745)	(1,745)	(1,745)
Service Reconfiguration / Systems Integration / Third Party Spend etc.	0	(2,969)	(5,272)
Grand Total	(2,225)	(5,194)	(7,497)

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Schedule of Fees and Charges applicable from 1 April 2020

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Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref	Service	Description	£
Planning Service			
P1	Find out if planning permission is required?	Email/letter informally confirming if planning permission is	£ 78.00
P2	Planning History Check	Email confirming recent planning history of your property	£ 120.00
P3	Initial Planning Advice		
a)	Householder and residential		
	Householder: extensions, outbuildings, etc.	Pilot: written advice only; Aylesbury Vale	£ 200.00
		Planning officer site visit accompanied by applicant / agent	£ 450.00
	New single dwelling	Initial meeting with written advice	£ 450.00
	2 to 9 dwellings (new or converted)	Initial meeting with written advice	£ 785.00
	10 to 24 dwellings	Initial meeting with written response	£ 960.00
	25 to 199 dwellings	Initial meeting with written response	£ 2,000.00
	200+ dwellings	Initial meeting with written response	£ 4,000.00
b)	Commercial		
	Up to 100m2	Initial meeting with written response	£ 480.00
	Over 100m2 up to 500m2	Initial meeting with written response	£ 600.00
	Over 500m2 up to 1000m2	Initial meeting with written response	£ 900.00
	Over 1000m2 to 5000m2	Initial meeting with written response	£ 1,200.00
	Over 5000m2	Initial meeting with written response	£ 2,400.00
c)	Other		
	All other types of development (e.g. from fences to major infrastructure projects, etc)	Initial meeting with written response	Bespoke based on hourly rates
P4	Follow-on planning advice		
	After you've been given initial advice, or following a planning decision, you may wish to use our follow-on advice service	This is a bespoke service intended to close down the last remaining issues of a proposal.	Bespoke based on hourly rates
	Including PPA	If the follow-on advice includes any specialist input (for example, on trees or urban design) the will be included in a quote coordinated by the case officer.	
P5	Validation advice service		
a)	Advice from a Planning Technician on how to make your planning application valid	Advice via telephone. (Level of service will be dependent on the complexity of your issues).	£ 25.00
b)	Advice from a Planning Technician on how to make your planning application valid	Advice via a face-to-face meeting (Level of service will be dependent on the complexity of your issues).	£ 50.00
P6	Amending a live application	<i>WDC only pilot; interim fee, Review post vesting day.</i>	
a)	Stage 1 (request)	Request for amendment considered by case officer, with	£ 50.00
b)	Stage 2 (instruction)	Amended application is validated and considered by your case officer, with specialist input if required.	Bespoke based on hourly rates
P7	Fast Track	<i>WDC only pilot; interim fee, Review post vesting day.</i>	
a)	Householder	25 working days. Additional payment on top of statutory fee. Applications requiring a press notice or certain external consultees excluded.	£ 240.00
b)	Conditions discharge	Householder: 10 working days	£ 100.00
		Minor / major: 10 working days	£ 300.00
c)	Non-Minor Amendment	Householder: 10 working days	£ 100.00
		Minor: 10 working days	£ 250.00
		Major: 10 working days	£ 500.00
P8	Enforcement/ Compliance		
a)	Was a notice complied with?	Check records and provide details of compliance check and case closure	£ 250.00
b)	Will you withdraw a notice from the register	If Notice has been complied with and breach cannot reoccur withdraw it.	£ 250.00
c)	Was S106 complied with?	Check records and provide details of compliance check.	£ 250.00

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref	Service	Description	£
P9	Highways Development Management		
	Section 278 and 38 Agreements	12% of first 500k THEN 9% of £500k-1.5m THEN 6% of 1.5 to 2m THEN 4% of above 2m	Bespoke
	Section 184 Licence Fees	A Section 184 Agreement (Highways Act 1980) requires a developer to enter into an Agreement with the Highway Authority for the construction or alteration of an access relating to a new development	£ 1,854.00
	Road Space Booking	Any works planned within the public highway must have an approved road space booking.	£ 155.00
a)	Householder and residential		
	Householder: extensions, outbuildings, etc.	Initial meeting with written response	£ 93.00
	New single dwelling	Initial meeting with written response	£ 93.00
	2 to 9 dwellings (new or converted)	Initial meeting with written response	£ 371.00
	10 to 24 dwellings	Initial meeting with written response	£ 618.00
	25 to 199 dwellings	Initial meeting with written response	£ 1,483.00
	200+ dwellings	Initial meeting with written response	£ 4,944.00
b)	Commercial		
	Up to 100m2	Initial meeting with written response	£ 186.00
	Over 100m2 up to 500m2	Initial meeting with written response	£ 742.00
	Over 500m2 up to 1000m2	Initial meeting with written response	£ 1,236.00
	Over 1000m2 to 5000m2	Initial meeting with written response	£ 2,225.00
	Over 5000m2	Initial meeting with written response	£ 2,472.00
P10	Flood Management Sustainable Drainage		
	Minor application (less than 10 dwellings or 999 square metres of floor space or under 0.99ha)	Written advice	£ 90.00
		Meeting at offices	£ 109.00
		Site visit or meeting at external location	£ 163.00
	Major application (10 to 200 dwellings or 1000 to 2500 square metres of floor space or 1ha to 19.9ha)	Written advice	£ 146.00
		Meeting at offices	£ 251.00
		Site visit or meeting at external location	£ 376.00
	Large-major (201 dwellings or greater and 6001 square metres of floor space or greater OR 20ha or greater)	Written advice	£ 188.00
		Meeting at offices	£ 282.00
		Site visit or meeting at external location	£ 449.00
	Application for land drainage consent		£ 50.00
P11	Minerals & Waste Advice		
	Mineral and Land-Fill Energy From Waste		£ 2,400.00
	Waste Applications		£ 1,500.00
P12	Highways Development Management		
	Minor Applications Written Advice Only	Written confirmation of the County Council's views, based solely on a 'desktop' assessment and the information submitted.	£ 350.00
	Minor Applications Meeting at County Hall & Written Advice	A meeting between a Planning Officer and the applicant (and applicant's representative(s)) at County Hall. Written advice based on a 'desktop' assessment.	£ 500.00
	Minor Applications Meeting on Site/Away from County Hall & Written Advice	A meeting between a Planning Officer and the applicant (and/or applicant's representative(s)) at the site or venue of the applicant's choice.	£ 750.00
	Major Applications Written Advice Only	Written confirmation of the County Council's views, based solely on a 'desktop' assessment and the information submitted.	£ 700.00
	Major Applications Meeting at County Hall & Written Advice	A meeting between a Planning Officer and the applicant (and applicant's representative(s)) at County Hall. Written advice based on a 'desktop' assessment.	£ 1,000.00
	Major Applications Meeting on Site/Away from County Hall & Written Advice	A meeting between a Planning Officer and the applicant (and/or applicant's representative(s)) at the site or venue of the applicant's choice.	£ 1,500.00
	Follow-up Meetings	Additional advice provided with respect to any further information or alterations to the proposals.	£ 250.00
	Specialist officers to attend meeting	Advice provided by specialist officers i.e. Highways, Rights of Way, Ecology, Archaeology, Flooding.	Bespoke Charge

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref	Service	Description	£
Statutory fees for Planning Applications			
SP1	Householder		£ 206.00
	Full Planning Permission		£93 - £300,000
	Outline Planning Permission		£464-£150,000
	Permission in Principle		£402 per 0.1 ha
SP2	Listed Building Consent	Exempt from fees	£ -
SP3	Advertisement Consent	Business	£ 132.00
		Other	£ 462.00
SP4	Lawful Development Certificate (Existing)	Fee as shown or relevant full application fee	£ 234.00
	Lawful Development Certificate (Proposed)	50% of full application fee	
SP5	Certificate of Appropriate Alternative development		£ 234.00
SP6	Approval of Reserved Matters	Full application fee or fee as shown if already paid	£ 462.00
SP7	Removal or variation of condition		£ 234.00
SP8	Approval of condition details	Householder	£ 34.00
		Other	£ 116.00
SP9	Technical Details Consent	Full application fee	
SP10	Non-material amendment	Householder	£ 34.00
		Other	£ 234.00
SP11	Application for tree works	Exempt from fees	Exempt
SP12	Application for Hazardous Substances Consent	Exempt from fees	Exempt
SP13	Permitted Development Applications		
	Part 1, Class A		£ 96.00
	Part 3, Class C		£ 96.00
		Including building operations re with change of use	£ 206.00
	Part 3, Class J		£ 96.00
	Part 3, Class JA		£ 96.00
	Part 3, Class M		£ 96.00
		Including building operations re with change of use	£ 206.00
	Part 3, Class N		£ 96.00
		Including building operations re with change of use	£ 206.00
	Part 3, Class O		£ 96.00
	Part 3, Class PA		£ 96.00
	Part 3, Class Q		£ 96.00
		Including building operations re with change of use	£ 206.00
	Part 3, Class R		£ 96.00
	Part 3, Class S		£ 96.00
	Part 3, Class T		£ 96.00
	Part 4, Class CA		£ 96.00
	Part 4, Class E		£ 96.00
	Part 6, Class A		£ 96.00
	Part 6, Class B		£ 96.00
	Part 6, Class E		£ 96.00
	Part 7, Class C		£ 96.00
	Part 9, Class D		£ 96.00
	Part 11, Class B		£ 96.00
	Part 14, Class J		£ 96.00
	Part 16, Class A		£ 462.00
SP14	Hedgerow removal notice		Exempt
SP15	Notification of proposed works to trees in conservation areas		Exempt
SP16	Notification under Circular 14/90		Exempt
SP17	Consultations		
SP18	Waste Applications	Not more than 15 hectares	£234/0.1ha
		More than 15 hectares	£34,934 + £138/0.1ha

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref	Service	Description	£
	Operations connected with exploratory drilling of oil or natural gas	Not more than 7.5 hectares	£508/0.1ha
		More than 7.5 hectares	£38,070 + £151/0.1ha
	Operations for the winning and working of oil or natural gas	Not more than 15 hectares	£257/0.1ha
		More than 15 hectares	£34,934 + £138/0.1ha
	Other operations	Not coming within the above categories	£234/0.1ha to max of £2,028
Building Control			
B1	DOMESTIC FEES- Extensions (not including basements)		
	Extension including controllable conservatories up to 10m sq- Plan and Inspection		£ 500.00
	Extension including controllable conservatories up to 10m sq- Building Notice Fee		£ 600.00
	Extension including controllable conservatories 10-40m sq- Plan and Inspection		£ 700.00
	Extension including controllable conservatories 10-40m sq- Building Notice Fee		£ 840.00
	Extension including controllable conservatories 40-60m sq- Plan		£ 450.00
	Extension including controllable conservatories 40-60m sq- Inspection		£ 400.00
	Extension including controllable conservatories 40-60m sq- Building Notice Fee		£ 1,020.00
	Extension including controllable conservatories 60-100m sq- Plan		£ 500.00
	Extension including controllable conservatories 60-100m sq- Inspection		£ 450.00
	Extension including controllable conservatories 60-100m sq Building Notice Fee		£ 1,140.00
	Over 100m sq		QUOTE
B2	DOMESTIC FEES- Detached or Attached used solely as domestic garage, carport and/or store		
	Garage/carport/store up to 40m sq - Plan and Inspection fee		£ 400.00
	Garage/carport/store up to 40m sq - Building Notice fee		£ 480.00
	Garage/carport/store up to 40m to 100m sq - Plan and inspection Fee		£ 480.00
	Garage/carport/store up to 40m to 100m sq - Building Notice fee		£ 575.00
B3	DOMESTIC FEES- Detached buildings (not solely a garage, carport or store) No basement		
	up to 60m sq Plan		£ 450.00
	up to 60m sq Inspection		£ 400.00
	up to 60m sq building Notice Fee		£ 1,020.00
	Over 60m sq and up to 100m sq Plan		£ 500.00
	Over 60m sq and up to 100m sq Inspection		£ 450.00
	Over 60m sq and up to 100m sq building Notice Fee		£ 1,140.00
B4	Loft Conversions		
	Loft conversion up to 40m sq- Plan and Inspection fee		£ 660.00
	Loft conversion up to 40m sq- Building Notice Fee		£ 790.00
	Loft conversion 40-100m sq- Plan		£ 450.00
	Loft conversion 40-100m sq- Inspection		£ 400.00
	Loft conversion 40-100m sq- Building Notice Fee		£ 1,020.00
	Over 100m sq		QUOTE
B5	Garage Conversion to habitable room/s (not forming self-contained living/unit)		
	Garage Conversion (any size) - Plan and Inspection fee		£ 450.00
	Garage Conversion (any size) - Building Notice Fee		£ 540.00
B6	Controllable electrical work (Not competent persons schemes)		
	Rewire/partial rewire of single home/dwelling Plan		£ 350.00
	Rewire/partial rewire of single home/dwelling Building Notice Fee		£ 350.00
	Any other controllable electrical work Plan		£ 350.00
	Any other controllable electrical work Building Notice Fee		£ 350.00
	Installation of solar panels Plan and inspection Fee		£ 350.00
	Installation of solar panels Building Notice Fee		£ 350.00
B7	Structural and Other Alterations to a Building		
	Estimated cost less than £5,000- Plan and Inspection		£ 350.00
	Estimated cost less than £5,000- Building Notice Fee		£ 350.00
	Estimated cost £5,000-£25,000- Plan and Inspection		£ 475.00
	Estimated cost £5,000- £25,000- Building Notice Fee		£ 570.00
	Estimated cost £25,000-£50,000- Plan and inspection fee		£ 700.00
	Estimated cost £25,000- £50,000- Building Notice Fee		£ 840.00
	Estimated cost £50,000-£100,000- Plan		£ 400.00
	Estimated cost £50,000-£100,000- Inspection		£ 460.00
	Estimated cost £50,000- £100,000- Building Notice Fee		£ 1,035.00

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref	Service	Description	£
B8	Energy Efficiency Improvements (not Competent Persons Scheme)		
	Windows/Doors- Up to 20 installed- Plan and inspection Fee		£ 200.00
	Windows/Doors- Up to 20 installed- Building Notice Fee		£ 200.00
	Windows/Doors- over 20 installed Plan and inspection Fee		£ 250.00
	Windows/Doors- over 20 installed Building Notice Fee		£ 250.00
	Renovation of a thermal element Plan and inspection Fee		£ 200.00
	Renovation of a thermal element Building Notice Fee		£ 200.00
	New and replacement boiler/heating appliance Plan and inspection Fee		£ 200.00
	New and replacement boiler/heating appliance Building Notice Fee		£ 200.00
B9	New Houses and Flats		
	1 Dwelling- Plan Fee		£ 400.00
	1 Dwelling- Inspection Fee		£ 465.00
	1 Dwelling- Building Notice Fee		£ 1,038.00
	2 Dwellings- Plan Fee		£ 500.00
	2 Dwellings-- Inspection Fee		£ 700.00
	2 Dwellings- Building Notice Fee		£ 1,440.00
	3 Dwellings-- Plan Fee		£ 650.00
	3 Dwellings-- Inspection Fee		£ 850.00
	3 Dwellings-- Building Notice Fee		£ 1,800.00
	4 Dwellings-- Plan Fee		£ 750.00
	4 Dwellings-- Inspection Fee		£ 1,100.00
	4 Dwellings-- Building Notice Fee		£ 2,220.00
	5 Dwellings-- Plan Fee		£ 850.00
	5 Dwellings-- Inspection Fee		£ 1,250.00
	5 Dwellings-- Building Notice Fee		£ 2,520.00
	Over 5 Units - QUOTE		QUOTE
B10	Replacement Windows to Non Domestic Building (based on 1 phase)		
	Up to 20 Including New Shop Fronts- Plan & Inspection		£ 270.00
B11	Renovation of Thermal Element to Non Domestic Building		
	Renovation of thermal element- Plan & inspection		£ 350.00
	Renovation of thermal element- Building Notice Fee		£ 350.00
B12	Structural and other Alterations to Non Domestic Buildings		
	less than £5,000- Plan & Inspection fee		£ 500.00
	£5,000 to £25,000- Plan and inspection fee		£ 650.00
	£25,000 to £50,000- Plan and inspection fee		£ 800.00
B13	Other Charges		
	Demolition Notices		Free
	Building Control Property History Search		£ 25.00
	Reopening of old applications less than 3 years since last visit		Free
	Reopening of old applications 3 - 10 years since last visit		£ 50.00
	Reopening of old applications Over 10 years since last visit		£ 75.00
Environmental Specialist Fees			
E1	Archaeology Monitoring Visit		£ 135.00
	Service Includes:		
	- one-hour site visit		
	- confirmation of sign-off normally provided within one day of site visit		
	- additional time charged at hourly increments, hourly rate.		
E2	Environmental Specialist Standard Advice Service (ARB, ECO, CON, ARCHAEO)		£ 135.00
	Service includes:		
	- one hour desk-based research		
	- written response within 20 working days of receipt		
	- additional research time charged at hourly increments, hourly rate.		
E3	Environmental Specialist Standard Advice Service, plus Site Visit (ARB, ECO, CON, ARCHAEO)		£ 270.00
	Service includes:		
	- one-hour desk-based research		
	- one hour site visit within 10 working days of receipt*		
	- written response within 10 working days of site visit		
	- additional research or site-visit time charged at hourly increments, hourly rate.		
	<i>*subject to client availability</i>		
E4	Environmental Specialist Fast Track Service (ARB, ECO, CON ARCHAEO)		Additional £90
	Service includes*:		
	- for Standard Advice, written response provided within 10 working days of receipt		
	- for Standard Advice plus Site Visit, written response provided within 5 working days of site visit**		
	<i>*for an additional Fee</i>		
	<i>**subject to client availability</i>		

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref	Service	Description	£
E5	Environmental Specialist Priority Service (Urgent/ Emergency)		£ 600.00
	Service includes:		
	- priority site meeting undertaken as a matter of urgency		
	- written response provided within 5 working days of site visit.		
E6	Discretionary environmental specialist information services		
	Bucks and Milton Keynes Environmental Record	Package A - 1km search	£ 130.00
	Centre (BMERC) commercial data extraction	Package B - 2km search	£ 180.00
		Package C - Parish boundary search	£ 50.00
		Package D - 500m buffer - non-commercial enquiries only	[1]No charge
		Tight-search, watermarked to prevent commercial use	
		Custom search	Variable
		Additional fee for extended search area for Packages A and B	£ 30.00
		General services/project work (hourly rate)	£ 110.00
		General services/project work (daily rate)	£ 470.00
	<i>[1] Fees are discounted by 100% for Non-Commercial clients, organisations and individuals</i>		
	Historic Environment Record (HER) commercial data extraction	Strategic search	£ 110.00
		Standard search (up to 50 records)	£ 110.00
		Extended search (10 - 150 records)	£ 165.00
		Large/complex search (> 150 records)	Variable
		Visit to HER - standard search	£ 55.00
		Visit to HER - extended search	£ 82.50
		Priority search (2 working days, additional fee)	£ 55.00
	Environmental Stewardship Information and Advice	HER search and written advice (large holdings > 50 hectares)	£ 150.00
		HER search and written advice (small holdings < 50 hectares)	£ 75.00
Local Land Charges			
Full Official Search Fee			
L1	(note: LLC1 (Non VAT) & Con29 (VAT) combined)		£ 114.40
	LLC1 Form (First Parcel of Land)		£ 28.00
	LLC1 Form - Search in: the whole of the register		£ 28.00
	LLC1 Form - Search in: any one part of the register		£ 2.50
L2	Con29 Standard Enquires (First Parcel of Land)		£ 86.40
	Land Charge - Each Additional Parcel of Land LLC1		£ 8.00
	Land Charge - Each Additional Parcel of Land CON29		£ 18.60
L3	CON29 – Optional enquiries		
	- 4 Road proposals by private bodies		£ -
	- 5 Advertisements		£ 15.60
	- 6 Completion notices		£ 15.60
	- 7 Parks & countryside		£ 15.60
	- 8 Pipelines		£ 15.60
	- 9 Houses in multiple occupation		£ 15.60
	- 10 Noise abatement		£ 15.60
	- 11 Urban development areas		£ 15.60
	- 12 Enterprise zones, local development order & bids		£ 15.60
	- 13 Inner urban improvement areas		£ 15.60
	- 14 Simplified planning zones		£ 15.60
	- 15 Land maintenance notices		£ 15.60
	- 16 Mineral consultation and safeguarding areas		£ 15.60
	- 17 Hazardous substance consents		£ 15.60
	- 18 Environmental & pollution notices		£ 15.60
	- 19 Food safety notices		£ 15.60
	- 20 Hedgerow notices		£ 15.60
	- 21 Flood defence & land drainage consents		£ 15.60
	- 22 Common land & town or village green		£ 15.60
	Planning Radius Enquiry		£ 7.20
	Development in Vicinity Enquiry (Con29)		£ 19.20
	Additional Enquiries (Solicitors own questions)		£ 18.00
L4	Other Services *These fees continue to be prescribed by the Lord Chancellor		
	Registration of a charge in Part 11 of the register (light obstruction notices)		£ 67.00
	Filing a definitive certificate of the Lands Tribunal under rule 10(3)		£ 2.50
	Filing a judgment, order or application for the variation or cancellation of any entry in Part 11 of the register (light		£ 7.00
	Inspection of documents filed under rule 10 in respect of each parcel of land		£ 2.50
	* Personal search in the whole or in part of the register in respect of one parcel of land		Free
	* In respect of each additional parcel, subject to a maximum of £16.00 (previously £13.00)		Free

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref	Service	Description	£
L5	Official search (including issue of official certificate of search) in respect of one parcel of land:		
	(a) in any one part of the register		£ 2.50
	(b) in the whole of the register -		
	(i) where the requisition is made by electronic means in accordance with rule 16; and		£ 28.00
	(ii) in any other case		£ 28.00
	(iii) in respect of each additional parcel of land		£ 8.00
	Office copy of any entry in the register (not including a copy or extract of any plan or document filed pursuant to t		£ 0.50
	Highway Extants Plan		£ 38.40
Street Naming / Numbering			
S1	Numbering / House name change		£ 112.80
	Alias house name addition/change		£ 112.80
S2	Street Naming for New Properties		
	1 property		£ 188.00
	2 – 5 properties		£ 300.00
	6 – 25 properties		£ 350.00
	26 – 75 properties		£ 600.00
	76-100 properties		£ 840.00
	100+ properties		TBC with developer
S3	Additional Costs of Street Naming & Numbering		
	Additional charge where this includes naming of a street		£ 425.00
S4	Rename or renumbering of street where requested by residents		
	1 – 5 properties		£ 1,248.00
	6 – 25 properties		£ 1,597.20
	26 – 75 properties		£ 1,994.40
	76+ properties		£ 2,748.00

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref	Service	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £
Waste Services				
REFUSE and RECYCLING Bin				
W1	Replacements			
	Wheeled Bin and Delivery - 140 Litre	£30.00	£42.00	£42.00
	Wheeled Bin and Delivery - 180 Litre	£30.00	£42.00	£42.00
	Wheeled Bin and Delivery - 240 Litre	£30.00	£42.00	£42.00
	Wheeled Bin and Delivery - 360 Litre	£30.00	£50.00	£50.00
	Wheeled Bin and Delivery - 660 Litre	not offered	£236.00	£236.00
	Wheeled Bin and Delivery - 1100 Litre	not offered	£262.00	£262.00
	Wheeled Bin - Cost to exchange sizes	not offered	£12.00	£12.00
	Recycling Box and Lid - Delivered	not offered	£7.00	£7.00
	Recycling box and Lid - Pick Up Only (CDC offices?)	not offered	£5.00	£5.00
	Recycling Lid Only - Pick up Only (CDC Offices)	not offered	£2.00	£2.00
	Reusable Bag and Delivery	not offered	£6.00	£6.00
	Reusable Bag - Pick Up Only (CDC offices)	not offered	£5.00	£5.00
	AVDC supply non-reusable sacks for properties without bins	FOC	not offered	not offered
	Outdoor Food Bin and Delivery	£10.00	£6.00	£6.00
	Outdoor Food Bin - Pick Up Only	not offered	£5.00	£5.00
	Indoor Small 5L Food Caddy (if stock available) - Pick Up Only	not offered	£4.00	£4.00
	Full set standard (140 litre refuse/ 240 recycling bin, food bin, caddy)	£120.00	not offered	not offered
	Full set standard (180 litre, 240 recycling, 45 litre box, food bin, caddy)	not offered	£97.00	£97.00
	Sale of Litter Pickers	not offered	£15.00	£15.00
	Wheelie Bin Hire per year - 240 Litre	not offered	£34.00	£34.00
W2	Contract Services			
	Garden Waste			
	Garden Waste	£45.00	£45.00	Free
	Green Waste Annual Charge - 2nd Subscription	£45.00	£45.00	£45.00
	Street Bins			
	Dog Bin and Installation	£315.00	£247.02	£247.02
	Dog Bin Relocation	£130.00	£130.00	£130.00
	Dog Bin Empty – annual charge			
	- 52 empties	£63.50	not offered	£180.00
	- 78 empties	£91.00	not offered	£180.00
	- 104 empties	£119.00	not offered	£180.00
	Litter Bins	£118.00	not offered	not offered
	public bin on parish council land - annual charge per bin (any bin type e.g. dog/ litter etc)	not offered	£65.00	£65.00
	Bulky Waste			
	Bulky Waste Collection - minimum charge for up to three items	£45.00	£45.00	£45.00
	Bulky Waste Collection - 4-6 items	£90.00	£90.00	£90.00
	Bulky Waste Collection - 7-9 items	£135.00	£135.00	£135.00
	Bulky Waste Collection (for those on means tested benefits)	£17.00	£17.00	£17.00
	Charges for Management Agents			
	Special Empty of Contaminated Bins - 2 Wheeled (per 240 l bin)	£60.00	£33.00	£33.00
	Special Empty of Contaminated Bins - 2 Wheeled (per 360 l bin)	£60.00	£45.00	£45.00
	Special Empty of Contaminated Bins - 4 Wheeled (per bin)	£60.00	£80.00	£80.00
	Bulk Bins Bin Hire per year - 340 Litre	not offered	£48.00	£48.00
	Bulk Bins Bin Hire per year - 660 Litre	not offered	£90.00	£90.00
	Bulk Bins Bin Hire per year - 1100 Litre	not offered	£145.00	£145.00
	Schedule 2 - Residual Waste			
	Schools and Other Schedule 2 - Bin Rental 140L-240L	not offered	£69.00	£55.00
	Schools and Other Schedule 2 - Bin Rental 360L	£49.40	£86.00	£70.00
	Schools and Other Schedule 2 - Bin Rental 660L	£93.60	£136.00	£78.00
	Schools and Other Schedule 2 - Bin Rental 1100L	£109.20	£190.00	£125.00
	Schools and Other Schedule 2 - Lift 360L - direct debit customers	£6.65	not offered	not offered
	Schools and Other Schedule 2 - Lift 660L - direct debit customers	£8.00	not offered	not offered
	Schools and Other Schedule 2 - Lift 1100L - direct debit customers	£9.15	not offered	not offered

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref	Service	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £
	Overspill (Side Waste) from a 360 litre bin - direct debit customers	£7.60	not offered	not offered
	Overspill (Side Waste) from a 660 litre bin - direct debit customers	£9.80	not offered	not offered
	Overspill (Side Waste) from a 1100 litre bin - direct debit customers	£11.25	not offered	not offered
	Schools and Other Schedule 2 - Lift 140L-240L	not offered	£4.00	£4.00
	Schools and Other Schedule 2 - Lift 360L - invoiced customers	£7.00	£5.00	£5.00
	Schools and Other Schedule 2 - Lift 660L - invoiced customers	£8.15	£5.00	£5.00
	Schools and Other Schedule 2 - Lift 1100L - invoiced customers	£9.50	£5.00	£5.00
	Overspill (Side Waste) from a 360 litre bin - invoiced customers	£7.95	Overspill not charged	Overspill not charged
	Overspill (Side Waste) from a 660 litre bin - invoiced customers	£9.95	Overspill not charged	Overspill not charged
	Overspill (Side Waste) from a 1100 litre bin - invoiced customers	£11.60	Overspill not charged	Overspill not charged
	Recycling Schedule 2 Charges (per lift)			
	Schools and Other Schedule 2 - Lift 360L - invoiced customers	£2.60	not offered	not offered
	Schools and Other Schedule 2 - Lift 660L - invoiced customers	£3.65	not offered	not offered
	Schools and Other Schedule 2 - Lift 1100L - invoiced customers	£5.20	not offered	not offered
	Overspill (Side Waste) from a 360 litre bin	£2.60	not offered	not offered
	Overspill (Side Waste) from a 660 litre bin	£3.65	not offered	not offered
	Overspill (Side Waste) from a 1100 litre bin	£5.20	not offered	not offered
	Food Bin Empty	£6.25	not offered	not offered
	Extra Food Sacks (per roll)	£5.45	not offered	not offered
	Other			
	Removal of waste from private land (including managing agents requ	£155.00	not offered	not offered
	Abandoned Vehicle removal from private property	not offered	£85.00	£85.00
	Trade Residual Waste Collections			
	1,100 litre Hire charge per week (Direct Debit customers)	£2.60	not offered	not offered
	660 litre Hire charge per week (Direct Debit)	£2.10	not offered	not offered
	360 litre Hire charge per week (Direct Debit)	£1.05	not offered	not offered
	1,100 lt Cost per empty (Direct Debit)	£15.20	not offered	not offered
	660 lt Cost per empty (Direct Debit)	£12.55	not offered	not offered
	360 lt Cost per empty (Direct Debit)	£10.35	not offered	not offered
	1,100 lt Overspill (side waste) (Direct Debit)	£18.40	not offered	not offered
	660 lt Overspill (side waste) (Direct Debit)	£15.35	not offered	not offered
	360 lt Overspill (side waste) (Direct Debit)	£13.55	not offered	not offered
	1,100 litre Hire charge per week (Invoiced customers)	£2.60	not offered	not offered
	660 litre Hire charge per week (invoiced customers)	£2.10	not offered	not offered
	360 litre Hire charge per week (Invoiced customers)	£1.05	not offered	not offered
	1,100 lt Cost per empty (invoiced customers)	£16.25	not offered	not offered
	660 lt Cost per empty (invoiced customers)	£13.60	not offered	not offered
	360 lt Cost per empty (invoiced customers)	£11.40	not offered	not offered
	1,100 lt Overspill (side waste) (invoiced customers)	£19.75	not offered	not offered
	660 lt Overspill (side waste) (invoiced customers)	£17.45	not offered	not offered
	360 lt Overspill (side waste) (invoiced customers)	£14.05	not offered	not offered
	Waste Sacks (50 sacks)	£95.00	not offered	not offered
	Trade Recycling			
	Recycling Sacks (50 sacks)	£90.00	not offered	not offered
	Dry Recyclables 1,100 lt Cost per empty	£10.40	not offered	not offered
	Dry Recyclables 660 lt Cost per empty	£7.30	not offered	not offered
	Dry Recyclables 360 lt Cost per empty	£5.20	not offered	not offered
	Food Waste -25litres ?	£8.35	not offered	not offered
	Food Waste bags Per roll	£5.45	not offered	not offered

Schedule of Fees and Charges applicable from 1 April 2020

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Ref	Service	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £
W3	HRC Trade Waste			
	Trade Waste up to 250 Kilos	£57.55	£57.55	£57.55
	Trade Waste 251 to 600 Kilos	£103.90	£103.90	£103.90
	Trade Waste over 600 Kilos (price per tonne)	£173.16	£173.16	£173.16
	Clean mixed recyclables up to 250 Kilos	£43.26	£43.26	£43.26
	Clean mixed recyclables 251 to 750 Kilos	£79.10	£79.10	£79.10
	Clean mixed recyclables over 750 Kilos (price per tonne)	£106.30	£106.30	£106.30
	Garden Waste up to 250 Kilos	£36.71	£36.71	£36.71
	Garden Waste 251 to 750 Kilos	£68.60	£68.60	£68.60
	Garden Waste over 750 Kilos (price per tonne)	£91.46	£91.46	£91.46
	Non-household waste items (as per WAAP) up to 250 Kilos	£77.40	£77.40	£77.40
	Non-household waste items (as per WAAP) 251 to 600 Kilos	£185.76	£185.76	£185.76
	Non-household waste items (as per WAAP) over 600 Kilos (price per t	£309.60	£309.60	£309.60
	Accept Non commercial fridge freezers	£30.90	£30.90	£30.90
W4	Waste Access and Acceptance Policy			
	Hardcore & Soil per bag			
	Concrete, bricks, rubble, stones & any other building materials	£2.50	£2.50	£2.50
	Soil	£2.50	£2.50	£2.50
	Ceramic tiles	£2.50	£2.50	£2.50
	Bathroom Suites			
	Bath	£5.00	£5.00	£5.00
	Toilet pan or cistern	£10.00	£10.00	£10.00
	Wash basin or kitchen sink	£2.50	£2.50	£2.50
	Shower door or shower tray	£10.00	£10.00	£10.00
	Kitchens			
	Kitchen work top	£7.50	£7.50	£7.50
	Kitchen unit (with door) (wall or floor)	£5.00	£5.00	£5.00
	Door or window (including panes of glass)	£10.00	£10.00	£10.00
	Wood			
	Wood from construction/demolition - 2m x 1m	£10.00	£10.00	£10.00
	External door	£10.00	£10.00	£10.00
	Internal door	£2.50	£2.50	£2.50
	Fence/shed panel	£2.50	£2.50	£2.50
	Roofing Materials			
	3m length of guttering or drain pipe	£2.50	£2.50	£2.50
	Roof felt tiles or sections of roof felt – smaller than 1.5m x1.5m	£2.50	£2.50	£2.50
	Roll of roof felt up to 3mx5m	£2.50	£2.50	£2.50
	Other			
	Asbestos sheet per 1m x 1m	£3.50	£3.50	£3.50
	Plaster/plasterboard per bag	£6.00	£6.00	£6.00
	Plasterboard sheet up to 2m x 1m	£7.00	£7.00	£7.00
	Car or motorcycle tyre	£4.00	£4.00	£4.00

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref Service	All			
	Buckinghamshire areas £	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £
Environmental Health Services				
EH1 Food Safety				
Food Export Certificate - Basic	£36			
Food Export Certificate - Enhanced (Where the LA determines additional checks required)	£70			
Food Export Certificate - with site visit	£210			
Food Export Certificate - additional scanned copy	£4			
Condemnation	£147 + officer time & disposal costs (if appropriate)			
Additional Official Control Charges	£130 + officer time			
New Business advice (2 hours)	£205			
Food Hygiene Rating Scheme re-inspection	£154			
Pre-inspection advisory visit up to 6 hours consultancy	£314 plus officer time for additional hours			
Investigating High Hedges complaints	£490			
Other Advisory visits and services	Officer time at cost			
FEE FOR FACTUAL STATEMENT	£210			
COPIES OF STATUTORY NOTICES AND OTHER OFFICIAL DOCUMENTS INCLUDING EXPORT CERTIFICATES	£32			
ESTABLISHMENT OF A NEW PRIMARY AUTHORITY	Price on application (depending on scope of agreement)			
ANNUAL FEE FOR CONTINUED SUPPORT OF A PRIMARY AUTHORITY	Price on application (depending on scope of agreement)			
EH2 Training				
REPLACEMENT CERTIFICATE	£24			
Level 2 Award in Food Safety	£86			
Level 2 Award in Food Safety e-learning (per candidate)	£26			
EH3 Miscellaneous				
Public health funerals	Cost recovery of funeral/crem charges plus officer time			
Application for loudspeaker in street consent (legacy arrangement)	n/a	£43	n/a	
Application for consent to unload vehicles before 9.00 9 a.m. on Sunday (legacy arrangement)	n/a	£155	n/a	
Smoking in the workplace or work vehicle (£25.00 if paid in 15 days)	£50			
Failure to display no smoking signs (£150.00 if paid in 15 days)	£200			
EH4 Dog Fouling and Dog Control				
Dog Fouling Fixed Penalty Notice	£50			
CONTROL OF DOGS - Admin Charge	tbc			
CONTROL OF DOGS - Statutory Fee	£25			
Collection of fees charge (payable direct to kennels).	tbc		Charges currently subject to tender.	
Stray Dog Collection Charge	tbc			
Discretionary Stray dog returned to owner from Kennels	tbc			
Discretionary charge if dog returned to owner not gone to kennel or in transit to kennel	tbc			
CONTROL OF DOGS - Dog has no microchip or incorrect details registered	tbc			
EH5 Pest Control				
Charges payable direct to contractor				
Rats	tbc		Charges currently subject to tender.	
Mice	tbc			
Wasps	tbc			
Glis	tbc			
Squirrels	tbc			
Other public health insects	tbc			
EH6 PRIVATE WATER SUPPLIES				
UNDERTAKE A RISK ASSESSMENT OF A PRIVATE WATER SUPPLY / DISTRIBUTION SYSTEM	£500			
UNDERTAKE A SAMPLING VISIT TO A PRIVATE WATER SUPPLY / DISTRIBUTION SYSTEM	£100			
UNDERTAKE AN INVESTIGATION VISIT TO A PRIVATE WATER SUPPLY / DISTRIBUTION SYSTEM	£100			
UNDERTAKE CHECK MONITORING ANALYSIS OF A PRIVATE WATER SUPPLY / DISTRIBUTION SYSTEM	£100			
UNDERTAKE AUDIT MONITORING ANALYSIS OF A PRIVATE WATER SUPPLY / DISTRIBUTION SYSTEM	£500			
GRANT AUTHORISATION TO A PRIVATE WATER SUPPLY / DISTRIBUTION	£100			
EH7 Strategic Environment/ Pollution Reduction				
Contaminated Land:				
Professional Opinion - Contaminated land enquiries per hour -	Officer time			
Copies of plans and information regarding a contaminated land site.	£50 +officer time			
NOISE CONTROL - Works in Default	Officer time			
Charge for provision of witness statements under various Acts of Parliament	5 plus officer time			
ENVIRONMENTAL INFORMATION - Enquiries in respect of Land Contamination	£30			
Environmental Information Regulation requests	£40			

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref Service	All			
	Buckinghamshire areas £	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £
EH8 Environmental Permitting				
Subsistence Reduced Fee Activity HIGH Risk	£548			
Application Fee - Standard Process	£1,650			
Application Reduced Fee Activity (except Vehicle Refinisher)	Low £79, Medium	£158, High	£237	
Application PVR 1 & 2	£257			
Application Vehicle Refinisher	£362			
Application - Mobile Crusher first and second permits. For additional permits or reduced fees contact Service.	£1,650			
Part B Standard Process Transfer	£169			
Part B Standard Process Partial Transfer	£497			
Part B New Operator at low risk Reduced Fee Activity	£78			
Surrender all Part B Activities	£0			
Part B Substantial Change - Standard Process	£1,050			
Part B Substantial Change- Standard where substantial change results in new PPC activity	£1,650			
Part B Substantial Change- Reduced Fee Activity	£102			
Reduced Fee Activity - Partial Transfer	£47			
QUARTERLY PAYMENT OPTION ALL IPPC - Additional Charge				
Additional fee for operating without a permit - standard process	£1,188			
Additional fee for operating without a permit - reduced fee	£71			
Application fee – dry cleaner and PVRI only	£155			
Subsistence – dry cleaner or PVRI only Low	£79			
Subsistence – dry cleaner or PVRI only Medium	£158			
Subsistence – dry cleaner or PVRI only High	£237			
Subsistence PVR I and II combined Low	£113			
Subsistence PVR I and II combined Medium	£226			
Subsistence PVR I and II combined High	£341			
Late payment fee for subsistence fee	£52			
Temporary transfer – first transfer	£53			
Temporary transfer – repeat following enforcement or warning	£53			
A2 Additional fee for operating without a permit	£1,188			
A2 Late payment fee	£52			
A2 Variation	£1,368			
A2 Substantial Variation (where 9 (2) (a) or 9 (2) (b) of the scheme applies)	£3,363			
A2 Transfer	£235			
A2 Partial transfer	£698			
A2 Surrender	£698			
Licensing				
L1 Personal Licence - Statutory Fees				
Personal Licence Application	£	37.00		
Copy Personal Licence	£	10.50		
Change of name or address notification for Personal Licence	£	10.50		
L2 Street Trading (fee set by Zone)				
Consent Daytime (Annual)		£	6,775.00	
Consent Evening (Annual)		£	4,246.00	
Consent Wendover (Annual)		£	2,121.00	
Kingsbury Pavement licence application fee (Annual)		£	616.00	
Kingsbury Pavement licence application fee – annual renewal fee		£	616.00	
Street Trading Consent: per day or part Monday- Thursday.		£	33.00	
Street Trading Consent: per day or part Friday - Sunday.		£	52.00	
STREET TRADING DAY TIME TRADING HOURLY RATE				£ 1.65
STREET TRADING NIGHT TIME TRADING HOURLY RATE				£ 2.00
Street Trading Consent: Application Fee		£	66.00	£ 144.00
L3 Scrap Metal				
Scrap Metal site – new application (3 year licence)	£	488.33		
Scrap Metal site – renewal (3 year renewal)	£	396.00		
Scrap Metal Collectors – new application (3 year licence)	£	297.67		
Scrap Metal Collectors – renewal (3 year licence)	£	225.33		
Variation of licence type i.e. change from site to collector	£	161.00		
Variation of licence i.e. name, site address, named site managers	£	60.00		
Reprint of licence	£	32.00		
Vehicle window cards	£	45.40		
Application assistance	£	83.00		
L4 Taxi Vehicle Licence (fee set by Zone)				
12 months (under 6 years old)				£ 266.00
6 months (6 years old and over)				£ 154.00
Temporary Licence				£ 105.00
L5 Private Hire Vehicle Licence (fee set by Zone)				
12 months (under 6 years old) without door stickers				£ 250.00
12 months (under 6 years old) with door stickers				£ 261.00
6 months (6 years old and over) with door stickers				£ 154.00
6 months (6 years old and over) without door stickers				£ 143.00
Additional Charge for Executive Licence Plates				£ 41.00
Temporary Licence				£ 105.00
Knowledge Test Fee				£ 26.00

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref	Service	All Buckinghamshire areas £	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £
L6	Hackney Carriages/Private Hire Vehicle Licences (fee set by Zone)				
	One year Hackney Carriage Vehicle Licence Grant	£ 300.00	£ 399.00	£ 266.00	£ 266.00
	One year Hackney Carriage Vehicle Licence Renewal	£ 300.00	£ 300.00	£ 266.00	£ 266.00
	Hackney Carriage Vehicle issue(CNG or LPG).	N/A	£ 199.50	£ 199.50	£ 199.50
	Hackney Carriage Vehicle Renewal(CNG or LPG).	N/A	£ 150.00	£ 199.50	£ 199.50
	One year Private Hire Vehicle Licence Grant	£ 307.00	£ 329.00	£ 261.00	£ 261.00
	One year Private Hire Vehicle Licence Renewal	£ 307.00	£ 230.00	£ 250.00	£ 250.00
	Private Hire Vehicle Issue (CNG or LPG - standard Plate).	N/A	£ 164.50	£ 195.75	£ 195.75
	Private Hire Vehicle Renewal (CNG or LPG - standard Plate).	N/A	£ 115.00	£ 187.50	£ 187.50
	Returnable plate deposit	N/A	£ 55.00	N/A	N/A
	Returnable plate deposit	N/A	£ 20.00	N/A	N/A
	One year Dispensation Certificate (per vehicle)	N/A	£ 65.00	£ 41.00	£ 41.00
	Replacement internal licence	£ 22.00	£ 15.00	N/A	N/A
	Replacement plate	£ 34.00	£ 25.00	£ 26.00	£ 26.00
	Transfer of Vehicle (from one owner to another)	£ 102.00	£ 90.00	£ 67.00	£ 67.00
	Insurance vehicle/change of vehicle	£ 180.00	£ 67.00	N/A	N/A
	Change of details	£ 16.00	N/A	N/A	N/A
	Vehicle retest	£ 26.00	N/A	N/A	N/A
L7	Operators Licence (fee set by Zone)				
	New Applications and Renewals				
	One year Private Hire Vehicle Operator's Licence (One vehicle only) One year	£ 677.00	£ 155.00	£ 124.00	£ 124.00
	(One vehicle only) Five years	£ 677.00	£ 663.00	£ 494.00	£ 494.00
	(Two to four vehicles C&SB; two to five vehicles Wycombe) Five Years	£ 677.00	£ 913.00	£ 762.00	£ 762.00
	(Two to four vehicles C&SB; two to five vehicles Wycombe) One Year	£ 677.00	£ 205.00	£ 190.00	£ 190.00
	(Five to ten vehicles C&SB; six to 10 vehicles Wycombe) Five Years	£ 677.00	£ 1,163.00	£ 968.00	£ 968.00
	(Five to ten vehicles C&SB; six to 10 vehicles Wycombe) One Year	£ 677.00	£ 255.00	£ 242.00	£ 242.00
	11 to 20 vehicles Five Years	£ 677.00	£ 1,413.00	£ 1,200.00	£ 1,200.00
	11 to 20 vehicles One Year	£ 677.00	£ 305.00	£ 299.00	£ 299.00
	21 - 50 Vehicles - Five Years	£ 677.00	£ 1,413.00	£ 1,940.00	£ 1,940.00
	21 - 50 Vehicles - One Year	£ 677.00	£ 305.00	£ 484.00	£ 484.00
	50+ Vehicles - Five Years	£ 677.00	£ 1,413.00	£ 2,150.00	£ 2,150.00
	50+ Vehicles - One Year	£ 677.00	£ 305.00	£ 721.00	£ 721.00
	Knowledge Test Fee (1st test free)	N/A	£ 25.00	£ 46.00	£ 46.00
	Disclosure and Barring Scheme	N/A	N/A	N/A	N/A
	DBS volunteers	N/A	N/A	N/A	N/A
	Applications in Company names - additional charge	N/A	N/A	£ 50.00	£ 50.00
	Amendment to Licence	N/A	N/A	£ 60.00	£ 60.00
L8	Drivers' Licences (fee set by Zone)				
	One Year Hackney Carriage Drivers Licence Grant	N/A	£161.00	N/A	N/A
	One Year Hackney Carriage Drivers Licence Renewal	N/A	£95.00	N/A	N/A
	Three Year Hackney Carriage Drivers Licence Grant	£193.00	£332.00	£187.00	£187.00
	Three Year Hackney Carriage Drivers Licence Renewal	£175.00	£256.00	£187.00	£187.00
	One Year Private Hire Vehicle Drivers Licence Grant	N/A	£161.00	N/A	N/A
	One Year Private Hire Vehicle Drivers Licence Renewal	N/A	£95.00	N/A	N/A
	Three Year Private Hire Vehicle Drivers Licence Grant	£193.00	£332.00	£187.00	£187.00
	Three Year Private Hire Vehicle Drivers Licence Renewal	£175.00	£256.00	£187.00	£187.00
	One year new dual	N/A	£196.00	N/A	N/A
	One year renewal dual	N/A	£145.00	N/A	N/A
	Three year dual	£193.00	£394.00	£240.00	£240.00
	Three year renewal dual	£175.00	£297.00	£240.00	£240.00
	Knowledge Test Fee	N/A	£25.00	£26.00	£26.00
	Extension of licence (visa)	£53.00	N/A	£50.00	£50.00
	English language test	£46.00	N/A	N/A	N/A
	Change of details	£16.00	N/A	N/A	N/A
	Enhanced DBS	£44.00	£48.50	£40.00	£40.00
L9	Other Vehicle Fees (fee set by Zone)				
	Transfer (with door stickers)	£102.00	£90.00	£67.00	£67.00
	Transfer (without door stickers)	N/A	£90.00	£41.00	£41.00
	Replacement Licence Plate	£22.00	£20.00	£26.00	£26.00
	Replacement Door Sticker	£23.00 EACH	£20.00	£13.00	£13.00
	Licence Plate Platform	N/A	£10.00	£10.00	£10.00
	Licence Plate Brackets	£11.00	£17.50	£20.00	£20.00
	Replacement Identity Badge	£10.00	£10.00	£16.00	£16.00
	Non- Attendance Fee	£75.00	N/A	£15.00	£15.00
	Replacement Paperwork	£10.00	£10.00	£10.00	£10.00
	Admin charge should licence not be granted	N/A	£47.00	N/A	N/A
L10	Animal Licensing (fee set by Zone)				
	Home Boarding of Dogs				
	New licence	£290.00	£294.11	£520.00	£520.00
	Home Boarding (as additional activity)	£165.00	N/A	£200.00	£200.00
	Renewal Home Boarding	£290.00	£294.11	£520.00	£520.00
	Variation fee	£115.00	£136.92	£400.00	£400.00
	Reinspection fee	£115.00	£136.92	£400.00	£400.00

Schedule of Fees and Charges applicable from 1 April 2020

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Ref Service	All Buckinghamshire areas £	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £
L11 Animal Boarding Establishment (fee set by Zone)				
New Licence		£357.00	£362.00	£520.00
Animal Boarding Establishment Licence Fee (as additional activity)		£230.00	N/A	£200.00
Renewal Animal Boarding		£357.00	£362.00	£520.00
Variation fee		£115.00	£136.92	£400.00
Reinspection fee		£115.00	£136.92	£400.00
L12 Dog Breeding (fee set by Zone)				
New Licence (Plus Vet fees)		£335.00	£160.78	£520.00
Breeding of Dogs Licence Fee (as additional activity) (plus vet fees)		£208.00	N/A	£200.00
Renewal Dog Breeding		£335.00	£160.78	£520.00
Variation fee		£115.00	£39.37	£400.00
Reinspection fee		£115.00	£136.92	£400.00
L13 Pet Shops (fee set by Zone)				
Pet Shop Licence Fee		£357.00	£362.21	£520.00
Pet Shop Licence Fee (as additional activity)		£230.00	N/A	£200.00
Renewal		£357.00	£362.21	£520.00
Variation fee		£115.00	£136.92	£400.00
Reinspection fee		£115.00	£136.92	£400.00
L14 Riding Establishments (fee set by Zone)				
New Licence plus vet fees (plus vet fees)		See below	£160.78	£520.00
New Licence (as additional activity) (plus vet fees)		See below	N/A	£200.00
Renewal of Riding establishments (plus vet fees)		See below	£160.78	£520.00
Hiring of Horses (up to 10 horses) (plus vet fees)		£355.00	£160.78	£520.00
Hiring of Horses (up to 10 horses) as additional activity (plus vet fees)		£230.00	N/A	£200.00
Hiring of Horses (10-20 horses) (plus vet fees)		£400.00	£160.78	£520.00
Hiring of Horses (10-20 horses) as additional activity (plus vet fees)		£272.00	N/A	£200.00
Hiring of Horses (over 20 horses) (plus vet fees)		£442.00	£160.78	£520.00
Hiring of Horses (over 20 horses) as additional activity (plus vet fees)		£315.00	N/A	£200.00
Hiring of Horses – additional horse admin fee		£15.00	N/A	N/A
Variation fee (plus vet fees)		£115.00	£39.37	£400.00
Reinspection fee (plus vet fees)		£115.00	£136.92	£400.00
L15 Keeping or Training Animals for Exhibition (fee set by Zone)				
Keeping or Training Animals for Exhibit (New)		£227.00	£264.66	£520.00
Keeping or Training Animals for Exhibit (as additional activity)		£163.00	N/A	£200.00
Keeping or Training Animals for Exhibit (renewal)		£227.00	£264.66	£520.00
Variation fee		£115.00	£136.92	£400.00
Reinspection fee		£115.00	£136.92	£400.00
*may incur additional vet fees				
L16 Dangerous Wild Animals (fee set by Zone)				
New Licence (Plus Vet fees)		£410.00	£400.00	£710.00
Renewal (Plus Vet fees)		£261.00	£150.00	£453.00
L17 Zoo Licence (fee set by Zone)				
Zoo Licence (New) (plus vet fee)		£666.00	N/A	£1,236.00
Zoo Licence (Renewal) (plus vet fee)		£666.00	N/A	N/A
Administration Fee – replacement licence, change of address etc.		£27.00	N/A	N/A
L18 Gaming Licensing (statutory fee)				
Licensed Premises Gaming Machine Permit				
New Applications		£150.00		
Variation		£100.00		
Transfer		£25.00		
Annual Fee		£50.00		
Change of name		£25.00		
Copy of Permit		£15.00		
L19 Licensed Premises Automatic Notification Process (statutory fee)				
On notification		£50.00		
L20 Club Gaming Permits (statutory fee)				
New Application		£200.00		
Grant (Club Premises Certificate holder)		£100.00		
Variation		£100.00		
Renewal		£200.00		
Renewal (Club Premises Certificate holder)		£100.00		
Annual Fee		£50.00		
Copy of Permit		£15.00		
Renewal - Fast Track Clubs		£100.00		
Renewal - Transitional Application Fee		£100.00		
L21 Club Machine Permits (statutory fee)				
New Application		£200.00		
Grant (Club Premises Certificate holder)		£100.00		
Variation		£100.00		
Renewal		£200.00		
Renewal (Club Premises Certificate holder)		£100.00		
Annual Fee		£50.00		
Copy of Permit		£15.00		
Renewal - Fast Track Clubs		£100.00		
Renewal - Transitional Application Fee		£100.00		

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref Service	All Buckinghamshire areas £	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £
L22 Family Entertainment Centre Gaming Machine Permits (statutory fee)				
Grant	£300.00			
Renewal	£300.00			
Existing operator Grant	£100.00			
Change of name	£25.00			
Copy of Permit	£15.00			
L23 Prize Gaming Permits (statutory fee)				
Grant	£300.00			
Renewal	£300.00			
Existing operator Grant	£100.00			
Change of name	£25.00			
Copy of Permit	£15.00			
L24 Small Lotteries & Amusement for Raffles (statutory fee)				
Registration	£40.00			
Annual Fee	£20.00			
L25 Application Fee (fee set by Zone)				
Regional Casino Premises Licence		N/A	£15,000	N/A
Large Casino Premises Licence		N/A	£10,000	N/A
Small Casino Premises Licence		N/A	£8,000	N/A
Bingo Premises Licence		£1,764	£3,500	£2,300
Adult Gaming Centre Premises Licence		£1,764	£2,000	£1,320
Betting Premises (Track) Licence		£1,764	£2,500	£1,650
Family Entertainment Centre Premises Licence		£1,764	£2,000	£1,320
Betting Premises (Other) Licence		£1,764	£3,000	£2,000
L26 Application Fee for Premises with a Provisional Statement (fee set by Zone)				
Regional Casino Premises Licence		N/A	£8,000	N/A
Large Casino Premises Licence		N/A	£5,000	N/A
Small Casino Premises Licence		N/A	£3,000	N/A
Bingo Premises Licence		£1,959	£1,200	£2,300
Adult Gaming Centre Premises Licence		£1,995	£1,200	£1,320
Betting Premises (Track) Licence		£1,995	£950	£1,650
Family Entertainment Centre Premises Licence		£1,995	£950	£1,320
Betting Premises (Other) Licence		£1,995	£1,200	£2,000
L27 Annual Fee (fee set by Zone)				
Regional Casino Premises Licence		N/A	£15,000	N/A
Large Casino Premises Licence		N/A	£10,000	N/A
Small Casino Premises Licence		N/A	£5,000	N/A
Converted Casino Premises Licence		N/A	£3,000	N/A
Bingo Premises Licence		£259	£1,000	£660
Adult Gaming Centre Premises Licence		£259	£1,000	£660
Betting Premises (Track) Licence		£259	£1,000	£660
Family Entertainment Centre Premises Licence		£259	£750	£500
Betting Premises (Other) Licence		£259	£600	£400
L28 Transfer Application Fee (fee set by Zone)				
Regional Casino Premises Licence		N/A	£6,500	N/A
Large Casino Premises Licence		N/A	£2,150	N/A
Small Casino Premises Licence		N/A	£1,800	N/A
Converted Casino Premises Licence		N/A	£1,350	N/A
Bingo Premises Licence		£680	£1,200	£800
Adult Gaming Centre Premises Licence		£680	£1,200	£800
Betting Premises (Track) Licence		£680	£950	£660
Family Entertainment Centre Premises Licence		£680	£950	£660
Betting Premises (Other) Licence		£680	£1,200	£800
L29 Variation Application Fee (fee set by Zone)				
Regional Casino Premises Licence		N/A	£7,500	N/A
Large Casino Premises Licence		N/A	£5,000	N/A
Small Casino Premises Licence		N/A	£4,000	N/A
Converted Casino Premises Licence		N/A	£2,000	N/A
Bingo Premises Licence		£703	£1,750	£1,200
Adult Gaming Centre Premises Licence		£703	£1,000	£660
Betting Premises (Track) Licence		£703	£1,250	£800
Family Entertainment Centre Premises Licence		£703	£1,000	£660
Betting Premises (Other) Licence		£703	£1,500	£1,000
L30 Provisional Statement Application Fee (fee set by Zone)				
Regional Casino Premises Licence		N/A	£15,000	N/A
Large Casino Premises Licence		N/A	£10,000	N/A
Small Casino Premises Licence		N/A	£8,000	N/A
Bingo Premises Licence		£1,764	£3,500	£2,300
Adult Gaming Centre Premises Licence		£1,764	£2,000	£1,320
Betting Premises (Track) Licence		£1,764	£2,500	£1,650
Family Entertainment Centre Premises Licence		£1,764	£2,000	£1,320
Betting Premises (Other) Licence		£1,764	£3,000	£2,000

Schedule of Fees and Charges applicable from 1 April 2020

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Ref Service	All			
	Buckinghamshire areas £	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £
L31 Application for Reinstatement Fee (fee set by Zone)				
Regional Casino Premises Licence		N/A	£6,500	N/A
Large Casino Premises Licence		N/A	£2,150	N/A
Small Casino Premises Licence		N/A	£1,800	N/A
Converted Casino Premises Licence		N/A	£1,350	N/A
Bingo Premises Licence		£687	£1,200	£800
Adult Gaming Centre Premises Licence		£687	£1,200	£800
Betting Premises (Track) Licence		£687	£950	£660
Family Entertainment Centre Premises Licence		£687	£950	£660
Betting Premises (Other) Licence		£687	£1,200	£800
L32 Miscellaneous Licence fees (fee set by Zone)				
Change of Circumstances Fee		£28	£50	£30
Copy Premises Licence		£17	£25	£15
L33 Other (fee set by Zone)				
Club Premises Certificate				
New and Variation (NDRV)		£100 - £1,905	£100 - £1,905	£100 - £1,905
Annual Fee (NDRV)		£100 - £1,905	£70 - £1,050	£70 - £1,050
Temporary Event Notices		£21	£21	£21
L34 Sex Establishments/Sexual Entertainment Venues (fee set by Zone)				
Fee in respect of an application for grant, transfer or renewal of a licence for a sex establishment.		£2,075	£3,500	£4,500
Grant of Licence		£2,075	£3,500	£0
Annual Renewal of Licence		£2,075	£3,500	£1,200
Non Contested Sex Establishment licence (Renewal)		£490	N/A	N/A
Transfers		£2,075	£3,500	N/A
Variations		£2,075	£3,500	N/A
Grant of Licence		N/A	£3,500	N/A
Annual Renewal of Licence		£2,075	£3,500	N/A
Non Contested Sex Establishment licence (Renewal)		£490	N/A	N/A
L35 Other Licensing - miscellaneous (fee set by Zone)				
Registration of:- Acupuncturists Tattooisists, Ear Piercing and Electrolysis Premises		£158	£185	£232
ADDITIONAL OPERATOR AT NEW ACUPUNCTURE / EAR PIERCING / TATTOOING / ELECTROLYSIS BUSINESS (ONE OPERATOR)		N/A	£70	£24
ADDITIONAL OPERATOR AT EXISTING ACUPUNCTURE / EAR PIERCING / TATTOOING / ELECTROLYSIS BUSINESS (ONE OPERATOR)		£28	£70	£59
Graffiti removal kits.		not offered	£13	not offered
Graffiti recharge of contractor removal cost.		not offered	Cost Recovery	not offered
Graffiti removal from private property per hour		not offered	£170	not offered
Licensing Act 2003 Fees – Statutory Fees				
L36 New Premises/Club Premises/Variation applications (NDRV)				
Band A 0 - £4, 300	£100			
Band B £4,300 - £33,000	£190			
Band C £33,000 - £87,000	£315			
Band D £87,000 - £125,000	£450			
Band D* £87,000 - £125,000	£900			
Band E £125,001 – and above	£635			
Band E* £125,001 – and above	£1,905			
Applications for Minor variations to Premises Licences or Club Premises Certificate	£89			
Application to remove apply the alternative licence condition and removal of mandatory condition for premises licences	£23			
Premises Licences sought for Community Centres and some Schools that permit Regulated Entertainment but which do not permit the sale of Alcohol and/or the provision of late night entertainment will not incur a fee.	No charge			
L37 New Premises/Club Premises Applications / Variation applications – Additional Fees (NDRV)				
Where 5000 or more people will be on the premises the following additional fees are payable:-				
5,000 – 9,999	£1,000			
10,000 – 14,999	£2,000			
15,000 – 19,999	£4,000			
20,000 – 29,999	£8,000			
30,000 – 39,999	£16,000			
40,000 – 49,999	£24,000			
50,000 – 59,999	£32,000			
60,000 – 69,999	£40,000			
70,000 – 79,999	£48,000			
80,000 – 89,999	£56,000			
90,000 and over	£64,000			

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref Service	All Buckinghamshir e areas £	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £
L38 Annual Maintenance Fees - Premises /Club Premises (NDRV)				
Band A 0 - £4, 300	£70			
Band B £4,300 - £33,000	£180			
Band C £33,000 - £87,000	£295			
Band D £87,000 - £125,000	£320			
Band D* £87,000 - £125,000	£640			
Band E £125,001 – and above	£350			
Band E* £125,001 – and above	£1,050			
L39 Additional Annual Maintenance Fees (NDRV)				
Where 5000 or more people will be on the premises the following additional fees are payable:-				
5,000 – 9,999	£500			
10,000 – 14,999	£1,000			
15,000 – 19,999	£2,000			
20,000 – 29,999	£4,000			
30,000 – 39,999	£8,000			
40,000 – 49,999	£12,000			
50,000 – 59,999	£16,000			
60,000 – 69,999	£20,000			
70,000 – 79,999	£24,000			
80,000 – 89,999	£28,000			
90,000 and over	£32,000			
L40 Other Fees Payable				
Supply of Copies of Information Contained in Register				
Application for Copy of Licence	£10.50			
Provisional Statement Applications	£315.00			
Replacement Licence after loss/theft	£10.50			
Notification of change of name or address	£10.50			
Application to vary a Designated Premises Supervisor	£23.00			
Transfer of a premises licence/club premises certificate	£23.00			
Interim Authority Notice	£23.00			
Notification of Interest by Freeholder	£21.00			
Temporary Event Notices	£21.00			
Application for Notice on theft, loss etc of Temporary Event Notice	£10.50			
L41 Public Space Protection Order				
Breach of order, Fixed Penalty Notice - paid within 10 days	£60.00			
Breach of order, Fixed Penalty Notice - paid within 10-14 days	£100.00			
Housing Enforcement / HMO				
H1 HMO Licence fees (for properties with 5 bedrooms; for each additional bedroom there will be a fee of £25.				
New Proactive application	£800			
New application through enforcement	£1,000			
New Proactive application and Landlord Association member	£700			
Proactive application renewal	£500			
Application renewal through enforcement	£700			
Proactive application renewal Landlord Association member	£400			
H2 Enforcement Charges will be charged on an blended officer hourly rate				

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref	Service				
		All Buckinghamshire areas £	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £
Communities					
C1	Leisure				
	Park Events				
	Registered Charity				£0.00
	School's Cross Country				£0.00
	Community Events - operating day				£222.00
	Hazlemere 6s				£319.00
	Commercial Events				By negotiation
	Fairs / Circus - operating day				£371.00
	Traylens				£3,193.00
	Hebborns Small Childs Fair - operating day				£75.00
	Students and Registered Charities				£0.00
	Commercial Photography - operating day				£130.00
	Commercial Filming - operating day				£260.00
	Higginson Park				
	Mooring - per night				£14.00
	Fairs / Circus - operating day				£370.80
	Commercial Photography - operating day				£130.00
	Commercial Filming - operating day				£260.00
	Cricket Pitch on Table				£38.00
	Football Pitch Senior				£38.00
	Rugby Pitch Senior				£38.00
	Changing Room, Nets & Pegs Senior				£30.00
	Football Pitch Junior				£19.00
	Rugby Pitch Junior				£19.00
	Changing Room, Nets & Pegs Junior				£15.00
	Football Pitch Mini				£10.00
	Rugby Pitch Mini				£10.00
	Changing Room Mini				£15.00
	Football Pitch 9v9				£19.00
	Changing Room 9v9				£15.00
	Regular Activities				
	Tuesday / Thursday Club		£7.70		
	Tuesday / Thursday Club – 10 week booking		£72.00		
	Doorways		£5.90		
	Ladies only swimming - 10 week booking		£73.40		
	Play Around the Parishes				
	2 hour session		£444.00		
	2 hours with sports		£554.40		
	Family fun day 5 hours with sports		£972.00		
	Events on AVDC land - Per Week				
	Regular Activity i.e. Commercial Fitness trainer / personal trainer 1 or 2 sessions per week.		£12.00		
	Regular Activity - 3 or 4 sessions per week.		£19.20		
	Regular Activity - 5 or more sessions per week.		£25.20		
	Events on AVDC land - Per Day				
	Birthday party with only a small bouncy castle or small gazebo (for individuals looking to hire a park for a family party excluding 18th or 21st parties). This fee is not eligible for charity or public sector discount.		£31.20		
	Birthday party with a large bouncy castle, marquee or other equipment (for individuals looking to hire a park for a family party excluding 18th or 21st parties). This fee is not eligible for charity or public sector discount.		£62.40		

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref	Service	All			
		Buckinghamshire areas £	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £
	Mini Event (up to 200 people per day)		£120.00		
	Small event (i.e. expected attendance up to 400 people per day)		£255.00		
	Medium sized event (expected attendance of up to 999 per day)		£350.76		
	Fair or major ticketed event and also other events with expected attendance over 1000 per day.		£510.84		
	Get in/out days (for events which require the use of the land on days either side of the event day to set up and /or clear down)		£127.50		
Cemeteries & Crematoria					
C2	CREMATION as set by the Joint Committee				
	For the cremation of the body of:- a foetus born dead before twenty four weeks gestation		£0.00		
	Multiple foetus committed for cremation at the same time - one off charge (unless using the chapel when chapel fees applies)		£51.50		
	(i) per additional foetus		£3.20		
	A stillborn child or child/person whose age at time of death was less than 18 years		£0.00		
	A person whose age at the time of death was 18 years or more		£650.00		
	(i) cremation only (no use of chapel) (adult fee minus chapel fee)		£405.00		
	(ii) 9.15am or 9.30am chapel time (adult fee minus £106)		£544.00		
	For the cremation of body parts of:- (Fees do not include chapel fee which can be added if required)				
	a foetus born dead before twenty four weeks gestation who was cremated at Chilterns Crematorium		£0.00		
	a stillborn child or child/person who was cremated at Chilterns Crematorium		£51.00		
	a foetus born dead before twenty four weeks gestation, stillborn child/person who was not cremated at the Chilterns Crematorium (double normal fee)		£82.00		
These fees include, where applicable, the Medical Referee's fee, use of the chapel (unless otherwise stated) provisions of recorded music, the temporary storage of the ashes for a period not exceeding one month, the dispersal of ashes in the garden of remembrance, provision of a temporary cardboard container for ashes, a certificate of cremation for disposal of cremation ashes or a copy of the entry in the cremation register.					
Note: Certificates of the Cremation Society and the Cremation Friendly Society will be accepted at the encashable value.					
	Disposal of Cremation Ashes				
	Temporary deposit of ashes (per month after the first month)		£15.00		
	Dispersal of ashes in Garden of Remembrance when cremation has taken place elsewhere		£37.00		
	Wooden casket with inscribed plaque for cremation ashes		£34.80		
	Miscellaneous				
	Use of Coffin Waiting for 24 hours or part thereof (includes use of wheeled bier)		£30.00		
	Use of Wheeled Bier		£8.75		
	Additional Service Time (subject to chapel availability)		£188.00		

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref	Service	All		
		Buckinghamshire areas £	Aylesbury Vale £	Chiltern & South Bucks £ Wycombe £
	Chapel Fee (when not included in the cremation fee. The chapel can also be booked for burial or memorial services subject to availability)	£245.00		
	Chapel fee for Memorial Service (Saturday mornings)	£245.00		
	Webcast of Service	£76.20		
	Audio Visual recording of Service on a DVD	£61.80		
	- each additional copy	£24.72		
	Audio recording of Service on CD	£55.20		
	- each additional copy	£20.40		
	Use of Audio Visual tribute system			
	Administration fee	£20.40		
	Per photograph/image used	£2.04		
	Per minute of video used	£8.28		
	DVD copy of visual tribute	£26.40		
	Audio Visual recording of Service with visual tribute on a DVD	£66.78		
	- each additional copy	£24.72		
	Inscription in the Book of Remembrance			
	Minimum 2 line entry	£45.96		
	5 Line entry	£83.76		
	8 Line entry	£121.56		
	Additional lines, per line	£22.98		
	Miniature Book of Remembrance			
	Purchase of Book, postage and Minimum 2 Line entry	£66.84		
	5 Line entry	£86.28		
	8 Line entry	£105.72		
	Additional lines, per line	£6.48		
	Miniature Book of Remembrance - Additional Inscriptions			
	Minimum 2 Line entry	£12.96		
	5 Line entry	£32.40		
	8 Line entry	£51.84		
	Additional lines, per line	£6.48		
	Packing and despatch for additional entry	£16.08		
	Memorial Card			
	Purchase of card, postage and Minimum 2 Line entry	£24.84		
	5 Line entry	£44.28		
	8 Line entry	£63.72		
	Additional lines, per line	£6.48		
	Emblems, Badges etc.			
	Regimental badge or crest or floral emblems	£87.84		
	Full Coat of Arms	£107.64		
	Leather Memorial Plaques			
	For the Right to a Leather memorial Plaque in the Chapel of remembrance for a period of 3 years	£77.88		
	For the Right to a Leather memorial Plaque in the Chapel of remembrance for a period of 5 years	£129.84		
	Provision and fixing of a leather Memorial Plaque	£60.60		
	Replacement Plaque for an additional inscription	£60.60		

Ref	Service				
		All Buckinghamshire areas £	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £
	Garden Memorials				
	Provision & installation of Memorial Garden Seat	£716.88			
	Plaque for Memorial Garden Seat up to 70 letters	£85.92			
	Plaque for Memorial Garden Seat up to 115 letters	£148.80			
	Right to have the seat in Garden of Remembrance for a five year period	£242.40			
	Right to have the seat in Garden of Remembrance for a ten year period	£484.20			
	For the Right to a Commemorative Shrubbery Plaque for a period of 3 years	£78.00			
	For the Right to a Commemorative Shrubbery Plaque for a period of 5 years	£130.20			
	Provision and fixing of a replacement plaque for an additional inscription	£44.40			
	Stone Memorial Plaques				
	For the Right to a Stone Memorial Plaque on a base for a period of 5 yrs	£141.60			
	For the Right to a Stone Memorial Plaque on a base for a period of 10 yrs	£281.40			
	For the Right to a Sanctum 2000 above ground Vault for a period of 5 years	£267.60			
	For the Right to a Sanctum 2000 above ground Vault for a period of 10 years	£468.60			
	For the Right to a Sanctum 2000 above ground Vault for a period of 20 years	£936.00			
	Provision of a 9" x 12" inscribed plaque fixed on a sandstone or granite base	£436.20			
	Provision of a 9" x 12" inscribed plaque fixed on a renovated sandstone or granite base (subject to availability)	£301.20			
	Provision of a 9" x 18" inscribed plaque fixed on a sandstone or granite base	£592.80			
	Provision of a 9" x 18" inscribed plaque fixed on a renovated sandstone or granite base (subject to availability)	£459.60			
	Provision of a 12" x 15" inscribed plaque fixed on a Sanctum 2000 above ground vault up to 150 characters	£997.20			
	Provision of a 12" x 15" inscribed plaque fixed on a Sanctum 2000 above ground vault with over 150 characters	£1,063.20			
	Inscribed motifs from	£82.80			
	Replacement 7" x 12" inscribed plaque for an additional inscription	£200.40			
	Replacement 9" x 12" inscribed plaque for an additional inscription	£223.20			
	Replacement 9" x 18" inscribed plaque for an additional inscription	£297.00			
	Replacement Sanctum 12" x 15" inscribed plaque for an additional inscription with up to 150 characters	£462.00			
	Replacement Sanctum 12" x 15" inscribed plaque for an additional inscription with over 150 characters	£528.60			
	Additional inscription on a nexisting Sanctum 12" x15" inscribed plaque:-	£73.80			
	carriage/administration fee				
	inscribed per letter	£1.20			
	Porcelain photo plaque with one portrait	£166.80			
	Porcelain photo plaque with two portraits	£244.80			
	Porcelain photo plaque with three portraits	£277.80			
	Administration fee and provision of foundation slab for new application by monumental mason	£46.20			

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref	Service				
		All Buckinghamshire areas £	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £
	Administration fee for additional work my monumental mason	£39.00			
	Token and keepsakes items				
	Scatter tubes:-				
	37cm	£31.20			
	25cm	£22.80			
	9cm	£15.00			
	Brass Urns:-				
	10.5"	£87.00			
	7.25"	£61.80			
	3"	£25.20			
	Large patterned urns	£99.00			
	Hearts	£31.20			
	Stand (for hearts)	£12.60			
	Floral Bio Urns				
	Large	£68.40			
	Small	£34.20			
C3	Cemetery				
	Residents Fees (Parkside, Holtspur and Shepherds Lane) - surcharges are applicable to non-residents				
	Burials				
	<i>Earthen Grave</i>				
	All Plots (1 - 2 full burials)			£860.00	
	<i>Woodland Burials</i>				
	Plot (1 - 2 burials)			£860.00	
	Childrens Plot			£150.00	
	Interment fee			£135.00	
	Cremation Plots				
	Cremated Remains			£0.00	
	Plot for 1-2 interments			£350.00	
	<i>Woodland Area</i>				
	Plot (2 interments)			£350.00	
	Interment fee			£135.00	
	Grave Preparation Fees (Cremated Remains)			£155.00	
	Grave Preparation Fees (graves)			£510.00	
	Memorial Permits				
	Flat tablets and Wedges			£100.00	
	Additional Inscription			£75.00	
	Small tablets and Wedges 1ft sq or less (Woodland)			£50.00	
	Headstones (Holtspur/Shepherds Lane)			£160.00	
	Full size Kerb stones (Holtspur/Shepherds Lane)			£110.00	
	Small Headstone & Kerb (Children's Sections only - Holtspur)			£162.00	
	Other Charges				
	Book of Remembrance (per line)			£0.00	
	1 further interment on existing plot			£25.00	
	1 further interment on existing plot			£300.00	
	Transfer fee			£75.00	
	Copy of Deed			£35.00	
	Interment of Ashes in grave (Holtspur/Shepherds Lane)			£300.00	
	Tree (Incl planting & aftercare - Holtspur)			£700.00	
	Memorial Gardens				
	(surcharges applicable to non-residents)				
	Centre of lawn (1)			£345.00	
	Edge of shrubbery AC			£1,010.00	
	Edge of shrubbery SH6			£940.00	
	Main Avenue Trees (4)			£2,000.00	
	B 6 G-H (4)			£2,100.00	
	C Section - Standard Rose (4)			£1,950.00	

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref	Service	All			
		Buckinghamshire areas £	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £
	E 5 A (4)			£1,900.00	
	E 5 F (2)			£990.00	
	G 121-145 Edge of Shrubbery			£940.00	
	Garden H Section 34 A C (4)			£1,900.00	
	Garden H Section 60 C (4)			£1,900.00	
	Garden H Section 92 A (4)			£1,900.00	
	Garden H Section 92 B (4)			£1,900.00	
	KG Colonnade			£2,400.00	
	L 19 A-B (2)			£2,000.00	
	L 116			£2,600.00	
	L124 D or E			£3,000.00	
	L230-233, 236, 237-241 (2) & L7C			£1,700.00	
	L234-235 partial view lake/golf course (4)			£2,950.00	
	M 250 H,K,L,M,N,O,P (6)			£3,500.00	
	M Gardens M265-298,M420-440 (2)			£1,700.00	
	M Shrubs M 315 B-E, M 310 A-B, M 309 (4)			£4,700.00	
	M 441-450 (2)			£920.00	
	Oak Dell Scattering (1)			£235.00	
	O1-10 Edge of Shrubbery (2)			£940.00	
	P204-255 Edge of Shrubbery (2)			£940.00	
	R54 Gated Garden (6)			£4,900.00	
	R55 Gated Garden (8)			£5,900.00	
	R56 Gated Garden (10)			£6,900.00	
	R60-65 Magnolia (4)			£2,300.00	
	R70-R110 Edge of Shrubbery (2)			£920.00	
	Sum-Ho 31, 32, 34, 35 (2)			£1,700.00	
	Other Fees				
	Interment Fee			£135.00	
	Grave Preparation			£155.00	
	Plaques Staked (Wording over 60 letter £1 each)			£170.00	
	Out of Area fee, applies to plot purchase				£100.00
	Out of Area fee, applies to interment fees				£100.00
	Plaques Mounted (Wording over 60 letter £1 each)			£220.00	
	Plaque refurbishment			£50.00	
	Book of Remembrance			£25.00	
	Transfer ashes to Biodegradable Container			£25.00	
	Licence Transfer Fee (Owner Deceased)			£75.00	
	Licence Reprint (Add Name)			£35.00	
	Memorial Wall Plaque & Licence 6X2			£135.00	
	Memorial Wall Plaque & Licence 6X4 Z area			£270.00	
	Relicence fee each			£300.00	
	Relicence fee for Scattering Lawn (1)			£115.00	
	Grave buy back 10% or £150 whichever is greater			£150.00	
	Memorial Seat - renewable lease			£280.00	
	Maintenance of Individual Garden			POA	
	Trees for Sale (from)			POA	
	Benches			POA	
	Bench Maintenance (coat with teak oil)			£50.00	
	Carved lettering			POA	
	Stone Benches – straights			POA	
	Stone Benches – curved			POA	
	Venue for wedding photographs			£45.00	
	Venue for filming per day from			£520.00	
	Perpetuity Licences			£0.00	
	1st & 2nd interment			£5.25	
	3rd & 4th interment			£10.50	
	5th & subsequent interments			£15.75	
	Memorial Trees			£0.00	
	Pink-flowering Hawthorne incl. plaque, in R section			£700.00	
	Avenue tree, no interments			£900.00	

Ref	Service	All Buckinghamshire areas £	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £
	(Great Missenden Cemetery)				
	Fees for the Use of the Cemetery for Interments:				
	In the graves for which no exclusive right of burial has been granted				
	i) A stillborn child, or a person whose age at the time of death did not exceed one month *	£25.00			
	ii) A person whose age at the time of death exceeded one month but did not exceed twelve years *	£110.00			
	iii) A person whose age at the time of death exceeded twelve years *	£240.00			
	iv) for any interment at a depth exceeding six feet for members of the same family in a site and for each foot an additional *	£110.00			
	In a grave or vault for which an exclusive right of burial has been granted				
	i) A stillborn child, or a person whose age at the time of death did not exceed one month *	£25.00			
	ii) A person whose age at the time of death exceeded one month but did not exceed twelve years *	£110.00			
	iii) A person whose age at the time of death exceeded twelve years *	£240.00			
	iv) for any interment at a depth exceeding six feet for members of the same family in a site and for each foot an additional *	£110.00			
	Transfer of ownership of Exclusive Right of Burial	£63.00			
	Exclusive Rights of Burial in Perpetuity in an Earthen Grave				
	i) One Plot	£408.00			
	ii) Two Plots	£700.00			
	iii) Three Plots	£960.00			
	Monuments, Gravestones, Tablets and Monumental Inscriptions				
	For the right to erect:				
	i) A headstone under no circumstances to exceed three feet in height or a foot stone not exceeding one foot in height *	£170.00			
	ii) A tablet on any grave or vault, or in the Lawn Cemetery, a plaque on a grave *	£170.00			
	iii) Any inscription after the first on a gravestone, tablet or memorial *	£90.00			
	Purchase of plot measuring 2ft x 2ft in Old Section of cemetery for burial of cremated remains *	£136.00			
	Burial of Cremated remains *	£110.00			
C4	Coroner Service				
	Request for archived file	£27.00			
	Request for post mortem report	£6.50			
	Request for recording of inquest hearing	£11.50			
	Request for confirmation of a transcript	£27.00			
C5	Trading Standards				
	Fees for Licensing				
	Petroleum Spirit				
	Petroleum Storage Certificate to keep petroleum spirit of a quantity:				
	Not exceeding 2,500 litres	£44.00			
	Exceeding 2,501 litres but not exceeding 50,000 litres	£60.00			
	Exceeding 50,000 litres	£125.00			

Ref	Service	All Buckinghamshire areas £	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £
	Environmental Survey Requests Site searches of premises where petroleum has been stored	£82.16			
	Weights and Measures Hourly rate of charge based on average cost of supplying an officer, including the provision of technical and admin support staff and relevant overheads. Where more than one officer is supplied, the charge will be multiplied. Out of hours working (subject to staff being available) - 150% to be added to fee and call out charge Certificate of errors - fee for provision of certificate containing results of errors found on testing Merchant Shipping Act (hourly rate not applicable). Certification of a weighbridge operator. Charge call-out fee plus: Operator fails Operator passes Supply of replacement certificate (no call-out fee)	£98.59 £98.59 £98.59 £98.59 £24.65			
	Business Advice and Information Services 1st half hour of advice or information to a registered Buckinghamshire business Subsequent chargeable advice or information is charged at the prevailing hourly rate using 15 min units (minimum charge half hr) Submission of food or cosmetic samples to the services public analyst - charged at cost payable to public analyst plus one hours consultancy at the prevailing hourly rate	free of charge £98.59			
	Small Primary Authority Partnership (PAYG) other charges may also apply Easy 123 Partnership, set-up charge free, includes 3 hours of advice and 20% voucher for Skills for Work Consumer Rights e-learning	£195.00			
	Easy 123 Partnership renewal fee as Direct PAYG single regulator partnership (other options available) Subsequent chargeable advice or information at the prevailing hourly rate using 15 minute units (minimum charge half hour) Prepay Direct Primary Authority Partnership including 17 hours of advice or consultation (valid for 12 months) Prepay Coordinated Primary Authority Partnership Initial set-up fee including 17 hours of advice or consultation (valid for 12 months) Add initial set-up fee for Environmental Health as part of Primary Authority Partnership Add initial set-up fee for Surrey Fire & Rescue as part of Primary Authority Partnership Prepay Direct renewal fee including 17 hours of advice or consultation (valid for 12 months) Prepay Coordinated renewal fee including 17 hours of advice or consultation (valid for 12 months) Add renewal fee for Environmental Health as part of Primary Authority Partnership	£103.00 £82.16 £1,540.40 £1,694.40 £120.00 £120.00 £1,335.40 £1,678.50 £60.00			
	Add renewal fee for Surrey Fire & Rescue as part of Primary Authority Partnership Should additional hours be required during any year they may be purchased at the prevailing hourly rate Pay As You Go (PAYG) other charges may also apply Set up charge for Direct (PAYG) Trading Standards Primary Authority Partnership	£60.00 £82.16 £308.00			

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref	Service	All Buckinghamshire areas £	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £
	Set-up charge for Coordinated (PAYG) Primary Authority Partnerships	£462.00			
	Set up charge for Single Point of Contact Direct (PAYG) Primary Authority Partnership Plus 1 regulator	£428.00			
	Set up charge for Single Point of Contact Direct (PAYG) Primary Authority Partnership Plus 2 regulator	£548.00			
	Set up charge for Single Point of Contact Direct (PAYG) Primary Authority Partnership Plus 3 regulator	£668.00			
	Set up charge for Single Point of Contact Coordinated (PAYG) Primary Authority Partnership Plus 1 regulator	£582.00			
	Set up charge for Single Point of Contact Coordinated (PAYG) Primary Authority Partnership Plus 2 regulator	£702.00			
	Set up charge for Single Point of Contact Coordinated (PAYG) Primary Authority Partnership Plus 3 regulator	£822.00			
	Renewal charge for Direct (PAYG) Trading Standards Primary Authority Partnership	£103.00			
	Renewal charge for Coordinated (PAYG) Trading Standards Primary Authority Partnership	£134.00			
		£163.00			
	Renewal charge for Single point of contact PAYG Direct Primary Authority Partnership plus 1 regulator	£223.00			
	Renewal charge for Single point of contact PAYG Direct Primary Authority Partnership plus 2 regulator	£283.00			
	Renewal charge for Single point of contact PAYG Direct Primary Authority Partnership plus 3 regulator				
	Renewal charge for Single point of contact PAYG Coordinated Primary Authority Partnership Plus 1 regulator	£194.00			
	Renewal charge for Single point of contact PAYG Coordinated Primary Authority Partnership Plus 2 regulator	£254.00			
	Renewal charge for Single point of contact PAYG Coordinated Primary Authority Partnership Plus 3 regulator	£314.00			
	Bespoke Primary Authority Partnerships quoted individually to specified services and renewals Additional charges applicable to all Primary Authority Partnerships	on request			
	Mileage for the purpose of chargeable advice and Primary Authority inside Buckinghamshire & Surrey boundaries (excluding Environmental Health)	£0.00			
	Mileage for the purpose of chargeable advice and Primary Authority outside Buckinghamshire & Surrey boundaries and for Environmental Health officers outside of the geographical boundaries of the District or Borough	£0.45ppm			
	Analysis and consultancy as part of business advice and or Primary Authority services	Charged at cost of analysis plus 1 hour			
	Business training				
	1/2 day	£295.00			
	Full day	£590.00			
	Training events e.g. Allergen training per individual delegate	Various, specific to each event courses individually priced			
	e-learning - http://skillsforwork.bucksandsurreytradingstandards.gov.uk/				
C6	Pollution Reduction				
	Contaminated Land:				

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref	Service	All			
		Buckinghamshire areas £	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £
	Professional Opinion - Contaminated land enquiries per hour	£100.00			
	Copies of plans and information regarding a contaminated land site.	£50+£47/hr			
	LAPPC (Local Authority Pollution Prevention and Control)				
	Application fee – standard process (includes solvent emission)	£1,650.00			
	Additional fee for operating without a permit	£1,188.00			
	PVR I, SWOBS and dry cleaners	£155.00			
	PVR I & II combined	£257.00			
	VRs and other reduced fee activities	£362.00			
	Reduced fee activities – additional fee for operating without a permit	£71.00			
	Mobile plant	£1,650.00			
	Mobile plant for the third to seventh applications	£985.00			
	Mobile plant for the eighth and subsequent applications	£498.00			
	If application is for a combined part B and waste application add extra	£310.00			
	Annual Subsistence – standard process low	£772.00			
		(+£104.00)*			
	Annual Subsistence – standard process medium	£1,161.00			
		(+156.00)*			
	Annual Subsistence – standard process high	£1,747.00			
		(+£207.00)*			
	Annual Subsistence – PVR I, SWOBS and Dry Cleaners Low	£79.00			
	Annual Subsistence – PVR I, SWOBS and Dry Cleaners Medium	£158.00			
	Annual Subsistence – PVR I, SWOBS and Dry Cleaners High	£237.00			
	Annual Subsistence – PVR I & II combined Low	£113.00			
	Annual Subsistence – PVR I & II combined Medium	£226.00			
	Annual Subsistence – PVR I & II combined High	£341.00			
	Annual Subsistence – VRs and other reduced fees Low	£228.00			
	Annual Subsistence – VRs and other reduced fees Medium	£365.00			
	Annual Subsistence – VRs and other reduced fees High	£548.00			
	Annual Subsistence – Mobile plant for first and second permits Low	£626.00			
	Annual Subsistence – Mobile plant for first and second permits Medium	£1,034.00			
	Annual Subsistence – Mobile plant for first and second permits High	£1,551.00			
	Annual Subsistence – Mobile plant for third to seventh permits Low	£385.00			
	Annual Subsistence – Mobile plant for third to seventh permits Medium	£617.00			
	Annual Subsistence – Mobile plant for third to seventh permits High	£924.00			
	Annual Subsistence – Mobile plant for eighth & subsequent permits Low	£198.00			
	Annual Subsistence – Mobile plant for eighth & subsequent permits Med	£316.00			
	Annual Subsistence – Mobile plant for eighth & subsequent permits High	£473.00			
	*the additional amounts in brackets must be charged where a permit is for a combination Part B and waste installation				
	Late payment fee	£52.00			
	Transfer and Surrender – Standard process	£169.00			

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref	Service				
		All Buckinghamshire areas £	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £
	Transfer and Surrender – Standard process partial transfer	£497.00			
	New operator at low risk fee activity	£78.00			
	Reduced fee activities – partial transfer	£47.00			
	Temporary transfer – first transfer	£53.00			
	Temporary transfer – repeat following enforcement or warning	£53.00			
	Substantial change – standard process	£1,050.00			
	Substantial change – where change results in a new PPC activity	£1,650.00			
	Substantial change – reduced fees activities	£102.00			
C7	Country Parks				
	Timber sales available on request	Market price			
	Car parking				
	Black Park Peak	£3.70			
		£4.50			
		£5.50			
	Black Park Off Peak	£2.70			
		£3.50			
		£4.50			
	Black Park Early bird (before 9.00am)	£2.70			
	Denham & Langley Park Peak	£3.70			
		£4.50			
	Denham & Langley Park Off Peak	£2.70			
		£3.50			
	Annual Parking Permit (Black Park, Langley Park & Denham) - 1 car	£50.00			
	- 2 cars	£60.00			
	- 3 cars	£70.00			
	Annual Parking Permit Replacement (Black Park, Langley Park & Denham)	£10.00			
	Annual Parking Permit Change (Black Park, Langley Park & Denham)	£10.00			
	Minibuses	£8.00			
	Coaches	£13.00			
	Filming Rights fees - available on request	Market Price			
	Fishing permits (Black Park)				
	Adult (age 17-64) Annual pass	£60.00			
	Adult (age 17-64) Day pass	£6.00			
	Concessionary (disabled, age 12-17 or 65+)				
	Annual pass	£45.00			
	Concessionary - Day pass	£4.50			
	Child (under 12 years) Annual pass	£10.00			
	Child (under 12 years) Day pass	£1.00			
	Room Hire				
	Lakeside Room	£110.00			
	Foxley Copse	£110.00			
	Meadow View	£110.00			
	Orienteering pack at Black Park on site	£1.50			
	Events - Price on event	Market Price			

Ref	Service	£
C8	Libraries	
	Membership	
	Joining the library	£0.00
	Replacement library card	£2.50
	Annual subscription for Reading Groups (New Service)	£25.00
	Reservations	
	All reservations from Buckinghamshire libraries	£0.60
	Books from SELMS libraries	£3.00
	Books from non-SELMS libraries	£7.00
	Vocal scores and orchestral sets from Buckinghamshire libraries (up to 40 copies per set)	£20.00
	Notifications	
	Postal notification for reservations and overdue	£0.90
	Email notification for reservations and overdue	£0.00
	Loans	
	Audiobooks (3 weeks)	
	1 - 4 tape or CD set	£1.20
	5 - 11 tape or CD set	£2.20
	12+ tape or CD set	£3.20
	Playaways	£2.20
	DVDs (1 week)	
	Blue category DVD	£1.50
	Red category DVD	£2.80
	Computer games are available to loan for 1 week	£3.50
	Music CD's are available to loan for 1 week	£1.20
	Overdue Charges - Per day	
	Children's books	£0.05
	Maximum total charge per item	£1.05
	Adult's books	£0.05
	Maximum total charge per item	£5.25
	DVD's	£0.50
	Maximum total charge per item	£10.50
	Computer games	£1.00
	Maximum total charge per item	£21.00
	Reading Group sets	£1.00
	Maximum total charge per item	£21.00
	Vocal scores and orchestral sets	£1.00
	Maximum total charge per item	£21.00
	Energy Saving Kits	£1.00
	Maximum total charge per item	£21.00
	All other items	£0.25
	Maximum total charge per item	£5.25
	Lost or damaged items are charged at cost of replacing	N/A
	Printing	
	A4 Black and White	£0.15
	A4 Colour	£0.50
	A3 Black and White	£0.20
	A3 Colour	£0.75
	Scanning	
	1 page	£1.00
	Each subsequent page	£0.25
	Fax	
	UK and Ireland - per side A4	£1.00
	Europe - per side A4	£1.75
	Rest of the world - per side A4	£2.00
	To receive a fax - per transaction	£1.00

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref	Service	£
	Meeting Rooms	
	Bourne End Community Library	
	Jackson Mill Room (35 seated conference style)	
	Community use	£13.00
	Commercial use	£17.00
	Flipboard and pen hire	£3.50
	Soho Mill Room (35 seated conference style)	
	Community use	£13.00
	Commercial use	£17.00
	Flipboard and pen hire	£3.50
	Charges to hire both rooms, connected (up to 100 people + garden access)	
	Community use	£19.00
	Commercial use	£26.00
	Flipboard and pen hire	£3.00
	Lantern Room (25 seated conference style)	
	Community use	£10.00
	Commercial use	£13.00
	Flipboard and pen hire	£3.50
	Buckingham Library	
	Community Room (29 chairs)	
	Community use	£11.00
	Commercial use	£15.00
	Flipboard and pen hire	£3.50
	Meeting Room (25 seated theatre style)	
	Community use	£11.00
	Commercial use	£15.00
	Flipboard and pen hire	£3.50
	Interactive whiteboard	£10.00
	Burnham Community Library	
	Large Meeting Room (60 seated theatre style)	
	Community use	£8.00
	Commercial use	£24.00
	Flipboard and pen hire	£3.50
	Interactive whiteboard	£10.00
	Small Meeting Room (50 seated theatre style)	
	Community use	£8.00
	Commercial use	£21.00
	Flipboard and pen hire	£3.50
	Interactive whiteboard	£10.00
	Chesham Library	
	Harding Room (25 seated theatre style)	
	Community use	£13.00
	Commercial use	£15.00
	Flipboard and pen hire	£3.50
	Interactive whiteboard	£10.00
	Small Meeting Room (4-5 seated)	
	Community use	£5.50
	Commercial use	£8.50
	Flipboard and pen hire	£3.50
	Tardis Room (8 seated)	
	Community use	£5.50
	Commercial use	£8.50
	Flipboard and pen hire	£3.50

Ref	Service	£
	High Wycombe Library	
	David Shakespeare Room (35-40 people)	
	Community use	£18.00
	Commercial use	£25.00
	Flipboard and pen hire	£3.50
	Interactive whiteboard	£10.00
	Projector with sound and DVD	£10.00
	Margaret Dewar Room (35-40 people)	
	Community use	£18.00
	Commercial use	£25.00
	Flipboard and pen hire	£3.50
	Interactive whiteboard	£10.00
	Projector with sound and DVD	£10.00
	Charges to hire both rooms, connected (80 people)	
	Community use	£36.00
	Commercial use	£50.00
	Wessex Room (5-6 people)	
	Community use	£11.00
	Commercial use	£18.00
	Flipboard and pen hire	£3.50
	Micklefield Library	
	Large Meeting Room (40 theatre style)	£9.00
	Small Meeting Room (6 seated)	£7.00
	Kitchen	£4.50
	Wendover Community Library	
	Meeting Room (35-40 people)	
	Community use	£10.50
	Commercial use	£17.70
	Flipboard and pen hire	£3.50
	Interactive whiteboard	£10.00
	Small Meeting Room (8 people 1st floor)	
	Community use	£10.50
	Commercial use	£16.70
	Flipboard and pen hire	£3.50
	Schools Library Service	
	Primary Schools/Academies	
	Full Primary package (2 books per pupil, 1 project per class per term, 1 half day consultancy)	£9.15
	Additional options	
	8 Project Collections	£500.00
	12 project collections	£700.00
	Book hire - 300	£700.00
	Book hire - 200	£500.00
	Book hire 100 & 8 project collections	£700.00
	Book hire 70 & 6 project collections	£500.00
	Annual Subscriptions packages - secondary academies	
	Membership £375 Valued at 3 stars plus 'pick and mix' of services	£375.00
	Membership £375 Valued at 3 stars plus 'pick and mix' of services	£125.00
	Membership £375 Valued at 3 stars plus 'pick and mix' of services	£120.00
	Membership £375 Valued at 3 stars plus 'pick and mix' of services	£115.00
	Miscellaneous schools options	
	Artefacts Collection hire - members	£40.00
	Non Member price	£50.00
	Artefacts Bundle (Artefacts Box + up to 10 books)	£65.00
	Non Member price	£50.00
	Storysack hire -members	£40.00
	Non Member price	£50.00

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref	Service	£
	Annual Book Hire x 100 books	£250.00
	Non Member price	£350.00
	Project Collection - up to 20 books (for one term hire) - members	£65.00
	Non Member price	£85.00
	Professional Consultancy	
	Non Member price	£80.00
	SLS Member price	£65.00
	Non Member price	£180.00
	SLS Member price	£140.00
	Non Member price	£300.00
	SLS Member price	£230.00
C9	Centre For Buckinghamshire Studies	
	Copying	
	Photocopies of items in Local Studies and Archive search-rooms	£0.20
	Colour copy	£1.00
	Photocopies of documents produced from the Archive strong-rooms	£1.00
	Colour copy	£1.50
	Photocopy of a will within 10 working days	£10.00
	Photocopy of a will next working day	£15.00
	Photocopy of marriage licence records within 10 working days	£10.00
	Photocopy of marriage licence records next working day	£15.00
	Print-outs from microfilm	
	Self-service	£0.50
	Supplied by post within 10 working days	£10.00
	Supplied by post next working day	£15.00
	Print-outs from computer	
	Black and white	£0.20
	Colour copy	£1.00
	Minimum charge for copies sent by post (including vehicle licensing copies)	£10.00 + p&p
	Minimum charge for copies sent by post to not-for-profit organisations (New Service)	£15.00 + p&p
	Minimum charge for business copies sent by post	£25.00 + p&p
	Certified copies	£25.00 + p&p
	Photographic handling	
	Charge for using a camera in the search-rooms	£7.50
	Charge for using a camera in the search-rooms	£30.00
	Charge for using a camera in the search-rooms	£90.00
	Charge for use of BookEye scanner in Archives (New Service)	£7.50
	Postage and packaging	
	1-5 Items	£2.50
	6-10 Items	£5.00
	11+ Items	£10.00
	Digital copying	
	Colour image, up to A3, 300dpi, supplied as PDF file by email (up to 10mb)	
	1st Image	£10.00
	Subsequent Images	£3.50
	Colour image, supplied on CD	£10 + p&p
	Per CD	£2.00
	Orders requiring staff search and preparation time (eg large orders, large maps or other documents, and orders requiring searching through documents)	+ image charge

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref	Service	£
	Research	
	Search fee	£36.00
	Search fee for commercial purposes (including legal research etc)	£72.00
	Look ups in parish registers, electoral rolls, etc	£10.00
	Inclusion in list of independent record agents (Service to end)	£0.00
	Reproduction and Publication	
	Certified copies of documents	£25.00 + p&p
	Marriage certificates (post-1837)	£9.25 + p&p
	Baptism certificates (post-1813)	£13.00 + p&p
	Licensing for re-use: Printed and digital media (print run under 1,000)	
	UK Only	£24.00
	Worldwide	£45.00
	Not-for-profit	£6.00
	Licensing for re-use: Printed and digital media (print run 1001-5000)	
	UK Only	£45.00
	Worldwide	£100.00
	Not-for-profit	£12.00
	Licensing for re-use: Printed and digital media (print run 5001+)	
	UK Only	£60.00
	Worldwide	£120.00
	Not-for-profit	£18.00
	Licensing for re-use: Website - commercial	£60.00
	Licensing for re-use: Website - not-for-profit	£1.20
	Licensing for re-use: Display in exhibitions with admission fee	£60.00
	Licensing for re-use: Stills images for use in TV/film	£60.00
	Licensing for re-use: Filming at CBS charge	£36.00
	Licensing for re-use: Advertising or other commercial use	£500.00
	Lecture fees	
	Lectures by staff and group visits to the Centre for Buckinghamshire Studies	£72.00 + expenses
	Lectures specifically developed for a group (New Charge)	£180.00 + expenses
	Palaeography classes (including provision of photocopies)	£90.00 + expenses
	Items for sale	
	Pencils	£0.30
	USB Pen	£6.00
	Tea & Coffee	£0.50
	ACTIVE BUCKS PROGRAMME	
	Including Yoyalates, boot camp, Nordic walking, multi-sports, baseball, walking netball, GPS trails	£2.00 - £4.00
	MODERN RECORDS	
	Provide copies of Section 38 (Highways Act 1980), Section 278 (Highways Act 1980) and Section 106 (Town & Country Planning Act 1990) agreements to solicitors acting on behalf of clients buying or selling property	£90.00
C10 Registration Services		
	Marriages and Civil Partnerships	
	Register Office (statutory fee)	£46.00
	John Hampden Room, Disraeli Room & Midsomer Court	
	Monday - Saturday	£335.00
	Sunday & Bank Holidays	£480.00
	Registration Offices - fixed times	
	Disraeli Room (Beaconsfield Old Town) - Monday at 10am & 10.45am	£235.00
	John Hampden Room (County Hall, Aylesbury) -Tuesday at 10am & 10.45am	£235.00
	The Dashwood Room (High Wycombe) - Wednesday at 10am & 3.30pm	£235.00

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref	Service	£
	Approved Venues	
	Monday - Saturday	£600.00
	Sunday and Bank Holidays	£650.00
	Anytime & Place	£840.00
	Ceremonies at an Approved Venue between 5.30pm - 7pm on a Friday or Saturday - in addition to Approved Venue fee	£215.00
	Venue licence fee (fee is the same for renewing a licence)	£2,165.00
	Celebratory ceremonies -	
	Namings, Renewal of Vows	
	Commitment and Civil Partnership Conversion	
	All Approved Venues	
	Monday - Saturday	£330.00
	Sunday and Bank Holidays	£460.00
	Non-Approved venues (for ceremony and inspection of venue)	
	Monday - Saturday	£450.00
	Sunday and Bank Holidays	£590.00
	**Inspection Fee (to be added to ceremony fee)	£215.00
	Civil Marriage/ Civil Partnership combined with a Celebratory Ceremony	£840.00
	Converting a Civil Partnership to a Marriage	£45.00
	Passport forms for Newly Weds and Civil Partners (PD2)	£20.50
	Nationality and Citizenship Fees	
	Private Citizenship Ceremonies	
	Monday - Friday	£200.00
	Saturday	£270.00
	Sunday	£320.00
	European Union Settlement Scheme	£14.00
	All Birth, Death, Marriage or Civil Partnership certificates*	
	Standard Statutory Service includes 1 certificate and 2nd class postage*	£11.00
	Priority Statutory Service (24 hour) includes 1 certificate and 1st class postage*	£35.00
	Religious building, housebound and detained fees	
	Housebound Wedding - Registrar's Attendance	£84.00
	Housebound Notice	£47.00
	Detained Wedding - Registrar's Attendance	£94.00
	Detained Notice	£68.00
	Religious Wedding - Registrar's Attendance	£86.00
	Certification of a place of meeting for religious worship	£29.00
	Registration of a building for the solemnization of marriages between a man and a woman	£123.00
	Registration of a building for the solemnization of marriages of same sex couples (previously registered for heterosexual marriage)	£64.00
	Registration of a building for the solemnization of marriages of same sex couples (not previously registered for heterosexual marriage)	£123.00
	Registration of a building for the solemnization of marriages of a man and a woman (not previously registered for same sex marriage)	£64.00
	Joint application for the registration of a building for the marriage of a man and a woman and same sex couples	£123.00
	Other fees	
	Ceremony Booking amendment fee	£40.00
	Notice booking (converts to statutory fee)	£35.00
	Notice booking amendment	£20.50
	Notice booking - non attendance	£35.00
	General Search of SR indexes up to hours	£18.00
	Registrar General's Licence Notice	£3.00
	Attending a Registrar General's marriage/CP (payable to Registrar)	£2.00

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref	Service	All		
		Buckinghamshire areas £	Aylesbury Vale £	Chiltern & South Bucks £ Wycombe £
High Wycombe Town Committee - Special Expenses				
SE1	Leisure			
	High Wycombe Town Committee			
	Football Pitch Senior			£38.00
	Changing Room, Nets & Pegs Senior			£30.00
	Football Pitch Junior			£19.00
	Changing Room, Nets & Pegs Junior			£15.00
	Football Pitch Mini			£10.00
	Changing Room Mini			£15.00
	Football Pitch 9v9			£19.00
	Changing Room 9v9			£15.00
SE2	Allotments			
	125m2			£24.00
	250m2			£48.00
	125m2 without water			£18.00
	250m2 without water			£36.00
	125m2 60+			£12.00
	250m2 60+			£24.00
SE3	High Wycombe Cemetery*			
	* Fees are doubled for non-residents			
	Burial Rights - adult			£771.00
	Burial Rights - child			£386.00
	Burial Rights - ashes			£450.00
	Interment - adult			£343.00
	Interment - child			£0.00
	Interment - ashes			£181.00
	Concrete chamber £680 **			£680.00
	Additional Saturday fee			£280.00
	Memorial permit - adult			£206.00
	Memorial permit - child			£101.00
	Memorial permit - ashes			£101.00
	Right to erect Kerb/Headstone - Adult			£206.00
	Right to erect Kerb/Headstone - Child			£101.00
	Right to erect vase/tablet - ashes			£101.00
	Right to add inscription			£39.00
	Transfer of Rights			£26.00
	Certified Copy of records			£26.00
	Replacement Deed			£26.00
	Grave maintenance - annual			£55.00
	Interment - extra large coffin/casket			£159.00
	Grave reservation - booking fee			£237.00
	Grave reservation - annual charge			£184.00
Aylesbury Vale Special Expenses				
SE4	Leisure			
	All Weather Pitch - Meadowcroft			
	Peak Time-1/3rd area per hour	£27.73		
	Peak Time-2/3rd area per hour	£55.46		
	Peak Time-full area per hour	£83.19		
	Off peak time-1/3rd area per hour	£20.54		
	Off peak time-2/3rd area per hour	£42.11		
	Off peak time-full area per hour	£61.62		
	Flood lights-1/3rd area per hour	£13.35		
	Flood lights-2/3rd area per hour	£20.54		
	Flood lights-full area per hour	£33.89		

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref	Service	All Buckinghamshire areas £	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £
	Football Pitches Grass				
	Adult pitch - per match		£85.24		
	Juniors aged 14 to 17 years playing on an adult pitch - per match		£59.57		
	Juniors aged 13 years and under, playing on a junior pitch - per match		£52.38		
	Mini-Soccer pitch - used by 10 year olds and under - per hour		£12.32		
	Off-pitch - space adjacent to pitches and changing room facilities.		£44.16		
	Cricket Square				
	Adult-afternoon-per match (14:00 - 19:00)		£101.67		
	Insurance				
	Insurance for any pitch hire		£3.59		
SE5	Community Centres				
	Alfred Rose, Bedgrove, Hawkslade Farm, Prebendal Farm and Southcourt				
	Community Bookings				
	Monday to Friday				
	8.00 - 13.00		£31.50		
	13.30 - 17.15		£31.50		
	17.45 - Close		£49.00		
	Saturday and Sunday				
	8.00 - 13.00		£35.50		
	13.30 - 17.15		£35.50		
	17.45 - Close		£66.00		
	Private and Commercial Bookings				
	Monday to Thursday				
	8.00 - 13.00		£72.00		
	13.30 - 17.15		£72.00		
	17.45 - Close		£150.00		
	Friday Saturday and Sunday				
	8.00 - 13.00		£72.00		
	13.30 - 17.15		£72.00		
	17.45 - Close (Friday and Saturday)		£192.00		
	17.45 - Close (Sunday Only)		£150.00		
	Early evening finish (Friday , Sat or Sun)		£117.00		
	Alfred Rose - Committee Room				
	Monday to Friday				
	8.00 - 13.00		£22.50		
	13.30 - 17.15		£22.50		
	17.45 - Close		£31.50		
	Saturday and Sunday				
	8.00 - 13.00		£22.50		
	13.30 - 17.15		£22.50		
	17.45 - Close		£44.50		
	Alfred Rose Committee Room. (If Main Hall is booked, hire committee room for just an additional £10.00 per session)		£10.00		
	Adhoc Prices				
	2 Hour Mon - Fri 9.00-17.30 promotional rate		£21.50		
	2 Hour Mon – Fri early evening promotional rate		£32.00		
	New Years Eve		£292.00		
	Public Liability Insurance for voluntary groups, individuals and private parties		£8.00		

Fees are inclusive of VAT where applicable

Ref	Service	Charging Periods	Charging Periods																	FOC (without restriction i.e. no tick req'd)													
			All Day	Up to 10 mins	Up to 20 mins	Up to 30 min	Up to 40 mins	Up to 45 mins	Up to 50 mins	Up to 1h (bought before 9am)	Up to 2h	Up to 3h	Over 3h	Up to 4h	Over 4h	Up to 5h	Over 5h	Up to 6h	Up to 8h		Up to 9h	Over 9h	Up to 9.5h	Up to 10.5h	Up to 12h	Up to 24h							
	Dean Street	Mon-Sat 07:00-19:00 Sun & B/Hol 07:00-19:00	£1.00			£0.50				£0.80			£1.40	£2.00			£2.50								£3.50				£6.00				
	Institute Road	Mon-Sat 07:00-19:00 Sun & B/Hol 07:00-19:00	£1.00			£0.50				£0.80			£1.40	£2.00			£2.50								£3.50				£6.00				
	Liston Road	Mon-Sat 07:00-19:00 Sun & B/Hol 07:00-19:00	£1.00			£0.50				£0.80			£1.60	£3.00			£3.00								£4.00				£6.50				
	Marlow Central	Mon-Sat 07:00-19:00 Sun & B/Hol 07:00-19:00				£0.50				£0.80			£1.60	£2.50			£3.00								£10.00				£10.00				
	Pound Lane	Mon-Sun (inc B/Hol) 07:00-19:00				£0.50				£0.80			£1.40	£2.00			£2.50								£3.50				£6.00				
	Riley Road	Mon-Sat 07:00-19:00 Sun & B/Hol 07:00-19:00	£1.00							£0.80			£1.60	£2.50			£3.00								£4.00				£6.50				
	West Street	Mon-Sat 07:00-19:00 Sun & B/Hol 07:00-19:00	£1.00			£0.50				£0.80			£1.60	£2.50			£3.00								£4.00				£6.50				
	Station Approach Horns Lane	N/A Mon-Sat 07:00-19:00				£0.50				£0.70				£1.50											£10.00								
	The Mount	Mon-Sat 07:00-19:00 Sun & B/Hol 07:00-19:00	£1.00			£0.50				£0.70			£0.80	£1.00			£1.50								£1.00		£2.50		£3.50				
	Red Lion Way	N/A																												All time			
Chiltern & South Bucks																																	
	Amersham Multi Storey	Mon-Sat 07.30-18:00								£0.70			£1.40	£2.00			£2.50														Sun & B/Hol		
	Chiltern Avenue	Mon-Sat 07.30-18:00								£0.70			£1.40	£2.00			£2.50			£3.60											Sun & B/Hol		
	Chiltern Pools	Mon-Sat 07.30-18:00								£0.70			£1.40	£2.00			£2.00														Sun & B/Hol		
	Sycamore Road	Mon-Sat 07.30-18:00								£0.70			£1.40	£2.00			£2.50									£3.60	£6.00				Sun & B/Hol		
	Council Offices	N/A																												Available hours			
	Amersham Old Town	Mon-Sat 07.30-18:00								£0.70			£1.40	£2.00			£2.50			£3.60											Sun & B/Hol		
	Church Lane	Mon-Sat 07.30-18:00								£0.00			£1.40	£2.00			£2.50			£3.60											Sun & B/Hol		
	Blizzards Yard	Mon-Sat 07.30-18:00								£0.00			£1.40	£2.00			£2.50			£3.60											Sun & B/Hol		
	Albany	Mon-Sat 07.30-18:00		£0.10	£0.20	£0.30	£0.40			£0.70			£1.40	£2.00			£2.50			£4.00											Sun & B/Hol		
	Catlings	Mon-Sat 07.30-16:00 (no charge after 16:00)		£0.10	£0.20	£0.30	£0.40			£0.50	£0.70		£1.40	£2.00			£2.50														Sun & B/Hol		
	East Street	Mon-Sat 07.30-18:00								£0.70			£1.40	£2.00			£2.50			£3.60											Sun & B/Hol		
	Star Yard	Mon-Sat 07.30-18:00								£0.70			£1.40	£2.00			£2.00														Sun & B/Hol		
	Water Meadow	Mon-Sat 07.30-18:00								£0.70			£1.40	£2.00			£2.50			£3.60											Sun & B/Hol		
	Buryfield	Mon-Sat 07.30-18:00								£0.00			£1.40	£2.00			£2.50									£3.60	£7.00				Sun & B/Hol		
	Link Road	Mon-Sat 07.30-18:00								£0.70			£1.40	£2.00			£2.50										£3.60	£7.00			Sun & B/Hol		
	Snells Wood	Mon-Sat 07.30-18:00								£0.00			£1.40	£2.00			£2.50			£3.60											Sun & B/Hol		
	High Street, Prestwood	Mon-Sat 07.30-18:00								£0.00			£1.40	£2.00			£2.50			£3.60											Sun & B/Hol		
	All South Bucks Car Parks	Sun & B/Hol 08:00-20:00	£1.50																														
	Altons	Mon-Sat 08:00-20:00								£1.60			£2.20	£3.80			£4.60																
	Penncroft	Mon-Sat 08:00-20:00								£1.60			£2.20	£3.80			£4.60																
	Warwick Road	Mon-Sat 08:00-20:00								£1.60			£2.20	£3.80			£4.60																
	Jennery Lane	Mon-Sat 08:00-20:00				£0.90				£1.40			£1.60																				
	Neville Court	Mon-Sat 08:00-20:00											£0.70				£0.90																
	Summers Road	Mon-Sat 08:00-20:00								£1.10			£1.30	£1.70																		£1.40	
	The Broadway	Mon-Sat 08:00-20:00								£1.00			£1.40																			£2.60	
	Bulstrode Way	Mon-Sat 08:00-20:00				£0.80				£1.60			£2.20	£3.80			£3.80															£1.90	
	Packhorse Road	Mon-Sat 08:00-20:00								£1.60			£2.20	£3.80			£4.60															£10.00	
	Station Road	Mon-Sat 08:00-20:00								£1.60			£2.20	£3.80			£4.60															£10.00	
	Bells Hill Green	N/A																													All time		
	Bolds Court	N/A																													All time		
Country Parks																																	
	Black Park Country Park	Peak (1st Mar-30th Sept) Off peak (1st Oct-28th/29th Feb)										£2.70	£3.70				£4.50	£5.50															
		Minibus (per day) Coach (per day)	£8.00 £13.00																														
	Langley Park Country Park	Peak (1st Mar-30th Sept) Off peak (1st Oct-28th/29th Feb)															£3.70	£4.50															
		Minibus (per day) Coach (per day)	£8.00 £13.00																														
	Denham Country Park	Peak (1st Mar-30th Sept) Off peak (1st Oct-28th/29th Feb)															£3.70	£4.50															

Ref Service	Charging Periods	Up to 15 mins	Up to 20 mins	Up to 30 min	Up to 40 mins	Up to 45 mins	Up to 50 mins	Up to 1h	Up to 2h (bought before 9am)													
									Up to 2h	Up to 3h	Over 3h	Up to 4h	Over 4h	Up to 5h	Over 5h	Up to 6h	Up to 7h	Up to 8h	Over 8h	Up to 24h		
Parking Services - On Street Parking																						
Aylesbury Vale																						
Walton Street	8am – 5.30pm							£1.00	£2.00													
Buckingham Street	8am – 6pm							£1.00	£2.00													
High St Aylesbury	8am – 6pm							£1.00	£2.00													
Britania Street	8am – 6pm							£1.00	£2.00													
Railway Street	8am – 6pm							£1.00	£2.00													
Anchor Lane	8am – 6pm							£1.00	£2.00													
Cambridge Street	8am – 6pm							£1.00	£2.00													
Kingsbury Square	8am – 6pm							£1.00	£2.00													
Rickfords Hill	8am – 6pm							£1.00	£2.00													
Great Western Street	8am – 6pm							£1.00	£2.00													
Wycombe																						
Benjamin Road	8am – 5pm							£0.50	£1.00	£1.50	£2.00											
Cryers Hill Road	10am – 2pm							£0.50	£1.00	£1.50	£2.00											
Desborough Street	9am – 4pm							£0.50	£1.00	£1.50	£2.00											
Hampden Road	8am – 5pm							£0.50	£1.00	£1.50	£2.00											
Harlow Road	8am – 5pm							£0.50	£1.00	£1.50	£2.00											
Kitchener Road	9am – 4pm							£0.50	£1.00	£1.50	£2.00											
Oakridge Road	9am – 4pm							£0.50	£1.00	£1.50	£2.00											
Peterborough Avenue	9am – 4pm							£0.50	£1.00	£1.50	£2.00											
Queens Road	8am – 5pm							£0.50	£1.00	£1.50	£2.00											
Rectory Avenue	9am – 4pm							£0.50	£1.00	£1.50	£2.00											
Roberts Road	8am – 5pm							£0.50	£1.00	£1.50	£2.00											
Saffron Road	8am – 5pm							£0.50	£1.00	£1.50	£2.00											
Shaftsbury Street	9am – 4pm							£0.50	£1.00	£1.50	£2.00											
Stuart Road	8am – 5pm							£0.50	£1.00	£1.50	£2.00											
Temple End	8am – 5pm							£0.50	£1.00	£1.50	£2.00											
Victoria Street	9am – 4pm							£0.50	£1.00	£1.50	£2.00											
West Wycombe Road	9am – 4pm							£0.50	£1.00	£1.50	£2.00											
Westbourne Street	8am – 5pm							£0.50	£1.00	£1.50	£2.00											
Baker Street	8am – 5pm							£1.00	£2.00	£3.00	£4.00											
Brook Street	8am – 5pm							£1.00	£2.00	£3.00	£4.00											
East Richardson Street	8am – 5pm							£1.00	£2.00	£3.00	£4.00											
George Street	8am – 5pm							£1.00	£2.00	£3.00	£4.00											
Mendy Street	8am – 5pm			£0.50																		
Queen Alexandra Road	9am – 6pm							£1.00	£2.00													
Short Street	8am – 5pm							£1.00	£2.00	£3.00	£4.00											
Suffield Road	8am – 5pm							£1.00	£2.00	£3.00	£4.00											
Wendover Street	8am – 5pm							£1.00	£2.00	£3.00	£4.00											
West End Road	8am – 5pm							£1.00	£2.00	£3.00	£4.00											
Castle Street	8am – 5pm							£2.00	£4.00													
Cedar Terrace	8am – 5pm							£2.00	£4.00	£6.00	£8.00											
Dovecot Road	9am – 6pm							£2.00														
Easton Street	8am – 5pm							£2.00	£4.00													
Frogmoor	7am – 7pm							£2.00														
Priory Road	8am – 5pm							£2.00	£4.00	£6.00	£8.00											
Priory Road	9am – 6pm							£2.00	£4.00													
Priory Road	9am – 6pm			£1.00																		
West Richardson Street	9am – 4pm							£2.00	£4.00	£6.00	£8.00											
Bridge Street	8am – 5pm		£0.50	£1.00		£1.50		£2.00														
Desborough Road	8am – 5pm		£0.50	£1.00		£1.50		£2.00														
Rutland Street	8am – 5pm		£0.50	£1.00		£1.50		£2.00														
Duke Street	8am – 5pm							£1.00									£3.50					£5.00
Gordon Road	8am – 6pm							£1.00									£3.50					£5.00
Priory Avenue	9am – 6pm							£1.00	£2.00													£5.00
Slater Street	8am – 5pm							£1.00									£3.50					£5.00
The Greenway	8am – 5pm							£1.00									£3.50					£5.00
Cressex Business Park	24Hr							£0.50			£1.50								£5.00			£10.00
Chiltern & South Bucks																						
Whielden Street	8am – 5pm							£1.50	£3.00	£4.50	£6.00	£7.50	£9	£10.50	£12.00	£13.50						
King George V Avenue	8am – 5pm							£0.50	£1.00													
Station Road, Chesham	8am – 7pm							£1.00														
Little Chalfont	8am – 6pm							£0.60	£1.20													£5.00
Little Chalfont	8am – 6pm							£0.60	£1.20													£1.50

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref	Service	Permit Type	1 month	2 months	3 months	4 months	6 months	12 months	12 months Resident's permit	12 Month DD Terms	6 Month DD Terms	Comments
Parking Services - Season Tickets												
Aylesbury Vale												
	<ul style="list-style-type: none"> Coopers Yard Friarscroft (1/2/3 floor) Hampden House (2/3 floor) Whitehall St Walton Green Exchange St (until further notice) 	G1					£700.00	£1,400.00		1x£116.74+ 11x£116.66	1x£116.7+ 5x£116.66	
	<ul style="list-style-type: none"> Friarscroft Walton Green Walton Street (Card) 	G3 G3A					£300.00 £350.00	£600.00 £700.00		12x£50 1x£58.37+ 11x£58.33	6x£50 1x£58.35+ 5x£58.33	
	<ul style="list-style-type: none"> Frairscroft Hampden House Walton Green 	G4					£350.00	£700.00		1x£58.37+ 11x£58.33	1x£58.35+ 5x£58.33	Town Centre Employees Only (proof required)
	<ul style="list-style-type: none"> Friarscroft Hampden House Walton Green 	G5					£291.50	£583.00		1x£48.62+1 1x£48.58	1x£48.6+ 5x£48.58	Town Centre Employees Only (proof required)
	<ul style="list-style-type: none"> Exchange Street (under review) Hampden House Waterside (Top Floor Only) Exchange Street (under review) 	HW					£40.00		£80.00	1x£6.63+ 11x£6.67	1x£6.65+ 5x£6.67	Highbridge Walk Residents (proof required)
	<ul style="list-style-type: none"> Coopers Yard Frairscroft Whitehall Street Walton Green 	OA					£40.00		£80.00	1x£6.63+ 11x£6.67	1x£6.65+ 5x£6.67	Old Aylesbury Residents (proof required)
Wycombe												
	Easton Street, Swan, Railway Place, Totteridge Road, Duke Street, Desborough Street, Desborough Square, Richardson Street, Kingsmead, Riley Road, Liston Road, Dean Street, Pound Lane, West Street, Institute Road, The Mount, Wakeman Road, Handy Cross P&R	Type 1 - 5 day		£294.00		£588.00	£882.00	£1,764.00				
	Richardson Street, Kingsmead, Riley Road, Liston Road, Dean Street, Pound Lane, West Street, Institute Road, The Mount, Wakeman Road, Handy Cross P&R	Type 1 - 7 day		£359.00		£719.00	£1,078.00	£2,156.00				
	Railway Place, Totteridge Road, Duke Street, Desborough Street, Desborough Square, Richardson Street, Kingsmead, Riley Road, Liston Road, Dean Street, Pound Lane, West Street, Institute Road, The Mount, Wakeman Road, Handy Cross P&R	Type 2 - 5 day		£212.00		£425.00	£637.00	£1,274.00				Handy Cross P&R season tickets available from January 2020.
	Richardson Street, Kingsmead, Riley Road, Liston Road, Dean Street, Pound Lane, West Street, Institute Road, The Mount, Wakeman Road, Handy Cross P&R	Type 2 - 7 day		£261.00		£523.00	£784.00	£1,568.00				

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref	Service	Permit Type	1 month	2 months	3 months	4 months	6 months	12 months	12 months Resident's permit	12 Month DD Terms	6 Month DD Terms	Comments
	Desborough Street, Desborough square, Richardson Street, Kingsmead, Dean Street, Pound Lane, Institute Road, The Mount, Wakeman Road, Handy Cross P&R	Type 3 - 5 day		£196.00		£392.00	£588.00	£1,175.00				
		Type 3 - 7 day		£242.00		£483.00	£725.00	£1,450.00				
	Desborough Street, Desborough Square, Richardson Street, Kingsmead, The Mount, Wakeman Road, Handy Cross P&R	Type 4 - 5 day		£163.00		£327.00	£490.00	£980.00				
		Type 4 - 7 day		£203.00		£406.00	£508.00	£1,215.00				
	Kingsmead, The Mount, Wakeman Road	Type 5 - 5 day		£131.00		£261.00	£392.00	£784.00				
		Type 5 - 7 day		£163.00		£327.00	£490.00	£980.00				
	Kingsmead	Type 6 - 5 day		£82.00		£163.00	£245.00	£490.00				
	WDC Offices - Rear	Type 6 - 7 day		£105.00		£209.00	£314.00	£627.00				
	Staff only											
Chiltern & South Bucks												
	Amersham Multi Storey		£99.00		£293.00		£580.00	£972.00				
	Sycamore Road		£99.00		£293.00		£580.00	£972.00				
	Sycamore Road	Business	£71.00		£211.00		£374.00	£702.00				Local business/workers only (proof req'd)
	Amersham Old Town		£64.00		£191.00		£355.00	£655.00				
	Church Lane		£45.00		£136.00		£273.00	£437.00				
	Blizzards Yard		£64.00		£191.00		£355.00	£655.00				
	Albany		£71.00		£211.00		£374.00	£702.00				
	East Street		£71.00		£211.00		£374.00	£702.00				
	Star Yard		£71.00		£211.00		£374.00	£702.00				
	Water Meadow		£71.00		£211.00		£374.00	£702.00	£80.00			Residents only (proof req'd)
	Buryfield		£110.00		£327.00		£582.00	£1,092.00				
	Buryfield	Business	£71.00		£211.00		£374.00	£702.00				Local business/workers only (proof req'd)
	Link Road		£110.00		£327.00		£582.00	£1,092.00				
	Link Road	Business	£71.00		£211.00		£374.00	£702.00				Local business/workers only (proof req'd)
	Snells Wood		£64.00		£191.00		£355.00	£655.00				
	High Street, Prestwood		£64.00		£191.00		£355.00	£655.00				
	Altons				£293.00		£552.00	£1,035.00	£275.00			Resident Permits valid Mon
	Penncroft				£322.00		£607.00	£1,138.00	£297.00			Fri 18:00 to 08:00. All day
	Warwick Road				£293.00		£552.00	£1,035.00	£282.00			Sat/Sun until 08:00 Mon (+
	Jennery Lane				£133.00		£250.00	£468.00	£168.00			B/Hol until 08:00 the
	Neville Court				£72.00		£135.00	£254.00	£54.00			following day)
	Summers Road				£133.00		£250.00	£468.00	£146.00			
	The Broadway				£94.00		£177.00	£332.00	£48.00			
	Bulstrode Way				£317.00		£598.00	£298.00				Proof South Bucks resident
	Packhorse Road				£351.00		£662.00	£312.00				required
	Station Road Car Park				£317.00		£598.00	£282.00				
County wide												
	Black Park, Langley & Denham Country Park (1 car)							£50.00				
	Black Park, Langley & Denham Country Park (2 cars)							£60.00				
	Black Park, Langley & Denham Country Park (3 cars)							£70.00				
	Resident Permits (first permit)							£55.00				
	Resident Permits (second permit)							£70.00				
	Resident Permits (third permit)							£90.00				
	Daily Visitor Vouchers	Book of 10 vouchers						£12.00				
	School Permits (first permit)							£26.00				

Ref	Service				
		All Buckinghamshire areas	Aylesbury Vale	Chiltern & South Bucks	Wycombe
Parking Services - see schedule T1a/T1b/T1c					
Transportation					
T2	FILMING ON HIGHWAYS				
	Administration fixed fee for filming applications	£320.00			
	Officers to attend site meetings to discuss filming requirements	£165.00 - per visit			
	Filming Notices requiring road closures lasting no more than 24 hours	£1,090.00			
	Filming Orders requiring road closures lasting more than 24 hours	£2,700.00			
T3	ROAD SPACE MANAGEMENT				
	Scaffolding				
	Initial application	£225.00			
	Renewal	£37.00			
	Retrospective licence	£440.00			
	Hoarding				
	Initial application	£220.00			
	Renewal	£37.00			
	Retrospective licence	£440.00			
	Section 50 licence (excavation of Highway to install apparatus)				
	Install apparatus	£640.00			
	Retrospective section 50 install apparatus	£1,270.00			
	Section 50 licence (excavation of Highway/ works on existing Apparatus)	£640.00			
	Retrospective section 50 working on existing apparatus	£1,270.00			
	Further phase of works (i.e. Remedial works) (New Service)	£110.00			
	Section 50 per additional 200 metres (New Service)	£160.00			
	Retrospective Section 171	£215.00			
	Road space bookings (non excavation of Highway)				
	Road space booking	£160.00			
	Retrospective Road space booking (New Service)	£320.00			
	A Boards	£50.00			
	Temp Event/AA/Development Signs	£100.00			
	Skips				
	Initial application	£108.00			
	Renewal	£37.00			
	Retrospective licence	£320.00			
	Apply to put tables and chairs on public land				
	Up to 5 tables including chairs	£380.00			
	Up to 5 tables including chairs - Renewal	£185.00			
	Over 5 tables including chairs	£820.00			
	Over 5 tables including chairs - Renewal	£390.00			
	Retrospective - up to 5 tables including chairs	£790.00			
	Retrospective - over 5 tables including chairs	£1,640.00			
	Permit - PA Major Activity - 4 to 10 days	£140.00			
	Traffic light switch off	£1,090.00			
	Traffic counting Equipment	£23.00			
	Vehicle access/dropped kerb	£295.00			
	Pre start meeting	£110.00			
	Retrospective Vehicle access (New Service)	£440.00			
	Apply to put materials on the highway	£110.00			
	Retrospective material of highway	£215.00			
	Apply to plant shrubs on public land				
	Cultivation licence	£110.00			
	Pre start meeting	£110.00			
	Apply to suspend a bus stop				
	Bus Stop closure	£90.00			
	Apply for private access markings				
	Road markings	£110.00			
T4	NETWORK SAFETY				
	Road Safety Audit	£1,150.00			
	Collision Data for Developers	£200.00			
	Speed Limit assessment	£895.00			
	Young driver assessments and older/mature driver assessments	£37.00			
	Driving for work assessment	£55.00			

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref Service	All			
	Buckinghamshire areas	Aylesbury Vale	Chiltern & South Bucks	Wycombe
T5 ASSET TRAFFIC DATA				
Installation of traffic monitoring equipment licence (individual installation)	£23.00			
Supply of traffic data (single dataset)	£220.00			
Speed survey for Parish Councils and Community Groups	£490.00			
Vehicle activate sign	£340.00			
Moveable vehicle activated sign	£455.00			
T6 TRANSPORT MODELLING				
Approx. Jacobs charge for undertaking model run	£3,200.00			
BCC client charge for model admin/ access	£2,000.00			
BCC client charge for model maintenance (30% of sub total)	£1,550.00			
Total BCC charge to developer	£6,750.00			
T7 PUBLIC TRANSPORT				
Bucks Driving test standard	£110.00			
Short Notice One off standing test	£130.00			
Bus Stop Closure Charge	£90.00			
T8 FLEET MANAGEMENT				
Leases of 16 or 17 seat mini buses (to Academy schools)	£5,000 - £8,000			
Daily vehicle walk round training	£60.00			
Pre-delivery vehicle inspection (within County Boundary)	£60.00			
Spot Hire Charges - Daily	£90.00			
Spot Hire Charges - 5 Day Week	£420.00			
Spot Hire Charges - 7 Day Week	£490.00			
Cancellation charge (less than one calendar week notice)	£90.00			
Private MOT at Aylesbury Depot workshop			£40.00	
T9 LAND DRAINAGE				
Application for land drainage consent	£50.00			

Ref	Service	£
c8	Adult Learning	
	Greek - Beginners 1	£116.00
	(i) AAT Advanced Diploma in Accounting L3	£2,651.00
	(i) AAT Foundation Certificate in Book Keeping L2	£373.00
	(i) ALDD - All about Art	£152.00
	(i) ALDD - All about me	£152.00
	(i) ALDD - Community Participation	£152.00
	(i) ALDD - Develop confidence through Art	£152.00
	(i) ALDD - Exploring Art	£152.00
	(i) ALDD - Exploring Art	£152.00
	(i) ALDD - Exploring Art	£152.00
	(i) ALDD - Exploring Art	£152.00
	(i) ALDD - Exploring Art	£152.00
	(i) ALDD - Exploring Art	£152.00
	(i) ALDD - Exploring Art	£114.00
	(i) ALDD - Exploring Art	£114.00
	(i) ALDD - Exploring Textiles	£152.00
	(i) ALDD - Fun with Art	£152.00
	(i) ALDD - Fun with Cooking	£152.00
	(i) ALDD - Fun with Craft	£152.00
	(i) ALDD - Lets be Healthy	£152.00
	(i) ALDD - Making Gifts for Family and Friends	£152.00
	(i) ALDD - Movers and Shakers (Trinity Church High Wycombe)	£152.00
	(i) ALDD - Movers and Shakers (Trinity Church High Wycombe)	£152.00
	(i) ALDD - Music Adventures	£152.00
	(i) ALDD - Personal and Social Development	£152.00
	(i) Apprenticeship Diploma in Management (QCF)	£618.00
	(i) Apprenticeship in Business and Administration (QCF) - L3	£618.00
	(i) Bridge - BFA Year 2 (Part 1) RW	£127.00
	(i) Bridge - BFA Year 3 (RW)	£127.00
	(i) Bridge - Beginners (Part 1) RW	£116.00
	(i) CG Award in Education and Training (PTLLS)	£474.00
	(i) Creative Writing - Beginners (RW)	£127.00
	(i) Creative Writing - Beginners and Improvers (RW)	£127.00
	(i) Creative Writing - Developing Writing Skills - Beginners (RW)	£58.00
	(i) Creative Writing - Developing Writing Skills - Beginners and Improvers (RW)	£127.00
	(i) Digital Photography - Beginners and Improvers (RW)	£127.00
	(i) Digital Photography - Improvers	£58.00
	(i) Drawing and Painting - Beginners and Improvers (RW)	£130.00
	(i) Drawing and Painting - Intermediate	£130.00
	(i) Drawing for Beginners (RW)	£119.00
	(i) ESOL - Entry 1 Part 1	£375.00
	(i) ESOL - Entry 1 Part 1	£375.00
	(i) ESOL - Entry 1 Part 1	£375.00
	(i) ESOL - Entry 1 Part 1 for Ladies	£410.00
	(i) ESOL - Entry 1 and Entry 2 Part 1	£375.00
	(i) ESOL - Entry 2 Part 1	£375.00
	(i) ESOL - Entry 2 Part 1	£375.00
	(i) ESOL - Entry 2 Part 1	£375.00
	(i) ESOL - Entry 2 Part 1 for Ladies	£410.00
	(i) ESOL - Entry 2 and Entry 3 Part 1	£375.00
	(i) ESOL - Entry 3 Part 1	£375.00
	(i) ESOL - Entry 3 Part 1	£375.00
	(i) ESOL - Entry 3 Part 1	£375.00
	(i) ESOL - Entry 3 Part 1	£375.00
	(i) ESOL - Entry 3 Part 1 for Ladies	£410.00
	(i) ESOL - Entry 3 Part 1 for Ladies	£375.00
	(i) ESOL - Pre-Entry Part 1	£296.00
	(i) ESOL - Pre-Entry Part 1	£296.00
	(i) ESOL - Pre-Entry Part 1 for Ladies	£329.00

Ref	Service	£
(i)	ESOL - Pre-Entry and Entry 1 Part 1	£296.00
(i)	ESOL - Preparation for Functional Skills	£226.00
(i)	ESOL - Preparation for Functional Skills	£226.00
(i)	ESOL - Preparation for Functional Skills	£226.00
(i)	ESOL - Preparation for Functional Skills	£226.00
(i)	ESOL - Preparation for Functional Skills	£226.00
(i)	ESOL - Preparation for Functional Skills (Entry 3 exam)	£242.00
(i)	ESOL - Preparation for Functional Skills (Entry 3 exam)	£242.00
(i)	ESOL - Preparation for Functional Skills (Entry 3 exam)	£242.00
(i)	ESOL - Preparation for Functional Skills (High level)	£226.00
(i)	ESOL - Preparation for Functional Skills (High level)	£226.00
(i)	ESOL - Preparation for Functional Skills (High level)	£226.00
(i)	ESOL - Preparation for Functional Skills (moving up)	£226.00
(i)	ESOL - Preparation for Functional Skills (moving up)	£226.00
(i)	ESOL - Preparation for Functional Skills (moving up)	£226.00
(i)	English - GCSE - Fast Track	£526.00
(i)	English - GCSE - Fast Track	£526.00
(i)	English - GCSE - Fast Track	£526.00
(i)	English - GCSE - Fast Track	£526.00
(i)	Exploring Creative Photography (Monthly Sessions)	£289.00
(i)	Floristry - Introduction (RW)	£68.00
(i)	French - Advanced	£358.00
(i)	French - Advanced (RW)	£289.00
(i)	French - Advanced (RW)	£358.00
(i)	French - Advanced (RW)	£358.00
(i)	French - Beginners 1 - Part 1	£47.00
(i)	French - Beginners 1 - Part 1	£47.00
(i)	French - Beginners 1 - Part 2	£312.00
(i)	French - Beginners 1 - Part 2	£312.00
(i)	French - Beginners 1 - Part 2	£312.00
(i)	French - Beginners 2 (RW)	£358.00
(i)	French - Beginners 2 (RW)	£358.00
(i)	French - Intermediate 2	£358.00
(i)	French - Intermediate 2 (RW)	£358.00
(i)	French - Refresh and Practise (Intensive)	£87.00
(i)	Garden Plants and Design	£369.00
(i)	German - Advanced (RW)	£358.00
(i)	German - Beginners 1 - Part 2	£312.00
(i)	Get Fit Exercise for Women over Fifty	£58.00
(i)	Getting To Know Your iPad - Part 2	£93.00
(i)	Getting more out of MS Office	£116.00
(i)	ICT for Jobseekers (RoRo)	£139.00
(i)	ICT for Jobseekers (RoRo)	£139.00
(i)	ICT for Jobseekers (RoRo)	£139.00
(i)	ICT for Jobseekers (RoRo)	£139.00
(i)	Interior Design - For the Home (RW)	£393.00
(i)	Introduction to Fused Glass	£50.00
(i)	Italian - Beginners 1 - Part 1	£47.00
(i)	Italian - Beginners 1 - Part 1	£47.00
(i)	Italian - Beginners 1 - Part 2	£312.00
(i)	Italian - Beginners 2 (RW)	£358.00
(i)	Italian - Intermediate 2	£358.00
(i)	MS Publisher and MS PowerPoint (RW)	£116.00
(i)	Making the Most of Your iPad	£55.00
(i)	Maths - GCSE - Fast Track	£526.00
(i)	Maths - GCSE - Fast Track	£526.00
(i)	Maths - GCSE - Fast Track	£526.00
(i)	Maths - GCSE - Fast Track	£526.00
(i)	Maths - GCSE - Fast Track	£526.00
(i)	Maths - GCSE - Fast Track	£526.00
(i)	Maths - GCSE - Fast Track	£526.00
(i)	Painting for Pleasure - Intermediate	£130.00
(i)	Pilates for Health - Beginners	£64.00

Ref	Service	£
	(i) Pilates for Health - Beginners and Improvers (RW)	£64.00
	(i) Pilates for Health - Beginners and Improvers (RW)	£64.00
	(i) Portrait Drawing and Painting (fee inc Model) RW	£422.00
	(i) Sewing - Garment Making - Beginners and Improvers (RW)	£311.00
	(i) Sewing - Garment Making - Beginners and Improvers (RW)	£131.00
	(i) Sewing - Garment Making - Beginners and Improvers (RW)	£129.00
	(i) Sewing - Garment Making - Beginners and Improvers (RW)	£131.00
	(i) Sewing - Garment Making - Improvers (RW)	£131.00
	(i) Spanish - Advanced (RW)	£358.00
	(i) Spanish - Advanced (RW)	£358.00
	(i) Spanish - Advanced (RW)	£358.00
	(i) Spanish - Advanced (RW)	£358.00
	(i) Spanish - Beginners 1 (Intensive) - Continuation	£70.00
	(i) Spanish - Beginners 1 - Part 1	£47.00
	(i) Spanish - Beginners 1 - Part 1	£47.00
	(i) Spanish - Beginners 1 - Part 2	£312.00
	(i) Spanish - Beginners 2	£358.00
	(i) Spanish - Beginners 2 (RW)	£358.00
	(i) Spanish - Beginners 2 (RW)	£358.00
	(i) Spanish - Beginners 2 (RW)	£358.00
	(i) Spanish - Intermediate 1 (RW)	£358.00
	(i) Spanish - Intermediate 2	£358.00
	(i) Spanish - Intermediate 2	£358.00
	(i) Stained Glass - Beginners (RW)	£174.00
	(i) Stained Glass - Beginners and Intermediate (RW)	£174.00
	(i) Still Life and Figure Drawing	£119.00
	(i) Tai Chi - Beginners 1	£73.00
	(i) Tai Chi - Beginners 1	£73.00
	(i) Tai Chi - Beginners 1 (RW)	£73.00
	(i) Tai Chi - Improvers (RW)	£73.00
	(i) Tai Chi - Improvers (RW)	£73.00
	(i) Tai Chi and Chi Kung - Beginners (RW)	£73.00
	(i) Upholstery Traditional - Beginners and Improvers (RW)	£191.00
	(i) Upholstery Traditional - Improvers (RW)	£193.00
	(i) Upholstery - Home and Small Business	£91.00
	(i) Yoga - Beginners and Improvers	£87.00
	(i) Yoga - Improvers (RW)	£87.00
	(i) This course started in T3-16/17 / Sewing - Garment Making - Beginners and Improvers - Summer Term	£64.00
	3D Art Designs Using Mixed Media - Discover Your Inner Artist	£70.00
	ALDD - Summer Drama School	£26.00
	Acrylic Painting - Beginners and Improvers	£130.00
	Acrylic Painting - Beginners and Improvers	£130.00
	Advanced Ceramics (fee does NOT inc. clay)	£231.00
	Advanced Ceramics - Summer Course (fee does NOT inc. clay)	£107.00
	African Dance	£23.00
	African Drumming	£18.00
	Alexander Technique for Postural Alignment and Correction	£95.00
	Alexander Technique for Postural Alignment and Correction	£95.00
	An Introduction to Drawing and Animation	£45.00
	Apprenticeship Advanced Marketing (Maybe Magazine)	£103.00
	Apprenticeship Certificate for the Children and Young People's Workforce (QCF)	£618.00
	Apprenticeship Certificate for the Children and Young People's Workforce (QCF)	£618.00
	(QCF)	£618.00
	(QCF)	£618.00
	Apprenticeship Diploma in Management (QCF) L5	£824.00
	Schools (QCF)	£618.00
	Apprenticeship Diploma in Specialist Support for Teaching and Learning in	£618.00
	Apprenticeship L2 Foundation Certificate in Accounting (AAT)	£618.00
	Apprenticeship L3 Advanced Diploma in Accounting (AAT)	£618.00
	Apprenticeship in Business and Administration (QCF) - L3	£618.00
	Arabic - Beginners 1 - Part 1	£47.00

Ref	Service	£
	Assertiveness and Confidence Building	£45.00
	Be Your Own Garden Designer - Design and Planting Principles	£127.00
	Be Your Own Interior Designer - Part 1	£63.00
	Bridge - BFA Year 2 (Part 1)	£127.00
	Bridge - Beginners (Part 1)	£127.00
	Bridge - Beginners (Part 2)	£116.00
	Bridge - Beginners - Have a Try	£12.00
	Cake Decorating	£50.00
	Cake Decorating - Using fondant and other icing techniques	£68.00
	Cameras and Computers	£58.00
	Certificate in Supporting Teaching and Learning in Schools L2 (NVQ only)	£721.00
	Chair Based Exercise	£18.00
	Chinese - Mandarin - Beginners 1 - Part 1 (Small Group)	£64.00
	Chinese - Mandarin - Beginners 1 - Part 2 (Small Group)	£431.00
	Christmas Cake Decorating - Using fondant and other icing techniques	£50.00
	Computers for Complete Beginners Part 2	£116.00
	Cookery - Cooking with Herbs (Sauces, Meats and Marinades)	£89.00
	Cookery - Curries to Spice Up your Palate	£89.00
	Cookery - Dish up the Fish - A Variety of Ways to Cook with Fish	£89.00
	Cookery - Exciting Vegetarian Recipes	£89.00
	Cookery - Fish Dishes - Advanced Skills	£89.00
	Cookery - Men's Kitchen	£68.00
	Cookery - Tasty Fish Dishes	£68.00
	Cookery - Truly Scrumptious Baking	£82.00
	Creative Poetry	£45.00
	Creative Writing - Beginners	£58.00
	Creative Writing - Characters and Dialogue	£36.00
	Creative Writing - Developing Writing Skills - Beginners	£58.00
	Creative Writing - Further Writing Skills for Improvers	£127.00
	Creative Writing - Improvers	£127.00
	Creative Writing - Improvers	£116.00
	Creative Writing - Improvers	£127.00
	Creative Writing - Improvers	£127.00
	Creative Writing - Non-Fiction	£36.00
	Curtain Making for Beginners	£72.00
	Customer Service Manager	£0.00
	Digital Photography - Beginners	£58.00
	Digital Photography - Beginners	£58.00
	Digital Photography - Beginners	£58.00
	Digital Photography - Beginners	£58.00
	Digital Photography - Beginners	£58.00
	Digital Photography - Beginners and Improvers	£116.00
	Digital Photography - Improvers	£145.00
	Digital Photography - Improvers	£169.00
	Digital Photography - Mastering Still Life and Macro Photography	£58.00
	Digital Photography - Photographing Landscapes	£58.00
	Digital Photography - Photoshop Elements	£116.00
	Digital Photography - Portrait Lighting	£45.00
	Digital Photography - The Basics	£45.00
	Digital Photography Masterclass - The Christmas Experience	£45.00
	Digital Photography for Beginners - Confidence with Your Camera	£46.00
	Diploma in Adult Care (England) (QCF) (Care Training Solutions - C&G)	£2,969.00
	Drawing - Zentangle Art	£46.00
	Drawing Horses in a Landscape	£46.00
	Drawing and Painting - Beginners	£46.00
	Drawing and Painting - Beginners and Improvers	£119.00
	Drawing and Painting - Beginners and Improvers	£119.00
	Drawing and Painting - Beginners and Improvers	£162.00
	Drawing and Painting - Beginners and Improvers	£162.00
	Drawing and Painting - Beginners and Improvers	£130.00
	Drawing and Painting - Beginners and Improvers	£119.00
	Drawing and Painting - Beginners and Improvers	£130.00

Ref	Service	£
	Drawing and Painting - Beginners and Improvers	£130.00
	Drawing and Painting - Beginners and Improvers	£130.00
	Drawing and Painting - Beginners and Improvers	£130.00
	Drawing and Painting - Beginners and Improvers	£119.00
	Drawing and Painting - Beginners and Improvers	£130.00
	Drawing and Painting - Beginners and Intermediate	£130.00
	Drawing and Painting - Beginners and Intermediate	£119.00
	Drawing and Painting - Intermediate	£130.00
	Drawing and Painting - Intermediate	£119.00
	Drawing and Painting - Intermediate	£130.00
	Drawing and Watercolour - Beginners and Improvers	£130.00
	Drawing and Watercolour - Beginners and Improvers	£130.00
	Drawing and Watercolour - Beginners and Improvers	£119.00
	Drawing and Watercolour - Improvers and Intermediate	£379.00
	Drawing and Watercolour - Improvers and Intermediate	£376.00
	Drawing and Watercolour - Improvers and Intermediate	£379.00
	Drawing at the Victoria and Albert Museum	£46.00
	Drawing for Beginners	£119.00
	Drawing for Beginners	£60.00
	Dress and Other Garment Making	£118.00
	Excel - Beginners	£58.00
	Excel - Improvers	£58.00
	Excel Basics	£27.00
	Exploring Photoshop	£45.00
	Floristry - Christmas Wreath Making and Decorations	£41.00
	Floristry - Door Wreaths and Christmas Decorations	£50.00
	Floristry - Door Wreaths and Christmas Decorations	£50.00
	Floristry - Hand Tied Bouquets in a Day	£50.00
	Floristry - With a Modern Twist	£41.00
	Floristry - Xmas Wreath Making and Decorations	£50.00
	Floristry and Flower Arranging	£150.00
	Floristry and Flower Arranging	£136.00
	Floristry and Flower Arranging	£150.00
	Floristry and Flower Arranging	£150.00
	Floristry and Flower Arranging	£136.00
	Floristry and Flower Arranging	£136.00
	Floristry and Flower Arranging - Seasonal Christmas	£82.00
	Frame It	£0.00
	French - Advanced	£358.00
	French - Advanced	£358.00
	French - Advanced	£358.00
	French - Advanced	£289.00
	French - Advanced	£289.00
	French - Beginners 1 - Part 1	£47.00
	French - Beginners 1 - Part 1	£47.00
	French - Beginners 1 - Part 2	£312.00
	French - Beginners 1 - Part 2	£312.00
	French - Beginners 1 - Part 2	£312.00
	French - Intermediate 1	£358.00
	French - Intermediate 1	£358.00
	French - Intermediate 1	£358.00
	French - Intermediate 2	£358.00
	Fun Fitness for the over Fifties	£64.00
	Fused Glass - Beginners and Improvers	£209.00
	Garden and Planting Design - All Year Round Scent and Colour	£116.00
	German - Advanced	£358.00
	German - Advanced	£358.00
	German - Beginners 1 - Part 1	£47.00
	German - Beginners 1 - Part 1	£47.00
	German - Beginners 2	£358.00
	German - Beginners 2	£358.00
	German - Intermediate 1	£358.00

Fees are inclusive of VAT where applicable

Ref	Service	£
	Get Creative with Publisher	£116.00
	Getting To Know Your iPad - Part 1	£93.00
	Getting To Know Your iPad - Part 3	£93.00
	Guitar - Advanced 3	£127.00
	Guitar - Advanced 3	£127.00
	Guitar - Beginners	£127.00
	Guitar - Improvers 3	£127.00
	Hairdressing for Family and Friends	£49.00
	Hairdressing for Family and Friends	£49.00
	Hairdressing for Family and Friends	£83.00
	Indian Head Massage for Family and Friends	£45.00
	Introduction to Crochet	£45.00
	Introduction to Meditation and Yoga	£19.00
	Introduction to Stained Glass	£50.00
	Introduction to Upholstery	£97.00
	Introduction to Woodworking	£58.00
	Introduction to Woodworking	£58.00
	Italian - Advanced	£358.00
	Italian - Advanced	£358.00
	Italian - Beginners 1 (Intensive)	£70.00
	Italian - Beginners 1 - Part 1	£47.00
	Italian - Beginners 1 - Part 1	£47.00
	Italian - Beginners 1 - Part 1	£47.00
	Italian - Beginners 1 - Part 1	£47.00
	Italian - Beginners 1 - Part 1	£47.00
	Italian - Beginners 1 - Part 1	£47.00
	Italian - Beginners 1 - Part 2	£312.00
	Italian - Beginners 1 - Part 2	£312.00
	Italian - Beginners 1 - Part 2	£312.00
	Italian - Beginners 1 - Part 2	£312.00
	Italian - Beginners 1 - Part 2	£312.00
	Italian - Beginners 1 - Part 2	£312.00
	Italian - Beginners 1 - Part 2	£312.00
	Italian - Beginners 1 - Part 2	£312.00
	Italian - Beginners 1 - Part 2	£312.00
	Italian - Beginners 1 - Part 2	£312.00
	Italian - Beginners 2	£358.00
	Italian - Beginners 2	£358.00
	Italian - Beginners 2	£358.00
	Italian - Intermediate 1	£358.00
	Italian - Intermediate 2	£358.00
	Italian - Intermediate 2	£358.00
	Italian - Intermediate 2	£358.00
	Jewellery Making - Silver	£347.00
	Jewellery Making - Silver Term 1	£139.00
	Jewellery Making - Silver Term 1	£139.00
	Jewellery Making - Silver Term 2	£127.00
	Jewellery Making in Metal	£139.00
	Just Drawing - Beginners and Improvers	£60.00
	Just Drawing - Beginners and Improvers	£60.00
	Just Drawing - Improvers	£119.00
	Just Drawing - Improvers	£119.00
	Life Drawing and Painting (fee inc Model)	£422.00
	Lip-reading - Free Taster	£0.00
	Lip-reading and Managing Hearing Loss - Term 1	£105.00
	Lip-reading and Managing Hearing Loss - Term 1	£105.00
	MS Word - Beginners	£58.00
	MS Word - Improvers	£58.00
	Making Curtains and Roman Blinds	£47.00
	Manage Files and Folders	£58.00
	Manage my Emotions (Oxford Health)	£0.00
	Massage for Family and Friends	£45.00
	Oil Painting - Intermediate and Advanced	£162.00

Ref	Service	£
	Oil Painting - Intermediate and Advanced	£162.00
	Oil Painting - Introduction	£46.00
	Painting - Advanced (Individual Projects)	£379.00
	Painting for Pleasure - Beginners and Improvers	£130.00
	Patchwork and Quilting - Advanced	£197.00
	Patchwork and Quilting - Beginners and Improvers	£120.00
	Patchwork and Quilting - Beginners and Improvers	£120.00
	Patchwork and Quilting - Beginners and Improvers	£120.00
	Patchwork and Quilting - Beginners and Intermediate	£131.00
	Patchwork and Quilting - Beginners and Intermediate	£131.00
	Patchwork and Quilting - Beginners and Intermediate	£131.00
	Patchwork and Quilting for Beginners	£50.00
	Photo's, Pictures and Publishing	£116.00
	Pilates for Health - Beginners	£72.00
	Pilates for Health - Beginners and Improvers	£64.00
	Pilates for Health - Beginners and Improvers	£64.00
	Pilates for Health - Improvers - Term 1	£64.00
	Positive Thinking	£45.00
	Pottery - Advanced (fee does NOT inc. clay)	£552.00
	Pottery - Beginners (fee does NOT inc. clay)	£231.00
	Pottery - Beginners and Improvers (fee does NOT inc. clay)	£231.00
	Pottery - Beginners and Improvers (fee does NOT inc. clay)	£210.00
	Pottery - Beginners and Improvers (fee does NOT inc. clay)	£251.00
	Pottery - Beginners and Improvers (fee does NOT inc. clay)	£277.00
	Pottery - Beginners and Improvers (fee does NOT inc. clay)	£277.00
	Pottery - Beginners and Improvers (fee does NOT inc. clay)	£251.00
	Pottery - Beginners and Improvers (fee includes clay)	£167.00
	Pottery - Beginners and Improvers (fee includes clay)	£167.00
	Pottery - Beginners and Improvers (fee includes clay)	£167.00
	Pottery - Beginners and Improvers (fee includes clay)	£167.00
	Pottery - Beginners and Improvers (fee includes clay)	£167.00
	Pottery - Beginners and Improvers - Summer Course (fee does NOT inc. clay)	£107.00
	Pottery - For Home and Garden (fee does NOT inc. clay)	£231.00
	Practical Gardening	£58.00
	Practical Gardening - (Bucks Carers)	£0.00
	Practical Gardening - Beginners	£347.00
	Practical Gardening - Beginners	£347.00
	Psychology - Introduction	£45.00
	Psychology - Towards an Understanding of Yourself and Others	£45.00
	Psychology - Towards an Understanding of Yourself and Others	£45.00
	Pulling it all together - Managing Stress	£0.00
	Raku Workshop with Studio Access	£58.00
	Reiki Healing - Level 1	£89.00
	Sewing - Cushion Covers with Stylish or Fun Embellishments	£47.00
	Sewing - Garment Making - Beginners and Improvers	£311.00
	Sewing - Garment Making - Beginners and Improvers	£191.00
	Sewing - Garment Making - Beginners and Improvers	£131.00
	Sewing - Garment Making - Beginners and Improvers	£120.00
	Sewing - Garment Making - Beginners and Improvers	£131.00
	Sewing - Garment Making - Beginners and Improvers	£120.00
	Sewing - Garment Making - Improvers	£120.00
	Sewing - Garment Making - Improvers	£131.00
	Sewing - Garment Making - Improvers	£120.00
	Sewing - Garment Making - Introduction to Pattern Cutting	£91.00
	Sewing - Garment Making - Simple Alterations	£47.00
	Sewing - Learn to Love and Use Your Sewing Machine (Beyond the Basics)	£47.00
	Sewing - Learn to Love and Use Your Sewing Machine (The Basics)	£47.00
	Sign Language - Introduction to BSL Level 1	£0.00
	Sign Language BSL Level 1	£483.00
	Sign Language BSL Level 1	£483.00
	Silver Jewellery Making	£126.00
	Silver Jewellery Making - Have a Go	£32.00

Ref	Service	£
	Silver Jewellery Making - Introduction	£50.00
	Spanish - Advanced	£358.00
	Spanish - Advanced	£358.00
	Spanish - Advanced	£358.00
	Spanish - Basics for Your Holiday	£45.00
	Spanish - Beginners 1 (Intensive)	£70.00
	Spanish - Beginners 1 - Part 1	£47.00
	Spanish - Beginners 1 - Part 1	£47.00
	Spanish - Beginners 1 - Part 1	£47.00
	Spanish - Beginners 1 - Part 1	£47.00
	Spanish - Beginners 1 - Part 1	£47.00
	Spanish - Beginners 1 - Part 1	£47.00
	Spanish - Beginners 1 - Part 1	£47.00
	Spanish - Beginners 1 - Part 1	£47.00
	Spanish - Beginners 1 - Part 1	£47.00
	Spanish - Beginners 1 - Part 2	£312.00
	Spanish - Beginners 1 - Part 2	£312.00
	Spanish - Beginners 1 - Part 2	£312.00
	Spanish - Beginners 1 - Part 2	£312.00
	Spanish - Beginners 1 - Part 2	£312.00
	Spanish - Beginners 1 - Part 2	£312.00
	Spanish - Beginners 1 - Part 2	£312.00
	Spanish - Beginners 1 - Part 2	£312.00
	Spanish - Beginners 1 - Part 2	£312.00
	Spanish - Beginners 1 - Part 2	£312.00
	Spanish - Beginners 1 - Part 2	£312.00
	Spanish - Beginners 2	£358.00
	Spanish - Beginners 2	£358.00
	Spanish - Beginners 2	£358.00
	Spanish - Intermediate 1	£358.00
	Spanish - Intermediate 1	£358.00
	Spanish - Intermediate 2	£358.00
	Spanish - Intermediate 2	£358.00
	Spanish for Beginners - Get By for Your Holiday	£58.00
	Speaking Confidently in Public	£36.00
	Stained Glass - Beginners and Intermediate	£174.00
	Stained Glass - Mixed Ability	£174.00
	Stained Glass and Fused Glass - Beginners and Improvers	£63.00
	Stained Glass and Fused Glass - Beginners and Improvers	£63.00
	Stained Glass and Fused Glass - Beginners and Improvers	£63.00
	Stained Glass and Fused Glass - Beginners and Improvers	£63.00
	Stay Fit Exercise for Men over Fifty	£58.00
	Tai Chi - Absolute Beginners - Term 1	£73.00
	Tai Chi - Advanced	£73.00
	Tai Chi - Advanced - Summer Term	£29.00
	Tai Chi - Beginners	£87.00
	Tai Chi - Beginners	£58.00
	Tai Chi - Beginners - Term 1	£64.00
	Tai Chi - Beginners 1	£73.00
	Tai Chi - Beginners 1	£73.00
	Tai Chi - Beginners 1	£73.00
	Tai Chi - Beginners 1 - Summer Term	£29.00
	Tai Chi - Beginners 1 - Summer Term	£29.00
	Tai Chi - Beginners and Improvers	£64.00
	Tai Chi - For Arthritis - Beginners	£64.00
	Techniques	£51.00
	Techniques	£51.00
	Upholstery Traditional - Improvers	£176.00
	Upholstery - Home and Small Business	£161.00
	Upholstery - Restoration	£354.00
	Upholstery - Restoration	£354.00
	Upholstery - Restoration	£354.00
	Using MS Excel Spreadsheets for Accounting	£58.00
	Using MS PowerPoint for Presentations	£58.00

Ref	Service	£
	Using MS Word for Documents	£58.00
	WP, DTP, Photos and Files	£116.00
	Watercolour - Advanced	£130.00
	Watercolour - Beginners and Improvers	£130.00
	Watercolour - Beginners and Improvers	£119.00
	Watercolour - Beginners and Improvers	£130.00
	Watercolour - Introduction	£60.00
	Woodwork - Beginners for Home and Community Term 1	£132.00
	Word Basics	£27.00
	Writing and Illustrating Children's Books	£73.00
	Yoga (with Alexander Technique)	£95.00
	Yoga (with Alexander Technique)	£95.00
	Yoga (with Alexander Technique)	£95.00
	Yoga (with Alexander Technique)	£95.00
	Yoga (with Alexander Technique)	£95.00
	Yoga (with Alexander Technique) - Summer Term	£44.00
	Yoga (with Alexander Technique) - Summer Term	£44.00
	Yoga (with Alexander Technique) - Summer Term	£61.00
	Yoga - Beginners	£58.00
	Yoga - Beginners	£58.00
	Yoga - Beginners and Improvers	£72.00
	Yoga - Beginners and Improvers	£58.00
	Yoga - Beginners and Improvers	£80.00
	Yoga - Beginners and Improvers	£87.00
	Yoga with Alexander Technique - for Help to Regain Balance and Flexibility	£95.00
	Summer Term	£61.00
	iPad Basics	£27.00
	iPad Basics	£27.00

Ref	Service	£
Education		
E1	Administration and co-ordination of Appeal Cases	
	Initial appeal (charged each time appeal case is compiled)	per year group £128.00
	Compilation of child case papers	per appeal scheduled £22.00
	Provision of Local Authority Consultant	
	To attend appeal and support the headteacher	per appeal held £54.00
	Visit school to discuss case prior to taking the case to the appeal panel (including attending appeal)	per appeal held £54.00
	Admissions Services to schools/academies	
	Direct or shortest walking distances (including any ad-hoc requests for measurements as required)	per academic year £160.00
	EMSAR services	per case £52.00
	Late Entry testing service	per academic year £705.00
	County Attendance Team	
	Pay as used	per 10 hour block £567.00
E2	Educational Visits	
	Academy grammar, upper and independent schools	per academic year £50 per sch + £1 per
	Academy junior, combined and Special academies	per academic year per place (special academies)
	Academy infants and PRUs	per academic year £50 per School plus £4 per place (PRU)
E3	Free School Meals Eligibility Checking Service	
	Primary/special academies - (<100 pupils on roll)	per academic year £75.00
	Primary/special academies - (>100 pupils)	per academic year £124.00
	Secondary Academies	per academic year £240.00
	Core buyback package for infant academies (annual)	per student £1.30
	Core buyback package for junior academies (annual)	per student £1.00
	Core buyback package for combined academies (annual)	per student £1.50
	Core buyback package for secondary academies (annual)	per secondary academy £1,351.00
	Core buyback package for special academies (annual)	per student £1.00
	FFT subscription service	
	Infant academies	per academic year - £60 per school + £0.78 school level cost + per pupil + VAT
	Junior and Combined academies	per academic year - £77 per school + £0.78 school level cost + per pupil + VAT
	Secondary academies	per academic year - £440 per school + £0.78 school level cost + per pupil + VAT
	Special and PRU academies	per academic year - £77 per school + £0.78 school level cost + per pupil + VAT
E4	County Attendance Team	
	Penalty notices for unauthorised absence from school	
	Payment of a Penalty Notice within 21 days	£60.00
	Payment of a Penalty Notice after 21 days, but within 28 days	£120.00
	Academies can use the expertise of the County Attendance Team in a variety of ways to support regular attendance. Examples of support include: conducting parenting contract meetings, consultation visits, reviewing an attendance policy and processes, late gates, please contact us to discuss your individual requirements.	Standard £680.00

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref	Service	£
E5	PAID FOR HOME TO SCHOOL TRANSPORT	
	In County Resident fares	
	Pre-16	
	Autumn Term	£268.32
	Half Autumn	£140.66
	Spring Term	£231.84
	Half Spring	£122.42
	Summer Term	£231.84
	Half Summer	£122.42
	Annual Price	£706.00
	Monthly Direct Debit over 8 months	£91.50
	Post-16 /	
	Post-16 SEN with an Education Health & Care Plan (EHCP)	
	Boarding Point (to school)	
	Under 4 miles (Band 1)	
	Autumn Term	£268.32
	Half Autumn	£140.66
	Spring Term	£231.84
	Half Spring	£122.42
	Summer Term	£231.84
	Half Summer	£122.42
	Annual Price	£706.00
	Monthly Direct Debit over 8 months	£91.50
	4 - 4.99 miles (Band 2)	
	Autumn Term	£311.64
	Half Autumn	£162.32
	Spring Term	£268.98
	Half Spring	£140.99
	Summer Term	£268.98
	Half Summer	£140.99
	Annual Price	£823.60
	Monthly Direct Debit over 8 months	£106.20
	5 - 6.99 miles (Band 3)	
	Autumn Term	£354.97
	Half Autumn	£183.98
	Spring Term	£306.12
	Half Spring	£159.56
	Summer Term	£306.12
	Half Summer	£159.56
	Annual Price	£941.20
	Monthly Direct Debit over 8 months	£120.90
	7 - 9.99 miles (Band 4)	
	Autumn Term	£399.07
	Half Autumn	£206.03
	Spring Term	£343.92
	Half Spring	£178.46
	Summer Term	£343.92
	Half Summer	£178.46
	Annual Price	£1,060.90
	Monthly Direct Debit over 8 months	£135.86
	10 miles or more (Band 5)	
	Autumn Term	£442.78
	Half Autumn	£227.89
	Spring Term	£381.38
	Half Spring	£197.19
	Summer Term	£381.38
	Half Summer	£197.19
	Annual Price	£1,179.55
	Monthly Direct Debit over 8 months	£150.69
	Out of County Resident (boarding within Bucks) fares	

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref	Service	£
	Pre-16 / Post-16	
	Boarding Point (to school)	
	Under 4 miles (Band 1)	
	Autumn Term	£268.32
	Half Autumn	£140.66
	Spring Term	£231.84
	Half Spring	£122.42
	Summer Term	£231.84
	Half Summer	£122.42
	Annual Price	£706.00
	Monthly Direct Debit	
	over 8 months	£91.50
	4 - 4.99 miles (Band 2)	
	Autumn Term	£311.64
	Half Autumn	£162.32
	Spring Term	£268.98
	Half Spring	£140.99
	Summer Term	£268.98
	Half Summer	£140.99
	Annual Price	£823.60
	Monthly Direct Debit	
	over 8 months	£106.20
	5 - 6.99 miles (Band 3)	
	Autumn Term	£354.97
	Half Autumn	£183.98
	Spring Term	£306.12
	Half Spring	£159.56
	Summer Term	£306.12
	Half Summer	£159.56
	Annual Price	£941.20
	Monthly Direct Debit	
	over 8 months	£120.90
	7 - 9.99 miles (Band 4)	
	Autumn Term	£399.07
	Half Autumn	£206.03
	Spring Term	£343.92
	Half Spring	£178.46
	Summer Term	£343.92
	Half Summer	£178.46
	Annual Price	£1,060.90
	Monthly Direct Debit	
	over 8 months	£135.86
	10 miles or more (Band 5)	
	Autumn Term	£442.78
	Half Autumn	£227.89
	Spring Term	£381.38
	Half Spring	£197.19
	Summer Term	£381.38
	Half Summer	£197.19
	Annual Price	£1,179.55
	Monthly Direct Debit	
	over 8 months	£150.69
	Out of County Resident (boarding outside Bucks) fares	
	Pre-16	
	Autumn Term	£486.49
	Half Autumn	£249.75
	Spring Term	£418.85
	Half Spring	£215.93
	Summer Term	£418.85
	Half Summer	£215.93
	Annual Price	£1,298.20
	Monthly Direct Debit	
	over 8 months	£165.53

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref	Service	£
	Post-16	
	Autumn Term	£574.31
	Half Autumn	£293.65
	Spring Term	£494.12
	Half Spring	£253.56
	Summer Term	£494.12
	Half Summer	£253.56
	Annual Price	£1,536.55
	Monthly Direct Debit over 8 months	£195.32
E6	Safeguarding in Education Project Team	
	Whole School Training - Independents	Course
	INSET Training - Independents	Course (3 hours)
	TWILIGHT - Independents	Course (2 hours)
	Governor Training	Course
	DSL Training - Independents	Delegate
	DSL Refresher Training - Independents	Delegate
	FGM Training - Independents	Course
	CSE Training - Independents	Course
	Safe Working Practice - Independents	Course
	Train the Trainer - Independents	Delegate
	Healthcare checks - school	£290.00
	Healthcare checks - boarding	£290.00
	Healthcare checks - boarding & school	£555.00
	Annual healthcare check	£225.00
	Whole School Training - Bucks	Course
	INSET Training - Bucks	Course (3 hours)
	TWILIGHT - Bucks	Course (2 hours)
	Governor Training	Course
	DSL Training - Bucks	Delegate
	DSL Refresher Training - Bucks	Delegate
	FGM Training - Bucks	Course
	CSE Training - Bucks	Course
	Safe Working Practice - Bucks	Course
	Train the Trainer - Bucks	Delegate
E7	Assessment & Moderation Training	
	Statutory assessment requirements and standardisation training for new	Day
	Standardisation training for experienced teachers	Half Day
	Joint Moderation: Securing Judgement Session	Day
	Moderation and Monitoring KS2 Independents (32)	£500.00
	Moderation and Monitoring KS1 Independents (32)	£500.00
E8	Early Years Services	
	Autism Education Trust Tier 1 Making Sense of Autism	2 hour session
	Autism Education Trust Tier 2 Good Autism Practice	Full day
	Assessment pack	£75.00
	Assessment pack with consultancy	£375.00
	Early interaction programme	5 half hour sessions
	Early Bird programme book	£20.00
	ECERS	£600.00
	EYFS in house training	3 hour session
	Half day EYFS consultancy	Half day
	ITERS	Half day
	PALS training and pack	£500.00
	PALS training for settings with own pack	£200.00
	Visual supports pack (download)	£10.00

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref	Service	£
A1	ADULT SOCIAL CARE	
	Deferred Payment Set-up Fee	£640.00
	Annual Administration Fee for above	£95.00
	Care Package Set-up Fee	£300.00
	Main Meal per day	£5.40
	Tea Box per day	£3.35
	Transport per return journey	£15.50
	Day Care per day (including cost of meal)	£72.10
	High Dependency Day Care per day (Including cost of meal)	£92.70
	Home Care per hour (single handed)	£19.40
	Home Care per hour (double handed)	£38.80
	Laundry per load (Service terminated)	£0.00
	Landline Telecare Service	£4.40
	Mobile Telecare Service (New Service)	£7.69
	Medication calls , Telecare Service (New Service)	£1.78
	Respite	£250.00
	High Dependency Respite	£300.00

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref	Service	£
R1	Democratic Services	
	Electoral Register	
	Paper copy of Electoral Register (per 1000 electors)	£5.00
	Paper copy of Overseas Electoral Register - admin fee	£10.00
	Paper copy of Electoral Register - admin fee	£10.00
	Data copy of Electoral Register (per 1000 electors)	£1.50
	Data copy of Overseas Electoral Register - admin fee	£20.00
	Data copy of Electoral Register - admin fee	£20.00
	Credit Reference Agencies Monthly update of Register (per month)	£20.00
	Marked copies of Registers - Paper (per 1000 entries)	£12.00
	Marked copies of Registers - Data (per 1000 entries)	£11.00
R2	Business Insight	
	School Data Subscription Service	
	Infant academies - base rate	£61.20
	Infant academies - per pupil rate	£0.80
	Junior and Combined academies - base rate	£74.40
	Junior and Combined academies - per pupil rate	£0.80
	Secondary academies - base rate	£525.60
	Secondary academies - per pupil rate	£0.80
	Special and PRU academies - base rate	£74.40
	Special and PRU academies - per pupil rate	£0.80
	Additional Buyback Services	£25.00
	Acorn Analysis	£111.00
	ACORN Analysis including Maps	£25.00
	IDACI Analysis including Pupil Data	£111.00
	IDACI Analysis including Pupil Data and Maps	£25.00
	Ward Analysis including Pupil Data	£111.00
	Ward Analysis including Pupil Data and Maps	£25.00
	Catchment Analysis	
	ACORN, IDACI and Ward Analyses, including all maps, plus Catchment Analysis	£321.00
R3	Business Services to Academies	
	Employee Relations Advisory	
	Core package	per employee £50.39
	Consultancy	per hour £102.00
	Mediation	per hour £102.00
	Independent Investigating Officer (BC provider)	per day £420.00
	Independent Investigating Officer (external provider)	per day £780.00
	Price based on number of AMR enabled meters to set up and continual support	per metre
	Recruitment	
	Charge per advertisement (PAU)	per advertisement £168.00
	Social media posting package	per posting £150.00
	Apprenticeship recruitment package (with Employee Relations)	per advertisement £718.80
	Apprenticeship recruitment package	per advertisement £900.00
	Advert with TES or other external sites (not including TES/other advert price)	per advertisement £60.00
	Safeguarding	
	DBS Checks (PAU) Admin fee only	per check £18.00
	Consultancy - Training, Visits & Audits	per hour £102.00
	Consultancy - Training, Visits & Audits	per day £510.00
	Payroll and Transactions	
	Single Academy - 1 year annual	per employee £79.40
	Single Academy - 3 -year annual	per employee £77.84
	MAT - 1 year annual	per employee £66.92
	MAT - 3 year annual	per employee £62.24
	Charities - 1 year annual	per employee £54.44

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref	Service		£
	Charities - 3 year annual	per employee	£46.64
	Interim BACS payment	per transaction	£78.00
	Consultancy	per hour	£102.00
	LGPS		
	Academies Annual Base rate	annual	£598.80
	Academies Annual per member	per member	£14.26
	Charities LGPS	annual	£300.00
	Charities Annual per member	per member	£14.26
	Teachers' Pay & Pensions		
	Academy - Annual Base rate	annual	£598.80
	MAT - Annual Base rate (per site)	annual	£598.80
	Annual per teacher	per teacher	£14.26
	TPP Lite Package - Annual base rate	annual	£0.00
	TPP Lite Package - per teacher	per teacher	£0.00
	Occupational Health		
	Occupational Health Annual Package	per employee	£17.40
	Employee Assistance Programme	per employee	£6.00
	Property Plus (Membership Fees)		
	Floor area 0 - 500 M ²	annual	£180.00
	500 - 1000M ²	annual	£363.60
	1001 - 3000M ²	annual	£753.60
	3001 - 5000M ²	annual	£1,104.00
	5001 - 7000M ²	annual	£1,168.80
	7001 - 11,000M ²	annual	£1,622.40
	11,001M ² and above	annual	£1,947.60
	Health & Safety		
	Primary/Nursery - BASE RATE	annual	£494.40
	Primary/Nursery PER PUPIL	annual	£0.89
	Secondary/ Special/ PRU - BASE RATE	annual	£865.20
	Secondary/ Special/ PRU - PER PUPIL	annual	£1.64
	Radiation Protection Advice Package for Secondary academies (with support)	annual	£408.00
	Primary Health and Safety Audit (3 Yearly)	per audit	£654.00
	Secondary Health and Safety Audit (3 yearly)	per audit	£1,740.00
	Health and Safety Consultancy Service	per hour	£102.00
	Health & Safety Learning Service	Various - published on Schools Web	
	Networking (PSN)		
	Gold Package - BASE RATE	annual	£8,359.20
	Gold Package - PER PUPIL	annual	£5.29
	Silver Package - BASE RATE	annual	£2,904.00
	Silver Package - PER PUPIL	annual	£2.71
	Bronze Package - BASE RATE	annual	£1,221.60
	Bronze Package - PER PUPIL	annual	£2.71
	Transparent Proxy Renewals	per site	£0.00
	Transparent Proxy - New Installation	per site	£0.00
	Domain registration	per domain	£102.00
	Web hosting	per site	£102.00
	SIMS & MIS		
	Platinum BASE rate (Primary/ PRU/ Nursery)	annual	£2,511.60
	Platinum per pupil (Primary/ PRU/ Nursery)	annual	£4.39
	Gold BASE RATE (Primary/ PRU/ Nursery)	annual	£1,522.80
	Gold per pupil (Primary/ PRU/ Nursery)	annual	£2.81
	Premium Support package - Base rate (Secondary)	annual	£3,140.40
	Premium Support package - per pupil (Secondary)	annual	£1.24
	Standard Support package - Base rate (Secondary)	annual	£2,127.60
	Standard Support package - per pupil rate (Secondary)	annual	£1.08
	Bursar service	per hour	£51.60
	Admin support	per hour	£51.60
	Training (with Gold or Standard package)	per half day	£168.00
	Training (with Gold or Standard package)	per day	£258.00
	Training (no package)	per half day	£180.00

Schedule of Fees and Charges applicable from 1 April 2020

Fees are inclusive of VAT where applicable

Ref	Service		£
	Training (no package)	per day	£294.00
	Consultancy with core package	per hour	£76.80
	Consultancy with core package	per day	£478.80
	Consultancy without core package	per hour	£100.80
	Consultancy without core package	per day	£636.00
	Private Funds Manager (PFM) - must have SIMS Support package	Annual	£126.00
	Secondary Schools SIMS Upgrade Service (per annum)	Annual	£384.00
	PS Financials Platinum - Base rate (Primary/ PRU/ Nursery)	Annual	£1,204.80
	PS Financials Platinum - per pupil rate (Primary/ PRU/ Nursery)	per pupil	£2.16
	PS Financials Premium - Base rate (Secondary)	Annual	£1,507.20
	PS Financials Premium - per pupil rate (Secondary)	per pupil	£0.62
	Technical Support		
	Technical Support - 15 workstations	annual	£2,224.80
	Technical Support - 25 workstations	annual	£3,692.40
	Technical Support - 50 workstations	annual	£6,874.80
	Technical Support - 75 workstations	annual	£10,057.20
	Technical Support - 100 workstations	annual	£13,240.03
	Peer to peer server	annual	£1,326.00
	Domain server	annual	£2,508.00
	Admin Workstation	per machine	£1,014.00
	Curriculum Workstation	per machine	£780.00
	Curriculum Laptop	per machine	£720.00
	SOPHOS Antivirus Protection	per pupil	£6.60
	Sophos Intercept X Anti-Malware Protection 1-9 devices	per device	£13.58
	Sophos Intercept X Anti-Malware Protection 10-24 devices	per device	£13.07
	Sophos Intercept X Anti-Malware Protection 25-49 devices	per device	£10.15
	Sophos Intercept X Anti-Malware Protection 50-99 devices	per device	£7.46
	Sophos Intercept X Anti-Malware Protection 100-199 devices	per device	£6.88
	Additional Remote Backup Service for Schools (RBUSS+) 50GB	Annual	£408.00
	Additional Remote Backup Service for Schools (RBUSS+) 100GB	Annual	£604.80
	Additional Remote Backup Service for Schools (RBUSS+) 200GB	Annual	£878.40
	Additional Remote Backup Service for Schools (RBUSS+) 300GB	Annual	£1,134.00
	Additional Remote Backup Service for Schools (RBUSS+) 400GB	Annual	£1,438.80
	Additional Remote Backup Service for Schools (RBUSS+) 500GB	Annual	£1,693.20
	Additional Remote Backup Service for Schools (RBUSS+) 600GB	Annual	£1,959.60
	Additional Remote Backup Service for Schools (RBUSS+) 700GB	Annual	£2,215.20
	Additional Remote Backup Service for Schools (RBUSS+) 800GB	Annual	£2,482.80
	Additional Remote Backup Service for Schools (RBUSS+) 900GB	Annual	£2,737.20
	Additional Remote Backup Service for Schools (RBUSS+) 1000GB	Annual	£2,865.60
	Additional Remote Backup Service for Schools (RBUSS+) 2000GB	Annual	£5,666.40
	PREVENT Software – Future Digital for Nursery - BASE RATE	Annual	£186.00
	PREVENT Software – Future Digital for Nursery - PER PUPIL	Annual	£2.40
	PREVENT Software – Future Digital for Primary / Special / PRU - BASE RATE	Annual	£309.60
	PREVENT Software – Future Digital for Primary / Special / PRU - PER PUPIL	Annual	£2.40
	3 x half day scheduled site visits	per day	£668.40
	6 x half day scheduled site visits	per day	£1,336.80
	Scheduled Site Visits	per hour	£76.80
	Scheduled Site Visits	per day	£478.80
	Project support	per hour	£76.80
	Project support	per day	£478.80
	Consultancy	per hour	£76.80
	Consultancy	per day	£478.80
	Hardware Maintenance (excluding parts)	per hour	£76.80

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Appendix 5

	High Wycombe Town Committee	West Wycombe Church Yard	Aylesbury Town
2020/21 BUDGETS	Net Budget	Net Budget	Net Budget
	£	£	£
SPECIAL EXPENSES			
Recreational Grounds (Local)	141,860	0	606,800
Allotments	18,250	0	0
Cemetery	151,020	0	0
Closed Church Yard	0	7,090	0
Community Centres	13,000	0	308,400
Town Twinning	3,000	0	0
Community Grants	25,340	0	0
War Memorial	3,000	0	0
Footway Lighting and Bus Shelter	1,800	0	0
Market	0	0	2,600
Total Special Expenses	357,270	7,090	917,800
Interest on balances	(8,200)	0	(2,000)
Total including Interest, Capital Charges	349,070	7,090	915,800
Queensway Cemetery Phase 1 & 2	547,000	0	0
Net spending for year	896,070	7,090	915,800
Balance b/fwd	(947,465)	0	(425,062)
Net Spending for the year	896,070	7,090	915,800
Collection Fund precept (A)	(279,020)	(7,090)	(859,630)
Balance c/fwd	(330,415)	0	(368,892)
Council Tax Base (B)	23,606.05	555.21	19,102.84
Band D Charge (A/B)	11.82	12.77	45.00

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Appendix 6**Services included within Special Expenses****High Wycombe Town Committee**

- a. Public Halls : Hilltop Community Centre, Castlefield Community Centre (due to be transferred to Karima Foundation);
- b. Cemeteries : High Wycombe Town Cemetery and Penn Road Cemetery;
- c. Recreation Grounds : Booker (Fernie Fields), Shelley Road (QEII) and Totteridge;
- d. All Saints Closed Churchyard;
- e. Allotments : Back Lane, Bassetsbury Land (Closed), Desborough, Castle Green Hill, Hicks Farm Rise, Hugheden Park, Lime Avenue, Totteridge and Queensway;
- f. Footway Lighting : Colville Road, Halifax Road, Loakes Road, Rupert avenue, Verney Avenue, Bowden Lande, Cressex Road, Perth Road and South Drive;
- g. Grants to voluntary organisations : Town Twinning (£3k), Community Buildings in High Wycombe Town (£10k) and Local communities for small projects (£10k);
- h. War memorials : Maintenance costs for those communities they commemorate (except memorials of a national nature, costs for which are borne by the District as a whole).

West Wycombe

- a. Closed Churchyard : St Lawrence Closed Churchyard.

Aylesbury Town

- a. Recreation Grounds : Alfred Rose Park, Bedgrove Park, Edinburgh Playing Fields, Meadowcroft Playing Fields, Vale Park, Walton Court Sports Ground, Fairford Leys Sports Ground;
- b. Public Halls : Bedgrove Community Centre, Southcourt Community Centre, Alfred Rose Community Centre, Prebendal Farm Community Centre, Quarrendon & Meadowcroft Community Centre, Haydon Hill Community Centre;
- c. Aylesbury Market.

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Report for:	Shadow Executive
Meeting Date:	18th February 2020

Title of Report:	Draft Corporate Plan
Shadow Portfolio Holder	Cllr Martin Tett
Responsible Officer	Sophie Payne
Report Author Officer Contact:	Marco Dias mdias@buckscc.gov.uk
Recommendations:	To note the final draft of the Corporate Plan and agree to recommend this to the Shadow Authority for approval.
Corporate Implications:	N/A
Options: (If any)	N/A
Reason:	To consider the draft Corporate Plan at Formal Shadow Executive on 18 th February and Shadow Authority on 27 th February.

1. Purpose of Report

- 1.1 To note the final draft of the Corporate Plan and agree to recommend this to the Shadow Authority for approval.

2. Financial Implications

- 2.1 Not applicable. The draft Budget sets out how the Corporate Plan will be resourced.

3. Legal Implications

There are no legal implications directly arising from this report. The Corporate Plan is not a legal requirement, but is essential in setting out the Council's overarching strategic framework and priorities.

4. Corporate Plan development

- 4.1 The Corporate Plan is a council's main strategic business planning document, establishing a golden thread between the Council's priorities, as set out by elected Members, and the activities which will be undertaken to deliver the organisation's agreed outcomes. As a public document, the Corporate Plan also helps communicate to staff, partners and residents, a clear concise narrative of strategic intent.

- 4.2 Building upon existing best practice in Buckinghamshire, and using the previous five council's corporate plans as a solid foundation, the proposed Corporate Plan was developed alongside budget proposals and through a process of widespread engagement and consultation with members, officers, the public, partners and other stakeholders.
- 4.3 The Corporate Plan sets out what we want to achieve and how we will do it, addressing the challenges we face and harnessing opportunities as they present themselves, while the budget proposals set out how we will resource this in a robust and prudent manner, making it important to develop both alongside each other.
- 4.4 The Corporate Plan development started in earnest in June 2019 and benefited from wide engagement throughout the process:
- Initial draft developed following informal engagement with members Shadow Executive in June and all members of the Shadow Authority in July, including an online survey during which approximately 30% of Shadow Authority members provided views.
 - Officer discussions across the existing councils and discussions at Programme Boards.
 - Intelligence gathered on what was important to residents (e.g. from conversations at branding focus groups/County Show) - noting that further engagement with external groups was planned as the next step.
- 4.5 Following updates to the Shadow Executive, the draft wording of the Corporate Plan was updated in light of Members' comments and views on the proposed priorities (as well as budget allocations) were sought from residents and organisations between 24th October and 25th November 2019.
- 4.6 1,867 Buckinghamshire residents and 79 organisation representatives responded to the consultation. The proposed priorities were well received with over three-quarters (79%) of respondents agreeing with the new Council's proposed overall priorities, with low levels of disagreement (7% residents and 6% organisations).
- 4.7 Results from the consultation were extensively analysed and the proposed priorities and draft Corporate Plan were re-drafted in light of feedback from the consultation, and ongoing engagement with Members. Work was also undertaken to ensure the draft Corporate Plan was written in 'plain English' and easily accessible to residents.
- 4.8 Following this work, priorities were discussed at Shadow Overview and Scrutiny Committee and the draft Corporate Plan was updated further in light of Members' comments.
- 4.9 Please note that the figures on page 16 may be updated subject to the final Budget being agreed.

5. Next Steps

- 5.1 The attached final draft of the Corporate Plan incorporates, where possible, all feedback received to date and it is recommended for approval by the Shadow Authority on 27th February.

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BUCKINGHAMSHIRE COUNCIL

Corporate Plan 2020-2023

Page 119



Appendix

Introduction

Our corporate plan outlines our ambitions and priorities for Buckinghamshire Council, a brand new organisation bringing together the best of the previous five councils to create positive changes for local people, communities and businesses.

We're working to make Buckinghamshire the best place to live, raise a family, work and do business. We want our county to be a place everyone can be proud of, with excellent services, thriving businesses and outstanding public spaces for everyone. We want our residents, regardless of background, to have access to great opportunities, living healthy, successful lives and ageing well with independence.

Buckinghamshire has a highly productive and entrepreneurial economy. We're proud to be the home of internationally renowned facilities such as Pinewood Studios and the motor racing circuit at Silverstone, and global centres of excellence such as the Epilepsy Society's Chalfont Centre and Stoke Mandeville Spinal Research Unit. From the Chiltern Hills to the Vale of Aylesbury, this is a beautiful county, with a stunning environment valued by all.

Our vision for Buckinghamshire is one where growth is carefully planned and managed, so that all our residents benefit. This includes well-designed, more affordable homes in thriving communities; improvements to the environment; excellent education and opportunities for our

young people; a skilled workforce with access to great job opportunities in highly productive sectors; and a world-class physical and digital infrastructure to support our businesses to flourish.

Buckinghamshire has all the building blocks needed for success, but we must also tackle the challenges that growth brings. We know that increasing demand on our services and infrastructure will bring big financial pressures, so we need to adapt and work differently. We will innovate and improve our services by working efficiently, using technology and collaborating with our communities and other organisations to find the right solutions.

In planning for growth, we are committed to preserving and improving our local environment. We will work with partners to tackle climate change and its causes, reducing our county's carbon footprint, delivering environmental net gain, and ultimately, leaving our environment in a better state than we found it.

As a large unitary council, we will have more weight in tackling the strategic challenges facing the county, but we are equally clear about the importance of a local approach. Giving local communities greater influence in shaping their local places and services, and working with local partners to deliver new approaches, are central to our vision for the new Buckinghamshire Council.



Martin Tett
*Leader of the
Shadow Executive*



Rachael Shimmin
Chief Executive



Buckinghamshire in numbers

In 2019



546,000

Population in 2019



£407,967

Average house price
(August 2019)



£1,069

median rent for 2 bed property



169

parish and town councils



31%

of the county is designated green belt
(England average 12.5%)



£15.2 billion

size of Buckinghamshire economy



Almost 1 in 2

of workforce is employed outside Buckinghamshire



235 schools



50%

of young people go to university

of which

95%

do so out of the county (majority do not return)



On the horizon...



585,000

Population in 2030



440

state pension age citizens per 1,000
working age citizens by 2038 (from 310
per 1,000 in 2018)



50,000

new homes by 2036

In the next decade:



23%

increase in 65+ year olds



42%

increase in 85+ year olds



5%

increase in children

Moving forward together: valuing partnerships

Achieving the best outcomes for our communities requires joined-up thinking. Working collaboratively with partners to make the most of collective resources, skills, ideas and talents will be critical to achieve the key priorities which we set out later in this plan.

Most of our public sector partners work across the same geography and serve the same population. This provides great opportunities to join up and improve services.

The new council will also be a leader in developing relationships at a regional, national and international level. Championing the county's voice on a big stage, we will work creatively to develop the local economy, support businesses and bring in investment and funding.

We are committed to partnership working, focusing on shared priorities and encouraging collaboration, sharing intelligence and driving change and tackling key issues in a more co-ordinated way.

Buckinghamshire Growth Board

Through the new Buckinghamshire Growth Board, we will work with the Local Enterprise Partnership, the NHS Clinical Commissioning Group and other local public sector partners to develop a shared ambition and work programme to deliver innovative, sustainable, and appropriate growth at pace.

This ambition will balance the growth of the economy, the supply of affordable and appropriately designed new housing, and the delivery of necessary supporting infrastructure (digital communications, energy, roads, schools, hospital beds, etc.) with the needs of the population and environment. We want the county to remain a forward thinking and dynamic economy without sacrificing the assets which already make it a great place to live.

Integrated Care Partnership and health partners



This brings together the expertise of health and care professionals to look after people's physical, social and mental health needs. By working closely with partners across the Integrated Care Partnership, including Buckinghamshire NHS

Clinical Commissioning Group, Buckinghamshire Healthcare NHS Trust, Oxford Health NHS Foundation Trust, FedBucks, Medicas, and South Central Ambulance Service NHS Foundation Trust, we will achieve our vision of everyone living happier and healthier lives.

Town and parish councils, and local MPs

There are 169 town councils, parish councils and parish meetings in Buckinghamshire, collectively known as local councils. The Buckinghamshire and Milton Keynes Association of Local Councils (BMKALC) is an independent member organisation which provides support to these councils on procedures and statutory regulations. Local councils can take on the management of services through devolution agreements with the council, allowing them to set their own priorities according to local needs.

Buckinghamshire Cultural Partnership

The Buckinghamshire Cultural Partnership brings together senior leaders from key cultural organisations, Buckinghamshire Council, the Local Enterprise Partnership, and higher education organisations. It will play a strategic leadership and development role for culture, with an aim to position culture at the heart of strategic agendas throughout the county.

Armed Forces Covenant



The Armed Forces Covenant is a pledge to show our support to those who serve, or have served, in the armed forces, as well as their families. It recognises the sacrifice they have made and ensures they are treated fairly.

We are committed to ensuring that the Armed Forces community does not face disadvantage in the provision of services compared to other residents. As an employer, we recognise the range of unique skills and experiences that reservists and veterans can bring to our organisation.

Voluntary and community sector

Buckinghamshire has a vibrant not for profit sector with invaluable insight into the needs of our communities. The sector is at the heart of the community, delivering key services with experience in building relationships and social connections. They are vital in strengthening and supporting our communities.

Schools, colleges, universities and lifelong learning

The Buckinghamshire Skills Hub promotes and optimises links between the business community and education/training providers to enable young people and adults to develop the skills and qualifications they need to progress in the workplace, at whatever stage of their career they are in. Skills development is central to creating the conditions for sustained innovation, excellence and growth for our Buckinghamshire businesses, particularly in priority sectors as described in our [Local Industrial Strategy](#).

Police, fire and rescue

The Thames Valley Police and Crime Panel examine and review how the Police and Crime Commissioner (PCC) carries out their responsibilities of ensuring that Thames Valley Police runs effectively. The panel also supports the PCC in their work and provides reports and recommendations on the Police and Crime Plan, Annual Report and some proposals made by the PCC.

Buckinghamshire & Milton Keynes Fire Authority is a publicly accountable body managing Buckinghamshire Fire & Rescue Service on behalf of the communities it serves. The Authority meets four times a year to discuss budgets, financial arrangements, insurance and financial plans, and to make recommendations to the Fire Authority for decision.

Local Enterprise Partnership and businesses

Our business community includes major international companies and large numbers of small and medium enterprises. By working closely with partners such as Buckinghamshire Business First and through the Buckinghamshire Business Group, we support new businesses to grow and existing businesses to thrive - creating more local jobs and wider economic benefits to our communities.

Housing providers

There are four main registered providers which were formed to take on the local housing stock across Buckinghamshire. The council works closely with them on developing new-build affordable housing, either in partnership with private developers or by developing their own sites. These providers allocate social housing tenancies in accordance with the Bucks Home Choice Allocations Scheme, advertising available tenancies on a central website.

Natural Environment Partnership

The Buckinghamshire and Milton Keynes Natural Environment Partnership includes individuals, businesses and organisations with an interest in driving positive change in the local natural environment. They work alongside the Local Enterprise Partnership and Health and Wellbeing Board to embed natural environment in growth, economic and health strategies, and develop interventions and programmes for delivery.

**We want to make
Buckinghamshire
the best place to live,
raise a family, work
and do business.**





Strengthening our communities

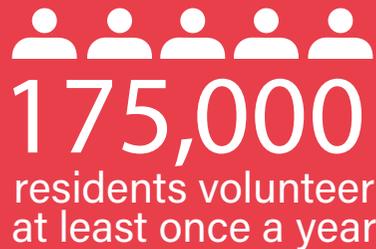
Life expectancy in Buckinghamshire



(one of the highest in South East England)



Children and young people meeting recommended levels of physical activity



Life expectancy gap



> 50% of adults are obese or overweight

Strengthening our communities

People in Buckinghamshire are living longer and healthier lives than ever before, with health outcomes better than the national average. We have strong communities and a thriving, dedicated not for profit sector.

Buckinghamshire is a healthy and inclusive place to live, work and visit, but we have a number of challenges. These include building more affordable homes now and for future generations, providing extra help and support for an increasingly older population and improving the health of people who live in the more deprived areas of Buckinghamshire.



We want:

- Our residents to live independent, fulfilling lives, within strong, healthy, inclusive and resilient communities.
- To improve health and wellbeing, with a particular focus on reducing any gap in health outcomes.
- To work more with town and parish councils, giving them the responsibility for services and assets where it makes sense to do so, and helping communities to help themselves.

Working with partners, we will:

- Support people to deal with the challenges of life before they become too hard to manage, through early help and intervention.
- Enable healthier lifestyles for all, raising the quality of life for those most disadvantaged in our communities.
- Provide the homes our growing communities need, including affordable housing, at the right stage in people's lives.
- Make sport, leisure and learning opportunities available, including for more disadvantaged groups.
- Work with local voluntary and community organisations to encourage volunteering and help our communities thrive.
- Encourage residents to get involved with improving local services, for example through community boards.



Protecting the vulnerable



562 children with a Child Protection Plan in 2019 (242 in 2014)



18 children were adopted (2018/19)

45% of social care users do not have as much social contact as they would like (2017/18)



345 children in foster care (2018/2019)

384 households homeless (2017/18)



Budget for adult social care has increased by **24%** since 2015



58/1,000 crimes / people
(67 per 1,000 for Thames Valley)

Protecting the vulnerable

While most people in Buckinghamshire live independent and healthy lives, some need extra support and protection. We know that the number of children and adults who need this extra help is increasing. There are also rising numbers of people with mental health difficulties, special educational needs, disabilities and complex needs.

We want to give everyone the best chances in life, so that - together with their families and carers - they are resilient and can identify their own solutions. We will continue to work with our partners and communities to innovate and improve our offer, helping people recover from illness sooner, promoting fostering, reducing social isolation and loneliness, and supporting our most vulnerable residents.

Our goal is to reduce inequalities and give everyone the support and skills they need to live independent, happy and fulfilling lives.



We want:

- Children, adults and families to feel safe and supported to live independent lives.
- Our older, disabled and vulnerable people to receive the right support, at the right time.

Working with partners, we will:

- Make communities as safe as possible from crime, drugs and anti-social behaviour.
- Support our older residents, those living with disabilities, and those who are socially isolated, to live healthy, independent and fulfilling lives.
- Make sure children and adults, particularly those who need more help, are healthy, safe and protected from harm.
- Enable children and young people, particularly the most vulnerable, to reach their full potential in education and other aspects of their lives.
- Provide children in our care with the same opportunities in life as other children.
- Work to reduce homelessness and address its root causes.
- Support people, together with their families and carers, to overcome their challenges, ensuring they are resilient and can identify their own solutions.
- Support people to improve their mental health by promoting support services, healthy lifestyles and wellbeing activities, tackling social isolation and loneliness.



Improving our environment

 **2,053 miles**
of roads

 **4.12 billion**
vehicle miles travelled (2018)

 **24%**
reduction in
Buckinghamshire's
CO2 emissions
(from 2007 to 2017)

 **1 million +**
country park visitors in 2018

 **56.6%**
of waste is recycled
(average in England 45.2%)

 **2,084 miles**
of public Right of Way network

Improving our environment

Buckinghamshire is a beautiful county and our stunning natural and historic landscape is valued by all. Over a quarter of our county is within the Chilterns Area of Outstanding Natural Beauty and a further third is covered by the Metropolitan Green Belt.

We know we have to deliver more homes and associated infrastructure for our growing population. By managing growth sensibly and responsibly, we can protect and enhance our natural environment and the benefits it brings. Aylesbury Garden Town is an exciting example: putting green spaces and natural environments at the heart of future development.



We want:

- To address climate change, improve our environment and create economic opportunities for clean growth.
- To reduce our county's environmental impact by promoting sustainability and reducing waste.
- To improve air quality and people's health, by reducing emissions and encouraging green transport options.

Working with partners, we will:

- Address climate change by taking wide-ranging actions now to reduce our carbon emissions, from planting trees to environmentally-focused planning.
- Protect and enhance our high quality environment, including our Green Belt, Areas of Outstanding Natural Beauty (AONB) and Public Rights of Way.
- Maintain and improve our green spaces, woodlands and country parks so they remain attractive destinations that enhance our quality of life.
- Encourage and support shifts towards environmentally-friendly transport, providing electric charging points, cycling infrastructure etc.
- Reduce waste, tackle waste crime, and increase re-use and recycling.
- Promote well-designed homes that are energy efficient and environment-friendly.
- Reduce risks from floods and ensure communities are resilient to flooding.



Increasing prosperity



48%

of residents educated to degree level or above



of vacant jobs not filled due to lack of skills (25% national average)



91.5%

of pupils attend good or outstanding schools



Value of exports from Buckinghamshire



80.3%

of residents in employment (South East average 79%)



3.8%

aged 16 or over have no qualifications (South East average 5.6%)

Increasing prosperity

Buckinghamshire is a prosperous county and a successful place to do business, contributing £14.8 billion to the UK economy and ranked as the fourth most productive area in England.

The county has low unemployment, higher than average household incomes, and boasts world-leading sectors. From Pinewood Studios in the south to Silverstone in the north, Buckinghamshire is a great success story. We are also well placed to take advantage of emerging opportunities because of our proximity to London and Heathrow, and our location in the middle of the Oxford to Cambridge Arc (a leading economic area with global strengths in science, technology and high-value manufacturing).

However, the national trend shows that high levels of productivity and growth are beginning to slow, and action is needed now to ensure our economy remains fit for the future.



We want:

- To encourage sustainable economic growth, working with our partners to maximise opportunities and boost productivity.
- To continue to attract high quality jobs and investment in skills, innovation and connectivity, keeping Buckinghamshire one of the best places to do business.
- Growth to benefit both new and existing communities, preserving the character of our environment while delivering everything we need to prosper.

Working with partners, we will:

- Develop skills and foster lifelong learning, with a focus on the education and skills that enable people to be successful in their chosen career.
- Focus on helping all our pupils reach their full potential, narrowing the achievement gap, and ensuring all our schools are excellent.
- Support a thriving business economy, particularly at the small and medium-sized enterprise (SME) level, that competes effectively nationally and globally.
- Improve connectivity and tackle congestion through investments in our roads, transport and digital infrastructure.
- Maximise available funding to regenerate and improve our more deprived areas, town centres and high streets, including Aylesbury Garden Town and High Wycombe town centre regeneration.
- Maximise opportunities from our unique location in the Oxford to Cambridge Arc and close to London and Heathrow.
- Foster the right conditions for innovation in business and technology, for example supporting organisations to trial and market new technologies.
- Promote tourism, culture and the heritage of Buckinghamshire.

Our people

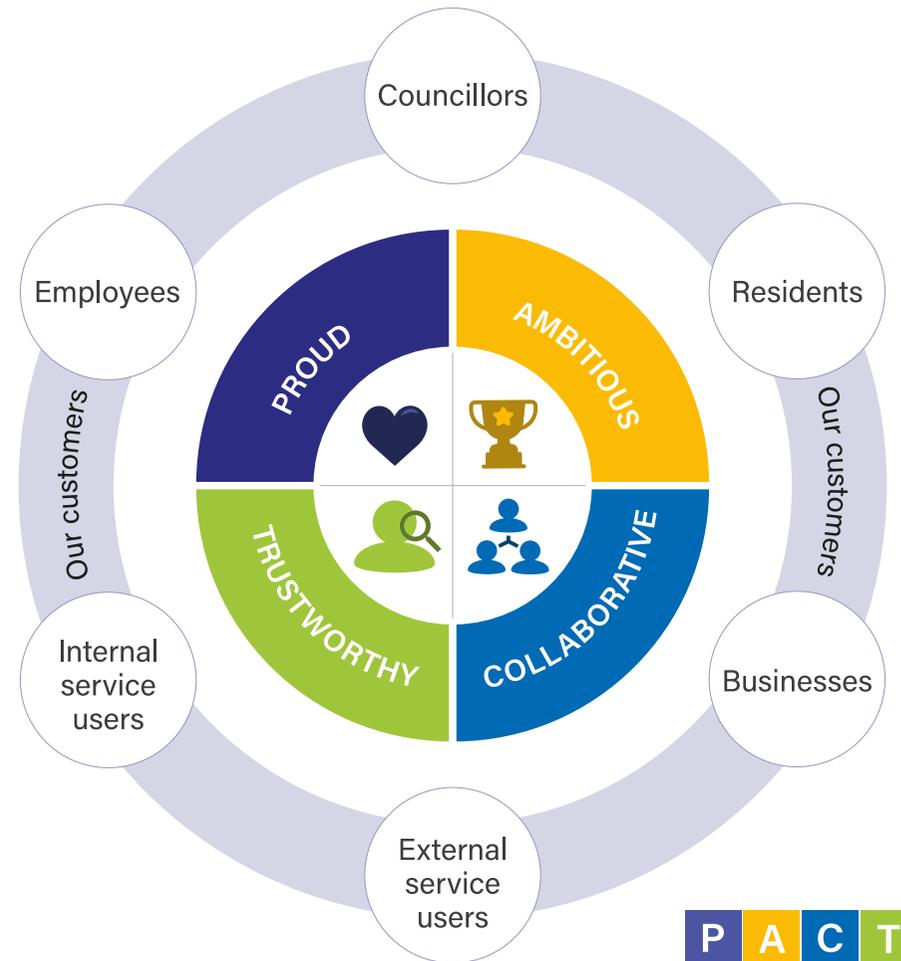
Everything we want to achieve for Buckinghamshire depends on having the right people in place.

We need to retain, recruit and develop talented and committed staff to provide the best services for our local residents and businesses. By making the most of people's skills and experience, we can take full advantage of the opportunities created by the new council. Everyone needs to be performing at their best to take the organisation on the next stage of its journey.

To support this, Buckinghamshire Council has developed a set of values in consultation with our staff. These values underpin how we work and show our commitment – our PACT – to do our very best for our residents, service users and businesses. They are at the heart of everything we do.

Similarly, where services are provided through partners or external organisations, we will work with them to make sure these values are carried through in delivering services on our behalf.

Our organisational culture will continue to develop as we carry on improving our services and ways of working as the new Buckinghamshire Council.



The financial challenge

We will ensure that Buckinghamshire Council is financially fit, efficient and responsive to change. We will maintain robust financial planning, scrutinise budgets closely and be prudent in managing risks.

Like all local authorities, we face challenging financial circumstances. There are more people turning to the council for support, but the resources available to help them have not increased to match the demand. We have to be realistic and focus on greater efficiency and value for money.

However, we are still ambitious to keep investing in our communities, sustaining the vital services on which our most vulnerable residents rely. We will manage our assets to create long term benefits and additional income, reducing our dependency on the taxpayer.

£1.186bn

2020/21 -
Buckinghamshire
Council budget (gross)

£501m

2020/21 to 2022/23 - spending on providing or improving buildings, roads and other infrastructure (capital budget)
£114m for economic regeneration
£108m for schools
£70m for strategic highways maintenance
£62m infrastructure including link roads



Your council, your way

We want residents to be at the heart of what we do. There are lots of different ways for people to get involved, shaping the new council's knowledge, plans and policies and keeping up to date on news and views.

Getting involved: community boards

Community boards enable a focus on local solutions. There are 16 boards across the county. They bring together councillors and local communities to help solve local issues, take local decisions and influence local service design and delivery.

Inform, consult and involve

We believe engagement should be meaningful, timely, inclusive and direct. We want local people to help shape any proposals that affect the services they use or the areas where they live and work. We want to hear the voices of those most affected. It is important to us that local people - including the young, community groups, businesses, partners and staff - are involved, working together on developing and testing solutions and services.

Councillors and committees

Being democratically accountable and having good governance is essential to any council. Our [web pages](#) show who your local councillors are, which meetings are coming up and decisions that are being taken. To make sure the council is open and transparent, agendas and minutes of meetings are available online, with many meetings being filmed or in public.

Customer focused

The council must have a strong customer focus with services that are easy for everyone to access. We want our residents to have a choice of how they engage with the council, including in places local to them. Some people will like to 'self-serve' online but others will still value talking to us face to face.

Our equalities commitment

Buckinghamshire Council is committed to equality of opportunity, fostering good relations, and eliminating discrimination, harassment and victimisation.

We recognise, respect and celebrate the fact that our staff and the people we serve are all from different backgrounds, whether this is our age, disability, race, family setting, gender, sexual orientation, religion or belief. We will work with our partners to promote equality, celebrate diversity, improve social inclusion and mobility and ensure fairness for everyone.

How to contact us

- Look at our website and access many of our services online:
www.buckinghamshire.gov.uk
- Call us:
0300 131 6000
- Write to us:
Buckinghamshire Council,
The Gateway,
Gatehouse Road,
Aylesbury,
HP19 8FF

Follow us on social media:



@BucksCouncil



BucksCouncil



Report for:	Shadow Executive
Meeting Date:	18th February 2020

Title of Report:	Dedicated Schools Grant and Schools Budgets 2020-21
Shadow Portfolio Holder	Anita Cranmer, Shadow Portfolio Holder for Education
Responsible Officer	Liz Williams, Head of Finance (Children's Services)
Report Author Officer Contact:	Liz Williams, Head of Finance (Children's Services) eawilliams@buckscc.gov.uk
Recommendations:	<p><i>The Shadow Executive is asked to agree the following proposals:</i></p> <ol style="list-style-type: none"> <i>1. To agree that the overall Dedicated Schools Budget should be set at the level of the allocated Dedicated Schools Grant (DSG) £472.25 million.</i> <i>2. To agree the proposed local funding formula for schools recommended by Schools Forum on 21st January 2020 as follows:</i> <ol style="list-style-type: none"> <i>a. Funding factors are 100% in line with National Funding Formula (NFF) values, including the national minimum per pupil funding level.</i> <i>b. Minimum Funding Guarantee (MFG) set at +0.5%, with a cost of £186k for the funding protection in 5 schools, without the requirement for capping of gains in other schools.</i> <i>c. No funding to be transferred to the High Needs Block</i> <i>3. To note the Central Schools Services budget proposed for 2020-21 with further savings required in future years in line with DfE funding reductions.</i> <i>4. To agree the High Needs budget proposed, including savings proposals, and agree that initial proposals for a recovery plan for the High Needs budget in future years be considered at the March meeting of Schools Forum</i> <i>5. To agree the Early Years budget proposed</i>

	6. To agree the actions to reduce the deficit in the DSG reserve by £1.264m in 2020-21, with further proposals for recovery of earmarked reserves to be considered and agreed at future meetings of Schools Forum.
Corporate Implications:	Financial implications are contained within the report
Options: (If any)	<p>No alternative options are included.</p> <p>The proposed budget and local school funding formula have been developed in consultation with the Buckinghamshire Schools Forum and in line with the DfE Operational Guidance for Schools Funding in 2020-21.</p> <p>Schools Forum confirmed that the principles to be applied to the local schools funding formula should be the same as in 2019-20 in order that the Buckinghamshire formula should move towards the National Funding Formula proposed by the DfE.</p> <p>A consultation was held with schools to determine the level of Minimum Funding Guarantee to be included in the funding formula and the outcome of this consultation has been taken in to account in developing these proposals.</p>
Reason:	<p>The proposed budget and local schools formula enable a balanced budget to be set for 2020-21 including contributions to significantly reduce the projected deficit in the DSG reserve.</p> <p>For future years, the following areas of work will need to continue:</p> <ul style="list-style-type: none"> • Development of a recovery plan for high needs budgets; • Development of proposals for the reduction in central DSG spend in accordance with the proposed reduction in funding by the DfE in future years; and • Development of a recovery plan to reinstate the DSG reserve.

1. Purpose of Report

- 1.1 The purpose of this report is to seek approval from the Shadow Executive for the proposed local schools funding formula, and agreement to other Dedicated Schools Grant (DSG) funded budgets as recommended by Schools Forum. This meets the requirement from the Department for Education (DfE) for political ratification of the local schools funding formula prior to the allocation of budgets to individual schools.
- 1.2 The local authority works closely with the Buckinghamshire Schools Forum in developing proposals for the school funding formula and the other DSG budgets.
- 1.3 The report also includes an update on the current DSG reserve and proposals for reduction of the deficit in 2020-21.

2. Executive Summary

- 2.1 The purpose of this report is to seek approval for the local schools funding formula for Buckinghamshire. The report also seeks agreement for the other Dedicated Schools Grant budgets as recommended by the Buckinghamshire Schools Forum.
- 2.2 The *Operational Guidance on Schools Revenue Funding 2020 to 2021* sets the framework for the local schools funding formula in the context of the DfE's proposed National Funding Formula (NFF) for schools. The proposed funding formula for Buckinghamshire schools in 2020-21 mirrors the funding rates in the NFF. The report details the key changes for 2020-21 and the consultation process that has taken place to inform the recommendations from Schools Forum.
- 2.3 The local authority is required to agree the local funding formula for schools following consultation with Schools Forum and must ensure political ratification of the formula before funding can be allocated to schools. The DfE will check the formula for compliance with the operational guidance and will check that political ratification has been confirmed. The local schools formula is used to calculate funding allocations for maintained primary and secondary schools and academies within Buckinghamshire.
- 2.4 The proposals included within this report have been recommended by Schools Forum following the meetings on 3rd December 2019 and 21st January 2020. The proposals take into account the DfE operational guidance for schools, high needs and early year funding and the announcement of the schools funding settlement on 19th December 2019, including the mandatory minimum funding per pupil levels.
- 2.5 Appendix 1 to this report details the proposed funding factors and rates for 2020-21 with the 2019-20 rates as a comparator. Allocations on a school by school level are published in the [Schools Forum](#) papers for 21st January 2020.
- 2.6 The report also details the key issues for consideration for the other DSG blocks, in particular the pressures on the High Needs Block that have resulted in a projected deficit against the DSG reserve for 2019-20. Whilst DfE guidance requires local authorities to carry forward a deficit against DSG budgets without utilising general fund reserves to offset, this does present a financial risk for the local authority.
- 2.7 A number of actions are proposed to reduce the deficit against the DSG reserve and further actions will be required in future years to ensure the reserve can be reinstated.

3. Dedicated Schools Grant (DSG) and the Local Funding Formula for Schools

Dedicated Schools Grant – Overview

- 3.1 The DSG allocation to Buckinghamshire Council for 2020-21 was announced on 19th December 2019 and totals £472.25 million.
- 3.2 DSG is allocated in 4 blocks and the allocation for 2020-21 is broken down as follows:

DSG Blocks 2020-21	Schools		Central School		Total DSG £m
	Block £m	High Needs £m	Services £m	Early Years £m	
DfE allocations (Dec. 2019)	343.63	90.06	6.45	32.10	472.25

- 3.3 The Schools Block allocation for 2020-21 is £343.63 million. It is the Schools Block Funding that is allocated to mainstream schools via the local schools funding formula. The Schools Block is ringfenced, although local authorities do have the flexibility to transfer up to 0.5% of the Schools Block to support other funding blocks within DSG in consultation with all schools and with the agreement of Schools Forum. For 2020-21 no transfer of funding between blocks has been agreed by Schools Forum.
- 3.4 The *Operational Guidance on Schools Revenue Funding 2020 to 2021* outlines the criteria for local funding formulae for schools in the context of the proposed National Funding Formula (NFF). The guidance confirms that local authorities are responsible for setting their own local funding formula for schools in 2020-21. The local authority is responsible for making the final decisions on the formula after consultation with schools and agreement of the formula by the Schools Forum. The local formula is used to calculate the funding allocations for maintained primary and secondary schools and academies within Buckinghamshire.

The Local Funding Formula for Schools

- 3.5 In 2017 the DfE consulted on its intention to move towards a National Funding Formula (NFF) for schools, and to use that formula as the methodology for distributing funding to local authorities from April 2018. Local authorities retained the responsibility for setting their own local school funding formula however the DfE has continued to emphasise its intention to move towards a single formula for the allocation of funding to all mainstream schools across the country.
- 3.6 Following the confirmation of the NFF by the DfE, a consultation was held with Buckinghamshire schools in November 2017 on the proposed local funding formula for schools. The outcomes from that consultation showed strong support for the adoption of the NFF factors in the local funding formula from April 2018. This was in line with decisions made in most local authorities.
- 3.7 The local funding formula for schools is considered each year by Schools Forum in order to make recommendations to the local authority. In December 2019 Schools Forum confirmed that the agreed principles should continue to apply so that the local formula for Buckinghamshire reflects the factors included in the NFF for 2020-21.
- 3.8 The operational guidance for 2020-21, and the indicative funding settlement for 2020-21, included the requirement for a mandatory minimum funding level per pupil and also increased the allowable level of the Minimum Funding Guarantee (MFG) which now ensures that all schools are guaranteed a minimum level of increase in funding per pupil. The MFG is a protection factor in the formula and the majority of schools will receive in excess of this level of increase.
- 3.9 A consultation was held with Schools in November 2019 on the principles of continuing to move towards the NFF, and on the level of the MFG. Following that

consultation Schools Forum agreed to implement the level of MFG, within the allowable range, that would bring the most schools on to the national funding formula rates. The proposed MFG level is therefore +0.5% per pupil. Five schools will receive protection through the minimum funding guarantee at a cost of £186k. In previous years it has been necessary to cap the highest gaining schools in order to fund the MFG protection. In 2020-21 the MFG protection is affordable without capping being required.

- 3.10 Mandatory minimum per pupil funding levels are set at £3,750 per pupil for primary schools and £5,000 per pupil for secondary schools. The majority of Buckinghamshire schools receive in excess of these minimum per pupil levels.
- 3.11 Schools Forum considered the proposed funding formula on 21st January 2020 and recommended that:
- a. The funding formula for Buckinghamshire schools reflects the published NFF rates (funding rates are detailed in Appendix 1).
 - b. The minimum funding guarantee is set at +0.5%, resulting in 5 schools continuing to receive protected funding. No schools are required to have their funding capped to pay for the protection.
 - c. No funding is transferred out of Schools Block into any other funding block

Other Dedicated Schools Grant Budgets

- 3.12 Proposals for DSG block budgets are detailed in the [Schools Budget Proposals](#) report to Schools Forum on 21st January 2020 and are summarised below.
- 3.13 Central Schools Services Block
- 3.13.1 Whilst the responsibility for the agreement of the local funding formula for schools rests with the local authority, Schools Forum is responsible for agreeing spend within the Central Schools Services Block. The Central Schools Services block funds local authorities to carry out central functions on behalf of maintained schools and academies.
 - 3.13.2 The Central Schools Services Block allocation for 2019-20 is £6.454 million, this is a decrease of £0.930m compared with the previous year resulting from the DfE's policy to reduce funding for historic commitments within the central block. Whilst it has been possible to set a balanced budget for the Central Schools Services Block in 2020-21 further savings will need to be considered in future years in order to meet reductions in funding. The historic commitment element of the Central Schools Services Block funds costs relating to the Early Years Service (brought in from the Buckinghamshire Learning Trust) and Premature Retirement Costs for staff in schools.
 - 3.13.3 Schools Forum agreed the proposals for the Central Schools Services budgets on 21st January 2020. These proposals include utilisation of £0.844 million to contribute to replenishing the DSG reserve which is projected to be in deficit at the end of 2019-20.
- 3.14 High Needs Block

- 3.14.1 The local authority is responsible for setting the high needs budget and must consult with Schools Forum as part of that process. The High Needs Block is utilised to fund support for pupils with special educational needs and disabilities (SEND).
- 3.14.2 The High Needs Block allocation for 2020-21 is £90.06 million. This is an increase of £7.5 million on the current year. This increase in funding is welcomed by the local authority however the government has not confirmed its continuation into future years. In order to balance the budget for 2020-21 Schools Forum has agreed a number of priorities for the reduction in spend. These are outlined in the Schools Forum reports for the January 2020 meeting.
- 3.14.3 Whilst it is possible to set a balanced budget for 2020-21, utilising all of the additional funding, a recovery plan will be required in order to maintain high needs spend within the funding allocation this year, and in future years. Demand for support for pupils with special educational needs and disabilities (SEND) continues to increase and the Council's DSG reserve is projected to be exceeded in 2019-20.
- 3.14.4 The Council will continue to work with schools and with Schools Forum in respect of allocation of high needs funding and to develop an agreed recovery plan for the High Needs Block. Pressures against the High Needs Block are a national issue and many local authorities are now reporting deficits against their high needs budgets.

3.15 Early Years Block

- 3.15.1 The local authority is responsible for setting the early years budget and must consult with Schools Forum as part of that process. The early years block is utilised to fund the free entitlement for 15 hours early education and childcare for 3 and 4 year olds and for vulnerable 2 year olds, and the additional 15 hours for 3 and 4 year olds for eligible working parents.
- 3.15.2 It is a DfE requirement that 95% of the early years block for 3 and 4 year olds is passed directly to early years settings through the local early years funding formula. The remaining 5% funds central services within the local authority to support and administer the free entitlement process. The local authority also applies the 95% pass through to funding for 2 year olds.
- 3.15.3 The Early Years block allocation for 2020-21 is £32.1 million which includes an increase of £0.08 in the hourly rate. It was recommended by Schools Forum on 21st January 2020 that the budget should be set at this level with 95% of the allocation passed to Early Years settings as required by the DfE. It was further agreed that the Early Years Forum would consider any minor changes to the Early Years Single Funding Formula whilst remaining within the Early Years Block total.
- 3.15.4 The Early Years Forum met on 22nd January 2020 and made no further amendments to the proposed formula.

3.16 The recommendations in relation to the other DSG blocks are therefore as follows:

- a. To note that the budget for Central Schools Services is set at £6.454 million, in line with the funding allocation. The proposed budget includes the allocation of £0.844 million to contribute to the DSG reserve.
- b. To agree that the budget for High Needs is set at £90.06 million, in line with the funding allocation and that Schools Forum consider proposals for a recovery plan for high needs budgets in order to manage demand within available funding in future years.

- c. To agree that the budget for the Early Years block is set at £32.1 million in line with the funding allocation and that the DfE requirement for 95% of funding to be passed to settings through the local Early Years Funding Formula is complied with.

DSG Reserves

- 3.17 It is projected that in the current financial year (2019-20) the DSG reserve will be exceeded by £1.48 million. The deficit is largely due to pressures within the high needs budgets which have led to an overspend of £3.4 million in the current year. Demand for support for pupils with SEND continues to increase both in terms of numbers of pupils requiring support and the complexity of need.
- 3.18 Since 2019-20 the DfE has set the principle that the DSG is ring-fenced and any deficit is to be carried on the reserve and not met from a Local Authority's General Fund. The DfE has recently formalised this position. Should the deficit be more than 1% of the DSG allocation, the Local Authority is to formally set out recovery plans to bring DSG back into balance. The 1% will be calculated on the latest published DSG allocations. For Buckinghamshire the 1% is a deficit of £4.4m for 2019-20.
- 3.19 Despite the principle that Local Authorities are able to carry forward a deficit in DSG reserve, it is essential that a recovery plan is developed so that the Council does not continue to have a deficit position against the DSG budget.
- 3.20 The budget proposals for 2020-21 include a proposal to transfer £0.844 million from the central schools services block to the DSG reserve. It is further anticipated that the projected overspend of £0.420 million against the early years block in 2019-20 will be repaid by the DfE once the 2019-20 DSG allocation is updated for the January 2020 early years census. These two actions will reduce the deficit by £1.264 million, leaving a deficit of £0.216 million still to be recovered.
- 3.21 Schools Forum has recommended that a recovery plan be developed to ensure that the deficit in the DSG reserve can be recovered by the end of 2020-21 and that previously earmarked amounts within the reserve can be reinstated. This recovery plan is likely to be a multi-year plan meaning that the Council will be carrying a negative DSG reserve into the 2020-21 financial year. Whilst this is allowable within the DfE operational guidance it is a risk to the local authority in managing the pressures within the High Needs Block in particular.
- 3.22 It is proposed that the following amounts be allocated to the DSG reserve in order to reduce the deficit to be carried forward to 2020-21:
 - a. £0.844 million unallocated funding from central schools services block
 - b. £0.420 million expected additional DSG allocation arising from the January 2020 early years census. The 2019-20 DSG settlement will be adjusted to reflect higher take up of early years places, however this adjustment will be after the end of the financial year.

4. Financial Implications

4.1 Included within the report.

5. Legal Implications

5.1 The Operational Guidance on School Revenue Funding 2020 to 2021 has been followed. The proposed local funding formula will be checked for compliance by the Education and Skills Funding Agency (ESFA) prior to budgets being issued to schools.

6. Other Key Risks

6.1 The key risks associated with the DSG budgets in 2020-21 are as follows:

Risk	Mitigation
<p>School Funding Formula: If the DfE does not agree to the funding formula proposed by the local authority then school budgets would need to be recalculated and statutory deadlines for issuing schools budgets would not be met.</p>	<p>The proposed formula is in line with the DfE's proposals for the national funding formula including the mandatory minimum per pupil funding levels and other mandatory funding factors. The proposed formula has been submitted by the DfE deadline and political ratification scheduled within agreed timescales.</p>
<p>High Needs Budgets If demand for support for pupils with SEND continues to increase at the same rates as in 2019-20 then there is a risk that high needs budgets will continue to overspend and the level of deficit in the DSG reserve will increase</p>	<p>Additional funding of £7.5 million has been included in the proposed budget for 2020-21 Mitigating actions to reduce costs within the High Needs Block include:</p> <ul style="list-style-type: none"> • Revised and improved decision making processes in agreeing Education, Health and Care Plans • Increase support for mainstream schools to meet needs at an earlier stage, for example, the implementation of a tool to support schools in identifying and supporting speech and language needs • Support for schools in defining Ordinary Available Provision to meet needs within mainstream schools • Increased partnership working between special schools and mainstream schools to share expertise and good practice
<p>DSG Reserves If DSG reserves cannot be reinstated then there is a risk to the local authority in continuing to carry forward a DSG deficit</p>	<p>Plans are included within the proposed budget to transfer £1.264m back to the DSG reserve. This will leave a small deficit at the start of 2020-21. Further recovery measures will be developed with Schools Forum to reduce the deficit in future years.</p>

7. Dependencies

- 7.1 It is a statutory requirement to issue budgets to mainstream schools by 28th February preceding the start of the financial year. Political ratification of the local funding formula is required prior to the DfE confirming that the formula is compliant with schools funding regulations, and prior to any budgets being issued to schools.

8. Consultation

- 8.1 Schools Forum has considered the proposals and recommends the proposed formula and other DSG budgets. Full details are set out in the Schools Forum papers and minutes from the meetings of 3rd December 2019 and 21st January 2020.
- 8.2 A consultation was held with all schools in November 2019 on the principles to be applied to the local funding formula for schools and on the level of the minimum funding guarantee.

9. Communications Plan

- 9.1 Once the ESFA have agreed the formula is in compliance with the guidance schools will be notified of their budget allocations in line with the statutory timescales.

10. Equalities Implications

- 10.1 The factors to be used in the proposed schools funding formula are the same as those used in the government's proposed national funding formula for schools. The DfE carried out an Equalities Impact Assessment of the national funding formula at the time of consultation in 2016-17. This can be accessed via the following [link](#).
- 10.2 A further assessment has been carried out by the DfE to assess any impact on protected groups as a result of the policy changes for 2020-21. These include the minimum funding level per pupil. The outcome of the further impact assessment can be accessed via the following [link](#).

11. Data Implications

- 11.1 Data Protection Impact Assessment is not required. The allocation of school funding is based on anonymised pupil census data provided by the DfE at overall school level.

12. Next Steps

- 12.1 Funding allocations will be issued to mainstream primary and secondary schools by the statutory deadline of 28th February 2020.
- 12.2 Further work will take place to develop recovery actions to enable the Dedicated Schools Grant to be managed within the funding allocation in future years. This work will include development of plans to reduce spend within the High Needs Block and to reinstate levels of DSG reserves.

Background Papers	<p>School Budget Proposals and Revenue Budget Monitoring Reports presented to Schools Forum meetings on 3rd December 2019 and 21 January 2020</p> <p>https://democracy.buckscc.gov.uk/ieListDocuments.aspx?CId=461&MIId=12372&Ver=4</p> <p>https://democracy.buckscc.gov.uk/ieListDocuments.aspx?CId=461&MIId=14540&Ver=4</p> <p>Operational Guidance published by DfE on revenue funding for schools for 2020 to 2021:</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/831848/Schools_operational_guide_2020_to_2021.pdf</p>
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Glossary of Terms from Appendix 1

A glossary of the terms used in Appendix 1 is as follows:

AWPU – Age Weighted Pupil Unit (unit of funding allocated per pupil to schools)

KS3/4 – Key Stage 3 and Key Stage 4

FSM – Free School Meals

FSM6 – Free School Meals Ever 6 – this data counts all pupils who have been eligible for Free School Meals in the last 6 years

IDACI – Income Deprivation Affecting Children Index

EAL – English as an Additional Language

MFG – Minimum Funding Guarantee

MFL – Minimum Funding Level (per pupil)

Illustrative Funding Rates Funding Factors	2019/20 Final Budget Rates	2020/21 Indicative Model 1 (0.5% MFG)	2020/21 Final Model 1 (0.5% MFG)
Scaling factor (% of NFF)	99.17%	100.00%	100.00%
Primary AWPU	£ 2,800.83	£ 2,938.80	£ 2,938.80
KS3 AWPU	£ 3,938.35	£ 4,133.04	£ 4,133.04
KS4 AWPU	£ 4,471.77	£ 4,691.58	£ 4,691.58
Primary MFL	£ 3,470.99	£ 3,750.00	£ 3,750.00
Secondary MFL	£ 4,760.22	£ 5,000.00	£ 5,000.00
Primary FSM	£ 448.62	£ 462.88	£ 462.88
Secondary FSM	£ 448.62	£ 462.88	£ 462.88
Primary FSM6	£ 550.58	£ 576.03	£ 576.03
Secondary FSM6	£ 800.39	£ 838.33	£ 838.33
Primary IDACI band F	£ 203.92	£ 216.01	£ 216.01
Secondary IDACI band F	£ 295.68	£ 308.59	£ 308.59
Primary IDACI band E	£ 244.70	£ 257.16	£ 257.16
Secondary IDACI band E	£ 397.64	£ 416.60	£ 416.60
Primary IDACI band D	£ 367.06	£ 385.74	£ 385.74
Secondary IDACI band D	£ 525.09	£ 550.32	£ 550.32
Primary IDACI band C	£ 397.64	£ 416.60	£ 416.60
Secondary IDACI band C	£ 570.98	£ 596.61	£ 596.61
Primary IDACI band B	£ 428.23	£ 447.45	£ 447.45
Secondary IDACI band B	£ 611.76	£ 642.89	£ 642.89
Primary IDACI band A	£ 586.27	£ 617.18	£ 617.18
Secondary IDACI band A	£ 825.88	£ 864.05	£ 864.05
Primary Low Attainment	£ 1,042.03	£ 1,095.49	£ 1,095.49
Secondary Low Attainment	£ 1,580.38	£ 1,656.09	£ 1,656.09
Primary EAL	£ 525.09	£ 550.32	£ 550.32
Secondary EAL	£ 1,412.14	£ 1,481.32	£ 1,481.32
Primary Mobility	£ 508.50	£ 900.05	£ 900.05
Secondary Mobility	£ 508.50	£ 1,285.79	£ 1,285.79
Lump Sum	£ 112,155.88	£ 117,675.27	£ 117,675.27
Sparsity Primary (up to)	£ 25,489.97	£ 26,744.38	£ 26,744.38
Sparsity secondary (up to)	£ 66,273.93	£ 69,535.39	£ 69,535.39
MFG	-1.50%	0.50%	0.50%
Capping	3.13%	7.92%	No Cap
Fringe uplift where applicable	1.56%	1.75%	1.75%

All funding rates include the Area Cost Adjustment (ACA)

No. of Schools Protected	28	4	5
No. of Schools Capped	50	19	0

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Report for:	Shadow Executive
Meeting Date:	18 February 2020

Title of Report:	Constitution
Shadow Portfolio Holder	Cllr Martin Tett
Responsible Officer	Sarah Ashmead, Deputy Chief Executive & Monitoring Officer
Report Author Officer Contact:	Maria Damigos, mdamigos@aylesburyvaledc.gov.uk
Recommendations:	<ol style="list-style-type: none"> 1. That the Shadow Executive approve the Scheme of Delegation (subject to any required amendments) in relation to delegations of executive functions 2. That the Shadow Executive recommend the draft Constitution (subject to any recommended amendments) to the Shadow Authority for adoption as the Constitution of Buckinghamshire Council 3. That delegated authority is given to the Monitoring Officer, in consultation with the Leader, to make any minor changes, including clarifications, and necessary textual revisions to the draft Constitution to ensure that the separate sections of the Constitution are consistent, work together as a whole and reflect any changes to legislation 4. That the Shadow Executive recommend that Shadow Authority give delegated authority to the Monitoring Officer in consultation with the Leader as per 3. above in relation to the approved Constitution up to and including 31 March 2020 5. That the operation of the Constitution is reviewed in April 2021
Corporate Implications:	Section 9P of the Local Government Act 2000 requires every local authority to prepare a constitution and keep it up to date. There are no direct budget implications arising from this report.
Options: (If any)	Buckinghamshire Council is legally required to have a constitution. Member views on the draft Constitution have been obtained. Areas still to be resolved are highlighted within the report.
Reason:	Amendments to any areas or matters still to be resolved can be incorporated into the draft. Textual amendments will still be required and are appropriate for delegated authority to the Monitoring Officer in consultation with the Leader.

1. Purpose of Report

- 1.1 To put in place the Constitution of Buckinghamshire Council prior to vesting day on 1 April 2020.

2. Executive Summary

- 2.1 The arrangements for the transition from the existing district and county council to the new Buckinghamshire Council are set out in the Buckinghamshire (Structural Changes) Order 2019 (the SCO).
- 2.2 One of the requirements of the SCO is that the Shadow Authority must formulate proposals for the executive arrangements that are to be operated by Buckinghamshire Council. The SCO requires that these proposals are for a leader and cabinet executive within the meaning of 9C(3) of the Local Government Act 2000.
- 2.3 A Constitution Members Working Group was established to oversee the development of a draft Constitution. The Members Working Group was chaired by Councillor Martin Tett. The draft Constitution has been developed by officers from across the five predecessor councils led initially by the interim Monitoring Officer and then the Monitoring Officer, overseen by the Members Working Group.
- 2.4 The Members Working Group met a number of times to discuss and guide development. Two earlier versions of the document were also circulated to Workstream leads across all areas of the five current councils as well as to the Member Working Group. Members of the Shadow Executive have also provided feedback on version 10 of the document.
- 2.5 The draft Constitution is available at Appendix 1. Although the document is navigable via the contents page you may need to adjust the view settings on your browser. In addition the diagrams within the document may not be fully accessible at this time. Cross-referencing, document links (both inside and outside the document), some formatting and some paragraph numbering also need to be finalised after final amendments are incorporated.
- 2.6 Areas or matters still to be resolved are detailed within the body of this report.

3. Content of Report

Structure of the Consttution

- 3.1 The draft Constitution is divided into 10 parts: summary; public participation; Council; committees; Cabinet; joint arrangements; scrutiny; councillors; officers; and interim arrangements.
- 3.2 Each part contains all relevant explanations and rules. For example the roles, responsibilities and procedures for Council, Cabinet and committees are all set out separately under their relevant part. The scheme of delegation is detailed within Part I - Officers.

Scheme of delegation (Part I)

- 3.3 The scheme of delegation to officers deals with all delegations (ie for both executive and non-executive functions). It delegates by exception. Therefore the general delegation gives powers to deal with all matters within the area of responsibility subject to limitations and exceptions.
- 3.4 The general powers in relation to staffing, finance, legal and contracts are given some detail and for clarification details of the general powers within the planning and highways responsibilities are also set out.
- 3.5 Delegations in relation to High Speed Rail are specified to ensure that Buckinghamshire Council does not lose its qualified authority status (see paragraphs 2.18 and 2.19).
- 3.6 There are general limitations requiring consultation with members when exercising delegated powers where appropriate. It is considered that as harmonisation across departments or service areas will take some time this allows flexibility for members and directors to decide when this should occur and change requirements as harmonisation progresses. This qualification is also detailed in the legal exceptions – for example there are currently differing procedures for authorisation of enforcement action across the different councils and this therefore allows flexibility in relation to minor matters. Being able to delegate further also means that urgent matters will not be held up.
- 3.7 The legal advice provided was also that all formal legal action taken in Court should be via Legal Services as should any instructions to external legal advisers including Counsel. If appropriate these delegations can be further delegated by the Service Director.
- 3.8 Although not a delegation itself, the requirement to produce written records and publicity has been included in the scheme of delegation as it relates to how delegations will be exercised. It is anticipated that the vast majority of decisions will be published under existing procedures including in registers (eg planning applications). These provisions reflect current legal requirements.
- 3.9 Items or matters still requiring resolution:

Joint Arrangements

- 3.10 Joint arrangements between one or more of the predecessor councils and external agencies or bodies which are to be included in the Constitution cannot be unilaterally changed by Buckinghamshire Council in relation to membership or any other terms of reference.
- 3.11 As such the current terms of reference may not be relevant to Buckinghamshire Council and it is suggested that they are not reproduced within the Constitution at this time to avoid confusion. However neither can updated terms of reference be included until they are formally agreed by all parties.
- 3.12 All such bodies have been contacted for arrangements to be made to update the terms of reference where appropriate. It is proposed that the Constitution therefore includes links to external websites giving access to the terms of reference but not setting them out in the Constitution.

Planning

- 3.13 The terms of reference of the Strategic Sites Committee and the Area Planning Committees are included within the constitution. It is good practice to produce local guidance about the operation of the planning committees and a separate Planning Protocol will therefore be produced as an appendix to the constitution. This will be a guidance document only and not a formal part of the constitution. At the time of writing this report, the draft Planning Protocol is being refined further in terms of tone and focus. It is intended that the draft will be finalised in agreement with the Leader and the Portfolio Holder for Planning prior to referral to the Shadow Authority.

Settling legal actions

- 3.14 The legal exceptions chart (section 2.29 in Part I) gives authority to the Service Director Legal and Democratic Services to settle legal proceedings or processes.
- 3.15 The Shadow Executive should note that this figure has been set at £500,000 to be consistent with land and property thresholds after which the decision will be referred to Cabinet. Other circumstances could make this a key decision notwithstanding a proposed settlement is below £500,000 in which case the decision would still be referred to Cabinet.

Proper Officers

- 3.16 The list of Proper Officers is contained in Part I. These have not all been designated but any updates to a designation would be a minor change which can be made by the Monitoring Officer under delegated powers. Any un-specified roles would fall to the Chief Executive.

General

- 3.17 The draft Constitution has been prepared on the basis of best practice by the predecessor councils and local government guidance. It is however recommended that the operation of the Constitution is reviewed after one year and updated as necessary to ensure that it is applicable and practical for Buckinghamshire Council and its residents.

4. Financial Implications

- 4.1 There are no direct financial implications arising from this report.

5. Legal Implications

- 5.1 These are detailed within the body of this report.

6. Other Key Risks

- 6.1 Buckinghamshire Council is required to have a constitution from 1 April 2020.

7. Dependencies

7.1 None save as detailed within the report and that communications to all officers and members as well as training on the new procedures will be required.

8. Consultation

8.1 As detailed in the Executive Summary.

9. Communications Plan

9.1 An update and summary for officers and members will be required. This will need to include reference to where the adopted Constitution can be accessed, what is included, how to find relevant sections and its requirements from 1 April 2020. A gap analysis of where these are different from predecessor councils to inform targeted briefing notes and/or training is also suggested.

10. Equalities Implications

10.1 The document is a reference tool and will not itself have a direct impact on groups with the protected characteristics. However as a reference tool it must comply with accessibility requirements. The current document will be updated to ensure this is the case. Equalities implications will be kept under review and updates provided if there is any change.

11. Data Implications

11.1 None – the draft Constitution is a reference tool and does not have any direct implications on personal data.

12. Next Steps

12.1 Subject to the views of the Shadow Executive both generally and in relation to relevant outstanding items, the draft Constitution will be recommended to a meeting of the full Shadow Authority. A Scheme of Member Allowances will be recommended at the same meeting.

12.2 Once approved and all amendments (if any) and updates made, accessibility issues will be addressed and training and communications rolled out.

Background Papers	Buckinghamshire (Structural Changes) Order 2019 Local Authorities (Executive Arrangements)(Meetings and Access to Information) Regulations 2012 Local Government Act 1972
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CONSTITUTION

Buckinghamshire Council

12 February 2020

V0.12

Version	Date	Author	Description of amendments
0.1	28 Nov 2019	Cath Whitehead	Version as submitted by Cath to CIG on 20 Nov 2019
0.2	6 Dec 2019	Sue Markham	Updated to include corrections and clarifications, reflect comments from sub-workstream members and include additional sections.
0.3		Maria Damigos	Updated to reflect comments from Monitoring Officer and clarify position for comment from other senior officers/members
0.4		Maria Damigos	Updated to reflect comments and amendments from workstreams
0.5		Maria Damigos	To reflect comments and amendments from Monitoring Officer
0.6	13 Jan 2020	Charlie Griffin	Renumbering paragraphs
0.7	24 Jan 2020	Maria Damigos	Updates from MWG and workstream feedback
0.8	27 Jan 2020	Maria Damigos	Updates from MO and legal
0.9	30 Jan 2020	Maria Damigos	Ongoing updates
0.10	6 Feb 2020	Maria Damigos	Ongoing updates
0.11	7 Feb 2020	Jack Pearce	Reformatted
0.12	12 Feb 2020	Maria Damigos	Final updates

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Glossary

This glossary explains key terms used in the Council's Constitution but is not part of the Constitution.

Adjourned

To suspend (i.e. a meeting) with the intention to resume it later.

Annual Governance Statement

A public statement which reviews how well the council has kept to its own governance rules.

Annual Statement of Accounts

See Statement of Accounts.

Anti-Fraud and Corruption Strategy

The Council's strategy for protecting its valuable resources which describes the expectations and practices to avoid their loss.

Asset Management Strategy

The Council's approach to getting the best possible value and revenue from things it owns (assets), such as buildings, land, roads and technology.

Approved Supplier List

A list of suppliers which have met specific criteria to enable them to provide particular goods or services to the Council.

Balance Sheet

A statement of the Council's assets, liabilities, and capital at a particular point in time which details the balance of the Council's income and expenditure over the preceding period.

Budget

Every year the council puts a financial plan or budget in place. This shows how and where the council will spend money to provide services and deliver the aims which it set out in its corporate plan. It also sets the level of council tax which it will charge in the next financial year. All councils must have a balanced budget.

Cabinet

Also known as the Executive, the Cabinet is the Council's strategic decision-making body responsible for making the majority of decisions - "Executive Decisions" - for which the Council is responsible. The Cabinet is made up of the Leader and up to nine other elected councillors, including up to two Deputy Leaders, who are appointed and led by the Leader of the Council

Cabinet Member

An elected councillor appointed to the Cabinet by the Leader. Some Cabinet Members are assigned responsibility for a specific 'portfolio' and are sometimes referred to as 'portfolio holders'. Cabinet Members can also make key decisions which are included on the Forward Plan.

Capital and Investment Strategy

The Council's medium to long term plan for investing in its asset base.

Capital Programme

Part of the Medium Term Financial Plan which sets out capital projects approved by full Council over a medium term, multi-year period.

Chairman of the Council

The Chairman of the Council is an elected councillor who chairs meetings of the Council and carries out a variety of civic and ceremonial duties. The Chairman is elected to be the Chairman by the other councillors, usually at the Council's Annual Meeting in May. The Chairman cannot be a Cabinet Member and is assisted in their work by the Vice-Chairman.

Chief Executive

The Council's most senior Officer who is responsible for the management and direction of the Council's Officers. The Chief Executive line manages the Council's Corporate Directors and is accountable to the Leader of the Council, the Cabinet and the Council as a whole. The Chief Executive is designated as the Council's Head of Paid Service and is one of the Statutory Officers.

Chief Finance Officer

The Chief Finance Officer (CFO) is a Statutory Officer.*. The CFO is responsible for managing the council's finances and providing expert financial advice to the council. The CFO must be a qualified accountant and balancing the Council's budget each year is one of their major responsibilities. This officer is referred to as the Section 151 Officer throughout this Constitution.

** Section 151 of the Local Government Act 1972 requires every Council to have a Chief Financial Officer.*

Clear Days

Does not include the starting or finishing day. Example: for 5 clear days notice: do not include the day when notice was given. If this was on a Tuesday, time starts to run on Wednesday. Notice would not be completed until 12.01am the following Monday. If clear working days are used Saturday, Sunday or bank holidays would not be counted.

Code of Conduct (Councillor Code of Conduct / Officer Code of Conduct)

A set of rules which elected and co-opted councillors and officers must follow.

Commercial Agreement

A type of contract by way of which goods, services or other tasks are provided or undertaken for consideration (usually money).

Commissioning

Within the Council, the process of specifying, securing and monitoring service delivery by and from a provider- usually from outside the Council (i.e. a contractor).

Committee

A Committee is a formal group of elected councillors whose remit, terms of reference and operating rules are set out in the Council's Constitution. There are many different committees at Buckinghamshire Council. Each one makes decisions about a specific area of responsibility – for example planning or licensing.

Community Infrastructure Levy (CIL)

A levy which the Council can charge developers for specified new developments within parts of Buckinghamshire to help us deliver the infrastructure needed to support development in that area.

Confidential Information

In relation to meetings and reports this is information which the Council has received from a Government department on terms but which it cannot disclose publicly

It can also be information which the Council cannot disclose due to a court order or legislation or information which is not in the public domain, is information which you would expect to be kept out of the public domain and was given to the Council in such a way that made it clear it was meant to be kept confidential.

Constitution

A governance document, or 'rule book', which sets out how the council is run, how decisions are made and how it complies with the law.

Contingent Liability

A liability which may be incurred by the Council dependent upon a future uncertain event, eg a court case.

Contract

An agreement which: may be oral, written, partly oral and partly written or implied from conduct between the Council and another person; gives rise to obligations which are enforceable or recognised by law (i.e. legally binding); and commits the Council to paying or doing something.

A reference to a contract may also include a contract to which the Contract Procedure Rules apply and a "call off contract" means an order made or call off contract entered into under a Framework Agreement.

Contractors

See suppliers.

Contract Management

The process of ensuring the contract results in the benefits and outcomes envisaged and that the advantages secured during the tendering phase are realised and improved through further proactive performance management during its term.

Contract Management System

The IT system and associated processes used to support supplier and contract management, providing visibility and a single view of all Council contracts. It is the Council's contract register.

Contract Procedure Rules

The part of the Constitution that sets out the procedures to be followed when seeking to establish a contract with an external supplier.

Corporate Director

The Council's most senior officers report directly to the Chief Executive and are accountable to Members and the Cabinet. These posts include the statutory Director of Adult Social Services (DASS) and the Director of Childrens Services (DCS).

Council

The term often used to refer to the whole organisation (i.e. councillors and officers); but see Full Council below. Buckinghamshire Council is led by councillors who are elected by the public. They set the priorities and the budget for the organisation. Staff working for the council (officers) deliver the day to day operations. The word council is used to refer both to the organisation as a whole and specifically to the decision-making body.

Council Body

May include any Committee, Board, Panel or informal working group.

Council Tax

The income collected from residents based on banded property values and which funds a significant proportion of Council services.

Councillor

A councillor is elected and is a member of the Council. Councillors stand for election normally every four years and are accountable to the residents of a specific area (their electoral ward) but are responsible for making decisions for the entire Council area. Councillors do not have to be a member of a political party, but most do; those who do not are known as 'un-grouped' or 'independent' councillors.

Councillor Call for Action

The Councillor Call for Action allows councillors to refer matters of concern within the community to the relevant Board or Committee. The aim of this opportunity is to provide councillors with additional powers that enable them to respond to local community concerns which have proved difficult to resolve.

Debt Management Strategy

The Council's strategy to manage and recover the sums of money it is owed.

Decisions

The choices and agreements made on a particular issue. The Council's Constitution sets out the rules on how formal decisions are to be taken in compliance with the law. The Constitution sets out decisions are to be recorded and published. (see also Key Decisions)

Development Plan

Means the Council's local plans and other documents that set out the policies and proposals for the development and use of land within the Council of Buckinghamshire.

Disclosable Pecuniary Interest

Means a financial interest as defined in 'The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012

Elected Member

See Councillor

Executive

See Cabinet

Exempt Information

In relation to meetings and reports this means information which can be withheld from the public. It must pass one of seven tests in order for it to be exempt and it must also be in the public interest to do so. If an item is deemed to be exempt during a public meeting, then members of the public and any press have to leave the meeting while exempt information is being discussed. We set out the rules in the Access to Information Procedure Rules at Part 5.4 of this Constitution (provide link).

EU Procurement Regulations

The Agreement on Government Procurement (GPA) entered into under the auspices of the World Trade Organisation; the European Community Treat (EU Treaty)* and any relevant regulations, directives or decisions of the European Community*; any Acts of Parliament or statutory instruments implementing the above for the time being in force in the United Kingdom; and any relevant judgements of the European Court of Justice* or UK courts.

*These will continue to be followed at the present time even though the United Kingdom has left the European Union.

External Auditors

An independent auditor appointed to review the Council's financial and management arrangements.

Financial Year

The financial year for the council is not the same as the calendar year. Our financial year starts on 1st April and ends on 31st March.

Financial Procedure Rules

The rules which set out how the Council will manage its financial affairs (in Part I of this Constitution).

Follow On Decisions

Means a decision on consequential matters following a decision to approve a Planning Application these include, but are not limited to: approval or discharge of planning conditions, legal agreements and non material amendments

Forward Plan

A list of the 'key decisions' the Council will make over the next one to four months. The forward plan also includes a summary of any reports which will be presented to the Cabinet. You can see the forward plan for Buckinghamshire Council [here](#)

Framework

A term used in different ways which refers to the way that the Council operates, for example, policy framework, commissioning framework, governance framework.

Full Council

The full council is all the councillors who make up Buckinghamshire Council. Full council meets throughout the year with the meeting being chaired by the Chairman. Full council takes specific decisions, including setting the budget. It also appoints committees to make decisions about specific issues such as planning and licensing.

Function

Within the Council, a function is a service which the Council provides or an activity which it undertakes, or which it has a duty to deliver; for example housing and education.

Head of Paid Service

The Head of Paid Service is a 'statutory officer' with overall responsibility for the employment of Council Officers (currently the Chief Executive).

Independent Person

The council has to have at least one designated independent person who is not a councillor or a member of staff. The independent person is consulted about complaints made against councillors and also about the dismissal of one of the council's statutory officers.

Key Decision

Key decisions are executive decisions (not those made by committee) and are defined in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) (Regulations) 2012 and are decisions which:-

- Result in the Council incurring expenditure which is, or making savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
- Are deemed significant in terms of their effect on communities living or working within the area of the Council.

The council has decided that other significant decisions will be treated as key decisions, described in Part 1 of this Constitution. There are rules that set out how key decisions must be taken which are in Part 5.4. Key decisions are taken by the Cabinet or a Cabinet Member under delegated authority.

Leader (of the Council)

Councillors elect a person who will be the leader of the council. Usually this is the leader of the largest political group on the whole council. The Leader of the Council is also the Leader of the Cabinet and will appoint up to nine other councillors to form the Cabinet to take Executive decisions on behalf of the Council. The Leader can appoint up to two Deputy Leaders from the councillors appointed to the Cabinet.

Legal Professional Privilege

Confidential communications between lawyers and their clients can be withheld from a court or from a third party using legal professional privilege.

Legislation

The Law which can be made by Parliament which takes the form of an Act of Parliament (a statute) or Statutory Regulations or By-laws which can be made by the Council.

Light Touch Rules

For procuring social services contracts - expand

Medium Term Financial Plan

Sets out the Council's budget (revenue and capital) over a period of more than one year; is linked to the Corporate Plan and Service Plans.

Member

See Councillor.

Minutes

The formal written record of a meeting. Minutes of Buckinghamshire Council meetings are available online at (*insert weblink)

Monitoring Officer

The Monitoring Officer is a 'statutory officer' responsible for the lawful and good governance of the Council, in particular the Constitution, decision-making and the conduct of councillors (including Town and Parish councillors) and officers.

Motion

A proposal for a discussion or debate.

Municipal Year

The period between annual meetings of the Council. The municipal year is not the same as the council's financial year, which starts on 1 April. The municipal year usually starts in May but is not a fixed date and as such the number of days in a municipal year varies slightly.

Natural Justice

The right of all parties to proceedings to a fair hearing before an impartial tribunal.

Officer

Someone employed by the council.

Permission in Principle (PIP)

Means an application by a developer to the Council to determine whether a housing development is acceptable in principle only and does not include technical details. A Permission in Principle is not a grant of planning consent.

Planning Applications

Means planning applications for full and outline consent as well as applications for reserved matters approvals and for the avoidance of doubt excludes Permission in Principle (PIP) and Related Matters.

Planning Officer

Means an employee of the Council tasked with processing and evaluating planning applications

Public Access

Means the Council's online portal for viewing and commenting on Planning Applications

Policy

A policy sets out a strategic objective for the council and provides a framework of principles and guidelines which staff must follow to achieve those objectives.

Policy Framework

Refers to the Council's strategies and policies as set out in Part C of this Constitution. Put in Link

Point of Order

Where a councillor considers that a breach of the Procedure Rules or legislation has occurred within a debate

Portfolio

Within the Council, a portfolio is a specific area of responsibility, for example housing. You can see the portfolios and who is responsible for each area (the Portfolio Holders) here

Procedure

The means by which a strategy or policy will be implemented or a process which must be followed.

Procurement

How the council identifies, sources, selects and manages the resources which it needs to buy in to deliver services or meet its strategic objectives.

Proper Officer

A term used to refer to the Council's lead Officer for a particular function. The list of Proper Officers is in Part I of this Constitution. (*link)

Quorum

The minimum number of attendees who have to be present at a meeting of the Council, a Committee or Sub-Committee etc to begin and / or conduct its business. If at any time a meeting is not quorate, its decisions at that time are not valid.

Related matters

Means applications for permitted development, prior approvals, advertisement consent, tree preservation orders, high hedges and listed building consent.

Representations

Members of the public can give their views on any Cabinet or Cabinet Member reports or on proposed decision by informing Democratic Services by the deadline outlined in the report

Reserves

Sums of money set aside on the Council's balance sheet. The Council has 'general reserves' and 'earmarked reserves' which are set aside for a specific purpose.

Scheme of Delegation

The Scheme of Delegation sets out how the Council and the Cabinet have delegated authority to a committee or another body or to an individual councillor or senior officer to exercise their powers or perform their functions. The officer Scheme of Delegation concerns those powers and functions delegated to officers. The Scheme of Delegation will also specify any limits on the delegated authority.

Section 151 Officer (S151 Officer)

See Chief Finance Officer.

Select Committee

Specialist committees which support and challenge the work of the Cabinet and help hold it to account. Select Committees comprise councillors who are not part of the Cabinet.

Standards Complaint

Refers to a complaint made against an elected or co-opted councillor or Town or Parish councillor that the councillor concerned has failed to comply with the relevant Councillor Code of Conduct.

Statement of Accounts

A document required by law which sets out the Council's financial position at 31st March each year and includes the Council's income and expenditure for a given financial year.

Statute

An Act of Parliament – the law.

Statutory

Required by law. Councils have statutory duties including preventing homelessness, managing community safety and determining planning applications.

Statutory Officers

The Council is required by law to appoint officers in certain key roles. The Statutory Officers are the Head of Paid Service; the Monitoring Officer and the Section 151 Officer. The Council must also appoint other officers including a Director for Children's Services and the Director for Adult Social Services, a Director of Public Health and a Scrutiny Officer. for full details see [here]

Sub-Committee

A group of elected councillors from the committee in question convened to undertake a particular task or perform a particular function. The sub-committee then reports back and is accountable to the committee.

Suppliers

Also known as 'contractors' suppliers are those parties which enter into a contract with the Council to provide goods or services.

Trading Account

Services which are funded by generating income from internal and external sources.

Treasury Management Strategy

The way in which the Council manages its cash, borrowing, lending and investments, and associated risks.

Virement

The movement of money from one budget heading to another.

Vires (intra vires / ultra vires)

A Latin word which means 'powers'. Within the Council vires concerns the power or lawful authority to make a decision, perform a function or undertake an action. A decision made, function performed or action undertaken will be 'intra vires' if the Council has the power and lawful authority to do it and 'ultra vires' if it does not.

Ward

A ward is an electoral area. Buckinghamshire Council has 49 wards, each with three councillors.

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Part A – Summary and Explanation

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1. Summary and Explanation

The Council's Constitution

- 1.1. Buckinghamshire Council has a Constitution which sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that decisions are efficient, transparent, and accountable to local people. Some of these processes are required by the law, while others are a matter for the Council to choose. The Council must operate in accordance with its Constitution and the rules set out there which the Council has agreed.
- 1.2. The purpose of the Constitution is to ensure that the Council's decision-making and governance arrangements support the corporate aims, objectives and priorities effectively and efficiently. It also ensures that the Council meets its legal duties.
- 1.3. The Council has chosen a Leader and Cabinet model of governance. This is explained below.

Corporate Objectives and Values

- 1.4. The Council's current corporate objectives, priorities and values are set out in its Corporate Plan.

Residents' Rights

- 1.5. The Council welcomes the participation of residents in its work.
- 1.6. Residents have several rights in their dealings with the Council. Some of these are legal rights, whilst others depend on the Council's own processes.
- 1.7. Residents have the right to:
 - a. Vote at local elections as long as they are registered and eligible to vote;
 - b. Contact their local Councillor about any matters of concern to them in their ward.
 - c. Contact the appropriate Cabinet Member about any matters of concern that relate to their portfolio;
 - d. Have access to the Constitution;
 - e. Attend all meetings of the Council, Cabinet, Select Committees, and other Committees except where exempt or confidential matters are being discussed (these are explained in the Access to Information Procedure Rules link);
 - f. Petition the Council on any matter relevant to the Council;
 - g. Find out what major decisions (referred to as Key Decisions) are to be discussed by the Cabinet, individual Cabinet Members and employees and what decisions are likely to be taken by Cabinet in private and when;
 - h. See reports and background papers, and any record of decisions made by the Council, Cabinet, select, and other committees, also individual Cabinet Members and executive decisions made by officers (except exempt and confidential information);
 - i. Complain to the Council through its complaints procedure about something they think the Council should have done that it has not done, something it should have done differently or something it has not done that it should have;
 - j. Complain to the Ombudsman after using the Council's own complaints process if they think the Council has not followed its procedures properly.

- k. Compliment the Council where the service they have received has been exceptionally good or speedy and which could help spread good practice across the Council;
- l. Complain to the Council's Monitoring Officer if they have evidence which they think shows that a Councillor (including a Town or Parish Councillor) has not followed their relevant Councillor Code of Conduct;
- m. Complain to the Council about any officers' actions or attitude; and
- n. Inspect the Council's accounts during the limited period of the audit each year and make their views known to the external auditor. The period when accounts are open to inspection is publicised in advance.

What's in the Constitution?

- 1.8. The Constitution is divided into 10 parts.
- 1.9. This part provides a summary and explanation of how the Council operates and sets out the basic principles about its procedures. There is more detail on this in the rest of the Constitution. Parts C to G set out the functions of the Council, Cabinet and Committees and how they operate. Part H deals with Councillors including the Scheme of Members Allowances which explains how the councillors are reimbursed for their time and expenses. Part I deals with officer matters. Part J relates to how the Council will operate during the interim period (from 1st April to 11th May 2020 inclusive).
- 1.10. Officers, councillors and committees must operate in accordance with the Scheme of Delegation and the more detailed Rules and Procedures in this Constitution.

How the Council Operates

- 1.11. The Council consists of 147 councillors who are elected in May 2020 for an initial five year term. From then on elections will be normally be held on the first Thursday in May every four years beginning in May 2025. If a Council seat becomes vacant during a councillor's term of office there may be a by-election. By-elections do not usually take place within 6 months prior to a normal election.
- 1.12. Councillors must be over 18 years old and must live or work in the Buckinghamshire Council administrative area. They are democratically accountable to residents of their ward. There are 3 councillors elected for each ward. The overriding duty of councillors is to the whole community of Buckinghamshire, but they have a special duty to everyone who lives in their ward, including those who did not vote for them. Councillors set the policy of the Council and take many decisions. The Council's website contains details of how to get in touch with the councillors and any positions they hold in the Council.
- 1.13. Councillors must follow a Code of Conduct to ensure high standards in the way they undertake their duties. If they do not follow the Code, complaints can be made against them. The Code of Conduct and how to make complaints is set out in Part H.
- 1.14. All councillors meet together at least quarterly as the Council and this is called "full Council". At full Council, councillors: make decisions that the law says are reserved to full Council (see Part C); decide on some of the Council's policies; and set the budget and Council tax each year. Members of the public are welcome to attend Council meetings, which will normally take place at the Gateway in Aylesbury but may take place in any part of Buckinghamshire. The agenda for the meeting including the location of the meeting and reports are published on the Council's website, usually the week before the meeting. The Council is committed to transparency and will ensure it holds full Council meetings in venues which have webcasting facilities and which can accommodate members of the public who wish to attend.

Role of All Councillors

- 1.15. All councillors will:
- a. collectively be the ultimate policy-makers and carry out several strategic and corporate management functions;
 - b. Act as a 'corporate parent' to Buckinghamshire's looked-after children and care leavers;
 - c. contribute to the good governance of the Authority and actively encourage community participation and resident involvement in decision making;
 - d. effectively represent the interests of the communities and individual residents of the County in their own ward;
 - e. respond to residents' enquiries and representations, fairly and impartially;
 - f. participate in the governance and management of the Council;
 - g. maintain the highest standards of conduct and ethics and observe the Councillor Code of Conduct for Elected and Co-opted councillors (set out in Part H) and the other Codes and Protocols adopted by the Council;
 - h. be available to represent the Council on other bodies; and
 - i. attend meetings of bodies to which they are appointed or, if they are unable to attend, present their apologies.
- 1.16. Councillors are entitled to receive allowances to cover their time and expenses in accordance with the Members' Allowances Scheme set out in Part H of this Constitution.

The Chairman of the Council

- 1.17. The Chairman is elected by the full Council at its Annual Meeting each year, which is usually held in May. The Council also elects a Vice Chairman, who acts as Chairman when the Chairman is not available.
- 1.18. The Chairman (and the Vice Chairman) undertake civil and ceremonial roles on behalf of the Council and represent the Council at events. The Chairman promotes public involvement in the Council's activities. If you would like to ask the Chairman to visit an event you can contact their office here
- 1.19. Although the Chairman is an elected politician and has a vote, there is a duty to be impartial in carrying out the role.
- 1.20. The Chairman presides over meetings of the full Council to ensure that business is carried out effectively and has responsibilities for upholding and interpreting this Constitution. Their ruling about this or any proceedings of the Council cannot be challenged, although their interpretation must have regard to the purposes of this Constitution and must be reasonable and lawful.
- 1.21. Neither the Chairman nor the Vice-Chairman can be the Leader or a member of the Cabinet.

Council Business

- 1.22. At its Annual Meeting (in May) the Council will approve its planned Calendar of Business and Schedule of Meetings but nothing prevents changes being made to the Calendar of Business and Schedule of Meetings during the following 12 months.
- 1.23. There are three types of full Council meeting:

- a. the Annual Meeting
- b. ordinary meetings
- c. extraordinary meetings

and they are conducted in accordance with the Council Procedure Rules in Part C of this Constitution.

1.24. There are some decisions which can only be taken by the full Council. The Council sets the Budget and Policy Framework for the Council. All decisions must be taken in accordance with these and only full Council can change them. Details of these are in Part C.

1.25. The Council is responsible for electing (and can remove) the Leader who in turn will appoint up to two Deputy Leaders and a Cabinet. The Council (mainly through the Select Committee process and call-in of decisions) is ultimately responsible for holding the Cabinet to account. The role of the Council is set out in more detail in Part C.

How Decisions Are Made

1.26. Types of Decision:

- a. Executive Decisions
 - i Key decisions which can be taken by Cabinet, or Cabinet Members; or in the absence of Cabinet Members, exercised by Corporate Directors, in consultation with Deputy Cabinet Members;
 - ii Delegated non key decisions.
- b. Non-Executive Decisions
 - i Council decisions – decisions reserved to Council by statute such as setting the precept;
 - ii Council reserved decisions – decisions which Council has reserved to itself;
 - iii Delegated Council decisions – decisions delegated to Committees and Officers

1.27. Key Decision

- a. Key decisions as defined by Regulation 8 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 which:
 - i result in expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates;
 - ii are deemed to be significant in terms of their effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.

1.28. The Council has resolved that the following shall *also* be treated as key decisions. The Council may change this as required in the light of experience of operating the Constitution. A decision which:

- a. is not consistent with the Revenue Budget, Capital Programme or Borrowing Limits and Financial Procedure Rules approved by the Council;
- b. is in conflict with a policy, plan or strategy approved by the Council or a Committee of the Council;
- c. raises new issues of Strategy or Policy;

- d. requires the acquisition or disposal of any land or interest in land in excess of a value of £500,000;
 - e. comprises or includes the making, approval or publication of a draft or final scheme which may require, either directly or in the event of objections, the approval of a Minister of the Crown;
 - f. requires the passage of local legislation; or
 - g. is of such significance to the locality, the Council or the services which it provides that the decision-taker is of the opinion that it should be treated as a key decision;
 - h. A decision taker may only make a key decision in accordance with the requirements of Part E of this Constitution and, in particular (and to the extent applicable in any given case) with:
 - i the Access to Information Procedure Rules;
 - ii the Budget and Policy Framework provisions; and
 - iii the Cabinet Procedure Rules.
- i. A key decision may only be taken by the Cabinet or Cabinet Members (or where Cabinet Members are absent, a Corporate Director in consultation with the relevant Deputy Cabinet Members) except in a case to which Access to Information Procedure Rules 16 or 17 applies (i.e. Special Urgency or Major Emergency respectively).
- 1.29. All decisions taken by the Council, unless they are delegated to a single councillor or to an officer, are taken by a simple majority vote of the councillors who are there. Councillors cannot vote unless they are physically present at the time. If there is a tie in the voting, the chairman of the meeting has a second vote. This is called a casting vote. The Scheme of Delegation in Part I gives details of responsibility for decision making.
- 1.30. When we know, we publish when key decisions are going to be discussed or made. You can see these on our Forward Plan available on our website. If these decisions are to be discussed at a Cabinet meeting, this will generally be open for the public to attend.
- 1.31. The Constitution also provides for decision making which enables the Council to:
- a. Provide clear leadership to the community in partnership with local people, communities, businesses and other organisations;
 - b. Support the active involvement of local people and local communities in the process of decision making;
 - c. Help councillors represent their constituents effectively;
 - d. Create a powerful and effective means of holding decision makers to public account;
 - e. Ensure that no one will review or scrutinise a decision in which they were directly involved;
 - f. Be clear about who is responsible for making specific decisions and that they explain the reasons for decisions; and
 - g. Provide a means of improving the delivery of services to the community.
- 1.32. The Council also requires that decisions:
- a. are proportionate, with clear aims and desired outcomes and reasons given;
 - b. show due regard to all relevant and material considerations and disregard irrelevant considerations;

- c. are taken after due consultation and obtaining professional advice where appropriate;
- d. show respect for human rights;
- e. pay due regard to equality legislation and the need to prevent people being drawn into terrorism;
- f. take account of the environmental and health impact;
- g. are as open and transparent as possible.

The Cabinet

- 1.33. The Council has decided to adopt a Leader and Cabinet (or Executive) form of governance. The Cabinet is a group of councillors who are responsible collectively for what the law calls the executive functions of the Council. The law sets out what functions are for the Cabinet and what are the functions of the Council. In all but a very few cases, if the law does not say that something is a function of the Council, it is for the Cabinet, as the Executive, to decide.
- 1.34. The Cabinet is made up of the Leader, and up to nine other Cabinet Members. These may include up to two Deputy Leaders (noting that the Deputy Leaders and Cabinet Members must not together exceed 9 postholders) who are chosen and appointed by the Leader. The Leader may also appoint Cabinet Deputies to assist Cabinet Members in their roles. The Leader may change Cabinet portfolios and delegations.
- 1.35. Individual members of the Cabinet have responsibility for specific functions delegated to them by the Leader. Details are set out in Part 5. Most of the decisions taken by the Authority are executive decisions in accordance with the law. The Leader also delegates executive decisions for officers to take.
- 1.36. The Cabinet is responsible for developing the policies and strategies of the Council and takes most of the decisions on service provision. These are executive decisions. The Cabinet generally takes decisions on cross portfolio issues and Cabinet Members take key decisions on their portfolio areas. They may also take joint decisions that may affect another portfolio area. Many decisions are delegated to individual Cabinet members or to officers, as set out in the Scheme of Delegation.
- 1.37. The Cabinet can only make decisions which are in line with the Council's overall Budget and Policy Framework (set out in Part C). If it wishes to make a decision outside this, that decision must be referred to the full Council to decide.

Scrutiny

- 1.38. Select Committees are established to support and challenge the work of the Cabinet and help hold it to account. They can consider decisions of the Cabinet and delegated decisions if they feel the decision should be looked at before it is implemented. This is called a "call-in". They may recommend that the decision is reconsidered or ask Council to consider it before it is referred back to Cabinet and the Cabinet has to hear what they say and consider the matter again. Cabinet members or their Deputies cannot sit on these Committees.
- 1.39. The Select Committees may also be consulted by the Cabinet or the Council on forthcoming decisions and policy development.
- 1.40. They also sometimes hold inquiries into matters of local concern in which residents may take part. These may lead to reports and recommendations which advise the Cabinet, the

Council as a whole, and, in some cases, outside agencies on policies, budget, and service delivery.

Regulatory and Other Council Committees

- 1.41. Some decisions cannot be decided by the Cabinet including planning and licensing determinations. These are delegated by the Council to committees.
- 1.42. Council committees, unlike the Cabinet and its sub-committees, must generally be proportionate to the size of the political groups on the Council. Members of Council committees are appointed by full Council.
- 1.43. The Council has established committees to deal with regulatory functions such as licensing and planning matters.
- 1.44. In addition, councillors take part when required in Appeals Committees and Appointment and Advisory Panels.
- 1.45. There is also an Independent Remuneration Panel to advise on Members' allowances.
- 1.46. These committees and all the other committees are explained in more detail in Part D.

The Council's Employees

- 1.47. The Council has people working for it (called 'officers') to give advice, implement and make decisions in accordance with the Scheme of Delegation and carry out the day-to-day delivery of its services. Officers are paid in accordance with the Council's policy on pay.
- 1.48. The management structure is set out on the Council's website here xxxx.
- 1.49. The recruitment, selection and dismissal of officers has to comply with the Council's Employment Procedure Rules in Part I.
- 1.50. Some officers - the Monitoring Officer (Governance) and the S151 Officer (Finance) have a specific duty to ensure that the Council acts within the law and uses its resources wisely.
- 1.51. Officers must comply with a Code of Conduct which is set out here.

Local and Partnership Working

- 1.52. The Council works closely with other organisations and creates new partnerships to help the Council meet its corporate vision and objectives. In addition, the way in which the Council delivers some of its services and functions to residents and businesses will be reviewed to ensure we deliver value for money.
- 1.53. Sixteen Community Boards have been set-up to ensure strong connections between Buckinghamshire Council and local communities. The Community Boards are advisory and may make recommendations to decision-makers in accordance with their terms of reference. They do not have any decision-making powers, other than the allocation of the budget devolved to them.

Joint Arrangements

- 1.54. The Council and the Cabinet may exercise their functions in several ways, for example they can:
 - a. enter into arrangements or agreements with any person or body to deliver a service;
 - b. establish joint arrangements including a joint committee with one or more other local authorities to exercise functions;
 - c. co-operate with, or facilitate or co-ordinate the activities of, any person or body;

- d. exercise on behalf of that person or body any functions of that person or body;
- e. delegate functions to another local authority.

Contracts and Contracting Out

- 1.55. Every contract made by the Council has to comply with the Contract Procedure Rules and Financial Procedure Rules in this Constitution.
- 1.56. Full Council (for non-executive functions) and the Cabinet (for executive functions) may contract out functions within the law but Buckinghamshire Council retains ultimate responsibility for those functions.

Documents

- 1.57. Where any document is necessary for any legal procedure or proceedings on behalf of the Council, it will be signed by the Service Director - Legal and Democratic Services or other person authorised by them unless any enactment requires otherwise or the Council has authorised another person in this regard.

Common Seal of the Council

- 1.58. The Common Seal of the Council is the official stamp of the Council to be used on deeds or other documents and will be kept in a safe place in the custody of the Service Director - Legal and Democratic Services.
- 1.59. A decision of the Council or one of its Committees acting under delegated powers, or of the Cabinet, or of a Committee of the Cabinet, or the Leader or a Cabinet Member acting under delegated powers, or one made in accordance with the Scheme of Delegations to Officers set out in Part I of this Constitution, will be sufficient authority for sealing any document necessary to give effect to the decision.
- 1.60. The Common Seal will be affixed to those documents which in the opinion of the Service Director - Legal and Democratic Services should be sealed or are required to be sealed by the Contract Procedure Rules in Part I of this Constitution. The Common Seal will be attested by the Head of Paid Service (or anyone so authorised by the Head of Paid Service).

Changes to the Constitution

- 1.61. The Constitution has been formally adopted by the Council. The Council will monitor and review the operation of the Constitution to ensure that the aims and principles of the Constitution are given full effect.
- 1.62. The Monitoring Officer has authority to make minor amendments and corrections to the Constitution.
- 1.63. Any substantive changes to the Council's decision-making arrangements and committee structure will be considered by the Audit and Governance Committee who will recommend changes to full Council who will have to approve them prior to implementation.

Publication

- 1.64. The Monitoring Officer will ensure that copies of this Constitution are available for inspection on the Council's website and at Council offices and can be purchased by the local press and the public on payment of a reasonable fee.

Part B – Public Participation

Section 1 Public Participation

Section 2 Access to Information Procedure Rules

Section 3 Petition Scheme

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1. Public Participation with Buckinghamshire Council

- 1.1. At Buckinghamshire Council we encourage and actively support people getting involved in our work to serve our area. We want to make it easy for people to get involved and give us their views to help influence and develop what we do and the decisions we take.
- 1.2. We welcome suggestions which will help us improve the way we work and how we involve the public. You can make suggestions here. (insert link)
- 1.3. There are lots of ways you can get involved with the work we do and find out about the decisions we make.

Attendance at Meetings of Council, Cabinet and Committee Meetings

- 1.4. The public are encouraged to attend meetings of the Council to hear the debate. The public are only able to speak at certain meetings but all meetings are open and if you can't make it to the meeting you can usually watch it live on our website.
- 1.5. You can find out when and where we have our meetings on our website (*link). You can also see what we will be covering in our meetings by looking at the agenda and reports for each meeting. We publish these on our website at least five days ahead of the date of the meeting. (*Link)
- 1.6. There are limited occasions when we need to discuss confidential details. When this happens we exclude press and public from the meeting while these issues are discussed. We will only do this when absolutely necessary and where there is legal justification for us to go into private session.

Public Speaking

- 1.7. The public can speak in accordance with set procedures at the following meetings:
 - a. Select Committees:
The Select Committees are open to the public and public involvement in key issues is encouraged [insert link?]
 - b. Community Boards:
We encourage people to attend Community Board meetings, ask questions and get involved. The rules for public speaking at community boards are set out in a terms of reference document and published online. (insert link)
 - c. Other Meetings:
Special rules apply to speaking at other meetings such as at the Planning Committees or Regulatory Committees. Further details can be found on the sections dealing with those Committees.

Planning Committees, Licensing Committee and the Licensing Sub-Committees

- 1.8. Although special rules apply to speaking it is also possible to write beforehand with views that you want the Committee to consider. There are rules about this which are set out here XXX.
 - a. You can find out how you can attend or speak at our planning committees, licensing committee or sub-committees' meetings here XXXX.

Cabinet

- 1.9. The Cabinet has developed a Forward Plan. This is found here XXXX. It indicates the most important decisions (known as “key decisions”) which the Cabinet will be taking in the future and when this is likely to be done.
- 1.10. If you are interested in attending a Cabinet meeting when a key decision is discussed, you can subscribe to electronic updates which will let you know when the meeting will take place.
- 1.11. You can also send in your views in writing to XXXX

Select Committees

- 1.12. The Council has a number of Select Committees which deal with separate parts of the Council work. These committees help the Council to develop new policy by finding out what is needed they also act as a “critical friend” to hold decision makers to account. Select Committees also carry out inquiries and reviews and welcome suggestions from residents as to areas they could investigate. You can get more details here XXXX

Community Boards

- 1.13. Community Boards will take place in 16 local areas and there will be a Board for each area. The Boards welcome public participation. Although they are formal meetings they have a more relaxed way of working. Details about Community Boards and what they do is available here XXX.

Petitions

- 1.14. The Council is pleased to accept petitions dealing with something for which the Council is responsible. There are rules which set out how to make a petition to the Council and what happens when we receive a petition and how we respond as a Council. (insert link to Petition Scheme)
- 1.15. Petitions need to clearly show what they are about. Names of everyone who supports the petition must be set out in an identifiable way. Some petitions, for example, those asking for the Council to have a different form of governance, must follow special rules set out in law.

Consultation

- 1.16. We try to consult as widely and as fairly as possible. Sometimes, with matters such as planning and licensing applications, there are specific statutory consultation processes that the Council must follow. Other than this, we will try to consult on important decisions as widely as possible and give feedback about the outcome of the consultations.

Councillors

- 1.17. The area of Buckinghamshire Council is divided into administrative areas, called wards. *link to map Each ward has three elected councillors. If you are registered to vote you can vote for the people that you want to represent your ward at Buckinghamshire Council during local elections which are normally held every four years unless there is a vacancy or the Government has set a different time (such as 2025 for Buckinghamshire Council’s next election). Find out more about elections and how to register to vote here*****. Although they have responsibility for the whole of the Buckinghamshire Council area, your local ward councillors also have a particular responsibility to the residents of their ward.
- 1.18. You can find out who your local councillor is, and how to get in touch with them here *link*

- 1.19. Your local councillor may hold scheduled sessions where you can meet them face to face to talk about issues which concern you or where you need advice about Council matters. You can find out how to contact your local councillor using the contact details on our website here

Webcasting and Social Media

- 1.20. Members of the public are welcome to come and watch meetings of Buckinghamshire Council in person. Many meetings are also available to view online using the webcast service. *link*

- 1.21. Updates from Buckinghamshire Council can also be found on social media:

FB

Twitter

Linked IN

Instagram

Many local councillors have their own social media accounts too.

Budget and Policy Development

- 1.22. Buckinghamshire Council wants to include and involve local people when Councillors come to set the budgets and key policies so that residents can directly influence the decisions the Council make.
- 1.23. When appropriate the Council runs consultations inviting people to have their say (*link to have your say page). Focus groups and residents or user panels may also be arranged as a way of seeking out views. In addition, Community Boards will publicise proposed changes [or consultations] with a view to encouraging members of the community to have their say.

2. Access to Information Procedure Rules

Introduction

- 2.1. The Council is committed to the principles of transparency laid down in the Access to Information legislation (including the Freedom of Information Act 2000 and Environmental Information Regulations 2004). In accordance with the legislation, it maintains a Publication Scheme approved by the Information Commissioner which is available on the Council's website. It is committed to:
 - a. Promoting a positive attitude to dealing with requests for information
 - b. Maintaining information in an orderly and efficient fashion and disposing of information that is no longer required.
 - c. Increasing awareness and understanding of the implications of the Act, both amongst its employees and amongst members of the public.

These standing orders make provision for access to information to relevant matters set out in this constitution. They do not affect any additional rights to information contained elsewhere in this Constitution or the law.

Scope

- 2.2. These Rules apply to all meetings of the Council, Select Committees, Community Boards, Joint Committees, and other Council Committees including the Health and Wellbeing Board and public meetings of the Cabinet (together called meetings).

Rights to Attend Meetings

- 2.3. Members of the public may attend, record, photograph, film and report on all meetings subject only to the exceptions in these Rules.
- 2.4. Members of the public who wish to report or record public meetings are required to comply with any Council guidance on the reporting and recording of meetings which may be issued on practical arrangements. The Council will not permit the recording or reporting of proceedings where the public are not allowed to attend the meeting or that part of the meeting by reason of the likely disclosure of exempt or confidential information, and such reporting and recording must be conducted in such a manner as not to disrupt the conduct of the authority's business.
- 2.5. It is recommended that members of the public who wish to record, photograph film and report on public meetings advise Council officers in advance of the meeting so that all necessary practical arrangement can be made.
- 2.6. In relation to Cabinet Meetings, non-Cabinet Members can attend the meeting as a member of the public. Members of the public are not able to ask questions at Cabinet Meetings however councillors attending as a member of the public will be allowed to ask questions at the meeting subject to complying with any relevant procedural rules.

Notices of Meeting

- 2.7. The Council will give at least five clear days' notice of any meeting by posting details of the meeting on the Council's website and principal offices.
 - a. The Council will normally hold its meeting in public unless the content of the meeting requires it to be held in private,
 - b. If the Cabinet wishes to consider an item in private it will give 28 clear Days' notice of its intention to do so on the Forward Plan,

- c. After having given 28 clear days' notice of its intention to consider an item in private, the Council will give a further notice at least 5 clear working days before the meeting that the meeting will proceed in private. This Notice will be given by the Monitoring Officer (the Proper Officer) and will give the Council's reasons for meeting in private, details of the representations received that a private meeting should not take place and contain a statement of the Council's response,
- d. If it is proposed that the Cabinet consider an item in private and 28 clear days' notice of such a meeting has not been given on the Forward Plan, the agreement of the Chairman of the appropriate Select Committee is required if the public are to be so excluded.

Access to Agenda and Reports Before the Meeting

- 2.8. The Council will make copies of the agenda and reports open to the public available on the Council's website and available for inspection at its designated office at least five clear days before the meeting. Where an urgent item is added after this time, the Monitoring Officer shall make each such report available to the public as soon as the report is completed and sent to Councillors, and will ensure that it will be open to inspection from the time the item was added to the supplementary agenda.

Supply of Copies

- 2.9. The Council will supply copies of:
 - a. any agenda and reports which are open to public inspection;
 - b. any further statements or particulars necessary to indicate the nature of the items in the agenda; and
 - c. if the Monitoring Officer thinks fit, copies of any other documents supplied to Councillors in connection with an item;

To any person. The Council may charge to supply this information if it would be permitted to do so under its Charging Policy.

Access to Minutes Etc. After the Meeting

- 2.10. Draft minutes of a decision are only confirmed as a correct record of a decision when:
 - a. Approved as a correct record at the next convenient meeting of the body (Council, Committees and Sub Committees)
 - b. Signed as a correct record by the Proper Officer (Cabinet and Cabinet Committees)
 - c. Signed by the Cabinet Member who has taken the decision or by an Officer alone.
- 2.11. Where appropriate, the Council will prepare and make available on request, a draft decision notice, as soon as practicable after the decision has been made, but any such draft should not be relied on as a correct record until it has been confirmed as such.
- 2.12. The Council will make available access to copies of the following after a meeting in accordance with its Retention Schedule:
 - a. the minutes of the meeting, or, where appropriate, records of decisions taken, together with reasons, for all meetings of the Cabinet excluding any part of the minutes of proceedings when the meeting was not open to the public and which disclose exempt or confidential information;
 - b. a summary of any proceedings not open to the public where the minutes open to inspection would not provide a reasonably fair and coherent record;

- c. the agenda for the meeting; and
- d. reports relating to items when the meeting was open to the public provide that such reports do not contain confidential or exempt information or, if they do the information disclosed is no longer confidential or exempt.

Background Papers

- 2.13. The Author of a Report will set out in every report a list of those documents (called background papers) relating to the subject matter of the report which in his/her opinion:
- a. disclose any facts or matters on which the report or an important part of the report is based; and
 - b. which have been relied on to a material extent in preparing the report but does not include published works or those which disclose exempt or confidential information (as defined in Access to Information Standing Order 10)
- 2.14. The Council will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers, except in so far as they disclose exempt or confidential information.

Summary of the Public's Rights

- 2.15. A written summary of the public's rights to attend meetings and to inspect and copy documents will be kept at all principal Council offices open to the public. Details of where inspection and copying may take place will be included.

Confidential Information – Exclusion of the Public

- 2.16. The public must be excluded from an item at a meeting whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings, that confidential information would be disclosed.

Meaning of Confidential Information

- 2.17. For the purposes of access to reports, confidential information means information given to the Council by a Government Department on terms which forbid its public disclosure or information which cannot be publicly disclosed by reason of a Court Order or any enactment.

Exempt Information – Discretion to Exclude Public

- 2.18. The public may be excluded from an item at a meeting whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings, that exempt information would be disclosed.
- 2.19. Where a decision on an item at a meeting will determine any person's rights or obligations, or adversely affect their possessions, Article 6 of the European Convention on Human Rights establishes a presumption that the discussion of the item will be held in public unless a private hearing is necessary for one of the reasons specified in Article 6.

Meaning of Exempt Information

- 2.20. Subject to paragraph 2.24 below, and to the test of the Public Interest set out in paragraph 2.25 below, information is exempt information where it falls within any of the following categories:
- a. Information relating to an individual.
 - b. Information which is likely to reveal the identity of an individual.

- c. Information relating to the financial or business affairs of any particular person (including the public authority holding the information), except where the information is required to be registered under certain prescribed statutes detailed in Part 2 of Schedule 12A Local Government Act 1972 from time to time which include the Companies Acts (as defined by s.2 of the Companies Act 2006) and the Charities Act 2011.
 - d. "Financial or business affairs" includes contemplated, as well as past or current activities.
 - e. 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. "Labour relations matter" means any matter which may be the subject of a trade dispute, or any dispute about any such matter (i.e. a matter specified in paragraphs (a) to (g) of section 218(1) of the Trade Union and Labour Relations (Consolidation) Act 1992.
 - f. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
 - g. Information which reveals that the Authority proposes: a to give under any enactment a notice, under or by virtue of which requirements are to be imposed on a person; or b to make an order or direction under any enactment.
 - h. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.
- 2.21. Planning permission Information falling within any of the categories in paragraph 2.23 above is not thereby exempt if it relates to proposed development for which the local planning authority may grant itself planning permission under Regulation 3 of the Town and Country Planning General Regulations 1992.

Public Interest Test

- 2.22. Information falling within any of categories in paragraph 2.23 above, which is prevented from being exempt because either:
- a. it falls within category c., and is required to be registered under the prescribed enactments; or
 - b. paragraph 2.24 applies to it
- 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.

Freedom of Information Act 2000 and Environmental Information Regulations 2004

- 2.23. In compliance with the Freedom of Information Act 2000, the Council will respond to any requests for information. There is no charge for responding to requests for information other than 'disbursement' costs; however, a charge may be made if it exceeds the Government's advisory fee level or the request is one which comes under the Environmental Information Regulations 2004.

Exclusion of Access by the Public to Reports

- 2.24. The Monitoring Officer may exclude access by the public to a report which, in his or her opinion, relates to an item during which, in accordance with Access to Information Standing Order 10, the meeting is likely not to be open to the public; or, as the case may

be, was not open to the public. Such reports will be marked “Not for Publication”, together with the category of information likely to be disclosed. Before the Public are excluded in accordance with this provision, the Council must have complied with the Notice provisions in Paragraph 4 above and Notice of the proposal to meeting in private will have been given by the Council’s Proper Officer.

Rights of Access to Information by Councillors

- 2.25. Where a Committee has resolved to exclude the public from a meeting or part of a meeting on the grounds that exempt or confidential information is being considered, Members who are not Members of that Committee will generally also be excluded from that meeting or part of the meeting. However, a Member may attend the meeting and/or inspect any exempt or confidential documents relating to the business of the Committee if he/she can demonstrate a "need to know".
- 2.26. A Member’s “need to know” arises when he/she requires the information in order to carry out properly his/her duties as a Member. It may apply to information about matters affecting his/her electoral division or matters which relate to a Council body or informal working group to which he/she belongs. It does not arise where a Member would simply like to know what is in a document or what may be said at a meeting. It also does not enable a Member to “rove through” a large number of files in search of information (sometimes known as “fishing for information”). Whether a need to know arises in a particular case will be a matter of fact and degree, to be decided in the light of all the circumstances of the request.
- 2.27. It is a general presumption that all reports, including those containing confidential or exempt information, will be available to Select Committees where they are relevant to that business to be conducted by that Committee. This presumption may be dis-applied in exceptional circumstances.
- 2.28. In the event of a dispute, the Monitoring Officer will determine whether a Member has demonstrated a “need to know”. The test that will be applied is whether it is reasonable to refuse access given all the circumstances. For example, if a Member is motivated by improper or ulterior reasons, it would be appropriate to refuse access.

3. Petition Scheme

- 3.1. Buckinghamshire Council welcomes petitions and recognises that they are one way in which people can let us know their concerns. Councils have discretion on how petitions are approached locally. This is Buckinghamshire Council's Petition Scheme.

What is a Petition?

- 3.2. The Council treats as a petition any communication which is identified as being a petition or if it seems to us that it is intended to be a petition and has a minimum of 10 signatories of people who live, work or study in the Buckinghamshire Council area.

The Role of Councillors

- 3.3. Before considering whether or not to submit a petition to the Council the petition organiser may want to discuss their issue with one of their local councillors (include link) Their Local Councillor will be able to advise whether the matter is one for the Council and also whether a petition is the best form of engagement with the Council on the matter which has been raised.
- 3.4. When a petition is received by the Council which relates to a local matter (particularly affecting a specific ward), the Council will notify each relevant local Councillor.

How Do I Submit a Petition?

- 3.5. You can submit a petition by post, by hand, e-mail or through the e-petition scheme if available.
- 3.6. Petitions can be sent to:
The Petitions Officer, Monitoring Officer, Buckinghamshire Council, County Hall, Aylesbury
HP20 1UA
Or emailed to democratic services add link
Or by hand at any of our offices
Or be set up as an e-petition (add link)
 - a. The Council welcomes e-petitions which are created and submitted through the e-petitions section of our website. E-petitions must follow the same guidelines as paper petitions. All e-petitions will run for **28 days** (unless the Petitions Officer agrees an alternative timescale) to ensure that the Council's decision making process is not delayed. The petition will need to be checked before it is published on line and if the Council is unable to publish it, an officer will contact the Petition Organiser to explain why.

How We Will Deal with a Petition

- 3.7. All petitions submitted to Buckinghamshire Council will receive an acknowledgement from the Council within 3 clear working days of receipt.
- 3.8. If the petition is not valid it will be returned to the Petition Organiser with an explanation within 10 clear working days of receipt.
- 3.9. If the petition is valid the Petition Organiser will then be informed of how the petition will be handled within 20 clear working days of acknowledgement
- 3.10. If the Petition Organiser is submitting the petition in response to a Council consultation or on a specific matter, it is important to identify the matter which it relates to, so that the

Council can ensure that the petition is considered along with the original matter. See below for further guidance.

- 3.11. Please be aware any petition submitted to the Council will be publicly available and may form part of an agenda and published on the Council's website

What Makes a Petition Valid?

- 3.12. A petition must include:-

- a. what it is about – it must relate to a responsibility of the Council (this must be on each page of the petition)
- b. What the petitioner wants the Council to do (this must be on each page of the petition)
- c. name of everyone who supports the petition must be set out in an identifiable way
- d. For paper petitions the signature of each petitioner
- e. The name and contact details of the “petition organiser” or someone the petition organiser would like any correspondence about the petition to be sent. This can be either a postal or an email address

The Petition Organiser may include the addresses of petitioners, which may be useful to the Council, for example, in assessing the degree of local support or opposition to a particular matter, but this is not essential.

- 3.13. The Monitoring Officer may reject a petition if in their view:

- a. It is not relevant to Council functions
- b. It does not qualify under the scheme or does not comply with the above rules
- c. It is vexatious, abusive or otherwise inappropriate
- d. It is a duplicate or repeat petition
- e. It is a petition qualifying under another enactment
- f. It is excluded because for example:
 - i. It relates to a planning decision and/or ancillary applications and decisions and/or follow on decisions;
 - ii. It relates to a licensing decision;
 - iii. It relates to any other matter relating to an individual or entity in respect of which that individual or entity has a right of recourse to a review or right of appeal conferred by or under any enactment.

- 3.14. In the period immediately before an election or referendum the Council may need to deal with the petition differently – if this is the case the Petition Officer will explain the reasons and discuss the revised timescale which will apply. Political impartiality must be maintained during the pre-election (purdah) period. If the petition does not follow the guidelines set out above, the Council may decide not to do anything further with it. In this case, the Petitions Officer will write to the Petition Organiser to explain the reasons.

Different Types of Petition

- 3.15. There are different types of petitions which are submitted for various reasons:-

- a. Consultation - Petitions are submitted in response to an invitation from the Council to submit representations on a particular proposal. The petition will be taken into

account either by the appropriate body, officer, or the Cabinet Member taking the decision.

- b. Council-wide - the Petition will be presented at full Council. The Council will not debate the petition. The relevant Local Councillor will be allowed 3 minutes to present the petition at the meeting. Except with the consent of the Chairman only one person may speak to present a petition. At any one meeting, no councillor may present more than two petitions unless approved at the time of receipt by the Monitoring Officer in consultation with the Chairman. The full Council may refer the petition to the relevant Cabinet Member for consideration. The Cabinet Member may provide an immediate verbal response to the petition, or refer it to a relevant Committee, Community Board or the Cabinet for further consideration. Presentations at Committees may be made by the relevant councillor or the petition organiser. The relevant councillor or the petition organiser will be allowed **3 minutes** to present the petition unless otherwise agreed by the Chairman.
- c. Petitions on Local issues will normally be presented to and dealt with by the Community Boards ([link](#)). A report will be written giving an officer response to the petition which will be considered by the Community Board. (If there is a deadline to respond to the petition before the meeting the petition could be considered by the officer, Local and Cabinet Member). If the Board does not agree with the officer response they can decide to refer the issue to the relevant Cabinet Member for reconsideration with an explanation of their reasoning. If there is a petition relating to a local issue which is currently being consulted upon the Petitions Officer may consider that the best route for this petition is via the Council or Consultation route as explained above to be taken into account by the decision taker rather than being submitted to the Community Board.

The Petitions Website

- 3.16. The Council maintains a petitions website at [[link](#)]
- 3.17. As soon as it is decided who the petition will be considered by within the Council, and when that consideration will occur, this information will be entered on the website at the same time as it is sent to the Petition Organiser. Once the petition has been considered, the Council's decision will be notified to the Petition Organiser and put on the website.
- 3.18. Petitions are presented on the petitions website in the order in which they are received. All petitions are kept on the website for two years from the date of receipt. Names will only be published on e-petitions and for paper petitions a record will be kept of the number of signatures.
- 3.19. **What can the Petition Organiser do if they feel their petition has not been dealt with properly?**

- a. Contact their local councillor; or
- b. Go through the Council's complaints procedure;

The Petitions Officer (Monitoring Officer)
Buckinghamshire Council
Walton Street
Aylesbury
Buckinghamshire
HP20 1UA

Part C – Council

Section 1 Role of Council

Section 2 Budget and Policy Framework

Section 3 Council Procedure Rules

Section 4 Budget and Policy Framework Procedure Rules

Full Council is the term given to a meeting which all councillors attend. This Part deals with what full Council does and how these meetings are run. The Rules include how questions are put to councillors, how votes are taken and how councillors are appointed to serve on committees or sub committees.

These Rules are written in formal language. If you have specific questions our democratic services team will be happy to help you

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1. Role of Council

Council Functions

1.1. The Council's functions are:

- adopting and amending the Council's Constitution;
- approving or adopting the Council's budget and policy framework;
- subject to the urgency procedure of the Council's Budget and Policy Framework Procedure Rules, making decisions which relate to an executive function which is covered by the budget and policy framework, when the decision would be contrary to, or not wholly in accordance with the budget, or would be contrary to the policy framework;
- appointing and removing the Leader of the Council;
- deciding the composition of a Council Committee; appointing Members to be on a Committee, and agreeing and / or amending the terms of reference of a Committee;
- appointing councillors to represent the Council on outside bodies (unless the appointment is an executive function, or it has been delegated by the Council to an individual or council body);
- adopting, amending, revoking or replacing the Member Code of Conduct and the Council's Arrangements for Dealing with Standards Complaints;
- adopting, amending, revoking or replacing a Member allowance scheme;
- passing byelaws and local legislation;
- public health functions including promoting healthier lifestyles and scrutinising and challenging the NHS and other partners to promote better health and ensure threats to health are addressed;
- confirming and terminating the appointment of the Council's Head of Paid Service (Chief Executive) and Statutory Officers;
- the non-executive functions specified in this Constitution as being the responsibility of the Council;
- appointing Honorary Aldermen;
- all other functions which by law must be reserved to the Council.

2. Budget and Policy Framework

2.1. **Policy Framework** means the following plans and strategies:

- a. Corporate Plan
- b. Local Plans including the Minerals and Waste plans
- c. Community Infrastructure Levy (CIL) Charging Schedule
- d. Treasury Management Strategy
- e. Capital and Investment Strategy
- f. Youth Justice Plan
- g. Housing Strategy
- h. Licensing Authority Statement of Licensing Policy
- i. Statement on Gambling Policy
- j. Policy on Pay

2.2. **Budget.** The budget including:

- Allocating financial resources to different services and projects
- Setting Council Tax

3. Council Procedure Rules

Annual Meeting of the Council

Timing and Business

- 3.1. In a year where there is an ordinary election of Councillors, the annual meeting will take place within **21 days** of the retirement of the outgoing Councillors. In any other year, the annual meeting will take place in May.
- 3.2. The annual meeting will:
 - elect a person to preside if the Chairman of the Council is not present;
 - elect the Chairman of the Council;
 - elect the Vice-Chairman of the Council;
 - approve the minutes of the last meeting;
 - receive any announcements from the Chairman and / or the Head of Paid Service and/or Returning Officer;
 - Subject to Part E Section 2 elect the Leader in the year of an ordinary election of councillors;
 - appoint the Select Committees and such other committees and sub-committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions;
 - agree the scheme of delegations or such part of it as the Constitution determines it is for the Council to agree; and
 - approve a programme of ordinary meetings of the Council for the year.

Selection of Councillors on Committees and Outside Bodies

- 3.3. At the annual meeting, the Council will:
 - decide which committees and sub-committees to establish for the municipal year;
 - decide the size and terms of reference for those committees;
 - decide the allocation of seats to political groups in accordance with the political balance rules;
 - make appointments to outside bodies except where appointment to those bodies has been delegated by the Council or is exercisable only by the Cabinet.
 - Receive a report from the Leader about Cabinet Member appointments

Ordinary Meetings

- 3.4. Ordinary meetings of the Council will take place in accordance with a programme decided at the Council's annual meeting. The Chairman of the Council and the Leader of the Council may jointly agree to vary the time or date of any ordinary meeting or to cancel any ordinary meeting. If they decide to do so, the decision must be agreed and notified to the Monitoring Officer no less than one month before the date that the meeting was due to take place, unless the variation or cancellation is due to exceptional and unforeseen circumstances.
- 3.5. The order of business at ordinary meetings will be as set out below.

3.6. The Chairman has discretion to vary the order of business or add items at any meeting. Such a variation may not displace business falling under items a, b, c, d, e or f. The Chairman has discretion to invite a speaker to address the Council meeting, or to permit an Officer of the Council to attend the meeting and present a briefing paper or report on any matter before the Council.

- Council prayer
- elect a person to preside if the Chairman and Vice-Chairman are not present (this cannot be a Cabinet Member);
- approve the minutes of the last meeting;
- receive any apologies
- receive any declarations of interest from Councillors;
- receive any announcements from the Chairman;
- receive a report from the Leader and receive questions and answers on the report;
- receive petitions in relation to matters which in the opinion of the Chairman are relevant to the Council's functions;
- receive reports from Cabinet Members and receive questions and answers on the reports;
- receive reports from the Council's committees and receive questions and answers on those reports;
- receive any reports from the Council's Select Committees and receive factual questions and answers on those reports;
- receive reports from statutory officers
- receive reports about and receive questions and answers on the business of joint arrangements and external organisations;
- consider any other business specified in the summons to the meeting, including consideration of proposals from the Cabinet in relation to the Council's budget and policy framework
- consider motions; and
- deal with questions from Councillors in accordance with Rule X.

Extraordinary Meetings

Calling Extraordinary Meetings

3.7. The Monitoring Officer may call Council meetings in addition to ordinary meetings and those listed below may request the Monitoring Officer to call additional Council meetings:

- the Council by resolution;
- the Chairman of the Council;
- 5 councillors if they have signed a requisition presented to the Chairman of the Council and the Chairman of the Council has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the requisition.

Business

- 3.8. The business to be conducted at an extraordinary meeting shall be restricted to the item of business contained in the request for the extraordinary meeting except that the Chairman may at their absolute discretion permit on the grounds of urgency other items of business to be conducted for the efficient discharge of the Council's business.

Time and Place of Meetings

- 3.9. The time and place of meetings will be determined by the Monitoring Officer and notified in the summons.

Notice of and Summons to Meetings

- 3.10. The Monitoring Officer will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. At least **5 clear working days** before a meeting, the Monitoring Officer will send a summons signed by them to every Member of the Council. The summons will give the date, time and place of each meeting and specify the business to be transacted and will be accompanied by such reports as are available.

Chairman of Meeting

- 3.11. The person presiding at the meeting may exercise any power or duty of the Chairman

Quorum

- 3.12. The quorum of a meeting will be one quarter of the whole number of councillors. If a quorum is not present within 10 minutes of the scheduled start of the meeting or such longer time as allowed by the Chairman, or if during any meeting if the Chairman counts the number of councillors present and declares there is not a quorum present, the meeting will be adjourned. Remaining business will be considered at a time and date fixed by the Chairman. If the Chairman does not fix a date, the remaining business will be considered at the next ordinary meeting.

Questions by Councillors

Questions Without Notice

- 3.13. Any councillor may ask
- a Cabinet Member or the Chairman of a committee any question on an agenda item. Any questions directed to the Chairman of the Audit and Governance Committee must be factual only.
 - any Cabinet Member any question on any issue relevant to their portfolio.
- 3.14. Questions are normally limited to 1 minute per councillor unless the Chairman consents to a longer period.
- 3.15. Supplementary questions can only be asked with the consent of the Chairman.

Questions on Notice

- 3.16. Subject to Rule x, a Member of the Council may ask:
- the Chairman;
 - a member of the Cabinet;
 - or the chairman of any committee or sub-committee

a question on any matter in relation to which the Council has powers or duties or which affects the County,

Notice of Questions

- 3.17. A councillor may ask a question under Rule 3.17 (questions on notice) if either:
- they have given notice of the question in writing or by e-mail no later than midday 5 clear working days before the day of the meeting to the Monitoring Officer; or
 - the question relates to urgent matters, they have the consent of the Chairman or councillor to whom the question is to be put and the content of the question is received by the Monitoring Officer in writing or by e-mail by **9.00 a.m. on the day of the meeting.**

Content of Questions

- 3.18. All questions must, in the opinion of the Chairman:
- not be unreasonable;
 - contain no expressions of opinion;
 - relate to matters on which the Council has or may determine a policy;
 - not relate to questions of fact;
 - not require the disclosure of confidential or exempt information;
 - not relate to a matter which is of purely personal concern to an individual/family member.

Time Allowed for Member Questions Without Notice at Council Meetings

- 3.19. The number of questions asked under Rule 3.13 (without notice) and the total time allowed for consideration of such questions shall be determined by the Chairman;
- 3.20. At the conclusion of the response to the question under consideration or at the expiry of such time period as determined by the Chairman from the time when the first questioner started to speak, the Chairman shall conclude the meeting or proceed to the next item of business.
- 3.21. Any remaining questions shall be responded to in writing before the next ordinary meeting of the Council.

Generally

Record of Questions

- 3.22. The Monitoring Officer will send a copy of any question received under Rule 3.17 (on notice) to the Councillor to whom it is to be put. Copies of all questions under Rule 3.17 (on notice) will be available to all councillors and the public attending the meeting.
- 3.23. Rejected questions under Rule 3.17 (on notice) will be returned to the questioner with the reasons for rejection.

Order of Questions

- 3.24. Questions from Councillors received in accordance with Rule 3.13 (without notice) will be asked in the order determined by the Chairman except that if the opposition Group Leader has a question they will be invited to put it first.

Response

- 3.25. An answer to a question under Rule 3.13 (without notice) may take the form of:
- a direct verbal answer;
 - where the desired information is in a publication of the Council or other published work, a reference to that publication; or
 - where the reply cannot conveniently be given verbally, a written response will be provided no later than 5 clear working days after the meeting.
- 3.26. The response to a question under Rule 3.17 (on notice) will be in writing which will be provided to the questioner within 5 clear working days of the meeting.
- copies of all questions and responses will be available on the Council's website with the minutes for the relevant meeting.

Reference of Question to the Cabinet or a Committee

- 3.27. Unless the Chairman decides otherwise, no discussion will take place on any question, but any councillor may move that a matter raised by a question be referred to the Cabinet or the appropriate Committee or sub-Committee as necessary. Once seconded, such a motion will be voted on without discussion.

Motions on Notice

Application of Rules

- 3.28. Rules 10.2 to 10.6 do not apply to motions on notice under rule 10.7

Notice

- 3.29. Except for motions which can be moved without notice under Rule 11, written notice of every motion, must be delivered by hand or e-mail to the Monitoring Officer not later than 7 clear working days before the Council meeting at which it is to be considered.
- 3.30. Except for amendments which can be moved without notice under Rule 11 or are allowed under Rule 12.6, written notice of amendments to a motion must be delivered by hand or e-mail to the Monitoring Officer not less than 24 hours before the start of the Council meeting at which the motion to which it relates is to be considered.
- 3.31. Once approved by the Monitoring Officer copies of the amendment will be provided to Group Leaders.

Motion Set Out in Agenda

- 3.32. Motions for which notice has been given will be listed on the agenda in the order in which they were received.

Scope

- 3.33. Motions must be about matters for which the Council has a direct responsibility or duty.
- 3.34. It shall be the duty of the Monitoring Officer, after consultation with the Chairman, to refuse to accept any motion or amendment to a motion which they deem to be illegal, improper, vexatious or out of order.

Order of and Time Allowed for Motions

- 3.35. Notwithstanding the order of Motions within the Agenda the Chairman will decide the order that Motions will be considered and the time allowed for consideration of motions

on the Agenda. At the conclusion of such period allowed, the Chairman shall put to the vote, without further discussion, all the questions necessary to dispose of the motion then under debate provided that:

- if any speech to be concluded is a speech proposing a motion, the Chairman shall allow the motion to be formally seconded (without comment);
- if any speech to be concluded is a speech moving an amendment, the Chairman shall allow the amendment to be formally seconded (without comment) and the mover of the motion to exercise their right of reply; and
- otherwise, the Chairman shall allow the mover of the motion to exercise their right of reply.

3.36. Any remaining motions submitted under this Rule shall be deferred to the next ordinary meeting of the Council, Committee or Sub-Committee and shall be dealt with at that meeting in the same order and before any other motions of which notice is given for that meeting.

Motions to Amend Budget and Policy Framework

3.37. Written notice of a motion to move an amendment of the Cabinet's proposals for the Council's Budget and Policy Framework, subject to the Budget and Policy Framework Procedure Rules, must be delivered to the Monitoring Officer **not later than midday 3 working days before the Council meeting at which it is to be considered**. Motions received after that deadline will only be considered in exceptional circumstances and with the approval of the Chairman, S151 Officer and Monitoring Officer. Subject to Rule 12.4 the Chairman has discretion on how to deal with motions under this Rule.

Motions Without Notice

3.38. The following motions may be moved without notice:

- to appoint a Chairman of the meeting at which the motion is moved;
- in relation to the accuracy of the minutes;
- to change the order of business in the agenda;
- to refer something to an appropriate body or individual;
- to appoint a committee or member arising from an item on the summons for the meeting;
- to receive reports or adoption of recommendations of committees or officers and any resolutions following from them;
- to withdraw a motion;
- to proceed to the next business;
- that the question be now put;
- to adjourn a debate;
- to adjourn a meeting;
- to suspend a particular Council Procedure Rule;
- to exclude the public and press in accordance with the Access to Information Rules;

- to not hear further a councillor named under Rule 18.3 or to exclude them from the meeting under Rule 18.4; and
- to give the consent of the Council where its consent is required by this Constitution.

Rules of Debate

No Speeches Until Motion Seconded

- 3.39. No speeches may be made after the mover has moved a motion and explained the purpose of it until the motion has been seconded.

Right to Require Motion in Writing

- 3.40. Unless notice of the motion has already been given or the motion is one detailed under Rule 11, the Chairman will require it to be written down in sufficient time to circulate to all members before it is discussed. The Chairman will decide whether there is sufficient time to propose a motion without notice.

Secunder's Speech

- 3.41. When seconding a motion or amendment, a councillor may reserve their speech until later in the debate.

Content and Length of Speeches

- 3.42. Speeches must be directed to the motion under discussion or to a personal explanation or point of order.
- 3.43. Subject to Rule 3.46 below A speech by the mover of a motion may not exceed 5 minutes without the consent of the Chairman.
- 3.44. Subject to Rules 3.45 and 3.46 below, speeches by other Councillors, including those councillors seconding or speaking during their right to reply, may not exceed 2 minutes without the consent of the Chairman.
- 3.45. When the Council's annual budget is under discussion, the Leader of each political group, apart from the Leader of the Council and the Leader of the largest opposition political group, on the Council may speak for up to 5 minutes or such longer period as the Chairman shall allow.
- 3.46. Any speeches by the Leader of the Council or the Leader of the largest opposition political group will not be limited.

When a Councillor May Speak Again

- 3.47. A councillor who has made a speech on a motion may not speak again whilst it is the subject of debate, except:
- to speak once on an amendment moved by another councillor;
 - to move a further amendment if the motion has been amended since they last spoke;
 - if their first speech was on an amendment moved by another councillor, to speak on the main issue (whether or not the amendment on which they spoke was carried);
 - in exercise of a right of reply;
 - on a point of order; or
 - by way of personal explanation.

Amendments to Motions

- 3.48. An amendment to a motion must be relevant to the motion and will either be:
- to refer the matter to an appropriate body or individual for consideration or reconsideration;
 - to leave out words;
 - to leave out words and insert or add others; or
 - to insert or add words
- as long as the effect of b. to d. is not to negate the motion or to introduce a new motion.
- 3.49. 12.6 Amendments must be in writing and on notice under Rule 10.2 unless the amendment arises during the debate and could not have been reasonably foreseen. The Chairman's ruling on the validity of an amendment is final
- 3.50. Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.
- 3.51. If an amendment is not carried, other amendments to the original motion may be moved.
- 3.52. If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- 3.53. After an amendment has been carried, the Chairman will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.

Alteration of Motion

- 3.54. A councillor may alter a motion of which they have given notice with the consent of the meeting. The meeting's consent will be signified without discussion.
- 3.55. A councillor may alter a motion which they have moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.
- 3.56. Only alterations which could be made as an amendment may be made.

Withdrawal of Motion

- 3.57. A councillor may withdraw a motion which they have moved with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion. No councillor may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

Right of Reply

- 3.58. The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.
- 3.59. If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment, but may not otherwise speak on it.
- 3.60. The mover of the amendment has no right of reply to the debate on their amendment. If their amendment is carried, they can have the penultimate speech on the amended motion.

Motions Which may be Moved During Debate

- 3.61. When a motion is under debate, no other motion may be moved except the following procedural motions:
- to withdraw a motion;
 - to amend a motion;
 - to proceed to the next business;
 - that the question be now put;
 - to adjourn a debate;
 - to adjourn a meeting;
 - to exclude the public and press in accordance with the Access to Information Rules; or
 - to not hear further a councillor named under Rule 18.3 or to exclude them from the meeting under Rule 18.4.

Closure Motions

- 3.62. A councillor may move, without comment, the following motions at the end of a speech of another councillor:
- to proceed to the next business;
 - that the question be now put;
 - to adjourn a debate; or
 - to adjourn a meeting.
- 3.63. If a motion to proceed to next business is seconded and the Chairman considers the item has been sufficiently discussed, the Chairman will give the mover of the original motion a right of reply and then put the procedural motion to the vote.
- 3.64. If a motion that the question be now put is seconded and the Chairman considers the item has been sufficiently discussed, the Chairman will put the procedural motion to the vote. If it is passed the Chairman will give the mover of the original motion a right of reply before putting their motion to the vote.
- 3.65. If a motion to adjourn the debate or to adjourn the meeting is seconded and the Chairman considers the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, the Chairman will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

Point of Order

- 3.66. A councillor may raise a point of order at any time. The Chairman will hear them immediately. A point of order may only relate to an alleged breach of these Council Procedure Rules or the law. The councillor must indicate the Rule or law and the way in which they consider it has been breached. The ruling of the Chairman on the matter will be final.

Personal Explanation

- 3.67. A councillor may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the councillor which may appear

to have been misunderstood in the present debate. The ruling of the Chairman on the admissibility of a personal explanation will be final.

Voting

Majority

- 3.68. Any matter will be decided by a simple majority of those councillors voting and present in the room at the time the question was put unless the law provides otherwise.

Chairman's Casting Vote

- 3.69. If there are equal numbers of votes for and against, the Chairman will have a second/casting vote. There will be no restriction on how the Chairman chooses to exercise a second/casting vote.

Method of Voting

- 3.70. Unless a recorded vote is demanded under Rule 3.71 the Chairman will take the vote by show of hands, or by use of the Council's electronic voting system, if any, or if there is no dissent, by the affirmation of the meeting.

Recorded Vote

- 3.71. If 15% of councillors (rounded up) present at the meeting request it, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and included in the minutes.

Right to Require Individual Vote to be Recorded

- 3.72. Where any councillor requests it immediately after the vote is taken, their vote will be recorded in the minutes to show whether they voted for or against the motion or abstained from voting.

Voting at a Budget Decision Meeting

- 3.73. Immediately after any vote is taken at a budget decision meeting of the Council there must be recorded in the minutes of the proceedings of that meeting the names of the councillors who cast a vote for the decision or against the decision or who abstained from voting.

Note: Budget decision means calculation of the council tax requirement, calculation of the basic amount of council tax, additional calculations where special items relate to part only of the area administered by the Council, calculation of council tax for different variation bands, substitute calculations and calculation of the amount payable by billing authorities.

A councillor who has council tax arrears is not eligible to vote on budget decisions.

Minutes

- 3.74. Minutes will contain all motions and amendments in the form and order they were put.

Signing the Minutes

- 3.75. The Chairman will sign the minutes of the proceedings at the next suitable meeting. The Chairman will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.

No Requirement to Sign Minutes of Previous Meeting at Extraordinary Meeting

- 3.76. Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under paragraph 3 of Schedule 12 to the Local Government Act 1972 (an extraordinary meeting), then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) of Schedule 12 relating to signing of minutes.

Record of Attendance

- 3.77. All councillors present during the whole or part of a meeting must sign their names on the attendance sheets before the conclusion of every meeting to assist with the record of attendance where appropriate.

Exclusion of Public

- 3.78. Members of the public and press may only be excluded either in accordance with the Access to Information Rules in Part D of this Constitution or Rule 19 (Disturbance by Public).

Councillors' Conduct

Speaking at Meetings

- 3.79. When a councillor speaks they must address the meeting through the Chairman. If more than one councillor signifies their intention to speak, the Chairman will ask one to speak. Other councillors must remain silent whilst a councillor is speaking unless they wish to make a point of order or a point of personal explanation.

Chairman Speaking

- 3.80. When the Chairman speaks during a debate, any councillor speaking at the time must stop.

Councillor Not to be Heard Further

- 3.81. If a councillor persistently disregards the ruling of the Chairman by behaving improperly or offensively or deliberately obstructs business, the Chairman may move that the councillor be not heard further. If seconded, the motion will be voted on without discussion.

Councillor to Leave the Meeting

- 3.82. If the councillor continues to behave improperly after such a motion is carried, the Chairman may move that either the councillor leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

General Disturbance

- 3.83. If there is a general disturbance making orderly business impossible, the Chairman may adjourn the meeting for as long as they consider necessary.

Suspension and Amendment of Council Procedure Rules

Suspension

- 3.84. Any of these Council Procedure Rules except Rules 3.72 (right to require individual vote to be recorded) and 3.75 (signing the minutes) may be suspended by motion on notice or

without notice if at least one half of the whole number of members of the Council are present. Suspension can either be for an item or for the duration of the meeting.

Amendment

- 3.85. Any motion to add to, vary or revoke these Council Procedure Rules will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

Application of these Rules

- 3.86. None of the Council Procedure Rules apply to meetings of the Cabinet, Committees or Sub-Committees, Joint Committees or other Body of the Council.

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4. Budget and Policy Framework Procedure Rules

The Framework for Executive Decisions

- 4.1. The Council is responsible for the adoption of its Budget and Policy Framework as set out in Section 2 above. Once a Budget and the Policy Framework are adopted by Council, it is the responsibility of the Cabinet to implement the executive functions within that Budget and Policy Framework.

Process for Developing the Budget and Policy Framework

- 4.2. After an appropriate consultation with the community and other stakeholders, the Cabinet will draft initial proposals in relation to any plan, strategy or budget which forms part of the Council's Budget and Policy Framework.
- 4.3. When the initial proposals have been drafted by the Cabinet, they will provide a copy to the Chairman of the Select Committee with responsibility for the issue under consideration ("the relevant Select Committee") (unless it has already considered the initial proposals in accordance with the Select Committee Procedure Rules set out at Part G of this Constitution).
- 4.4. At the same time the Cabinet will notify the relevant Select Committee of the dates and/or proposed timetable within which the Cabinet intend to develop the proposal and submit them to full Council for approval. The timetable will allow as far as possible for both the Cabinet and relevant Select Committee to consider the proposals at ordinary planned meetings.
- 4.5. The relevant Select Committee will have three weeks to make its response unless the Cabinet or relevant Cabinet member has agreed a longer period with the Chairman of the relevant Select Committee.
- 4.6. The Cabinet will finalise its proposals for consideration by full Council taking into account the recommendations (if any) of the relevant Select Committee. The report to full Council will include the recommendations (if any) of the relevant Select Committee, Cabinet's response to those recommendations (if any) and the extent to which they have been accepted by the Cabinet.
- 4.7. Full Council will consider the final proposals of the Cabinet and may:
 - adopt them without amendment;
 - amend them after a motion to amend is put by the Leader and seconded;
 - refer them back to the Cabinet for further consideration; or
 - substitute its own proposals in their place.
- 4.8. If the Council accepts the Cabinet proposals with or without amendment the decision shall be effective immediately.
- 4.9. If the Cabinet proposals are not accepted, the Democratic Services Manager will inform the Leader of the Council's objections and require him/her to reconsider the Cabinet proposals. The Leader will have 5 clear working days from receipt of the notification to submit a revised proposal or inform the Council of the Cabinet's disagreement with the objections. The Council's decision will become effective on the expiry of 5 clear working days after notification of the Council's objections unless the Leader submits revised proposals and/or formally objects in that period.
- 4.10. If the Leader wishes to submit revised proposals and or disagree with the objections of the Council written notice will be given to the Democratic Services Manager to that effect

prior to the date upon which the decision is to be effective. The written notice must state the reasons for the revised proposals and/or the disagreement. Where such notice is received the Democratic Services Manager shall convene a further meeting of the Council to reconsider its decision and the decision shall be effective pending that meeting.

- 4.11. The Council meeting must take place within 10 working days of the receipt of the Leader's written notice unless the Chairman of the Council and Leader agree that the matter can wait until the next programmed meeting of the Council. At that Council meeting the decision of the Council shall be reconsidered in the light of any revised proposals submitted and the reasons for those revisions and/or the Cabinet disagreement and reasons for that disagreement which shall be available in writing to the Council.
- 4.12. The Council shall at that meeting make its final decision on the matter on the basis of a simple majority.

Decisions Outside the Budget or Policy Framework

- 4.13. Subject to the provisions of the Financial Procedure Rules, the Cabinet, individual Members of the Cabinet, delegated officers, committees or joint arrangements discharging executive functions may only take decisions which are in line with the Budget and Policy Framework. If any of these bodies or persons wishes to make a decision which is contrary to the Policy Framework, or contrary to the Budget approved by full Council, then that decision may only be taken by the Council, subject to Rule 4 below.
- 4.14. If the Cabinet, individual Members of the Cabinet, delegated officers, committees or joint arrangements discharging executive functions want to make such a decision, they shall take advice from the Monitoring Officer and/or the Section 151 Officer as to whether the decision they want to make would be contrary to the Budget and/or Policy Framework. If the advice of either of those officers is that the decision would not be in line with the existing Budget and/or Policy Framework, then the decision must be referred by that body or person to full Council for decision, unless the decision is a matter of urgency, in which case the provisions in Rule 4 (urgent decisions outside the Budget and Policy Framework) below shall apply.

Urgent Decisions Outside the Budget or Policy Framework

- 4.15. The Cabinet, an individual Cabinet member or officers, committees or joint arrangements discharging executive functions may take a decision which is contrary to the Council's Policy Framework or contrary to or not wholly in accordance with the Budget approved by full Council only if the decision is a matter of urgency. However, the decision may only be taken:
 - if it is not practical to convene a quorate meeting of the full Council; and
 - if the Chairman of a relevant Select Committee agrees that the decision is a matter of urgency.
- 4.16. The reasons why it is not practical to convene a quorate meeting of full Council in time and the consent of the Chairman of the relevant Select Committee to the decision being taken as a matter of urgency must be noted on the record of the decision. In the absence of the Chairman of a relevant Select Committee the consent of the Chairman of the Council or, in his/her absence, the consent of the Vice-Chairman of the Council will be sufficient.
- 4.17. Following the decision, the decision taker will provide a full report to the next available Council meeting explaining the decision, the reasons for it and why the decision was treated as a matter of urgency.

Call-In of Decisions Outside the Budget or Policy Framework

- 4.18. Where a Select Committee is of the opinion that a decision is, or if made would be, contrary to the Policy Framework or contrary to or not wholly in accordance with the Budget, it shall seek advice from the Monitoring Officer and/or Section 151 Officer.
- 4.19. In respect of functions which are the responsibility of the Cabinet, the Monitoring Officer's report and/or Section 151 Officer's report shall be made to the Cabinet with a copy to every councillor. Regardless of whether the decision is delegated or not, the Cabinet must meet to decide what action to take in respect of the Monitoring Officer's report and/or the Section 151 Officer's report. It shall prepare a report to full Council in the event that the Monitoring Officer or the Section 151 Officer conclude that the decision was a departure or prepare a report to the Select Committee if the Monitoring Officer or the Section 151 Officer conclude that the decision was not a departure.
- 4.20. If the decision has yet to be made, or has been made but not yet implemented, and the advice from the Monitoring Officer and/or the Section 151 Officer is that the decision is or would be contrary to the Policy Framework or contrary to or not wholly in accordance with the Budget, the Select Committee may refer the matter to full Council. In such cases, no further action will be taken in respect of the decision or its implementation until full Council has met and considered the matter. The full Council shall meet within 21 working days of the request or referral by the Select Committee. At the meeting it will receive a report of the decision or proposals and the advice of the Monitoring Officer and/or the Section 151 Officer. The Council may either:
- endorse a decision or proposal as falling within the existing Budget and Policy Framework. In this case no further action is required, save that the decision of the Council be minuted and circulated to all councillors in the normal way; or
 - amend the Council's Budget or Policy concerned to encompass the decision or proposal and agree to the decision with immediate effect. In this case, no further action is required save that the decision of the Council be minuted and circulated to all councillors in the normal way; or
 - where the Council accepts that the decision or proposal is contrary to the Policy Framework or contrary to or not wholly in accordance with the Budget and does not amend the existing Framework or Budget to accommodate it, require the Cabinet or the decision-taker to reconsider the matter in accordance with the advice of the Monitoring Officer and/or Section 151 Officer.

Part D – Committees

Section 1 Committee Structure

Section 2 Committee Procedure Rules

Section 3 Planning Committee Procedure Rules

Section 4 Regulatory Committees Terms of Reference

Section 5 Standards and General Purposes Committee Terms of Reference

Section 6 Audit and Governance Committee Terms of Reference

Section 7 Pension Committee Terms of Reference

Section 8 Health and Wellbeing Board Terms of Reference

Section 9 Senior Appointments and Pay Committee Terms of Reference

Section 10 High Wycombe Town Committee Terms of Reference

Some matters are dealt with by specific committees. These are specific groups of councillors who meet regularly to make decisions about defined parts of the Council's work such as planning and standards. The Council as a whole decides how these committees are made up and who will serve on each committee.

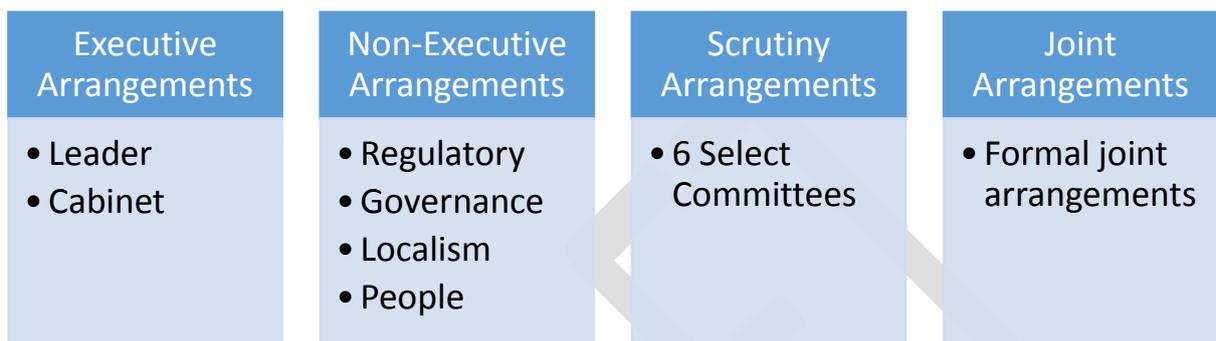
This section sets out the committees in Buckinghamshire Council, the scope of their delegated powers, their terms of reference as well as the rules about how committee meetings are run and decisions are made.

These rules are written in formal language. If you have specific questions our democratic services team will be happy to help you.

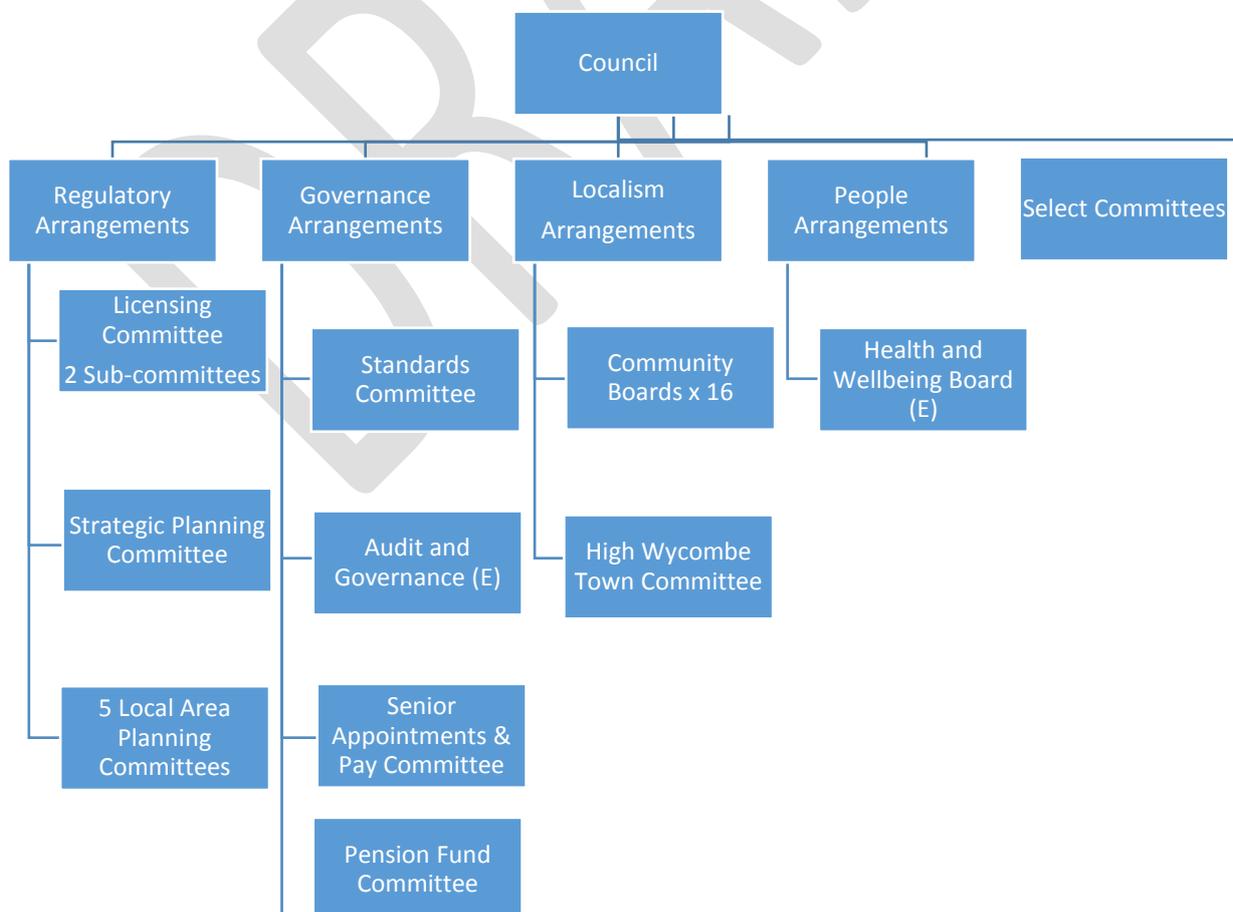
1. Committee Structure

1.1. The Council has decided that certain non-executive functions which are not reserved to the Council as a whole will be the responsibility of the Committees listed below and further detailed in this Constitution by way of the Scheme of Delegation at Part XXXX. Responsibility for some non-executive functions is also delegated to Corporate Directors and other senior Officers by way of the Scheme of Delegation in Part XXXX. In addition to committees, some advisory and operational matters may also be carried out by panels, boards or forums.

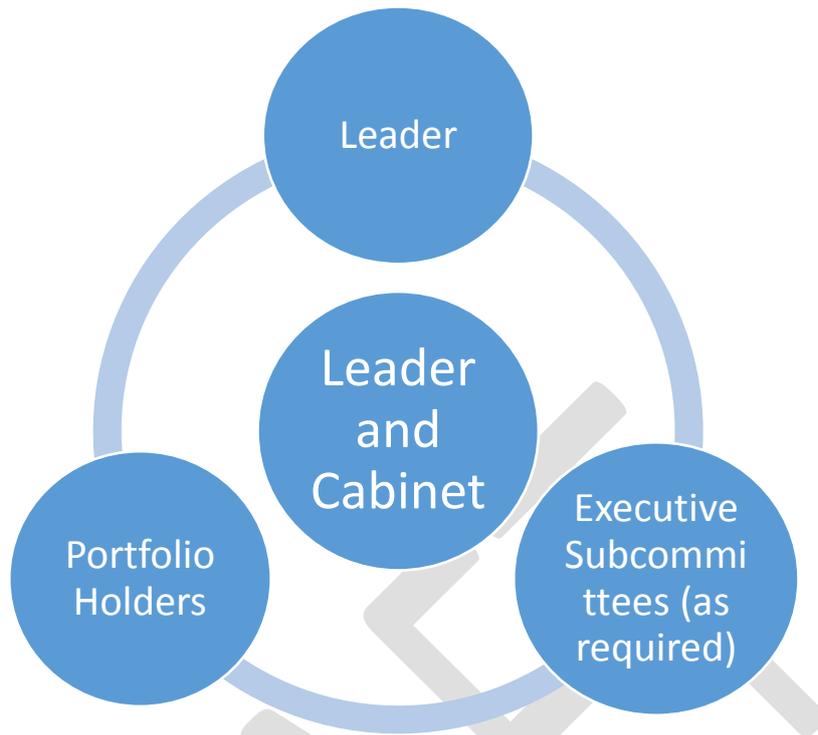
Decision Making



Council and Committees



Executive Arrangements



2. Committee Procedure Rules

Scope

- 2.1. The Council will from time to time appoint such committees as it considers appropriate for the discharge of its functions, in accordance with this Constitution. A duly constituted committee acting in the exercise of its delegated powers and in accordance with its terms of reference shall be entitled to take all necessary action to fulfil its duties.
- 2.2. These Committee Procedure Rules apply to meetings of all Committees and Sub-Committees, with the exception of Select Committees and their Sub-Committees and Planning Committees.
- 2.3. In the case of the Licensing Committee and its Sub-Committees these Rules are subject to and applied as stated in the Licensing Act 2003 (Hearings) Regulations 2005.
- 2.4. Joint Committees and their Sub-Committees will follow these Procedure Rules unless other Rules have been agreed within their terms of reference.

Summons and Agenda

- 2.5. At least **5 clear working days** before a meeting, the Monitoring Officer will send a summons signed by them to every Member of the Committee. The summons will give the date, time and place of the meeting and specify the business to be transacted and will be accompanied by such reports as are available.
- 2.6. Any additions or amendments to an agenda that has been sent to Councillors and/or any supplemental agenda must be approved by the Democratic Services Manager and the Chairman of the Committee. Approval will only be given where there is a good reason for the addition or amendment and where the need for it could not reasonably have been foreseen at the time when the agenda was compiled.
- 2.7. The Monitoring Officer will give notice to the public of the time and place of any meeting as determined by them in accordance with the Access to Information Rules together with additions or amendments to the agenda that have been sent to Councillors.

Chairmen

- 2.8. Every committee shall, at its first meeting after appointment and at its first meeting after the annual meeting of the Council or as soon as practicable thereafter, elect a Chairman who, once elected will appoint a Vice-Chairman, both of whom shall hold office for a year or until their successors are elected or appointed.
- 2.9. 8. If both Chairman and Vice-Chairman are absent from a meeting a Chairman for the meeting will be elected. The person presiding at the meeting may exercise any power or duty of the Chairman. (see Voting below for nomination rules)
- 2.10. 9. No person shall hold the office of Chairman or Vice-Chairman unless they are a member of the committee in question and are also a councillor of the Council unless otherwise allowed under the terms of reference of that committee.
- 2.11. 10. A councillor can be voted to be a Chairman of a committee in their absence, provided they remain a member of that committee.

Meetings

- 2.12. The quorum for a committee or sub-committee is one quarter of the total number of members of the committee or sub-committee unless otherwise detailed in the relevant terms of reference but shall not be less than three voting councillors.

- 2.13. If a quorum is not present within 10 minutes of the scheduled start of the meeting or such longer time as allowed by the Chairman, the business of the meeting will be adjourned to the next meeting.
- 2.14. All councillors present during the whole or part of a meeting must sign their names on the attendance sheets before the conclusion of every meeting to assist with the record of attendance where appropriate.

Minutes

- 2.15. The Chairman will sign the minutes of the proceedings at the next suitable meeting. The Chairman will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.
- 2.16. 15. Minutes will contain all motions and amendments in the form and order the Chairman put them.

Questions

- 2.17. Subject to Rule x.9, a member of a committee or sub-committee may ask the Chairman of it a question on any matter in relation to which the Council has powers or duties or which affects the Buckinghamshire Council administrative area and which falls within the terms of reference of that committee or sub-committee.

Notice of Questions

- 2.18. 17.A councillor may ask a question under Rule x.8 if either:
 - a. they have given notice of the question in writing or by e-mail no later than midday 5 clear working days before the day of the meeting to the Monitoring Officer; or
 - b. the question relates to urgent matters, they have the consent of the Chairman to whom the question is to be put and the content of the question is received by the Monitoring Officer in writing or by e-mail by **9.00 a.m. on the day of the meeting**.

Content of Questions

- 2.19. Questions under Rule x.8 must, in the opinion of the Chairman:
 - a. not be unreasonable;
 - b. contain no expressions of opinion;
 - c. relate to matters on which the Council has or may determine a policy;
 - d. not relate to questions of fact;
 - e. not require the disclosure of confidential or exempt information;
 - f. not relate to a matter which is of purely personal concern to an individual/family member.

Time Allowed for Councillor Questions at Committee and Sub-Committee Meetings

- 2.20. The number of questions and the total time allowed to ask and for consideration of such questions submitted under Rule x.8 shall be determined by the Chairman.

Order of Questions

- 2.21. Questions will be asked in the order determined by the Chairman of the Committee or Sub-Committee.

Written Responses

- 2.22. Any question which cannot be dealt with during question time or to which a response cannot conveniently be given verbally to a question, will be dealt with by a written response provided within 5 clear working days of the meeting.

Record of Questions

- 2.23. The Monitoring Officer will send a copy of any question received to the Chairman of the Committee or Sub-Committee to whom it is to be put. Rejected questions will include reasons for rejection. Copies of all questions will be available to the councillors and the public attending the meeting. After the meeting, copies of the questions asked at the meeting and the responses will also be available on the Council's website with the minutes for the relevant meeting.

Motions

Motions on Notice

- 2.24. Any member of a committee or sub-committee may propose a motion by giving not less than 7 clear working days notice of it to the Monitoring Officer. Motions must be framed in appropriate language and must, in the opinion of the Monitoring Officer in consultation with the Chairman of the Committee or Sub-Committee be about matters for which the Committee or Sub-Committee has a direct responsibility or duty and motions which they deem to be illegal, improper, vexatious or out of order shall be rejected.

Motions Without Notice

- 2.25. The following motions may be moved without notice:
- a. to appoint a Chairman of the meeting at which the motion is moved;
 - b. in relation to the accuracy of the minutes;
 - c. to approve the minutes as a correct record;
 - d. to change the order of business in the agenda;
 - e. to refer a sub-committee's report or any item in it, or any other item, back to a sub-committee;
 - f. to appoint sub-committee members if this arises from an item in the agenda of the meeting;
 - g. to adopt a report or recommendation of the Cabinet, another committee, a sub-committee or an officer;
 - h. to take an action recommended in an Officer's report, or other report submitted to the Committee or Sub-Committee;
 - i. to withdraw a motion or amendment;
 - j. to proceed to the next business;
 - k. that the question be now put;
 - l. to adjourn a debate;
 - m. to adjourn the meeting;
 - n. to suspend a particular Committee Procedure Rule;
 - o. to exclude the public and press in accordance with the Access to Information Rules;
 - p. to not hear further a councillor or to exclude them from the meeting for disorderly conduct.

Motions Set Out in the Agenda

- 2.26. Motions for which notice has been given will be listed on the agenda in the order in which they were received.

Order and Time Allowed for Motions

- 2.27. Notwithstanding the order of Motions within the Agenda the Chairman will decide the order that Motions will be considered and the time allowed for consideration of motions. At the conclusion of the speech being delivered or at the expiry of such time as decided by the Chairman from the commencement of the consideration of the first such motion at the meeting, the Chairman shall put to the vote, without further discussion, all the questions necessary to dispose of the motion then under debate provided that:
- a. if the speech to be concluded is a speech proposing a motion, the Chairman shall allow the motion to be formally seconded (without comment);
 - b. if the speech to be concluded is a speech moving an amendment, the Chairman shall allow the amendment to be formally seconded (without comment) and the mover of the motion to exercise their right of reply; and
 - c. otherwise, the Chairman shall allow the mover of the motion to exercise their right of reply.
- 2.28. Any remaining motions shall be deferred to the next ordinary meeting of the Committee or Sub-Committee and shall be dealt with at that meeting in the same order and before any other motions of which notice is given for that meeting.

Rules of Debate

- 2.29. The following rules apply to a particular meeting to the extent that the Chairman considers appropriate.

No Speeches Until Motion Seconded

- 2.30. No speeches may be made after the mover has moved a motion and explained the purpose of it until the motion has been seconded.

Right to Require Motion in Writing

- 2.31. Unless notice of the motion has already been given or the motion is one which can be given without notice, the Chairman may require it to be written down in sufficient time to circulate to all members before it is discussed. The Chairman will decide whether there is sufficient time to propose a motion without notice.

Secunder's Speech

- 2.32. When seconding a motion or amendment, a councillor may reserve their speech until later in the debate.

Content and Length of Speeches

- 2.33. Speeches must be directed to the motion under discussion or to a personal explanation or point of order.
- 2.34. A speech by the mover of a motion may not exceed **5 minutes without the consent of the Chairman.**
- 2.35. Subject to paragraph (d) below, speeches by other Councillors, including those councillors seconding or speaking during their right to reply, may not exceed **3 minutes without the consent of the Chairman.**

When a Councillor May Speak Again

- 2.36. A councillor who has made a speech on a motion may not speak again whilst it is the subject of debate, except:
- a. to speak once on an amendment moved by another councillor;
 - b. to move a further amendment if the motion has been amended since they last spoke;
 - c. if their first speech was on an amendment moved by another councillor, to speak on the main issue (whether or not the amendment on which they spoke was carried);
 - d. in exercise of a right of reply;
 - e. on a point of order; and
 - f. by way of personal explanation.

Amendments to Motions

- 2.37. An amendment to a motion must be relevant to the motion and will either be:
- a. to refer the matter to an appropriate body or individual for consideration or reconsideration;
 - b. to leave out words;
 - c. to leave out words and insert or add others; or
 - d. to insert or add words.

As long as the effect of b. to d. is not to negate the motion or to introduce a new motion.

- 2.38. Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.
- 2.39. If an amendment is not carried, other amendments to the original motion may be moved.
- 2.40. If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- 2.41. After an amendment has been carried, the Chairman will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.

Alteration of Motion

- 2.42. A councillor may alter a motion of which they have given notice with the consent of the Committee. The Committee's consent will be signified without discussion.
- 2.43. A councillor may alter a motion which they have moved without notice with the consent of both the Committee and the seconder. The Committee's consent will be signified without discussion.
- 2.44. Only alterations which could be made as an amendment may be made.

Withdrawal of Motion

- 2.45. A councillor may withdraw a motion which they have moved with the consent of both the Committee and the seconder. The Committee's consent will be signified without discussion.
- 2.46. No councillor may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

Right of Reply

- 2.47. The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.
- 2.48. If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment, but may not otherwise speak on it.
- 2.49. The mover of the amendment has no right of reply to the debate on their amendment. If their amendment is carried, they can have the penultimate speech on the amended motion.

Motions Which May Be Moved During the Debate

- 2.50. When a motion is under debate, no other motion may be moved except the following procedural motions:
 - a. to withdraw a motion;
 - b. to amend a motion;
 - c. to proceed to the next business;
 - d. that the question be now put;
 - e. to adjourn a debate;
 - f. to adjourn a meeting;
 - g. to exclude the public and press in accordance with the Access to Information Rules; and
 - h. to not hear further a councillor or to exclude them from the meeting for disorderly conduct.

Closure Motions

- 2.51. A councillor may move, without comment, the following motions at the end of a speech of another councillor:
 - a. to proceed to the next business;
 - b. that the question be now put;
 - c. to adjourn a debate; or
 - d. to adjourn a meeting.
- 2.52. If a motion to proceed to next business is seconded and the Chairman thinks the item has been sufficiently discussed, the Chairman will give the mover of the original motion a right of reply and then put the procedural motion to the vote.
- 2.53. If a motion that the question be now put is seconded and the Chairman thinks the item has been sufficiently discussed, the Chairman will put the procedural motion to the vote. If it is passed the Chairman will give the mover of the original motion a right of reply before putting their motion to the vote.
- 2.54. If a motion to adjourn the debate or to adjourn the meeting is seconded and the Chairman thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, the Chairman will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

Point of Order

- 2.55. A councillor may raise a point of order at any time. The Chairman will hear them immediately. A point of order may only relate to an alleged breach of these Committee Procedure Rules or the law. The councillor must indicate the rule or law and the way in which they consider it has been breached. The ruling of the Chairman on the matter will be final.

Personal Explanation

- 2.56. A councillor may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the councillor which may appear to have been misunderstood in the present debate. The ruling of the Chairman on the admissibility of a personal explanation will be final.

Voting

- 2.57. Any matter will be decided by a simple majority of those councillors voting and present in the room at the time the question was put unless the law provides otherwise.
- 2.58. If a councillor arrives before the casting of votes has been commenced they are entitled to vote, unless the Committee or Sub-Committee is sitting in a quasi-judicial capacity (eg Licensing Committee) when a Councillor may not vote unless they have been present to hear all the evidence presented on an agenda item.
- 2.59. If there are equal numbers of votes for and against, the Chairman will have a second/casting vote. There will be no restriction on how the Chairman chooses to exercise a second/casting vote.
- 2.60. Unless a recorded vote is demanded under Rule 14.4 the Chairman will take the vote by show of hands, or by use of the Council's electronic voting system if any, or if there is no dissent, by the affirmation of the meeting.
- 2.61. Where any councillor requests it immediately after the vote is taken, their vote will be recorded in the minutes to show whether they voted for or against the motion or abstained from voting.
- 2.62. If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.
- 2.63. Where a vote is taken for the election of the Chairman of the Committee or Sub-Committee and the current Chairman is present in the room and not seeking re-election, the current Chairman will preside over the election of the new Chairman.
- 2.64. The Chairman of a Committee or Sub-Committee shall be deemed to have retired from that position immediately before the start of a meeting at which a Chairman is to be elected.
- 2.65. Subject to Rule X members of the Committee or Sub-Committee shall appoint one of their number to preside over the election of Chairman.
- 2.66. Officers shall not call for nominations for the election of the Chairman.

Rights of Access/Inspection of Documents

- 2.67. Rights of access to and inspection of documents will be as set out in the Access to Information Procedure Rules.

Councillors' Conduct

Speaking at Meetings

- 2.68. When a councillor speaks they must address the meeting through the Chairman. If more than one councillor signifies their intention to speak, the Chairman will ask one to speak. Other councillors must remain silent whilst a councillor is speaking unless they wish to make a point of order or a point of personal explanation.

Chairman Speaking

- 2.69. When the Chairman speaks during a debate, any councillor speaking at the time must stop.

Councillor Not to be Heard Further

- 2.70. If a councillor persistently disregards the ruling of the Chairman by behaving improperly or offensively or deliberately obstructs business, the Chairman may move that the councillor be not heard further. If seconded, the motion will be voted on without discussion.

Councillor to Leave the Meeting

- 2.71. If the councillor continues to behave improperly after such a motion is carried, the Chairman may move that either the councillor leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

General Disturbance

- 2.72. If there is a general disturbance making orderly business impossible, the Chairman may adjourn the meeting for as long as they consider necessary.

Exclusion of the Public

- 2.73. Members of the public and press may only be excluded either in accordance with the Access to Information Rules or in accordance with the following Rules.
- 2.74. If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room.
- 2.75. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared.

Appointment of Substitute Members on Committees and Sub-Committees

- 2.76. The substitution rules will not apply to meetings of the Cabinet, the Standards and General Purposes Committee, the Pension Fund Committee or the Audit and Governance Committee.
- 2.77. Subject to any other restrictions elsewhere in the Constitution, any councillor will be permitted to act as a substitute on a Council Body provided that they have been so appointed by Council to so act. The Proper Officer may consider a request from a councillor of a Council Body or the Leader of the political group of which the councillor is a member to appoint a substitute councillor. The proposed substitute councillor must be from the same political group as the councillor for whom they are substituting and must have been appointed by Council as a potential substitute for the Body concerned.

- 2.78. In order to be eligible to sit as substitutes on regulatory or administrative committees or panels or staff appointments or disciplinary bodies established by the Council, councillors must have received formal training in relevant procedures and the law.
- 2.79. Substitute members will have all the powers and duties of any ordinary member of the committee but will not be able to exercise any special powers or duties exercisable by the person they are substituting.
- 2.80. Substitute members may attend meetings in that capacity only:
- a. to take the place of the councillor for whom they are designated substitute; and
 - b. where the ordinary councillor will be absent for the whole of the meeting; and
 - c. where the ordinary councillor or their group leader has notified the Monitoring Officer or the Democratic Services Manager of the intended substitution by no later than 24 hours before the start of the relevant meeting, or in exceptional circumstances and with the consent of the Monitoring Officer, no later than one hour before the start of the relevant meeting.

Suspension of Committee Procedure Rules

- 2.81. All of these Rules of Procedure except Rule, 14.5 and 15.2 may be suspended by the Chairman or by motion on notice or without notice if at least one half of the whole number of members of the Committee or Sub-Committee, are present. Suspension can either be for an item or for the duration of the meeting.

3. Planning Committee Procedure Rules

The procedures at the Area Planning Committee meetings and the Strategic Sites Committee meetings (“The Planning Committee”) will be as follows.

General

- 3.1. The Area Planning Committee will be comprised of 12 members (10 for South Buckinghamshire Area Planning Committee) or as otherwise detailed in the Area Planning Committee Terms of Reference
- 3.2. The quorum for all meetings of the Area Planning Committee will be 7 members (6 for South Buckinghamshire Area Planning Committee) or as detailed in the Area Planning Terms of Reference and no business will be transacted if any meeting or part of a meeting will not be quorate.
- 3.3. The members and substitute members for Area Planning Committees will be drawn from the area which that committee covers wherever possible.
- 3.4. The Strategic Sites Committee will be comprised of 12 members.
- 3.5. The quorum for all meetings of the Strategic Sites Committee will be 7 members and no business will be transacted if any meeting or part of a meeting is not quorate.
- 3.6. For the Area Planning Committees and the Strategic Sites Committee substitutes will be permitted, provided the substitute has attended the relevant training required in the committee terms of reference and the Planning Protocol. The notice requirements relating to notice of substitutes detailed in Committee Procedure Rule 2.80 above must also be complied with.
- 3.7. The relevant Planning Committee will meet at times and places appointed and published in accordance with the requirements of the Access to Information Rules
- 3.8. Substitute councillors may attend meetings in that capacity only to take the place of the Committee member for whom they are the designated substitute where the ordinary member will be absent for the whole of the meeting and where the member has notified the Democratic Services Manager or the Monitoring Officer of the intended substitution by no later than 24 hours before the start of the relevant committee meeting, or in exceptional circumstances and with the consent of the Chairman, no later than one hour before the start of the relevant meeting.
- 3.9. The Chairman will preside over meetings of the Planning Committee and, where the Chairman is absent for the whole or part of the meeting, the Vice-Chairman will preside over the meeting or that part of it. In the absence of both the appointed Chairman and Vice-Chairman for either the whole of or part of a meeting, the Planning Committee will appoint from those Councillors then present a person to act as Chairman for the duration of that meeting or part of it. (All references to 'Chairman' in these rules will be read as referring to the person acting as Chairman at the relevant meeting or part of it).
- 3.10. The Chairman of the Planning Committee meeting will be responsible for:
 - a. calling items for consideration as they appear on the Agenda,
 - b. calling and allowing persons to speak at the Planning Committee meeting,
 - c. maintaining good order at the Planning Committee meeting. For this purpose, the Chairman has the right to curtail any speaker (including a Councillor of the Committee), or to suspend the Planning Committee meeting, in cases of disorder, until good order has been restored.

- 3.11. In all matters of procedure and interpretation of these rules, the Chairman's decision will be final.
- 3.12. Decisions of the Planning Committee are not subject to scrutiny arrangements/call-in to Select Committee
- 3.13. The order of business for each meeting of the Planning Committees:
 - a. Opening matters;
 - b. Apologies;
 - c. Substitutes;
 - d. Minutes;
 - e. Declarations of interest,
 - f. Planning Applications (the planning applications will be listed in chronological order but will be considered in such order as determined by the Chairman)
 - g. Other matters requiring consideration by the committee
- 3.14. Prior to the Planning Committee meeting, the Chairman and Vice-Chairman will whenever possible meet with officers to discuss the process and speaking arrangements for each item to be heard at the meeting. Officers present should usually include planning and legal officers.
- 3.15. Where there is no provision made in these Planning Committee Procedure Rules the requirements of the Committee Procedure Rules will be followed at the discretion of the Chairman.

Minutes

- 3.16. Minutes will contain all motions and amendments in the form and order they were put.

Approval of Minutes

- 3.17. At every meeting of the Planning Committee the Chairman will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.

Declarations of Interests

- 3.18. Declarations will be made in accordance with the Code of Conduct. These declarations will be made at the outset of the meeting under the item listed as 'declarations' on that Planning committee's agenda or as soon as the interest comes to light.

Consideration of Business on the Public Agenda

- 3.19. All Planning Applications to be decided by Planning committee will be dealt with as follows:
 - a. The Chairman will announce the agenda item number.
 - b. The Planning Officer will introduce the application with any relevant updates and provide a visual presentation to aid members' understanding of the context of the application.
 - c. The Chairman will call on public speakers in accordance with the Public Speaking Arrangements.
 - d. The Chairman will then ask members if they have technical questions of officers

- e. The entire committee will then discuss/debate the application.
- f. Members may seek further clarification of
 - i particular points from officers, regarding the application, or
 - ii on points raised by speakers, in the main debate, through the chair. Officers will respond to issues and questions raised by members.
- g. The Committee will then make a decision by vote.

Public Speaking Arrangements

- 3.20. The following will be invited to speak at the first Planning Committee meeting at which a matter is considered:
- a. Members of the public who have previously made written representations objecting to or in support of the application;
 - b. Town or parish councils who have been consulted on the application and where they have made a written representation;
 - c. Members of the Council; and
 - d. The applicant or agent.
- 3.21. Anyone interested in speaking at Planning Committee must register in advance of the meeting. Details on how to register will be provided in the invitation to speak. The circulation of documentation including photographs or presentation materials will not be permitted at the Planning Committee meeting. Where an application is deferred for consideration to a subsequent meeting and in the opinion of the lead planning officer there are no significant amendments or changes to the substance of the application, there will be no further public speaking when the application is brought back to the relevant Planning Committee.
- 3.22. The order of speaking and time limits will be as follows:

a. **Area Planning Committees**

Councillor/Local Member(s)	Parish/Town Council(s)	Objector(s)	Supporter(s)	Agent/Applicant
3 minutes each	3 minutes shared	3 minutes shared	3 minutes shared	3 minutes shared

Where speaking times are shared, there is an overall time limit of three minutes in total, not three minutes each. Speakers in the above categories will be encouraged to coordinate with each other so that repetition can be avoided. A speaker may nominate a single spokesperson to speak on their behalf. Members will be permitted to ask the speaker questions/ points of clarification based on the points covered in the speakers' presentation AND FOR THE AVOIDANCE OF DOUBT this does not include questions based on matters not addressed by the speaker.

b. **Strategic Committee**

Speaking arrangements for the Strategic Sites Committee will be the same as the Area Planning Committees, however, there may be more flexibility applied, dependent upon the nature of the application, at the Chairman's discretion.

Voting

- 3.23. In order to vote on an application, a member of the Committee must be present throughout the entire presentation and subsequent debate on an individual application.

- 3.24. All members of the Committee will have one vote. The Chairman will have an extra casting vote in the event of the votes cast being tied. Matters subject to a vote will be decided by a simple majority of the votes cast.
- 3.25. Voting will be either for the recommendation as it appears in the written report (or as amended by the Planning Officer verbally at the meeting) or for the amendment to the recommendation (as proposed by a member of the Committee). Where there is more than one amendment proposed, they will be voted on in the order in which they are proposed.
- 3.26. Any Councillor of the Committee may request that their name be recorded in the Minutes of the meeting recording the way they have voted in respect of any item.
- 3.27. Where there is ambiguity in the way votes are cast, the Chairman may request Committee members to confirm their votes before the Committee's decision is recorded.

Site Visits

- 3.28. Area Planning and Strategic Development Committees may visit sites at the discretion of the chairman prior to the meeting at which the Planning Application is to be considered. A site visit may be appropriate where:
 - a. Matters of judgement are involved on the context of the site such as the effect on landscape, impact on character, residential amenity, or highway considerations rather than purely on principle;
 - b. Finely balanced cases; or
 - c. Contentious applications where there are strong local views
- 3.29. The primary aim of a site visit is to enable members to see for themselves the impacts of development and appreciate the issues involved. All members of Planning Committee are encouraged whenever possible to attend the site visits. Site visits will only be attended by Planning Committee members and officers, no representations will be permitted during the site visit from parishes, members of the public, applicants or agents. The member responsible for calling the application into Planning Committee may wish to attend the site visit to explain why they called the application in to Planning Committee.

Other Matters

- 3.30. From time to time the Committee may consider reports on other items falling within the Committee's terms of reference, such as performance reports or on proposed changes to national or regional planning policy.
- 3.31. In those circumstances the procedure to be followed will be as described for public items above except that, there being no Planning Committee Procedure Rules application for the Committee to determine, there will be no provision for public speaking before the Committee.

Call-In

- 3.32. The call-in process of bringing Planning Applications to Planning Committee rather than delegating their determination to officers is open to all members of the Council.
 - a. Within 28 days of being notified of a Planning Application, members must use Public Access to notify the planning officer that they may wish to call-in the Planning Application to the relevant Planning Committee.
 - b. Once the officer has reached a recommendation they will inform the local member as well as the member who has requested the call-in (if different)

- c. The member requesting the call-in has 7 days in which to provide material planning reasons via Public Access, confirming their request for the Planning Application to be determined by committee.
- d. At that time, the member requesting the call-in must also disclose whether they have a Disclosable Pecuniary Interest, personal interest or any personal bias in the Planning Application being called-in.
- e. The Service Director in consultation with the Chairman (or, in his absence, the Vice-Chairman) of the relevant planning committee will determine whether or not the matter called-in by a member should be considered by Planning Committee, or whether the exercise of delegated powers is appropriate.

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4. Regulatory Committees – Terms of Reference

Licensing Committee

General

- 4.1. A regulatory Committee of the Council established to be responsible for licensing and registration functions under the Licensing Act 2003 and s.101 Local Government Act 1972 and external Health & Safety at Work functions.

Membership, Chairmanship and Quorum

Number of Members	15
Substitute Members Permitted	Yes
Political Balance Rules apply	Yes
Appointments/Removals from Office	By resolution of full Council
Restrictions on Membership	Cabinet Leader may not be a member. The undertaking of such training as determined by the Monitoring Officer on licensing and regulatory functions and procedures is a pre-requisite to membership of, and substitutes for, this Committee
Restrictions on Chairmanship/Vice-Chairmanship	Cabinet Members or Deputy Cabinet Members may not hold these offices
Quorum	4
Number of ordinary meetings per Council Year	At least two per year
Standing Sub-Committees	Licensing Sub-Committee and Regulatory Sub-Committee

Terms of Reference

- 4.2. To exercise the Council's responsibilities and functions relating to licensing, registration and other miscellaneous functions as set out in Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (No 2853) as amended or updated ("2000 Regulations"), insofar as such functions are not the responsibility of any other local authority.
- 4.3. For the avoidance of doubt, in relation to the grant or issue by the Committee of any approval, consent, licence, permission or registration, the exercise of the responsibilities for the functions referred to above includes responsibility for:-
- The imposition or amendment, modification or variation of any term, condition, limitation or restriction.
 - The decision to take enforcement or other action in respect of a breach of any term, condition, limitation or restriction.
 - The decision to revoke, vary or modify any approval, consent, licence, permission or registration.

- d. Where permissible by law, the decision to impose a charge and the amount of any such charge.
 - e. Where permissible by law, to determine and set the fees and charges in respect of any approval, consent, licence, permission or registration including consideration of any representations thereon or objections thereto.
- 4.4. To exercise the Council's functions under the Gambling Act 2005 as amended not covered by the 2000 Regulations including those functions under Part 8 of the Gambling Act 2005 except the adoption of the Section 349 Gambling Act 2005 Statement of Principles (adoption by full Council) and the passing of a S166 of the Gambling Act 2005 resolution not to issue a casino premises licence (resolution by full Council - S154 (2)(a) of the Gambling Act 2005) having first sought the views of Cabinet.
 - 4.5. To exercise the Councils licensing and registration functions under the Local Government (Miscellaneous Provisions) Act 1982, as amended including licensing of Sex Establishments and Sexual Entertainment Venues, the setting of fees and standard conditions and the licensing of premises for acupuncture, tattooing, ear-piercing and electrolysis.
 - 4.6. To exercise the Councils licensing and registration functions under the Scrap Metal Dealers Act 2013 including the setting of fees.
 - 4.7. To exercise the Councils licensing and registration functions under the Caravan Site Act 1968 and Mobile Homes Act 2013 and related legislation including the setting of fees.
 - 4.8. To develop, review and submit to full Council for adoption Policies in relation to the functions undertaken by this Committee including Policies for Hackney Carriage and Private Hire, Classification of Films, Sex Establishments and Mobile Homes Fees.
 - 4.9. To consider any matter referred to the Committee by the Council, another Committee, the Cabinet or a Cabinet Member which relates to functions for which the Committee is responsible.
 - 4.10. To establish a standing Sub-Committee to be known as the Regulatory Sub-Committee to consider and determine any applications and/or matters that by law or in accordance with the Council's adopted Policies or this Constitution require a hearing to be conducted.
 - 4.11. To establish a standing Sub-Committee to be known as the Licensing Sub-Committee to consider and determine any applications and/or matters that by law or in accordance with the Council's adopted Licensing Policy and Gambling Statement of Principles or this Constitution require a hearing to be conducted.

Delegations

- 4.12. All functions are delegated to the Licensing Committee other than any matter delegated to a named Officer in the Scheme of Delegations to Officers set out in Section x of Part x of this Constitution.

Regulatory Sub-Committee

General

- 4.13. A regulatory sub-committee of the Licensing Committee established to conduct hearings and make determinations in respect of the Councils regulatory licensing functions.

Membership, Chairmanship and Quorum

Number of Members	Three
Substitute Members Permitted	Yes
Political Balance Rules apply	No
Appointments/Removals from Office	By the Democratic Services Manager subject to member's availability and when reasonably practical, on the basis of appropriate geographical representation.
Restrictions on Membership	Only members of the Licensing Committee are eligible
Restrictions on Chairmanship	None
Quorum	Three
Number of ordinary meetings per Council Year	Hearings/ meetings will be called as required

Terms of Reference

- 4.14. To conduct hearings and make determinations under or in respect of the following legislation and functions as required by law or in circumstances where the appropriate Service Director is unable or unwilling to make a decision under the terms of the Scheme of Delegations to Officers:-
- a. licensing of Hackney Carriage and Private Hire Drivers, Vehicles, Operators and related enforcement
 - b. classification of films
 - c. licensing of sex establishments and venues
 - d. licensing of premises for acupuncture, tattooing, ear-piercing and electrolysis
 - e. licensing of Scrap Metal Dealers
 - f. licensing of caravan sites
 - g. licensing of Street Trading and
 - h. such other matters as the Sub-Committee may be required by law or in connection with the discharge of any of the matters referred to in these Terms of Reference

Delegations

- 4.15. Decisions on all matters falling within these terms of reference.

Notes

- 4.16. The Democratic Services Manager is authorised to constitute the Sub-Committee from the membership of the Licensing Committee having regard to member availability, together with a standby in case a member of the Sub-Committee is unable to participate or continue for any reason.

- 4.17. When reasonably practical, a sub-committee meeting should be held at the council facility which is closest to the premises or issue that is the subject of the meeting'
- 4.18. Members are appointed for a single meeting/hearing only.

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Licensing Sub-Committee

General

- 4.19. A licensing sub-committee of the Licensing Committee established to conduct hearings and make determinations in respect of the Councils statutory licensing functions.

Membership, Chairmanship and Quorum

Number of Members	Three
Substitute Members Permitted	Yes
Political Balance Rules apply	No
Appointments/Removals from Office	By the Democratic Services Manager subject to member's availability and when reasonably practical, on the basis of appropriate geographical representation.
Restrictions on Membership	Only members of the Licensing Committee are eligible
Restrictions on Chairmanship	None
Quorum	Three
Number of ordinary meetings per Council Year	Hearings/ meetings will be called as required

Terms of Reference

- 4.20. To conduct hearings and make determinations under or in respect of the following legislation and functions as required by law or in circumstances where the appropriate Service Director is unable or unwilling to make a decision under the terms of the Scheme of Delegations to Officers:-
- Licensing Act 2003;
 - Gambling Act 2005;
 - Such other matters as the Sub-Committee may be required by law or in connection with the discharge of any of the matters referred to in these Terms of Reference

Delegations

- 4.21. Decisions on all matters falling within these terms of reference.

Notes

- 4.22. The Democratic Services Manager is authorised to constitute the Licensing Sub-Committee from the membership of the Licensing Committee having regard to member availability, together with a standby in case a member of the Sub-Committee is unable to participate or continue for any reason.
- 4.23. When reasonably practical, a sub-committee meeting should be held at the council facility which is closest to the premises or issue that is the subject of the meeting
- 4.24. Members are appointed for a single meeting/hearing only.

Strategic Sites Committee

General

- 4.25. The Role of the Strategic Sites Committee is to exercise the Council's functions as local planning authority as specified in Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 and any subsequent Regulations modifying or replacing those Regulations, insofar as such functions are not the responsibility of any other local authority or fall under the remit of the Area Planning Committee(s).
- 4.26. The scope of the committee is to deal with wider strategic development, sites which have a significant impact beyond the specific local area and sites fundamental to the implementation of an adopted or emerging Local Plan.
- 4.27. The Strategic Sites Committee will also determine all public rights of way, Common Land and Town or Village Green applications where the Service Director of Planning and Environment elects not to exercise delegated authority and refers the application to committee.

Membership, Chairmanship and Quorum

Number of Members	12
Substitute Members Permitted	Yes
Political Balance Rules apply	Yes
Appointments/Removals from Office	By resolution of full Council
Restrictions on Membership	Cabinet Members or Deputy Cabinet Members may not be a member of this Committee The undertaking of such training as determined by the Monitoring Officer on: 1) planning functions and procedures; 2) rights of way and village green matters; and 3) probity in decision making is a pre-requisite to membership of, and substitutes for, this Committee
Restrictions on Chairmanship/Vice-Chairmanship	None
Quorum	7
Number of ordinary meetings per Council Year	At least two per year
Standing Sub-Committee	None

Terms of Reference

- 4.28. 1.3.1 To exercise the Council's functions as local planning authority as specified in Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 and any subsequent Regulations modifying or replacing those Regulations, insofar as such functions are not the responsibility of any other local authority or fall under the remit of the Area Planning Committees.
- 4.29. Responsibility for:
- wider strategic development;
 - sites which have a significant impact beyond the specific local area; and

- c. sites fundamental to the implementation of an adopted or emerging Local Plan. This will include:
 - i Major infrastructure;
 - ii Minerals and Waste;
 - iii Secondary Schools;
 - iv Large Scale Major Development comprising:
 - o Housing (approx. 400 dwellings or more)
 - o Employment (approx. 10,000 sq m or 2 hectares or more)
 - o Retail (approx. 10,000 sq m or 2 hectares or more)
- 4.30. The Council's functions include but are not limited to the responsibility for:-
- a. imposing any condition, limitation or restriction, or determining any other terms, on an approval, consent, licence, permission or registration granted in the exercise of its functions;
 - b. revoking any approval, consent, licence, permission or registration granted in the exercise of its functions;
 - c. amending, modifying or varying any approval, consent, licence, permission or registration granted in the exercise of its functions or any condition, limitation, restriction or term to which it is subject;
 - d. determining whether a charge should be made, and the amount of any such charge, for any approval, consent, licence, permission or registration.

Rights of Way Functions

- 4.31. Power to require information as to interests in land.
- 4.32. Power to create footpaths and bridleways.
- 4.33. Power to stop up footpaths and bridleways.
- 4.34. Power to divert footpaths and bridleways.
- 4.35. Duty to assert and protect the rights of the public to use, and enjoyment of, highways.
- 4.36. Duty to keep a definitive map and statement under review.
- 4.37. Duty to reclassify roads used as public paths.
- 4.38. Power to authorise creation of stiles etc. on footpaths or bridleways.
- 4.39. Powers relating to the removal of things so deposited on highways as to be a nuisance.
- 4.40. Power to register common land or town or village greens, except where the power is exercisable solely for the purpose of giving effect to:
 - a. an exchange of lands effected by an order under section 19(3) of, or paragraph 6(4) of Schedule 3 to, the Acquisition of Land Act 1981 (c.67); or
 - b. an order under section 147 of the Inclosure Act 1845 (c.8 & 9 Vict. c.118)
- 4.41. Power to register variation of rights of common.
- 4.42. Power to make, amend, revoke, re-enact or enforce by-laws.

Speaking and Other Procedural Arrangements Including Site Visits etc.

- 4.43. Speaking and other procedural arrangements are detailed in the Planning Committees Procedure Rules.

Delegations

- 4.44. [All functions are delegated to the Strategic Sites Committee as set out in Section x of Part x of this Constitution.]

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Area Planning Committees

4.45. Five Committees as follows:

North Buckinghamshire Area Planning Committee; Central Buckinghamshire Area Planning Committee; West Buckinghamshire Area Planning Committee; East Buckinghamshire Area Planning Committee; and South Buckinghamshire Area Planning Committee.

General

4.46. The Role of each of the Area Planning Committees is to exercise the Council's functions as local planning authority as specified in Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 and any subsequent Regulations modifying or replacing those Regulations, insofar as such functions are not the responsibility of any other local authority or fall under the remit of the Strategic Sites Committee for their area. The geographical locations of the 5 Area Planning Committees is available on the Council's website link

Membership, Chairmanship and Quorum

Number of Members	12 (10 for South Buckinghamshire Area Planning Committee Planning Committee)
Substitute Members Permitted	Yes
Political Balance Rules apply	Yes
Appointments/Removals from Office	By resolution of full Council
Restrictions on Membership	Cabinet Members and Deputy Cabinet Members may not be a member of these Committees Chairman of Strategic Sites Committee may not sit on any Area Planning Committee The undertaking of such training as determined by the Monitoring Officer on: 1) planning functions and procedures; 2) probity in decision making is a pre-requisite to membership of, and substitutes for, this Committee
Restrictions on Chairmanship/Vice-Chairmanship	None
Quorum	7 (6 for South Buckinghamshire Area Planning Committee)
Number of ordinary meetings per Council Year	At least two per year
Standing Sub-Committee	None

Terms of Reference

4.47. To exercise the Council's functions as local planning authority as specified in Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 and any subsequent Regulations modifying or replacing those Regulations, insofar as such functions are not the responsibility of any other local authority or fall under the remit of the Strategic Sites Committee.

4.48. The Committee's functions include but are not limited to the responsibility for:-

- a. imposing any condition, limitation or restriction, or determining any other terms, on an approval, consent, licence, permission or registration granted in the exercise of its functions;
- b. revoking any approval, consent, licence, permission or registration granted in the exercise of its functions;
- c. amending, modifying or varying any approval, consent, licence, permission or registration granted in the exercise of its functions or any condition, limitation, restriction or term to which it is subject;
- d. determining whether a charge should be made, and the amount of any such charge, for any approval, consent, licence, permission or registration.

Speaking and Other Procedural Arrangements Including Site Visits etc.

- 4.49. Speaking and other procedural arrangements are detailed in the Planning Committees Procedure Rules.

Delegations

- 4.50. [All functions are delegated to the Strategic Sites Committee as set out in Section x of Part x of this Constitution.]

5. Standards and General Purposes Committee Terms of Reference

General

- 5.1. The purpose of the Standards and General Purposes Committee is to oversee and develop the Council's Code of Conduct and the overall standards of conduct and ethics of Members and co-opted Members of Buckinghamshire Council. The Standards and General Purposes Committee will have the roles and responsibilities as set out in the below Terms of Reference.

Membership, Chairmanship and Quorum

Number of Members	14
Substitute Members Permitted	No
Political Balance Rules apply	Yes
Appointments/Removals from Office	By resolution of full Council
Restrictions on Membership	Cabinet Members and Deputy Cabinet Members may not be a member of this Committee
Restrictions on Chairmanship/Vice-Chairmanship	None
Quorum	One quarter of the membership
Number of ordinary meetings per Council Year	At least two per year
Standing Sub-Committees	Hearings Sub-Committee

Terms of Reference

- 5.2. Promote and maintain high standards of conduct by Members and co-opted Members of the Council.
- 5.3. Keep the Member Code of Conduct and where appropriate the Planning Protocol under review and make recommendations to Council on any amendment or revisions to the Code and Protocol when appropriate.
- 5.4. Monitor the operation of the Member Code of Conduct, and where appropriate, the Planning Protocol.
- 5.5. Assist Members and co-opted Members of the Council to observe the Member Code of Conduct, and where appropriate, the Planning Protocol.
- 5.6. Advise, train or arrange training for Members and co-opted Members of the Council, including assisting Parishes to train their own Councillors, on matters relating to the Member Code of Conduct and the Planning Protocol.
- 5.7. Give general guidance and advice to Members and Co-opted Members of the Council on Member's interests and keep under review the Register of Members' Interests maintained by the Monitoring Officer.
- 5.8. Grant dispensations to Members and co-opted Members from requirements relating to interests as set out in the Member Code of Conduct, and where appropriate, the Planning Protocol. This function has also been delegated to the Monitoring Officer in relation to all grounds of dispensation with a power to refer back to the Standards and General Purposes Committee.

- 5.9. Exercise the Council's functions under Chapter 7 (sections 26 to 37) of the Localism Act 2011 relating to Ethical Standards.
- 5.10. Give general guidance and advice to Members and Co-opted Members of the Council on gifts and hospitality.
- 5.11. Keep the Council's Arrangements for Dealing with Standards Complaints under review and make recommendations to Council on any amendment or revisions to the Arrangements when appropriate.
- 5.12. In accordance with the Council's Arrangements for Dealing with Standards Complaints, to assess and / or refer for investigation allegations of misconduct on the part of Members and co-opted Members of the Council, Parish and Town Councils if so requested by the Monitoring Officer.
- 5.13. The determination of allegations of misconduct on the part of Members and co-opted Members of the Council, Parish and Town Councils.
- 5.14. Make recommendations to Council with regard to the appointment of Independent Persons.
- 5.15. Overview of the Council's Protocol on Member / Officer Relations.
- 5.16. Receive an annual report from the Monitoring Officer detailing complaints received, complaints dealt with and resolutions achieved.
- 5.17. Support the Monitoring Officer in discharging his / her role in respect of standards of conduct and behaviour.
- 5.18. Recommend changes to the Council's Constitution to full Council which includes ensuring all significant amendments are proposed in writing before being agreed.
- 5.19. Consider electoral arrangements and any relevant issue referred to it by the Chief Executive, Section 151 Officer, Chief Internal Auditor or Monitoring Officer.
- 5.20. Receive on behalf of the Council reports issued by the Local Government Ombudsman into investigations that the Council's actions have amounted to maladministration causing injustice.
- 5.21. Exercise any functions in relation to parishes, parish meetings and parish councils including changing the name of a parish.
- 5.22. Make, amend or revoke bylaws by recommendation to Full Council.
- 5.23. Deal with all other non-executive functions which are not reserved to full council and which are not otherwise delegated.

Membership

- 5.24. Comprises 14 Members as follows:
 - a. 12 councillors from Buckinghamshire Council
 - b. Up to two Independent Persons appointed by Buckinghamshire Council as non-voting members

6. Audit and Governance Committee Terms of Reference

General

- 6.1. The purpose of the Audit and Governance Committee is to:
- Provide independent assurance as to the Council's governance, risk management framework and associated control environment.
 - Provide independent scrutiny of the Council's financial and non-financial performance to the extent that it affects the Council's exposure to risk and weakens the control environment.
 - Oversee the Council's financial reporting process.
 - Approve the Council's Final Accounts.
 - Provide assurance on the adequacy of the Council's Treasury Management risk framework and associated control environment.
 - Act as an advisory committee to the Council and the Cabinet on audit and governance issues.

Membership, Chairmanship and Quorum

Number of Members	12
Substitute Members Permitted	No
Political Balance Rules apply	Yes
Appointments/Removals from Office	By resolution of full Council
Restrictions on Membership	Cabinet Members or Deputy Cabinet Members may not be a member of this Committee.
Restrictions on Chairmanship/Vice-Chairmanship	None
Quorum	One quarter of the number of members rounded up
Number of ordinary meetings per Council Year	At least two per year

Terms of Reference

Audit

- 6.2. Consider the Chief Internal Auditor's annual plan and annual report (including a summary of internal audit activity and the level of assurance it can give over the Council's governance arrangements).
- 6.3. Consider summaries of specific internal audit reports and the response of the Chief Executive to such reports.
- 6.4. Consider reports dealing with the management and performance of internal audit service providers.
- 6.5. Consider the external auditor's annual letter, relevant reports and the report to those in charge of governance.
- 6.6. Consider specific reports as agreed with the Section 151 Officer, Chief Internal Auditor, and Monitoring Officer, Chief Executive or external auditor.

- 6.7. Comment on the scope and depth of external audit work and ensure it provides values for money.
- 6.8. Commission work from internal and external audit in accordance with guidelines.
- 6.9. Such other matters as required by law or guidance to be the proper remit of the Audit and Governance Committee.

Governance

- 6.10. Maintain an overview of aspects of the Council's Constitution relating to decision-making, contract procedure rules and Financial Procedure Rules. Any proposed changes to the Council's Constitution are to be recommended to Council via the Standards and General Purposes Committee.
- 6.11. Review any issue referred to it within these Terms of Reference by the Chief Executive, Section 151 Officer or any body of the Council.
- 6.12. Consider and monitor the Council's Risk Registers and refer matters for consideration to Cabinet and Council.
- 6.13. Monitor the effective development and operation of risk management and corporate governance within the Council.
- 6.14. Approve and monitor the Council's 'whistle-blowing', anti-fraud and anti-corruption policies.
- 6.15. Review and make recommendations on the Council's Annual Governance Statement.
- 6.16. Consider the Council's corporate governance arrangements and make recommendations to ensure compliance best practice.
- 6.17. Monitor the Council's compliance with its own and other published standards and controls.
- 6.18. Consider reports dealing with risk management across the organisation and those reports which identify key risks the Council faces, seeking assurance of appropriate management action.
- 6.19. Such other matters as required by law or guidance to be the proper remit of the Audit and Governance Committee.
- 6.20. Receive annually statistical reports and details of complaints received and investigated through the Council's Corporate Complaints Procedure which have resulted in payments or other benefits being provided by the Council in cases of maladministration.

Financial Reporting

- 6.21. View the Council's annual statement of accounts and specifically consider whether appropriate accounting policies have been followed, and whether there are any concerns arising from the financial statements, or the audit which should be brought to the attention of the Council.
- 6.22. Consider reports of the external auditor to those in charge of governance on issues arising from the audit of the accounts.

Membership

- 6.23. 12 Members

7. Pension Fund Committee Terms of Reference

Role and Function

- 7.1. To be responsible for the Council's statutory function as administering authority (also including investment matters) under the Local Government Pension Scheme Regulations and associated legislation under Sections 7, 12 and 24 of the Superannuation Act 1972. The committee will be established under s101 of the Local Government Act 1972.
- 7.2. The Pension Fund Committee will be provided with full-delegated powers to discharge the following functions on behalf of the Council:
 - a. To deal with all matters arising relating to the Buckinghamshire Local Government Pension Scheme;
 - b. To instruct the S151 Officer on the management and investment of the Buckinghamshire Pension Fund ("the Pension Fund")
 - c. To constitute a Pension Fund Board in accordance with the Pension Fund Board's terms of reference.

Membership, Chairmanship and Quorum

Number of Members	9
Substitute Members Permitted	No
Political Balance Rules apply	Yes
Appointments/Removals from Office	By resolution of full Council
Restrictions on Membership	Cabinet Leader may not be a member.
Restrictions on Chairmanship/Vice-Chairmanship	None
Quorum	3 (including the Chairman or Vice-Chairman)
Number of ordinary meetings per Council Year	At least four per year

Terms of Reference

- 7.3. To agree and ensure the continual review of:
 - a. The Statement of Investment Principles,
 - b. The strategic benchmarks for the performance of the Pension Fund against which the actual performance is to be measured,
 - c. The strategic targets against which the performance of the Fund Managers is to be measured.
- 7.4. To agree the appointment and termination of:
 - a. Fund Managers to deliver the Pension Fund's investment strategy, where not available through the Brunel pension pooling arrangements
 - b. The Actuary
 - c. Firms or individuals to provide investment and actuarial advice for the Fund
- 7.5. On a quarterly basis, review the performance of the Pension Fund and the Fund Managers against the objectives, benchmarks and targets set and to consider if, and to what extent,

any change may be necessary to ensure the efficient and effective performance of the Pension Fund. This may include:

- a. The dismissal, selection, appointment and enhanced performance monitoring of, the Managers of the Pension Fund
 - b. Reviewing the allocation of the assets of the Pension Fund and the generic selection of asset portfolios in order to meet the objectives of the Pension Fund.
 - c. To agree from time to time any restrictions to be placed on any one or more Managers of the Pension Fund as to particular classes of authorised investment or decisions they may take on behalf of the Pension Fund or as to the exercise of voting rights;
 - d. Reviewing the structure of the management arrangements necessary to achieve the effective management of the Pension Fund to meet its objectives.
 - e. Reviewing the Pension Fund Risk Register (every six months).
- 7.6. On an annual basis (or more frequently as required by the Committee), review the performance of the Pension Fund and the Fund Managers against the strategic objectives, benchmarks and targets set by them and to consider if, and to what extent, any change may be necessary to ensure the efficient and effective performance of the Pension Fund.
- 7.7. To approve the Pension Fund Annual Accounts and Governance Compliance Statement
- 7.8. Review the formal Actuarial Valuation and to consider if, and to what extent, any change may be necessary to ensure the efficient and effective performance of the Pension Fund.
- 7.9. To consider the admission of employing organisations to the Fund where there is discretion to do so and as escalated by the S151 Officer.
- 7.10. To have due regard to the advice of the S151 Officer and to the advice of Consultants appointed by the Committee. If the Pension Fund Committee shall disregard the advice of Consultants, its reasons for so doing shall be recorded in the minutes of the Committee.
- 7.11. To receive auditor reports as appropriate and seek assurance that any action points arising are implemented.
- 7.12. To deal with any other matters arising in respect of Local Government Pensions.

Reporting

- 7.13. Minutes of the Committee will be reported to Council under the existing Council Committee framework.
- 7.14. Detailed performance reports will remain confidential items on Committee agenda as will any other item deemed as such by the Chairman although the Committee aims to operate as transparently as feasible.
- 7.15. The Chairman shall consult with the Council's Monitoring Officer (and that of any relevant partner organisation) where any member misses three Committee meetings in a row (to include formal training sessions).

Membership

- 7.16. Comprises nine members, all with voting rights, as follows:
- a. Seven Members from Buckinghamshire Council
 - b. One Co-Opted Member from Milton Keynes Council
 - c. One Police and Crime Commissioner (PCC) or deputy PCC from Thames Valley

7.17. Members have Quasi-Trustee status and consequently substitutions are not permitted.

7.18. The quorum for this Committee is three Members, one of which must be either the Chairman or Vice-Chairman.

Frequency

7.19. Five meetings will be scheduled each year, additional meetings may be scheduled for appointing fund managers, global custodian or the Fund's actuary. Formal Committee meetings are supplemented by Committee Training Days.

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8. Health and Wellbeing Board Terms of Reference

- 8.1. The Health and Social Care Act 2012 makes provision for the Council to establish a Health and Wellbeing Board as a Committee of the Council appointed under section 102 of the Local Government Act 1972.

Composition

NB subject to further verification of ToRs and Board membership as agreed by the Board current ToRs available at <https://democracy.buckscc.gov.uk/mgConvert2PDF.aspx?ID=20219>

- 8.2. In accordance with the Health and Social Care Act 2012, the Board will comprise:
- a. Three Cabinet Members nominated by the Leader of the Council to include the Cabinet Members with responsibility for adult social care, children's services and public health
 - b. The Corporate Director for Adults, Health and Housing
 - c. The Corporate Director for Children's Services
 - d. The Director of Public Health
 - e. Such representatives of the Integrated Care Partnership operating within the Council's area as decided by the Board
 - f. A representative of Local Health Watch
- 8.3. It is expected that a Council Elected Member will be the Chairman of the Board and a delegate of the Integrated Care Partnership will be the Vice Chairman. In the absence of a Vice Chairman, the Integrated Care Partnership will be asked to nominate another for the role of Vice Chairman.
- 8.4. The Board may be joined by a member of the NHS Commissioning Board:
- a. When it is preparing the Joint Strategic Needs Assessment and the Joint Health and Wellbeing Strategy for the Council's area,
 - b. When it is considering any matter relating to the exercise or proposed exercise of the NHS Commissioning Board's functions in the area, and
 - c. When requested to do so by the Health and Wellbeing Board.

Co-Optees

- 8.5. The Board may co-opt such other parties, either to be standing members of the Board or for particular areas of its work as it sees fit.

Delegation to Sub-Committee/s and Officers

- 8.6. The Board may arrange for the discharge of any of its functions by a sub-Committee or an Officer of the Authority
- 8.7. Unless the Board otherwise directs, the sub-Committee may arrange for the discharge of any of those functions by an Officer of the Authority
- 8.8. The Board may appoint one or more sub Committees of the Board to advise the Board with respect to the discharge of functions by the Board.
- 8.9. In accordance with the terms of the Health and Social Care Act 2012 all statutory members of the Health and Wellbeing Board have the right to vote on any decision in accordance with the Council's Standing Orders on Committees.

- 8.10. The Board may form such sub Committees, other panels and working groups as the Board considers necessary to carry out its functions.
- 8.11. The Proportionality rules in the Local Government and Housing Act 1989 will not apply to this Committee.

Role and Functions

- 8.12. To comply with the following statutory duties:
- a. To discharge the functions imposed upon it by the Health and Social Care Act 2012 (and other legislation), together with such other functions as the Council may from time to time as it to discharge;
 - b. To prepare and publish an assessment of needs - Joint Strategic Needs Assessment (JSNA) - in relation to the Council's area, having regard to any guidance with the Secretary of State for Health;
 - c. To prepare and publish a Joint Health and Wellbeing Strategy (JHWS) to meet the needs included in the Joint Strategic Needs Assessment in relation to the Council's area, having regard to any guidance as above;
 - d. To involve third parties in preparation of the JHWS including local Healthwatch and people living and working in the Council's area;
 - e. In carrying out 1 and 2 above, to have regard to the NHS Commissioning Board mandate in developing the JSNA and JHWS;
 - f. In carrying out a. and b. above, to consider opportunities for 'flexibilities' under the Health Act 2006 and Section 75 of the National Health Service Act 2006;
 - g. In carrying out a. and b. above, to consider whether any opportunities arise to access additional funding streams to achieve JSNA objectives by working with the Council and its partners;
 - h. To carry out all other statutory functions of the Health and Wellbeing Board (and in any subsequent legislation);
 - i. To make available to the Council its JSNA and JHWS to enable to Council and its services to have regard to the same while preparing policies, strategies and service plans.

Additional Provisions

- 8.13. The Leader of the Council has the power to nominate to the Board any Member to substitute for the Cabinet Members in the event that one of the appointed members is not able to attend.
- 8.14. In accordance with powers under Part X of this Constitution, the Chief Executive has the power to appoint to the Board any temporary or permanent substitutes for the Officer members of the Board.
- 8.15. The Board will agree a protocol to ensure that the members of the Board work together in a constructive and productive way. The Board shall review its operation as required and inform the Council of any proposed changes of operation.

Voting Members

- a. Cabinet Members with lead responsibility for Adult social care, children's services and public health

- b. Corporate Director for Adults, Health and Housing
- c. Corporate Director for Children's Services
- d. Director of Public Health,
- e. Buckinghamshire Integrated Care Partnership (up to 2 votes),
- f. Representative of the local Healthwatch

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9. Senior Appointments and Pay Committee Terms of Reference

Membership, Chairmanship and Quorum

Number of Members	7
Substitute Members Permitted	Yes
Political Balance Rules apply	Yes
Appointments/Removals from Office	By resolution of full Council
Restrictions on Membership	Must include at least one Cabinet Member
Restrictions on Chairmanship/Vice-Chairmanship	Deputy Cabinet Members may not hold these offices
Quorum	3
Number of ordinary meetings per Council Year	At least two per year

Terms of Reference

- 9.1. The Senior Appointments and Pay Committee shall be primarily responsible for:
- a. undertaking the selection process for the appointment, and formulating recommendations to the full Council in relation to the appointment and dismissal of the Head of Paid Service of Buckinghamshire Council in accordance with the appropriate procedures;
 - b. undertaking the selection process for the appointment and making the appointment and dismissal of any other statutory Chief Officer or Chief Officer of Buckinghamshire Council in accordance with the appropriate procedures and requirements below;
 - c. Ensure that the appropriate policies, guidelines and timescales are adhered to in dealing with Senior Managers including the application of any legislation relevant to the office and in line with Buckinghamshire Council Senior Management Procedures;
 - d. Act as the Hearing Body for cases involving the Chief Executive, Monitoring Officer, and Section 151 Officer, where dismissal is not the likely outcome;
 - e. Where dismissal is a possibility for the Chief Executive, Monitoring Officer or Section 151 Officer, appoint a Panel in line with legislative requirements outlined in the Local Authorities (Standing Orders) (England) Regulations 2001 & Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 which set out some particular matters with relation to employment processes for Statutory Officers and these terms of reference;
 - f. To advise the Council in relation to any proposed dismissal of the Head of Paid Service, Monitoring Officer or S151 Officer. To carry out this role by appointing a Panel to consider any disciplinary action in relation to the three statutory officers – Head of Paid Service, Monitoring Officer and S151 Officer. The membership of the Panel shall be determined by the Committee. The Panel membership must include up to two of the Independent Persons appointed by Council (who shall be full voting members of the Panel) and may include any number of additional Panel members so long as those members are from within the membership of the Committee and the proportionality rules shall apply to such a Panel;
 - g. Forward the outcome of the Hearing Panel to Council for their consideration;
 - h. Have overview of the Council's Officer Code of Conduct;

- i. Deal with any personnel or pension matters not covered by any other Committee or by officer delegation;
- j. Deal with any functions relating to the designation of a proper officer;
- k. Hear appeals on decisions made by the Chief Executive from a Corporate Director;
- l. To consult on, and determine pay awards to employees on locally agreed Pay Conditions (after taking into account any representations made by recognised Trade Unions and staff).

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10. High Wycombe Town Committee Terms of Reference

Role and Function

- 10.1. To consider and advise the Council, the Cabinet or relevant Committee on any issues affecting the High Wycombe Town Area. The Committee is an advisory body and does not have decision making powers in respect of either executive or non-executive functions;
- 10.2. Subject to section 3 the Committee will make recommendations to either Cabinet or Council as appropriate on any issues as above;

Membership, Chairmanship and Quorum

Number of Members	24
Substitute Members Permitted	No
Political Balance Rules apply	No
Appointments/Removals from Office	Membership is automatic based on election to the Wards/Divisions named below
Restrictions on Membership	Membership is restricted to those councillors representing the following wards: Abbey; Booker, Cressex and Castlefield; Downley; Ryemead and Micklefield; Terriers and Amersham Hill; Totteridge and Bowerdean; Tylers Green and Loudwater; West Wycombe
Restrictions on Chairmanship/Vice-Chairmanship	Cabinet Members or Deputy Cabinet Members may not hold these offices
Quorum	One quarter of the number of members
Number of ordinary meetings per Council Year	At least two per year

Terms of Reference

- 10.3. To consider and advise the Council, the Cabinet or relevant Committee on any issues affecting the High Wycombe Town Area. Add link to map
- 10.4. To consider any issue referred to it by the Council, the Cabinet, or a Committee.
- 10.5. To initiate consideration of any issue, which in the opinion of the Chairman, or at least 5 members of the Committee, is of particular relevance/ importance to the residents of High Wycombe town.
- 10.6. Recommendations to the Cabinet/ full Council as to (i) which services should be deemed a Special Expense (ii) the right to be consulted on any scheme or proposal that would alter significantly the level of Special Expenses (iii) to recommend to Cabinet each year the amount required to be raised for Special Expenses purposes.
- 10.7. To monitor and review those services provided under Special Expenses and make any recommendations for change or improvement to the Cabinet, appropriate Committee or Service Director.

Part E – Executive (Cabinet)

Section 1 Role of Cabinet

Section 2 Cabinet Arrangements

Section 3 Cabinet Procedure Rules

The Cabinet is a group of councillors who take most of the decisions about what Buckinghamshire Council does. The Cabinet is made up of the Leader of the Council, who is chosen by the full Council, and up to 9 other councillors, appointed by the Leader, called Cabinet members.

A specific area of responsibility is called a portfolio and where a Cabinet member is assigned that area of responsibility they are the Portfolio Holder.

Apart from the specific functions listed on page * all other responsibilities rest with the Leader and the Cabinet. These are called executive functions.

The Cabinet meets on a regular basis. Members of the public can attend or watch all Cabinet meetings.

This section sets out in detail what functions are executive functions, the rules which govern how the Cabinet makes decisions and how meetings are run.

These rules are written in formal language. If you have specific questions our democratic services team will be happy to help you.

1. The Role of Cabinet

Functions

- 1.1. The Local Government Act 2000 provides that the functions of a local authority are the responsibility of its Cabinet (referred to in the Act as the Executive) except for those which the law requires to be performed by the Council; always provided that such a decision is within the Council's Budget and Policy Framework.
- 1.2. The Local Authorities (Functions and Responsibilities) (England) (Regulations) 2000 is the main piece of legislation governing this; and it lists the different functions which can be categorised as:
 - Schedule 1: Functions which must not be the responsibility of the Cabinet
 - Schedule 2: Functions which may be the responsibility of the Cabinet or of the Council - these are known as "Local Choice" functions:
 - Schedule 3: Functions which may not be the sole responsibility of the Cabinet
 - Schedule 4: Circumstances in which functions which would normally be the responsibility of the Cabinet, are not to be the responsibility of the Cabinet.
- 1.3. As such, the Council has the discretion to decide which of the functions that fall into Schedule 2 will be the responsibility of the Council (Council Functions) and which will be the responsibility of the Cabinet (Executive Functions): The Council can decide whether they will be Council Functions or Executive Functions.
- 1.4. There are some other pieces of legislation which provide that certain matters must be dealt with by the full Council. These include:
 - a. Approving the Councils policy on pay;
 - b. Approving the Councils Capital and Investment Strategy.

Executive Functions

- 1.5. Except those Council Functions listed at XXX above, the Council has decided that all other functions, including local choice functions, are to be Executive Functions.
- 1.6. Responsibility for Executive Functions rests with the Leader who will decide which functions he/she will perform personally, and which will be delegated to the Cabinet as a whole; to a Cabinet Committee; individual Cabinet Members or to Officers.
- 1.7. A decision on any delegated executive function may be referred to the whole Cabinet when: -
 - a. The Leader, Cabinet Committee, Cabinet Member or Officer believes that due to the contentious or 'political' nature of the matter it should be considered and decided by the whole Cabinet;
 - b. The Cabinet Member takes a different view of the proposal in question and feels unable to be associated with it;
 - c. The Cabinet Member or Officer believes that they are conflicted or may be accused of bias.
- 1.8. Under the provisions of the Localism Act 2011 a Cabinet member cannot deal with any matter in which they have a Disclosable Pecuniary Interest and must take no action other than referring the matter to the Monitoring Officer and Leader.

Executive Arrangements

1.9. The following parts of this Constitution constitute the Cabinet arrangements: -

- a. Cabinet Procedure Rules
- b. Access to Information Procedure Rules
- c. Joint Arrangements
- d. Responsibility for Functions
- e. Decision Making

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2. Cabinet Arrangements

Role

- 2.1. The Cabinet will carry out all of the executive functions

Form and Composition

- 2.2. The Cabinet will consist of the Leader together with such number of Elected Members of the Council not exceeding nine as he/she may appoint to the Cabinet.

Leader of the Council

- 2.3. The Leader will be a Member elected by Council for such term, not exceeding four years, except for the period from the creation of the Council when the term will be five years, as Council may determine. Council has determined that the Leader shall be elected for an initial term of five years until May 2025 and thereafter every four years. The Leader will hold office until:
 - a. He/she resigns from the office; or
 - b. He/she is no longer an Elected Member of the Council; or
 - c. He/she is removed from office by resolution of the Council on receipt of a Notice of Motion in accordance with the requirements for Motions in the Council Procedure Rules; or
 - d. He/she is removed from office by simple resolution of the Council at the meeting of Council following a change in political control of the Council, as signalled to the Monitoring Officer. A change in political control is a change in the composition of the various political groups such that a different group or combination of groups now comprise a majority of the membership of the Council;
 - e. He/she is disqualified from being a councillor
- 2.4. Should a situation arise where the Leader no longer holds office as mentioned above, a Deputy Leader will carry out the role and duties of Leader until such time as the Council elects a Councillor to the position of Leader.

Deputy Leader

- 2.5. The Leader following his or her election will appoint up to two of the Members of the Cabinet as his/her Deputy.
- 2.6. The Deputy Leader(s) may not vary the arrangements made by the Leader or alter any arrangements made by the Leader under this Constitution for the exercise of executive functions, except for:
 - a. changes consequent upon the dismissal of a Leader during the period until the new Leader is elected; or
 - b. where, in the opinion of the Chief Executive, the Leader is incapacitated for such a period of time that the efficient operation of the Council would be significantly impaired.
- 2.7. The Deputy Leader(s) shall be appointed annually by the Leader and shall hold office until:
 - a. the next annual meeting of the Council;
 - b. he/she resigns from office; or
 - c. until the end of the Leader's term of office and the new Leader has been elected; or

- d. he/she is no longer a Member; or
- e. he/she is removed from office by the Leader who must give written notice of any removal to the Chief Executive. The removal will take effect two working days after receipt of the notice by the Chief Executive
- f. he/she is disqualified from being a councillor.

Other Executive Members

Appointment of Cabinet

- 2.8. Following his/her election, the Leader will appoint up to nine further Members of the Cabinet and up to two of those Members can be appointed as Deputy Leaders.
- 2.9. Only Members of Council may be appointed to the Cabinet. There may be no co-optees or substitutes for Cabinet Members. Neither the Chairman nor Vice Chairman of the Council may be appointed to the Cabinet, and Members of the Cabinet (including the Leader) and deputy Cabinet members may not be Members of the Select Committees.
- 2.10. Cabinet Members shall be appointed annually by the Leader and shall hold office until:
 - a. the next annual meeting of the Council; or
 - b. they resign from office; or
 - c. they are no longer Members; or
 - d. they are removed from office by the Leader who must give written notice of any removal to the Chief Executive. The removal will take effect two working days after receipt of the notice by the Chief Executive.

Proceedings of the Cabinet

- 2.11. Proceedings of the Cabinet shall take place in accordance with the Executive Procedure Rules set out below in this Constitution.

Responsibility for Functions

- 2.12. The Leader will determine which Executive Functions he/she will discharge personally, which shall be retained for decision by the Cabinet, which shall be allocated to individual Members, and (subject to any statutory requirements and in accordance with the Schemes of Delegation) which Executive functions shall not be retained for decision by the Cabinet and, therefore, shall be discharged by officers.
- 2.13. These responsibilities may be amended by the Leader on written notice to the Monitoring Officer.

Children's Services - Lead Member arrangements

- 2.14. In respect of Children's Services, the Leader shall designate a Member as Lead Member for Children's Services, in accordance with section 19(1), Children Act 2004. The Leader may allocate such Member-level functions in relation to Children's Services as he or she considers appropriate to a second Cabinet Member, who shall not be known as a Lead Member. Notwithstanding any such appointment of a second Member, the Lead Member shall be responsible for the strategic direction of the Authority's Children's Services and their effective overview, and shall carry overall political responsibility for those services.

Deputy Cabinet Members

- 2.15. The Leader may appoint non-executive Members as Deputy Cabinet Members provided that the total number of Deputy Cabinet Members does not exceed the number of Cabinet

Members to advise and assist Cabinet Members in the discharge of his/her duties within their portfolio(s). In the absence of a Cabinet Member a key decision may be taken by a Corporate Director or relevant senior Officer in consultation with the appropriate Deputy Cabinet Member but a Deputy Cabinet Member is not authorised to make any decision normally made by a Cabinet Member.

Scheme of Delegation to Cabinet Portfolio Holders

- 2.16. Where Executive functions are not reserved to the Council, to Cabinet or delegated to officers, they are Cabinet Member matters in accordance with this scheme and according to their portfolios.
- 2.17. The Monitoring Officer, in consultation with the Leader, shall determine the appropriate Cabinet Member to deal with a matter in cases of uncertainty.
- 2.18. The following areas of responsibility are included in the matters which may be determined by the appropriate Cabinet Member:
 - a. To consider reports prepared by officers and to make any decisions in accordance with the requirements of this Constitution;
 - b. To consider draft reports to the Cabinet with the relevant Corporate Director and/or other relevant senior Officer;
 - c. To determine how expenditure on services should be undertaken within approved budgets;
 - d. To agree annual reports;
 - e. To develop and approve service plans of services, including future budget requirements;
 - f. To monitor the budget and performance for particular services;
 - g. To determine policies for particular services, which are consistent with the Policy Framework;
 - h. To agree responses to consultation papers (except for planning consultation papers);
 - i. To make payment of grants to outside bodies within the list approved by the Cabinet, except those which fall to the Cabinet itself to decide;
 - j. To approve decisions affecting a particular locality (i.e. which are not service-wide, council-wide or otherwise corporate)

3. Cabinet Procedure Rules

The Cabinet

Decision Making

- 3.1. The Leader may decide how the Cabinet performs its Executive Functions which may include decisions being made by:
- a. the Cabinet as a whole;
 - b. a Cabinet Committee;
 - c. one or more Cabinet Members individually or jointly
 - d. an Officer (subject to the Officers Scheme of Delegation);
 - e. joint arrangements
 - f. another local authority.

Delegation by the Leader

- 3.2. Each year the Leader will prepare a written record of the delegations of executive functions. The record of delegations will detail the executive functions which the Leader has delegated to the Cabinet, Cabinet Committees, specific Cabinet Members or Officers. The record of delegations will be presented to the Council at the Council's annual meeting and will be included into the Council's Scheme of Delegation which can be found at Part XXXX of this Constitution. The record of executive functions delegations will include:-
- a. The names, contact details and electoral area of those Members appointed to the Cabinet by the Leader;
 - b. The executive functions to be performed by the Cabinet;
 - c. The executive functions to be performed by a specific Cabinet Member (including any limitations on his / her authority);
 - d. The terms of reference and constitution of any Cabinet Committee the Leader has appointed and the names of the Cabinet Members appointed by the Leader to serve on any Cabinet Committee;
 - e. The nature and extent of any executive function delegated to any joint committee or body or any other local authority along with the names of the Cabinet Members appointed to any Joint Committee for the coming year;
 - f. Any changes to any of the delegations of Officers, the title of the Officer(s) to whom the delegation is made and any limits on their authority.

Sub-Delegations of Executive Functions

- 3.3. Unless the Council says otherwise, where the Cabinet or an individual Cabinet Member is responsible for performing an executive function, they may sub-delegate its performance to an Officer.
- 3.4. Where an executive function has been sub-delegated it may still be performed by the person or body who made the sub-delegation.

The Council's Scheme of Delegation and Executive Functions

- 3.5. The record of delegation of executive functions to Cabinet Members may be amended by the Leader at any time during the year, but written notice must be provided to the Monitoring Officer and the Cabinet Member, body or Committee concerned. The notice

must set out the extent of the amendment and whether it involves the withdrawal of a delegation from the Cabinet Member, body or Committee concerned, or the Cabinet as a whole. Where the amendment concerns a change to the delegation to a joint Committee or other joint working arrangement, the Monitoring Officer will present to the Council at its next meeting the amendments made by the Leader.

- 3.6. Where the Leader seeks to withdraw a delegation from a Committee, notice to do so will be considered as having been given to the Committee concerned when the Leader has given the notice to the Chairman of the Committee.

Conflicts of Interest

- 3.7. Where the Leader has a conflict of interest he/she must ensure that he/she does not influence the decision to be taken and that the decision is taken by a Cabinet Member who does not have such a conflict of interest.
- 3.8. If every Cabinet Member has a conflict of interest, consideration must be given to delegating the decision to the Chief Executive, appropriate Executive Director or Senior Officer, or to seeking a dispensation to taking the decision ¹
- 3.9. Where a decision is being taken regarding a service which is commissioned by a Cabinet Member from an external service provider, Cabinet Members must be mindful of potential conflicts of interest arising if they also sit on the Board or are otherwise involved in the governance of the external provider. In such circumstances Cabinet Members should seek advice from the Monitoring Officer before agreeing to sit on such a Board or governance structure.
- 3.10. If the performance of an executive function has been delegated to an individual Cabinet Member or Officer and a conflict of interest arises, in the first instance the executive function will be performed by the person or body by whom the delegation was made.

Cabinet Meetings

- 3.11. Cabinet Meetings are convened and conducted in accordance with the Access to Information Procedure Rules which can be found at Part 5.4 of this constitution.

Time and Place of Cabinet Meetings

- 3.12. The Cabinet will usually meet at least 2 times a year. The Monitoring Officer will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. At least **5 clear working days** before a meeting, the Monitoring Officer will send a summons signed by him / her to every Member of the Council. The summons will give the date, time and place of each meeting; specify the business to be transacted and will be accompanied by such reports as are available.

Quorum for Cabinet Meetings

- 3.13. The quorum for any Cabinet meeting is 50% of the Cabinet members, not including Deputies. If a quorum is not present within 10 minutes of the scheduled start of the meeting or such longer time as allowed by the Chairman, the business of the meeting will be adjourned to the next Cabinet meeting.

How the Cabinet Makes Decisions

- 3.14. Decisions as to the executive functions which have been delegated to the Cabinet will be decided by the Cabinet as a whole, and where a Key Decision is involved in accordance

¹ Dispensations are not available for single member decision making

with the rules on Key Decision Making by the Cabinet and Individual Cabinet Members, which can be found at Part 5.4 of this constitution.

Chairman of Cabinet Meetings

- 3.15. The Leader, or in his / her absence a Deputy Leader, will chair Cabinet meetings. In the absence of both the Leader the Deputy Leaders, the Cabinet Members present at the meeting will choose from amongst themselves someone to preside. The person presiding may exercise any power or duty of the Chairman.

Attendance at Cabinet Meetings

- 3.16. Members of the public and the press may attend all Cabinet Meetings in accordance with Council's Access to Information Procedure Rules, except:-
- a. When the Cabinet has decided that the public and the press should be excluded for all or part of the meeting because a matter to be considered is likely to result in the disclosure of exempt or confidential information.
 - b. The person attending the meeting has been removed on the order of the person presiding so as to prevent the disruption of the meeting.
- 3.17. Any non-Cabinet Member may attend a Cabinet Meeting as a member of the public in accordance with the Council's Access to Information Procedure Rules, except where excluded in accordance with paragraph (a) above.
- 3.18. A non-Cabinet Member may only speak at a Cabinet Meeting if invited to do so by the person presiding and if asking a question under Rule X.
- 3.19. Officers may attend Cabinet Meetings as follows:-
- a. The Chief Executive and the Deputy Chief Executive may attend Cabinet Meetings. Other Corporate Directors may attend Cabinet Meetings at the invitation of the appropriate Cabinet Member.
 - b. The Statutory Officers of the Council or their nominees may attend Cabinet Meetings and speak on issues affecting their statutory responsibilities as of right, or otherwise when requested to do so by the person presiding.
- 3.20. Cabinet Members may not appoint substitutes to attend Cabinet Meetings in their place. The absence of a Cabinet Member will not prevent the consideration or making of decisions in respect of a matter. If a matter has been delegated to an absent Cabinet Member, it may be referred to the Cabinet as a whole for consideration and decisions to be made. An absent Cabinet Member may ask a Deputy Cabinet Member to speak on his / her behalf, if permitted by the Chairman but Deputy Cabinet Members are not able to vote at Cabinet Meetings.

Order of Business of Cabinet Meetings

- 3.21. The following business will be conducted at each Cabinet Meeting:-
- a. elect a person to preside if the Chairman and Vice-Chairman are not present;
 - b. approve the minutes of the last meeting;
 - c. receive any apologies for absence;
 - d. receive any declarations of interest from Members;
 - e. receive any statements from the Leader;

- f. at the Chairman's discretion, the allocation of time for non-cabinet Members to question Cabinet Members
- g. consider petitions referred by full Council which relate to executive functions;
- h. consider other matters set out in the meeting agenda. The agenda will indicate any matters which key decisions are or matters which are exempt or confidential and require the exclusion of the public and / or press.

The Agenda for Cabinet Meetings

- 3.22. Except in the case of an urgent Cabinet Meeting, the Monitoring Officer will deliver to Cabinet Members and make available to the public, the agenda for a Cabinet Meeting along with the summons setting out the date, time and place of the meeting at least **5 clear working days'** before it takes place.

Urgent Cabinet Meetings

- 3.23. In accordance with the Access to Information Procedure Rules, an urgent Cabinet Meeting may be held without **5 clear working days'** notice if an urgent matter requires consideration.

Consultation

- 3.24. All reports to the Cabinet from any Cabinet Member or an Officer which concern the Budget and Policy Framework or proposals which otherwise require a consultation, must include details as to the extent of the consultation and its outcome. The extent of a statutory consultation will be as required by the law; the extent of non-statutory consultations will be as appropriate.

Minutes of Cabinet Meetings

Signing the Minutes

- 3.25. The Chairman will sign the minutes of the proceedings at the next Cabinet Meeting. The Chairman will move that the minutes of the previous Cabinet Meeting be signed as a correct record. The only part of the Minutes which can be discussed is their accuracy.

No Requirement to Sign Minutes of Previous Meeting at an Urgent Cabinet Meeting

- 3.26. Where an urgent Cabinet Meeting is called in accordance with Rule 2.8, there is no requirement for the minutes of the previous Cabinet Meeting to be signed at the urgent meeting.

Form of Minutes

- 3.27. Minutes will contain all motions and amendments in the form and order the Chairman put them.

Appointment of Substitute Members at Cabinet Meetings

- 3.28. The substitution rules do not apply to Cabinet Meetings.

Generally

Disturbance by the Public

- 3.29. If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room.

Exclusion of the Public

- 3.30. Members of the public and press may only be excluded from a Cabinet Meeting either in accordance with the Access to Information Procedure Rules in Part 5.4 of this Constitution or Rule 19 in Part 3.3.

Questions

Questions on Notice

- 3.31. Subject to Rule X, any councillor may ask questions of the Cabinet a question on any matter in relation to which the Council has powers or duties or which affects the County.

Notice of Questions

- 3.32. A councillor may ask a question under Rule x if either:
- a. they have given notice of the question in writing or by e-mail no later than midday 5 clear working days before the day of the meeting to the Monitoring Officer; or
 - b. the question relates to urgent matters, they have the consent of the Leader and the content of the question is received by the Monitoring Officer in writing or by e-mail by 9.00 a.m. on the day of the meeting.

Content of Questions

- 3.33. All questions must, in the opinion of the Leader:
- a. not be unreasonable;
 - b. contain no expressions of opinion;
 - c. relate to matters on which the Council has or may determine a policy;
 - d. not relate to questions of fact;
 - e. not require the disclosure of confidential or exempt information;
 - f. not relate to a matter which is of purely personal concern to an individual/family member.

Time Allowed for Councillor Questions

- 3.34. The number of questions asked under Rule x and the total time allowed for consideration of such questions shall be determined by the Leader;
- 3.35. At the conclusion of the response to the question under consideration or at the expiry of such time period as determined by the Chairman from the time when the first questioner started to speak, the Leader shall conclude the meeting or proceed to the next item of business.
- 3.36. Any remaining questions shall be responded to in writing before the next ordinary meeting of the Cabinet.

Generally

Record of Questions

- 3.37. The Monitoring Officer will send a copy of any question received under Rule x to the Leader. Copies of all questions will be available to all councillors and the public attending the meeting.
- 3.38. Rejected questions will be returned to the questioner with the reasons for rejection.

Order of Questions

- 3.39. Questions from Councillors will be asked in the order determined by the Leader except that if the opposition Group Leader has a question they will be invited to put it first.

Response

- 3.40. An answer to a question may take the form of:
- a. a direct verbal answer;
 - b. where the desired information is in a publication of the Council or other published work, a reference to that publication; or
 - c. where the reply cannot conveniently be given verbally, a written response will be provided no later than 5 clear working days after the meeting.
 - d. copies of all questions and responses will be available on the Council's website with the minutes for the relevant meeting.

Suspension and Amendment of Cabinet Procedure Rules

Suspension

- 3.41. Where allowed by law all of these Cabinet Procedures may be suspended by motion on notice or without notice if at least one half of the whole number of Cabinet Members are present. Suspension can only be for a single item or the duration of the Cabinet Meeting.

Amendment

- 3.42. Any motion to add to, vary or revoke these Executive Procedure Rules will, when proposed and seconded, stand adjourned without discussion to the next Cabinet Meeting.

Application of Cabinet Procedure Rules

- 3.43. All of the Cabinet Procedure Rules apply to Cabinet Meetings.
- 3.44. None of the Cabinet Procedure Rules apply to meetings of full Council, Committees or Sub-Committees.

Application of Access to Information Procedure Rules to Cabinet

- 3.45. The Access to Information Procedure Rules apply to the Cabinet. If the Cabinet meets to take a key decision then it must comply with rules 5-8 unless Rule 15 (general exception) or Rule 16 (special urgency) apply. A key decision is defined in Part 1 of this Constitution.

Procedure Before Taking Key Decisions

- 3.46. Subject to Standing Order 15 (general exception) and Standing Order 16 (special urgency), a key decision may not be taken unless:
- a. at least 28 clear days' notice has been published in connection with the matter in question (for Buckinghamshire Council this Notice will be given by means of the Forward Plan);
 - b. at least five clear days have elapsed since the publication of the notice of the decision, unless the decision taker has resolved that implementation of the decision is urgent in which case the decision can be implemented without delay;
 - c. where the decision is to be taken at a meeting of the Cabinet or a Committee, notice of the meeting has been given in accordance with Standing Order 4 (notice of meetings).

The Forward Plan

- 3.47. The Leader will ensure that notice of all key decisions (by the Cabinet and by individual Cabinet Members) is given at least 28 clear days before they are due to be taken.
- 3.48. For ease the Council will list all key decisions once a month in a Forward Plan indicating which decisions the Cabinet anticipate that they will take during the next four months, together with any particularly significant Key Decisions which they anticipate that they will take within the next four to 12 months. The Monitoring Officer may also include in the Forward Plan reference to such other decisions, which are to be taken by the Council or any of its Committees or Sub-Committee or officers as he or she considers appropriate.
- 3.49. The Forward Plan shall include the following information in respect of each Key Decision:
- a. the matter in respect of which the decision is to be taken
 - b. the person or body by whom the decision is to be taken
 - c. the date on which, or the period within which, the decision is to be taken
 - d. notice, if appropriate, that the Council intends to take a decision in private because the decision contains confidential or exempt information.
- 3.50. Where the Cabinet anticipate taking a Key Decision on a matter, and inclusion of the matter within the Forward Plan would disclose confidential or exempt information and so prejudice the conduct of the Council's business, the Cabinet may limit the entry in the Forward Plan to such information as may be disclosed without prejudice provided that notice under h above has been given.
- 3.51. The Cabinet shall normally review and update the Forward Plan at least once in every calendar month, and shall make arrangements for the revised Forward Plan to be made available on its website.

General Exception

- 3.52. If a matter which is likely to be a key decision has not been advertised for a minimum of 28 clear days on the Council's website, then subject to Standing Order 16 (special urgency), the decision may still be taken if:
- a. the decision must be taken by such a date that it is impracticable to defer the decision until it has been possible for 28 clear days' notice to be given.
 - b. the Monitoring Officer has informed the relevant Select Committee chairman in advance in writing and made copies of that notice available to the public at the offices of the Council; and on the Council's website and
 - c. at least five clear days have elapsed since the Proper Officer complied with (a) and (b).

Special Urgency

- 3.53. If by virtue of the date by which a decision must be taken Standing Order 15 (general exception) cannot be followed and the five clear days' notice of the decision cannot be given then the decision can only be taken if the decision taker (if an individual) or the Chairman of the body making the decision, obtains the agreement of the Leader and the Chairman of the relevant Select Committee that the taking of the decision cannot be reasonably deferred. Notice in writing of the application to the Chairman of the appropriate Select Committee must be published on the Council's website and copies made available to the public at the offices of the Council. If there is no Chairman of a relevant Select Committee, or if the Chairman of the relevant Select Committee is unable

to act, then the agreement of the Chairman of the Council, or in their absence the Vice Chairman will suffice.

Major Emergencies

- 3.54. In a major emergency listed below, the Leader or Deputy Leader or in their absence the relevant Cabinet Member or, if appropriate, the Chief Executive or a Corporate Director may take any immediate urgent decision required without consultation.
- 3.55. For the purposes of this Standing Order, a major emergency is any event or circumstance (happening with or without warning) that causes or threatens death or injury, disruption to the community, or damage to property or to the environment on such a scale that the effects cannot be dealt with by the emergency services, local authorities and other organisations as part of their normal, day-to-day activities.

Report to Council

When a Select Committee Can Require a Report

- 3.56. If a Select Committee believes that a decision has been taken which:
- a. was not publicised to ensure that appropriate notice was given of the decision or
 - b. was the subject of the general exception procedure; or
 - c. was the subject of an agreement with a relevant Select Committee Chairman, or the Chairman/Vice Chairman of the Council under Standing Order 16; or
 - d. was taken during a major emergency in accordance with Standing Order 17;
- the Committee may require the Cabinet to submit a report to the Council within such reasonable time as the Committee specifies setting out the reasons for such urgency. The power to require a report rests with the Committee, but is also delegated to the Monitoring Officer, who shall require such a report on behalf of the Committee when so requested by at least 50% of the Members of the Select Committee. Alternatively, the requirement may be raised by resolution passed at a meeting of the relevant Select Committee.

Quarterly Reports on Special Urgency Decisions

- 3.57. In any event the Leader will submit quarterly reports to the Council on the key decisions taken in the circumstances set out in Standing Order 16 (special urgency) and/or Standing Order 17 (major emergencies) in the preceding three months. The report will include the number of decisions so taken and a summary of the matters in respect of which those decisions were taken and the reasons for urgency.

Record of Decisions

- 3.58. After any meeting of the Cabinet, the Monitoring Officer, or, where no Officer was present, the person presiding at the meeting, will produce a record of every decision taken at that meeting as soon as practicable. The record will include the date such a decision was made, a statement of the reasons for each decision and, where appropriate, any alternative options considered and rejected at that meeting. The Notice will also advise whether the Monitoring Officer has agreed to make a dispensation where a conflict of interest was declared before the decision was taken.
- 3.59. Where an Officer under delegated powers takes an executive decision, a written statement will be produced and published on the Council's internet site recording the reasons for this decision.

Cabinet Meetings Relating to Matters Which Are Not Key Decisions

- 3.60. The Cabinet have decided that meetings of Cabinet shall be held in public even when not relating to matters which are Key decisions.
- 3.61. Where a Cabinet Member or Officer takes a decision other than a Key decision he/she shall keep such notes and records of the decision as s/he considers appropriate in the circumstances and taking into account any requirements to produce such information to a Select Committee, if requested to do so.

Decisions by Individual Members of the Cabinet or by Corporate Directors and Service Directors (or Relevant Senior Officers)

Reports Intended to be Taken into Account

- 3.62. Except as referred to in Rule 17 where an individual Member of the Cabinet receives a report which he/she intends to take into account in making any key decision, then he/she will not make the decision until at least five clear days after the receipt of that report.

Provision of Copies of Reports to Select Committees

- 3.63. On giving of such a report to an individual decision maker, the person who prepared the report will give a copy of it to the Chairman of the relevant Select Committee as soon as reasonably practicable, and make it publicly available at the same time, provided that such reports do not contain confidential or exempt information.

Record of Individual Decision

- 3.64. As soon as reasonably practicable after any decision has been taken by an individual Member of the Cabinet or Corporate Director, Service Director or relevant senior Officer after consultation as appropriate with the relevant Members, after a decision which would, if taken by a Member, be an Executive decision or has been taken by an Officer, he/she will prepare, or instruct the proper Officer to prepare, and publish, a record of the decision; and, as appropriate, a statement of the reasons for it and any alternative options considered and rejected. The provisions of Rules 7 and 8 (inspection of documents after meetings) will also apply to the making of decisions by individual Members of the Cabinet, or to a decision taken by an Officer. This does not require the disclosure of exempt or confidential information.

Select Committees' Access to Documents

Rights to Copies

- 3.65. Subject to paragraph 4.51 below, a relevant Select Committee (including any Sub-Committees) will be entitled to copies of any document which is in the possession or control of the Cabinet or its Committees and which contains material relating to a any business transacted at a meeting of the Cabinet or its Committees; or b any decision taken by an individual Member of the Cabinet.

Limit on Rights

- 3.66. A Select Committee will not be entitled to scrutinise:
- a. any document that is in draft form and not yet formally available for consideration by the Cabinet or an individual Cabinet Member except when this has been agreed by Cabinet or the Cabinet Member;
 - b. any part of a document that contains exempt or confidential information, unless the Monitoring Officer has determined that the information is relevant to an action or

decision they are reviewing or scrutinising or is relevant to a decision which they have given notice of their intention to scrutinise.

Additional Rights of Access for Councillors

Material Relating to Previous Business

- 3.67. All Councillors will be entitled to inspect any document which is in the possession or under the control of the Cabinet and contains material relating to any business previously transacted, except to the extent that it contains any exempt information as described in Standing Order 10.

Material Relating to Key Decisions

- 3.68. Five clear days before a meeting of the Council's executive, all Members of the Council will be entitled to inspect any document (except those available only in draft form) in the possession or under the control of the Cabinet or its Committees which relates to any key decision unless Standing Order 22.2(a) or (b) above applies.

Nature of Rights

- 3.69. These rights of a Councillor are additional to any other right he/she may have.

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Part F – Joint Arrangements

Section 1 Joint Authorities

Section 2 Statutory Bodies

Section 3 Joint Committees

Buckinghamshire Council works with a wide range of other organisations to promote the economic, social or environmental well-being of its residents and businesses. These arrangements can take a variety of forms including formal agreements, joint working, appointments to joint committees and cooperation with third parties.

More detail can be obtained from xxxx

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1. Joint Authorities

Buckinghamshire & Milton Keynes Fire Authority

- 1.1. Buckinghamshire Fire & Rescue Service covers the area served by Buckinghamshire Council and Milton Keynes Council. These two councils appoint members to Buckinghamshire & Milton Keynes Fire Authority to oversee the service.
- 1.2. Their numbers are proportional to the populations they represent, with 11 councillors from Buckinghamshire Council and six from Milton Keynes Council.
- 1.3. Buckinghamshire & Milton Keynes Fire Authority is a publicly accountable body which manages Buckinghamshire Fire & Rescue Service on behalf of the communities it serves. Councillors make decisions on policy, finance and resources. Its role is to:
 - a. Set the annual budget.
 - b. Agree the staff, vehicle and other resources needed to deliver an efficient service.
 - c. Approve Buckinghamshire Fire & Rescue Service's plans, policies and strategies.
 - d. Approve the composition of committees and sub-committees.
- 1.4. Buckinghamshire & Milton Keynes Fire Authority normally meets four times a year, with an annual meeting held in June. At this meeting the Chairman is elected and the Vice-Chairman appointed, and committee membership decided.
- 1.5. Representation: 11 Members

Additional Information

- 1.6. [Terms of Reference](#) (from Fire Authority website)
- 1.7. Note: There is also an Executive Committee and an Overview & Audit Committee, membership of which is pulled from the main membership.

Thames Valley Police and Crime Panel

- 1.8. Link to website and details.

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2. Joint Committees

- 2.1. Buckinghamshire Council has established the following joint committees:

[London Housing Consortium \(LHC\) Joint Committee](#)

- 2.2. Link to website and details

[PATROL Adjudication Joint Committee](#)

- 2.3. [Joint Committee details](#) (from PATROL website)

[Buckinghamshire Council and Surrey County Council Joint Trading Standards Service Committee](#)

- 2.4. Surrey County Council and Buckinghamshire Council have established a Joint Committee to take responsibility for executive Trading Standards functions of both authorities. Link to website.

- 2.5. Terms of Reference available via link

[Buckinghamshire Growth Board](#)

Purpose of the Buckinghamshire Growth Board

- 2.6. The purpose of The Board is to provide a single forum working across the public and private sector for the development and oversight of a Buckinghamshire Growth Agenda and other associated place-shaping initiatives. It will provide a single point of reference for engagement with government on local and regional growth issues.

Membership

- 2.7. The Chairman of The Board will be the Leader of Buckinghamshire Council. The Deputy Chairman will be a Deputy Leader of the Council.

- 2.8. Core Members (Local) -10 Members

- a. Cllrs XX
- b. Chief Executive of Buckinghamshire Council
- c. Co-Chairs of the Housing Growth and Economy Board
- d. BLEP Chief Executive
- e. Accountable Officer Buckinghamshire CCG

- 2.9. Core Members (Gov't) – up to 8 Members

- a. Ministry of Housing, Communities, and Local Government
- b. Homes England
- c. Department for Business Energy and Industrial Strategy
- d. Department for Health
- e. Highways England
- f. Natural England

- 2.10. Other Members – as required – 4 Members

- a. Education Authority
- b. Skills Board Chairman(LEP)

- c. Buckinghamshire and Milton Keynes Natural Environment Partnership Chair
 - d. Chief Constable Thames Valley Police
- 2.11. The Board has no formal decision-making powers but can form collective views and develop a shared position / view on specific topics. The terms and reference and membership of the Board are available on the council's website ([link](#)).

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Part G – Scrutiny

Section 1 Select Committee Arrangements

Section 2 Procedure Rules

Every council with an executive management structure has to have an overview and scrutiny function. Buckinghamshire Council has appointed select committees to perform this function.

The select committees each fulfill a check and challenge function for decisions and policies made by the Cabinet.

This section gives more details about these committees and the rules which govern how they work.

These rules are written in formal language. If you have specific questions our democratic services team will be happy to help you.

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1. Select Committee Arrangements

Introduction

- 1.1. The Council will operate a scrutiny structure comprising a number of Select Committees. At the annual meeting of the full Council, the Chief Executive will propose for the agreement of the Council, the number of Select Committees, the Terms of Reference and the number of scrutiny seats required to perform the scrutiny function for the forthcoming year.

Principles

- 1.2. The Select Committees are committed to the developing of a respectful relationship between themselves, the Cabinet and external partners. The work of the Select Committees is underpinned by the following six principles:-
 - a. To contribute to sound decision-making in a timely way by holding Members and key partners to account as a 'critical friend'.
 - b. Contribute to and reflect the vision and priorities of the Council.
 - c. Enable the voice and concerns of the public to be heard and reflected in the Council's decision-making process.
 - d. Engage in policy development at an appropriate time to be able to influence the development of policy.
 - e. To be agile and able to respond to changing and emerging priorities at the right time with flexible working methods.
 - f. For scrutiny to be a Member led and owned function which seeks to continuously improve through self-reflection and development.
- 1.3. In addition to the principles set out at 1.2 above, in conducting its proceedings a Select Committee will have regard to the following principles:-
 - a. At all times, while conducting its business in a tenacious matter, to do so with respect, equity, fairness, dignity and with regard to the principles of natural justice.
 - b. To ensure that all Members are given the opportunity to contribute to and speak at Select Committee meetings and to ask questions of those attending.
 - c. To conduct its business in a consensual, open, responsible and transparent manner across political divides and to avoid expressing views based purely on political considerations.
 - d. To conduct its business so as to maximise its efficiency.
 - e. Not to seek to hold Officers and non-executive Members to account for decisions taken by executive Members.
 - f. To recognise that any question of Officer discipline which may arise is to be dealt with through the appropriate employment procedures.

Scrutiny Functions

General Terms of Reference

- 1.4. Within their agreed remit Select Committees will:
 - a. Review and / or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;

- b. Make reports and/or recommendations to the Council and /or the Leader/Cabinet Member in connection with the discharge of any functions; make reports and/or recommendations to partners;
 - c. Exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the Leader/Cabinet Member or Executive director, Director, or relevant senior Officer jointly with a Deputy Cabinet Member or by any other Officer;
 - d. Consider any matter affecting the Buckinghamshire Council administrative area or its inhabitants;
 - e. Work to ensure that communities are engaged in the scrutiny process; and consider and implement mechanisms to encourage and enhance community participation in the development of policy options.
 - f. Promote equality and diversity across all of its work and the work of the Council.
- 1.5. They will also carry out specific roles:

Scrutiny

- a. Review and scrutinise the decisions made by and performance of the Leader/Cabinet/Cabinet Member or council Officers in relation to individual decisions and over time;
- b. Review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- c. Question the Leader and all Cabinet Members and senior officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- d. Scrutinising the work of partnerships and partnership bodies in the local area;
- e. Make recommendations to the Cabinet/Leader/Cabinet Member, Council or Partners, arising out of the Scrutiny process;
- f. Question and gather evidence from any person (with their consent).

Policy Review and Development

- g. Reviewing current policies and strategies and making recommendations to the Leader/Cabinet and Council;
- h. Undertaking in depth analysis of policy issues and options to assist the Council and the Leader/Cabinet in the development of its budget and policy framework;
- i. Considering matters referred to them by the Leader/Cabinet and reporting to the Leader/Cabinet with proposals and/or options;
- j. Questioning Members of the Cabinet and/or Committees and Senior Officers from the Council about their views on issues and proposals affecting the area; and
- k. Liaising with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working; and
- l. Considering the impact of policies to assess if they have made a difference.
- m. In performing the policy review and development function, a Select Committee will review Council and Cabinet policies and recommend to the Council and Cabinet:-
 - i. Whether new policies are required.

- ii Whether existing policies are no longer required.
- iii Whether existing policies require amending, updating or developing.
- iv Whether existing policies may be made more effective.

Review of External Organisation Performance

- 1.6. A Select Committee will establish arrangements for its review of the performance of relevant external organisations which affect the Council's functions and services. The Select Committees will submit to the Council reports by the Cabinet and external organisations after appropriate comment.

Scrutiny of Education Matters

- 1.7. One Select Committee will carry out the functions of the designated Education Select Committee. When sitting as an Education Select Committee it shall include in its membership the following representatives:-
- a. One representative from the Church of England Diocese;
 - b. One representative from the Roman Catholic Diocese;
 - c. Three Parent Governor Representatives.
- 1.8. These co-optees will receive agendas and reports relating to all items being considered by the Committee, but may vote only on matters pertaining to the education and not on any other matters considered by the Committee at the same meeting.

Scrutiny of Health and/or Adult Social Care

- 1.9. A Select Committee with responsibility for health and / or adult social care will have the following additional functions:-
- a. To review and scrutinise any matter relating to the planning, provision and operation of health and / or adult social care services.
 - b. To review and scrutinise the impact of the Council's service and key partnerships on the health and / or adult social care of residents.
 - c. To respond to consultations on any proposal for a substantial development or variation of health and / or adult social care services.
- 1.10. A Select Committee with responsibility for health and/or adult social care shall include in its membership a representative from Healthwatch and any other co-opted members required by law

Scrutiny of Crime and Disorder

- 1.11. In accordance with s19 of the Police and Justice Act 2006 one of the Select Committees will carry out the statutory responsibilities to scrutinise crime and disorder issues by:
- a. Reviewing or scrutinising decisions made, or other action taken in connection with the discharge by the responsible authorities of their crime and disorder functions;
 - b. Making reports or recommendations to the local authority with respect to the discharge of those functions.

Call for Action

- 1.12. Any Member shall be entitled to ask the proper Officer for Scrutiny in writing to include any issue of concern to that Member on the agenda of the next meeting of the

appropriate Select Committee. In normal circumstances such a request must be made at least 10 clear working days before the meeting of the appropriate Select Committee.

- 1.13. At the meeting the Member who has put the matter on the agenda may address the Committee on the matter. Members of the Committee should consider whether the issue raised is best addressed under the Councillor Call for Action (CCfA) procedure or another procedure (for example Call-In). In normal circumstances, the same issue will only be considered under one of these procedures. The proper Officer for Scrutiny can advise Members on this matter if requested.
- 1.14. Once determined as a CCfA matter, the following, in the order they appear on this list, (and if present) shall then respond:
 - a. The relevant Cabinet Member and/or the Deputy Cabinet Members;
 - b. Another Cabinet Member;
 - c. A Senior Officer with functional responsibility for the matter.
 - i. All speakers may address the Committee for up to five minutes as determined by the chairman unless otherwise agreed by the Chairman. The Chairman shall then invite Members of the Committee to discuss the matter to question and to consider any recommendation which has been submitted by the Member as part of the agenda item.
- 1.15. The Committee may then:
 - a. Resolve not to consider the matter further;
 - b. Resolve to take no further action as the issue is one where an individual or body has a statutory right to a review or appeal (including matters relating to a planning decision);
 - c. Resolve to take no further action but at the meeting advise the Member raising the matter what further action, if any, the Member should take to resolve the matter;
 - d. Refer the matter to the Cabinet Member or Officer with responsibility for the matter to ask what can be done to resolve the matter;
 - e. Place the item on its agenda for consideration by the full Committee at a later meeting;
 - f. Consider whether to commission a scrutiny inquiry to consider the matter further;
 - g. Make a report or recommendation to the Cabinet or full Council of the Authority, or to the appropriate executive body of any partner organisation.

Council and Cabinet Policies

- 1.16. The Select Committees may review the policies of the Council and the Cabinet and to recommend to the Council or the Cabinet:
 - a. Whether any new policies are required.
 - b. Whether any existing policies are no longer required.
 - c. Whether any changes are required to any existing policies
 - d. Whether any action is required to make the policies more effective.

Cabinet Functions

- 1.17. The Select Committees may review the Cabinet's performance of its executive functions and where necessary recommend to the Cabinet or the Council:-
- a. Whether any action should be taken to improve the economy, efficiency and effectiveness of these functions.
 - b. Whether any action should be taken to improve the co-ordination of the functions within the Council or the functions of other persons or bodies.
 - c. Whether any functions should be performed in another way or by another person or body.
 - d. Whether the performance of the function should cease.

Consideration of Matters and the Performance of Functions in the Council's Area

- 1.18. The Select Committees will consider:
- a. Any matters which affect the Council or its administrative area or the residents of that area and to make recommendations to the Council or the Cabinet on issues arising from that consideration.
 - b. The performance of functions by any other public body within the Council's administrative area.

Referrals from the Council or the Cabinet

- 1.19. The Select Committees will consider any matter referred to them by the Council or the Cabinet and recommend any appropriate action. The Cabinet may request a Select Committee to look at topics to assist and inform Cabinet decision-making.
- 1.20. The following matters will automatically be referred to a Select Committee:-
- a. Draft policies, plans and strategies which are recommended by the Council or the Cabinet for approval.
 - b. The draft budget which is recommended to the Council by the Cabinet.
- 1.21. In reviewing draft policies, plans strategies and the draft budget, a Select Committee will in particular consider:-
- a. Whether any appropriate criteria has been used
 - b. Whether consultation (if any) responses and engagement conclusions have been taken into account.
 - c. Whether the decision is in accordance with the Council's policy framework.
 - d. Whether the decision is within the powers of the Council.
 - e. Whether the decision is lawful.
 - f. Whether the decision contributes to the efficient, effective and economic performance of the function in question.

Scrutiny Ways of Working

Select Committee Business

- 1.22. A Select Committee will consider any business in accordance with its Terms of Reference or as included in an agenda for its meeting and as provided for by these Select Committee Procedure Rules and the Access to Information Procedure Rules at Part 5.4 of this Constitution (provide link)

- 1.23. In conducting its business a Select Committee may:-
- a. Undertake in depth analysis of a policy issue.
 - b. Receive briefings and presentations on issues under consideration.
 - c. Undertake research, community and other public engagement, particularly in the analysis of policy issues and possible options.
 - d. Consider and implement mechanisms to encourage and enhance community participation in the development of policy options.
 - e. Hold inquiries, workshops, public meetings and conduct public surveys.
 - f. Invite advisors and assessors to assist them.
 - g. Question Cabinet Members, Deputy Cabinet Members and seek their views on issues and proposals affecting the Council's area.
 - h. Question senior Officers, and where appropriate suppliers and seek their professional views on issues, and / or their decisions and performance either in relation to service plans or in relation to particular decisions, initiatives or project.
 - i. Liaise with national, regional or local external organisations operating in the Council's area so as to ensure that the interests of local people are enhanced by collaborative working.
 - j. As part of any investigation, review and scrutinise the decisions made by, and performance of, the Cabinet, Cabinet Members and senior Officers as regards both individual decisions and over time.
 - k. Question and collect evidence from any person (with their consent) and invite witnesses to attend Select Committee Meetings, proceedings or events.
- 1.24. The Select Committee with responsibility for health and / or adult social care may call for information and explanations, questions and proposed plans from health and / or adult social care providers, and invite the senior managers of such service providers to attend meetings and give evidence.

Work Programme

- 1.25. All Select Committees will develop their own annual work programme in consultation with the Members, Cabinet, Officers, external bodies, residents and any other appropriate stakeholder.
- 1.26. Where a Select Committee considers that a particular matter should be included in the Cabinet's forward plan, it may recommend its inclusion and require the Cabinet to report on the matter. However, in such a case the final decision remains with the Cabinet.
- 1.27. Select Committees may use a variety of creative methods to undertake in depth inquiries to review functions and their performance, and make recommendations to the Cabinet.
- 1.28. The Select Committee with responsibility for Health matters will positively and proactively scrutinises NHS functions in the Council area.

Reports from Select Committees

- 1.29. All Select Committee reports will be referred to the Cabinet for consideration. This affords the Cabinet an opportunity to discuss the report and its recommendations with the Select Committee (if necessary) before the report and the Cabinet's views are submitted to the Council for its consideration. Every effort will be made to avoid undue delay.

- 1.30. Where a Select Committee cannot agree on a single, final report to the Cabinet then one minority report may be submitted to the Cabinet with the majority report.
- 1.31. All representations from a Select Committee to a Cabinet Member regarding their responsibility, whether made verbally or in the form of a report, letter, email or other written format, must be formally reported to the Cabinet by the Cabinet Member concerned, either verbally or in writing, when the relevant item is being considered. Select Committees must clearly identify that such a representation is a formal representation.

Ensuring Cabinet Considers Select Committee Reports

- 1.32. Where appropriate, before submitting a report to the Cabinet, a Select Committee may prepare a draft report to allow the relevant Cabinet Member and the Chief Executive to comment on emerging themes and recommendations. The relevant Cabinet Member and relevant Officers are able to attend the meeting of the Select Committee where the draft report is considered.
- 1.33. Once a Select Committee report on a matter which is a responsibility of the Cabinet has been finalised it will be included on the agenda of the next available Cabinet meeting unless the subject of the report is due to be considered by the Cabinet within two weeks of the report being finalised. In such a case the report will be considered when the Cabinet considers the subject of the report.
- 1.34. Where for any reason the Cabinet does not consider a Select Committee report at its next scheduled meeting or within four weeks of the report being submitted for the Cabinet's consideration, the Monitoring Officer may call a meeting of the Council to review the matter and make a recommendation to the Cabinet.
- 1.35. The Cabinet will respond to the report and recommendations within XXXX and then provide updates to the relevant Select Committee on the implementation of the recommendations if required. Upon receipt of the Cabinet updates the relevant Select Committee will review the progress towards the implementations of the recommendations.

2. Select Committee Procedure Rules

Select Committee Proceedings

Who may sit on a Select Committee?

- 2.1. A Select Committee will comprise no more than fifteen Members, but the number of seats on a given Select Committee may vary depending on its remit and workload. The composition of the Select Committees will be politically proportionate.
- 2.2. All Members except Cabinet and Deputy Cabinet Members may be members of a Select Committee. Substitutes on Select Committees are permitted. However, no Member may be involved in scrutinising a decision in which they have been directly involved.

Co-optees

- 2.3. Each Select Committee may appoint a maximum of two people as non-voting co-optees either as standing members of the Committee or on a time limited basis. Where the membership of a specific Select Committee include the appointment of co-optees with voting rights this is detailed for example Education co-optees may vote on education functions.

Who Chairs the Select Committee meetings?

- 2.4. Each Select Committee shall, at its first meeting after appointment and at its first meeting after the annual meeting of the Council or as soon as practicable thereafter, elect a Chairman who, once elected will appoint a Vice-Chairman, both of whom shall hold office for a year or until their successors are elected or appointed.
- 2.5. If both Chairman and Vice-Chairman are absent from a meeting a Chairman for the meeting will be elected. The person presiding at the meeting may exercise any power or duty of the Chairman.
- 2.6. No person shall hold the office of Chairman or Vice-Chairman unless they are a member of the Committee in question and are also a Councillor of the Council.
- 2.7. A Member of the Council can be voted to be a Chairman of a Committee in their absence, provided they remain a member of that Committee.

Select Committee Meetings

- 2.8. A Select Committee should normally meet at least four times each year although additional meetings may be called as and when required.
- 2.9. A meeting may be called by the Chairman of the relevant Select Committee or by any three members of the committee or by the Proper Officer for Scrutiny if s/he considers it necessary.
- 2.10. Wherever possible a Select Committee meeting will be webcast.
- 2.11. The Select Committee will consider the following business:-
 - a. Minutes of the last meeting.
 - b. Declarations of interest.
 - c. The consideration of any matter referred to the committee for a decision relating to the Call-in of a decision.
 - d. Responses of the Cabinet to the reports of the committee.
 - e. The business otherwise set out in the agenda for the meeting.

Committee Meeting Procedure

- 2.12. A Select Committee will consider any business in accordance with its Terms of Reference or as included in an agenda for its meeting and as provided for by these Select Committee Procedure Rules and the Access to Information Procedure Rules at Part 5.4 of this Constitution (provide link)
- 2.13. It is not normal practice for a Select Committee to receive and consider motions.
- 2.14. Where the committee is considering the review or development of a policy in accordance with Rule 3.2 above it may request the attendance at the meeting of witnesses, assessors or advisors to give evidence. In such a case the meeting will be conducted in accordance with the following principles:-
 - a. That the matter is conducted fairly with all Members afforded the opportunity to ask questions and all attendees afforded the opportunity to speak and contribute.
 - b. That those assisting the committee by giving evidence be treated with respect and courtesy.
 - c. That the matter be conducted in such a manner as to maximise the efficiency of the investigation or review.

Quorum

- 2.15. The quorum for a Select Committee meeting is one quarter of its Members (rounded up).

Agenda Items

- 2.16. The agenda will include any item proposed under Rule X above as a Councillor Call for Action.
- 2.17. The Chairman of the committee, the appropriate Cabinet Member and any relevant Officer may reply to any item added to the agenda.
- 2.18. In the event of disagreement as to the inclusion of the agenda item, the committee shall decide on the inclusion at its next available meeting.

Select Committee Proceedings

Councillors, Officers and Others Giving Evidence

- 2.19. In addition to reviewing documents in fulfilling its role a Select Committee may require the attendance of the following at any of its meetings:-
 - a. Any Member of the Council.
 - b. Any other elected or co-opted Member.
 - c. The Head of Paid Service (Chief Executive), any Chief Officer and / or Head of Service to explain any matters within their remit.
 - d. With their consent those others it considers appropriate including but not limited to residents, relevant stakeholders and the Members or Officers of other public bodies.
- 2.20. A Select Committee may consider a Call-in, scrutinise and review decisions or actions taken in the performance of a Council function including, but not limited to:-
 - a. any particular decision or series of decisions.
 - b. The extent to which that actions taken implement a Council policy
 - c. The performance of those referred to at 5.3 1 above.

- d. The advice on which any decision should be made.
- 2.21. Where a Councillor or Officer is required to attend a meeting of a Select Committee under this provision, the Chairman of that committee will inform the relevant scrutiny support officer.
- 2.22. The scrutiny support officer will notify the Councillor or Officer in writing giving not less than ten working days' notice of the meeting in question.
- 2.23. The scrutiny support officer's notice will inform the Councillor or Officer of the nature of the agenda item on which they are required to attend and give an account and whether any papers are required to be produced for the committee. Where the committee will require the Councillor or Officer to prepare a report, sufficient notice will be given for the preparation of the report.
- 2.24. Where, in exceptional circumstances, the Councillor or Officer is unable to attend the meeting on the required date, then in consultation with the Councillor or Officer the Select Committee will arrange an alternative date for his / her attendance, or
- 2.25. The Councillor or Officer who is unable to attend may nominate another Councillor or Officer who is able to speak on the topic in question.

Rights of Select Committee Members to Documents

- 2.26. In general, a Member of a Select Committee will have access to information in accordance with the Access to Information Procedure Rules at Part XXXX of this Constitution (include link)
- 2.27. Additionally, for the purpose of fulfilling the scrutiny function, a Select Committee may have access to information otherwise than in accordance Access to Information Rules.
- 2.28. Such additional access will be on a "need to know" basis and will be at the discretion of the Monitoring Officer in consultation with the Leader whose consent will not be unreasonably withheld.
- 2.29. The following applies to Members of a Select Committee regarding additional access to information rights:-

A Select Committee:

- a. May within the limits of its budget (if any), commission research or advice (including from external organisations) to assist in any deliberations and may request that a budget for such work is provided.
 - b. Shall have access to all relevant papers of the Council. Select Committee members who have access to confidential material shall at all times respect the confidentiality of that material and shall not use it in a context other than the Committee examination without the permission of the Committee.
- 2.30. Select Committees will also have access to background information from a range of sources including but not limited to:
- a. Council plans, strategic and policies
 - b. The four month Forward Programme of work for the Cabinet
 - c. All documents listed on the Council's Policy Register
 - d. Business Unit plans

- e. External Audit Management Letters
 - f. Internal and External Audit Plans and Reports
 - g. Legislation and Government guidance
 - h. Government Reports and National Studies
 - i. National performance and comparative information e.g. CIPFA statistics
 - j. Complaints
 - k. Community plans and processes
 - l. Cabinet or Cabinet Member papers
 - m. Representations from the Community (Individuals, Community Groups, Councillors, Community Boards, Residents, Surveys, etc.)
 - n. Research published by other organisations or commissioned by any of the Select Committees
 - o. Evidence from expert witnesses at the Select Committees' request
 - p. Copies of minutes and papers received by any internal Council advisory board or group.
- 2.31. The right of access to documents rests with the Committee, and not with any individual Member.
- 2.32. Accordingly where a member of a Select Committee wishes to have access to particular documents for the purpose of the functions of the Committee, he/she may request (not require) access directly of the Officer who holds the documents. In the alternative, he/she may:
- a. Request the Monitoring Officer to make arrangements to enable him or her to inspect the documents, or
 - b. Make a request to the Chairman of the Select Committee, who may request the Monitoring Officer accordingly, or
 - c. Refer the matter for consideration by the Committee and recommend the Committee to instruct the Officer concerned to report thereon including copies of relevant documents.

Right of Speakers to the Papers

- 2.33. Any person required to attend and give evidence at a Select Committee meeting is entitled to see the public and background papers made available to the committee and any other relevant papers or information which are not public at the same time as decided is appropriate by the Monitoring Officer which may include but is not limited to:-
- a. External audit management letters
 - b. Internal and external audit plans and reports.
 - c. National performance and comparative information (i.e. CIPFA statistics)
 - d. Research published by other organisations or commissioned by other Committees of the Council.
- 2.34. Wherever possible anyone asked to speak at the meeting will be given access to the statements of those who have already spoken to the committee, but not those who have yet to do so.

- 2.35. Those in receipt of the papers will respect confidentiality of all confidential and / or exempt information included in them.
- 2.36. Except insofar as the papers include confidential and / or exempt information and are considered where the public and press have been excluded, those papers submitted to the committee by anyone speaking at a meeting of the committee will become public documents once the speaker has concluded their evidence
- 2.37. Those speaking at a meeting are entitled to request for their comment a copy of any draft minutes or other record taken of their contribution to the meeting. If the speaker considers that the draft minutes or record of their contribution is not accurate, they are able to make a written request asking that a correction be submitted at the next meeting of the committee.

Rights of Councillors to Attend a Select Committee Meeting and ask Questions

- 2.38. Any Councillor who is not a member of a Select Committee may attend a meeting of that committee and speak if permitted to do so by the Chairman.
- 2.39. Any Councillor may attend a meeting of a Select Committee and ask the Committee any question on an agenda item without notice. Questions are limited to 3 minutes unless the Chairman consents to a longer period. Supplementary questions can only be asked with the consent of the Chairman.

Questions

Questions on notice

- 2.40. Subject to Rulex.9, a Member of the Council may ask the Chairman of a Select Committee a question on any matter relevant to their terms of reference and responsibilities.

Notice of questions

- 2.41. A councillor may ask a question under Rulex.2 if either:
- they have given notice of the question in writing or by electronic mail no later than midday 5 working days before the day of the meeting to the Monitoring Officer; or
 - the question relates to urgent matters, they have the consent of the Chairman or councillor to whom the question is to be put and the content of the question is received by the Monitoring Officer in writing or by electronic mail by **9.00 a.m. on the day of the meeting.**

Content of Questions

- 2.42. Questions under Rulex.2 must, in the opinion of the Chairman:
- not be unreasonable;
 - contain no expressions of opinion;
 - relate to matters on which the Council has or may determine a policy;
 - not relate to questions of fact;
 - not require the disclosure of confidential or exempt information;
 - not relate to a matter which is purely of personal concern to an individual/family members.

Time Allowed for Member Questions at Select Committees

- 2.43. The number of questions and the total time allowed for consideration of such questions submitted under Rulex.1 shall be determined by the Chairman;
- 2.44. At the conclusion of the response to the question under consideration or at the expiry of such time period as determined by the Chairman from the time when the first questioner started to speak, the Chairman shall conclude the meeting or proceed to the next item of business.
- 2.45. Any remaining questions shall be responded to in writing before the next ordinary meeting of the Council.

Generally

Record of questions

- 2.46. The Monitoring Officer will send a copy of any question received to the Chairman of the Select Committee to whom it is to be put. Copies of all questions will be available to all Councillors and the public attending the meeting. After the meeting, copies of the questions asked at the meeting and the responses will also be available on the Council's website with the minutes for the relevant meeting.
- 2.47. Rejected questions will be returned to the questioner with the reasons for rejection.

Order of questions

- 2.48. Questions from Councillors received in accordance with Rulex.1 will be asked in the order determined by the Chairman.

Response

- 2.49. An answer to a question under Rulex.1 may take the form of:
 - a. a direct verbal answer;
 - b. where the desired information is in a publication of the Council or other published work, a reference to that publication; or
 - c. where the reply cannot conveniently be given verbally, a written response will be provided no later than 5 working days after the meeting.
- 2.50. An answer to a question on notice under Rulex.2 will take the form of a written response provided within 5 working days of the meeting.
- 2.51. copies of the questions and responses will be available on the Council's website with the minutes for the relevant meeting.

Reference of question to the Cabinet or a committee

- 2.52. Unless the Chairman decides otherwise, no discussion will take place on any question, but any Councillor may move that a matter raised by a question be referred to Council, Cabinet or the appropriate Committee or sub-Committee as necessary. Once seconded, such a motion will be voted on without discussion.

Rights of the Public to Attend a Select Committee Meeting and ask Questions

- 2.53. The public may ask questions at Select Committee meetings on items set out in the Agenda for that meeting.

Time Allowed for questions

- 2.54. The time allowed for asking questions under this Rule shall not, without the consent of the Chairman, exceed 10 minutes with each question limited to **3 minutes per speaker/question**.

Notice of questions

- 2.55. A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Monitoring Officer no later than midday **5 working days** before the day of the meeting. Each question must give the name and address of the questioner.

Number of questions

- 2.56. At any one meeting no person may submit more than one question and no more than one question may be asked on behalf of one organisation.

Scope of questions

- 2.57. The Monitoring Officer may reject a question if in their view it:

- a. is not about a matter for which the Council has a direct responsibility or which affects the County;
- b. is defamatory, frivolous or offensive;
- c. is vexatious or abusive;
- d. is substantially the same or similar to a question which has been put at a meeting of the Council or Committee in the past six months;
- e. requires the disclosure of confidential or exempt information;
- f. is lengthy, or is not a question;
- g. relates to a matter which is of purely personal concern to an individual or family members;
- h. relates to court action or threatened court action between the Council and the person or group;
- i. is a request for compensation;
- j. contains a statement which is untrue;
- k. is an unintelligible question;
- l. relates to a matter on which the Council has, or may, determine a policy;

If not rejected by the Monitoring Officer the Select Committee Chairman will decide how the question will be dealt with.

Voting, Motions and Rules of Debate

- 2.58. It is not normal practice for a Select Committee to receive and consider motions.
- 2.59. Voting, motions and the rules of debate at Select Committee meetings will be as set out in the Council Procedure Rules at Part C of this Constitution (provide link)

Call-In Procedure

- 2.60. Call In procedure is a statutory right which can be applied to any decision which has been taken but not yet implemented (Section 21(3) LGA 2000). Call In is a procedure whereby

Members of the Council may question decisions taken by the Cabinet in exceptional circumstances and therefore may hold the Cabinet to account.

- 2.61. When a decision is a Key decision made by the Cabinet or an individual Member of the Cabinet, or an Executive decision made by an Officer with delegated authority, or any Committee under joint arrangements, the decision shall be published, including where possible by electronic means, and shall be available at the main offices of the Council normally within two working days of being made. The Chairman of the relevant Select Committee will be sent copies of the records of all such decisions within the same timescale, by the person responsible for publishing the decision unless the decision taker has certified that the decision is urgent and to be implemented immediately.
- 2.62. That notice will bear the date on which it is published and will specify that the decision will come into force, and may then be implemented, on the expiry of three working days after the publication of the decision, unless either the decision maker has certified that the matter is urgent and requires implementation urgently or a call-in request has been received by, at the latest, 5.00pm on the third working day after the decision has been made. If a call-in request is received the decision will not be implemented until the call-in process is complete, unless the decision is urgent.
- 2.63. A decision which has been taken and implemented may still be reviewed by the Select Committees, but such a review will not delay the implementation of the decision.
- 2.64. A decision may only be called in once and a decision may not be called in where the substance of the decision has already been subjected to scrutiny by a Select Committee unless there have been substantial changes to the decision or where the Section 151 Officer has certified that a delay in the implementation of a decision will result in significant additional cost to the Council.
- 2.65. The grounds for a Call-In Request are:
 - a. The decision has not been made in accordance with this Constitution, Council policies or Council procedures and processes
 - b. The decision is outside of the Council's policy framework or the budget approved by the Council
 - c. The decision is outside of the powers of the Council
 - d. The decision is unlawful
- 2.66. Once a recommendation for a decision is published, any Member of the relevant Select Committee may ask to see the papers to be considered (except insofar as they contain confidential or exempt information) and take preliminary advice from officers supporting the Select Committee about the implications of the decision.
- 2.67. At least 15% (rounded up) of councillors representing the number of councillor seats on the Council must notify the Monitoring Officer within three working days of the publication of the decision of an intention to request the Select Committee to examine the decision and of any requirement for the attendance by a Cabinet Member or any Officer. Within two working days of the notification of the call in request the same number of Councillors must confirm whether they wish to proceed with the Call In Request and if so, provide the required details via the form.
- 2.68. The Monitoring Officer will decide whether the Call In Request is valid in accordance with paragraph 2.51 below within two working days (timescale). Once validated a Call In Request will be treated as a Call In Notice.

- 2.69. The Monitoring Officer will determine the call in request to be invalid if:-
- a. It relates to a matter which is to be determined by the Council or a Committee of the Council
 - b. It relates to a decision of the Cabinet/Cabinet Member taken as a matter of urgency and the Chairman of the appropriate Select Committee or such other person as detailed in the urgency rules had been consulted or a Select Committee had previously agreed the need for urgency.
 - c. It relates to a matter where the associated report has already been considered by a Select Committee.
 - d. if it has not been made in accordance with this procedure;
 - e. is not completed correctly;
 - f. it does not identify the decision,
 - g. it does not detail a valid ground for call in,
 - h. it does not provide clear written reasons why one of the valid grounds for call in applies
 - i. is not signed by the required number of councillors:-
 - j. The call-in form is received after the specified deadline
 - k. The reason for the call-in is unclear or does not relate directly to the decision specified on the call-in form
 - l. The reason for the call-in is a question, the answer to which can be found in the report relating to the decision which is being called in.
- 2.70. A call-in may only be withdrawn by notification in writing or electronically submitted to the Monitoring Officer from all the councillors who requested the call-in.
- 2.71. Once the deadline for [requesting] calling in items and the determination of the validity of call-ins has passed, the Monitoring Officer will inform all councillors of the call-in and will arrange for it to be considered at the next meeting of the appropriate Select Committee. The agenda for that meeting will show the written reasons given for the call-ins, the councillors who signed the call-in, and enclose the relevant documents.
- 2.72. Select Committee shall discuss the Call In Notice at its next regular meeting or at a Special Meeting whichever is sooner provided that the required five clear days notice can be given.
- 2.73. At least two of the councillors who called in a decision must be present at least one of whom will present their reasons for call-in at the meeting of the Select Committee which considers the call-in. If two councillors do not attend, the call-in will fail.

Call-In Notice

- 2.74. at the meeting where the Select Committee is considering the Call In Notice it should first take advice as to whether the request to call in the Cabinet decision is valid, consider whether there is a case for the decision to be called in [and whether any further information is required] by hearing from one of the Councillors who signed the call in request (and witnesses) and the decision maker who will explain the reasons for the decision. Once the Committee have considered the evidence provided during the meeting they will decide whether to uphold or reject the call-in Notice.

- 2.75. If, following discussion, the Select Committee agrees that the matter should be called in they may proceed either to examine the decision at that meeting or adjourn to investigate the decision at another meeting. . Upon calling-in a decision, a Select Committee may recommended to the Cabinet, Cabinet Member or Officer as appropriate:-
- a. Whether the decision should be reconsidered and if so, they can also recommend an alternative decision, actions or options or what matters or issues should be considered
 - b. That they are satisfied with the original decision
 - c. Whether any future action should be taken in light of a decision so as to ensure the better implementation of that decision.
 - d. Whether any further action should be taken in light of that decision so as to improve the manner or quality of future decision making
 - e. Refer to full Council

Consideration of decision after Call-In Notice

- 2.76. The Select Committee will have at its disposal the information which has been submitted to the Cabinet or Cabinet Member. They can require the relevant Cabinet Member(s) and appropriate officers to attend the meeting to answer questions about the issue. If the Select Committee accepts the original decision by the Cabinet or Cabinet Member it becomes immediately effective. If the Select Committee makes a recommendation to the Cabinet or Cabinet Member to amend a decision, this will be considered by the Cabinet at its next meeting or by the Cabinet Member as soon as reasonably practicable.
- 2.77. If the Cabinet or Cabinet Member disagree with the recommendation of the Select Committee to amend a decision they will inform the Select Committee. In such circumstances, the Select Committee may refer the matter to the next meeting of the Council for decision. In these circumstances the Council will have before them the views of both the Select Committee and the Cabinet or Cabinet Member. If the Cabinet or Cabinet Member decides further work needs to be done, they may defer the item for this to be carried out.
- 2.78. If the Committee agrees that further investigation or information is required, the Cabinet or Cabinet Member may agree to extend the time in which a final view may be expressed.
- 2.79. If, having considered the decision, the Select Committee is still concerned about it, then it may refer it back to the decision making person or body for reconsideration, setting out in writing the nature of its concerns, or refer the matter to full Council. If referred to the decision maker he or she shall then reconsider within a further five working days, amending the decision or not, before adopting a final decision.
- 2.80. If the decision taker requires more time to consider, the Select Committee's recommendations the time may be extended by the Chairman of the Select Committee after agreement by one other member of the Committee.
- 2.81. If the decision taker is after reconsideration, not able to make changes to the decision in accordance with the Committees concerns the decision taker shall write to the Committee setting out reason why the decision taker is unable to accede to the Select Committee concerns.
- 2.82. If following an objection to the decision, the Select Committee does not meet in the period set out above, or does meet but does not refer the matter back to the decision making person or body, the decision shall take effect on the date of the Select Committee meeting, or the expiry of that further five working day period, whichever is the earlier.

- 2.83. If the matter was referred to full Council and the Council does not object to a decision which has been made, then no further action is necessary and the decision will be effective. However, if the Council does object, it has no locus to make decisions in respect of a Cabinet decision unless it is contrary to the policy framework, or contrary to or not wholly consistent with the budget. Unless that is the case, the Council will refer any decision to which it objects back to the decision making person or body, together with the Council's views on the decision. That decision making body or person shall choose whether to amend the decision or not before reaching a final decision and implementing it. Where the decision was taken by the Cabinet, a meeting will be convened to reconsider within five working days of the Council request. Where the decision was made by an individual, the individual will reconsider within five working days of the Council request.
- 2.84. If the Council does not meet, or if it does but does not refer the decision back to the decision making body or person, the decision will become effective on the date of the Council meeting or expiry of the period in which the Council meeting should have been held, whichever is the earlier.
- 2.85. The Member who has put the matter on the agenda may address the Committee on the matter.

Call-In – Urgent Decisions

- 2.86. Decisions of the Cabinet or any Cabinet Member which are urgent (i.e. any delay likely to be caused by the call-in process would prejudice the Council's or the public's interest) will not be subject to call-in.
- 2.87. The records of such decisions will reflect the reasons for urgency and state that therefore they are not subject to call-in.
- 2.88. The Chairman of the appropriate Select Committee must agree the need for urgency unless the Select Committee has already given its approval to a decision being taken urgently so that call-in does not apply. In the absence of the Chairman the Chairman of Council or the Vice-Chairman will be invited to perform this role.
- 2.89. Any reports on which urgent decisions have been made are to be reported to Select Committee for it to understand the need for urgency, but this will not delay implementation of the urgent decision itself.

Part H – Councillors

Section 1 Roles of Councillors and Office Holders

Section 2 Code of Conduct for Councillors

Section 3 Process for the Investigation of Complaints against Councillors

Section 4 Member/Officer Protocol

Section 5 Planning Protocol

Section 6 Scheme of Member Allowances

Councillors are elected to serve on Buckinghamshire Council by local residents. This section sets out what is expected of them in carrying out their roles and duties, the rules they need to follow as councillors and how they are expected to behave when acting as a councillor. It also set out how Buckinghamshire Council will investigate any complaints made against councillors (including Town and Parish councillors). Councillors receive an allowance to cover their time representing and acting for the council through an allowance scheme which is also set out in this section.

You can find your local councillor here

This section is written in formal language. Our democratic services team can explain any details which may be unclear.

1. Roles of Councillors and Office Holders

Role Profile for All Councillors

Responsibilities

- 1.1. Be at the centre of community life:
 - a. Spend time out and about learning about the communities that you represent, supporting your residents, working with local organisations (such as GPs, schools, police, local businesses and voluntary organisations) developing a shared understanding of local issues and ensuring that communities make the most of all the opportunities available to them.
 - b. Build good working relationships and earn the trust and respect of local partners, other councillors and council officers
 - c. Be an active member of local networks and partnerships, for example by acting as a school governor.
 - d. Communicate regularly with your community including communicating council policy and decisions.
- 1.2. Contribute actively to the formation and scrutiny of the Council's policies, budgets, strategies and services.
- 1.3. Act as a 'corporate parent' to Buckinghamshire's looked-after children and care leavers.
- 1.4. Represent effectively the whole community with a special duty to their constituents, including those who did not vote for him or her.
- 1.5. Represent the Council on outside bodies as required.
- 1.6. Participate constructively in the good governance of the Council area.
- 1.7. Fulfil the statutory and locally determined requirements of an elected Member of a local authority. To comply with all relevant codes of conduct, regulations, protocols and procedures, and participate in those decisions and activities reserved for the full Council.

Key Tasks

- 1.8. Attend and participate effectively as a Member of any committee to which the Councillor is appointed.
- 1.9. Participate in the activities of any outside body to which the Councillor is appointed, providing two-way communication between the organisations, and reporting as required to the Council. To develop and maintain a working knowledge of the Council's policies and practices in relation to that body and of the community's needs and aspirations.
- 1.10. Participate in the scrutiny or performance review of the services of the Authority including where the Council so decides, the scrutiny of policies and budget, and their effectiveness in achieving the strategic objectives of the Council.
- 1.11. Participate in any advisory group to which the Councillor is appointed, as convened by the Cabinet from time to time.
- 1.12. Participate, as appropriate, in consultation with the community and with other organisations
- 1.13. Develop and maintain a working knowledge of the Council's services, management arrangements, organisation and activities, powers/duties, and constraints.

- 1.14. Contribute constructively to open government and democratic renewal through active encouragement to the community to participate in the governance of the District.
- 1.15. Maintain professional working relationships with all Councillors and Officers.
- 1.16. Identify and participate in opportunities for further development and training as a Councillor and keep abreast of developments in national and local government.

Additional Responsibilities and Tasks for Members of the Cabinet

- 1.17. These role profiles should be read in conjunction with the role profile for all councillors.

Cabinet Leader

1.18. Responsibilities

- a. Ensure efficient and effective services, where they are relevant to the needs of the community and the responsibility of Buckinghamshire Council, in the short, medium and long term.
- b. Provide visible political leadership in relation to residents, stakeholders and partners in the overall co-ordination of policies, strategies and service delivery affecting the locality.
- c. Lead the Cabinet in its work to develop the policy framework and budget of the Council within the agreed policy framework.
- d. Lead the development of local and regional strategic partnerships.
- e. Ensure the appropriate representation of the Council on key outside bodies.

1.19. Key Tasks

- a. Provide leadership to the Council and its political administration, and lead the presentation of the recommendations, plans, policies and decisions of the Cabinet and the Council.
- b. Represent the Council's political and strategic decision-making in the community and in discussions with regional, national and international organisations and others in order to pursue matters of interest to the Council and its communities and to keep the Council and the Cabinet informed accordingly.
- c. Appoint Members of the Cabinet and allocate Cabinet portfolios.
- d. Develop and maintain good working relations and effective channels of communication with the Chairman of each Select Committee
- e. Direct, manage and chair meetings of the Cabinet and to take responsibility, individually and/or collectively for any specific portfolio, including providing a political lead in proposing new policy, strategy, budget and service standards and reviews, as well as acting as spokesman for the Council.
- f. Meet regularly and provide policy direction to the Chief Executive and other relevant senior offices (with or without the Cabinet) to consider and recommend action within approved policies and strategies.
- g. Consider the development and training needs of the Cabinet and members generally and arrange for training sessions or suitable briefings as appropriate.
- h. Receive and act as appropriate upon representations from councillors, the public, organisations and senior officers.

- i. Promote good working relationships across the political groups that make up the Council.

All Cabinet Councillors with Portfolio

1.20. Responsibilities

- a. Take responsibility within the Cabinet on the basis of collective decision making and such individual delegation that may apply, for a portfolio of services or functions of the Council.
- b. Input into the Cabinet any information, intelligence or factors considered relevant to the issues under consideration by the Cabinet.
- c. Contribute actively through the portfolio and membership of the Cabinet to the formation, implementation, monitoring and scrutiny of the Council's policies, budgets, strategies and services.

1.21. Key Tasks

- a. Participate in the Cabinet and to implement agreed policies by taking responsibility individually and/or collectively for any portfolio allocated by the Leader of the Council, including proposing new policy, strategy, programming, budget and service standards, and leading performance review
- b. Develop a clear understanding and in depth knowledge of the respective portfolio, the scope and range of the relevant services for which he/she is responsible and an awareness of current agreed policies and budgetary implications in respect of those services.
- c. Consult and communicate with all members, council officers, key partners and the community as appropriate to ensure policies, strategies, budgets and decisions are well informed and that Council policies are widely understood and positively promoted.
- d. Ensure that the Council is briefed at the appropriate time on significant issues within the respective portfolio – i.e. those which have financial or other major resource implications or which will result in a change to established policy.
- e. Act as spokesman for the Council and answer and account to the Council and the community on matters within the portfolio.
- f. Work closely with the Chief Executive, Corporate Directors and other senior officers responsible for the services within the portfolio and the relevant Select Committee Chairman.
- g. Work with officers on the implementation of agreed plans, policies and programmes within the portfolio and inform the Cabinet of progress and performance.
- h. Participate in scrutiny or performance reviews of services as requested by a Select Committee.
- i. Represent the Council and the Cabinet in the community and elsewhere as required by the Leader.

Deputy Cabinet Members

1.22. To support the Cabinet Member in their roles and responsibilities above

1.23. To deputise and attend meetings and briefings in place of the Cabinet Member

Additional Responsibilities and Tasks for Non-Cabinet Councillors

Chairman of the Council

1.24. Responsibilities

- a. Uphold and promote the purposes of the Constitution and to interpret the Constitution when necessary.
- b. Preside over meetings of the Council so that its business can be carried out efficiently and with regard to the rights of councillors and the interests of the community.
- c. Ensure that the Council meeting is a forum for the debate of matters of concern to the local community and the place at which members are able to hold the Cabinet to account.
- d. Promote public involvement in the Council's activities.
- e. Be the conscience of the Council, and act impartially.
- f. Attend such civic and ceremonial functions as the Council and/or he/she determines appropriate and take precedence at formal occasions.
- g. Ensure that the dignity of the office and Council is maintained at all times.

1.25. Key Tasks

- a. Chair all meetings of the full Council
- b. Chair major consultation meetings organised by the Council, as appropriate.
- c. Set the standard of conduct to be expected from all Councillors.
- d. Help represent the Council in the community and in discussions with regional, national and international organisations and others.
- e. Attend functions appropriate to the position of Chairman of the Council.
- f. Act as host to visiting Royalty, civic dignitaries and other important visitors.
- g. Meet with relevant officers to ensure the receipt of appropriate advice to enable effective decisions.

2. Code of Conduct for Councillors

Part 1 – General Provisions

Introduction

- 2.1. The Council has adopted this Code of Conduct pursuant to section 27 of the Localism Act 2011 (the Act) to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council including the office to which they were elected or appointed or when they claim to act or give the impression of acting as a representative of the Council.
- 2.2. This Code of Conduct complies with Section 28 of the Act and is consistent with the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Scope

- 2.3. This Code of Conduct applies to you whenever you are acting in your capacity as a member of Buckinghamshire Council, including: –
 - a. at formal meetings of the Council, its Committees and Sub-Committees, its Cabinet and Panels
 - b. when acting as a representative of the authority
 - c. in taking any decision as a Cabinet member or a Ward Councillor
 - d. in discharging your functions as a Ward Councillor
 - e. at briefing meetings with officers
 - f. at site visits and
 - g. when corresponding with the authority other than in a private capacity
- 2.4. Where you act as a representative of the Council:-
 - a. on another authority, you must when acting for that authority, comply with that other authority's code of conduct; or
 - b. on any other body, you must, when acting for that other body, comply with this Code of Conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject
- 2.5. Where you are acting as a co-opted member of a Council Committee or Sub-Committee or Board or Panel of the Council
- 2.6. When using social media or the internet and/or in relation to your online presence if you refer in any way to your role as a councillor or could reasonably be perceived as acting in any of the above capacities when doing so.

General Obligations

- 2.7. You must –
 - a. provide leadership to the Council and communities within its area, by personal example and
 - b. respect others and not bully any person
 - c. recognise that officers (other than political assistants) are employed by and serve the whole Council

- d. respect the confidentiality of information which you receive as a councillor and member –
 - i not disclose confidential information to third parties unless required by law to do so or where there is a clear and over-riding public interest in doing so; and
 - ii not obstruct third parties' legal rights of access to information
- e.
- f. not conduct yourself in a manner which is likely to bring the council into disrepute
- g. use your position as a councillor in the public interest and not for personal advantage
- h. act in accordance with the Council's reasonable rules on the use of the resources of the Council for private or political purposes
- i. exercise your own independent judgement, taking decisions for good and substantial reasons –
 - i attaching appropriate weight to all relevant considerations including, where appropriate, public opinion and the views of political groups
 - ii paying due regard to the advice of officers, and in particular to the advice of the statutory officers, namely the Head of Paid Service, the Section 151 Officer and the Monitoring Officer and
 - iii stating the reasons for your decisions where those reasons are not otherwise apparent
- j. account for your actions, particularly by supporting the Council's scrutiny function
- k. ensure that the Council acts within the law.

Part 2 – Interests

Personal Interests

- 2.8. In addition to the statutory requirements under the Act in relation to Disclosable Pecuniary Interest's (DPI's) and as set out in Paragraphs below and save for the subject interest already having been declared as a DPI and the statutory provisions complied with, the following Paragraphs 5 to 8 shall also apply.
- 2.9. You have a personal interest in any business of the Council where either-
- a. it relates to or is likely to affect –
 - i Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the Council;
 - ii Any body –
 - 2.9.a.ii.1. Exercising functions of a public nature
 - 2.9.a.ii.2. Directed to charitable purposes; or
 - 2.9.a.ii.3. One of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
 Of which you are a member or in a position of general control or management;
 - b. Any person or body who employs or has appointed you;
 - c. The interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25;

- d. A decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward affected by the decision;
- 2.10. In sub-paragraph 2.8 b. above, a relevant person is –
- a. A member of your family or any person with whom you have a close personal association; or
 - b. Any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
 - c. Any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
 - d. Any body of a type described in sub-paragraph 2.9 a. i or ii.

Disclosure of Personal Interests

- 2.11. Subject to sub-paragraphs (2) to (5), where you have a personal interest in any business of the council and you attend a meeting of the council at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.
- 2.12. Where you have a personal interest in any business of the council which solely relates to a body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council, you need only disclose to the meeting the existence and nature of that interest if that interest is prejudicial.
- 2.13. Where you have a personal interest in any business of the council of the type mentioned in paragraph 5(1) (a) (iv), you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
- 2.14. Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.
- 2.15. Subject to paragraph(1) (b), where you have a personal interest in any business of the council and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that personal interest.
- 2.16. Having declared a personal interest you may continue to speak and vote on the item of business concerned.

Prejudicial Interest Generally

- 2.17. Subject to sub-paragraph (2), where you have a personal interest in any business of the council you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.
- 2.18. You do not have a prejudicial interest in any business of the council where that business—
 - a. does not affect your financial position or the financial position of a person or body described in paragraph 5;
 - b. does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 5; or

- c. relates to the functions of the council in respect of—
 - i an allowance, payment or indemnity given to members;
 - ii any ceremonial honour given to members; and
 - iii setting council tax or a precept under the Local Government Finance Act 1992.

Prejudicial Interests Arising in Relation to Overview and Scrutiny Committees

- 2.19. You also have a prejudicial interest in any business before an overview and scrutiny committee of the council (or of a sub-committee of such a committee) where—
- a. that business relates to a decision made (whether implemented or not) or action taken by the cabinet or another of the council’s committees, sub-committees, joint committees or joint sub-committees; and
 - b. at the time the decision was made or action was taken, you were a member of the cabinet, committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph (a) and you were present when that decision was made or action was taken.

Effect of Prejudicial Interests on Participation

- 2.20. Subject to sub-paragraph (2), where you have a prejudicial interest in any business of your council—
- a. you must declare the existence and nature of your interest and withdraw from the room or chamber where a meeting considering the business is being held—
 - i in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;
 - ii in any other case, whenever it becomes apparent that the business is being considered at that meeting;
 - b. you must not exercise executive functions in relation to that business; and
 - c. you must not seek improperly to influence a decision about that business.
- 2.21. Where you have a prejudicial interest in any business of the council you may attend a meeting (including a meeting of the select overview and scrutiny committee of the council or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

Disclosable Pecuniary Interest

- 2.22. A Disclosable Pecuniary Interest (DPI) is as defined in ‘The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012’ (The Regulations) and the categories of interest are set out in Appendix A.

Note: In addition to the statutory requirements under the Act, Council Procedure Rules require you to withdraw from the room or chamber where the meeting is being held if you have a DPI in an item of business being considered at that meeting unless a Dispensation has been granted pursuant to and in accordance with Section 33 of the Act.

Part 3 – Registration of Members’ Interests

Registration or Disclosure of Members’ Interests

- 2.23. Subject to paragraph 102, you must, within 28 days of your election or appointment to office register in the council’s register of members’ interests, maintained under Section 29 of the Act, details of any DPI which you or your spouse or civil partner (or person with whom you are living as spouse or civil partner) may have, together with your personal interests where they fall within a category mentioned in paragraph 5(1) (a), by providing written notification to the council’s monitoring officer.
- 2.24. Failure to register or disclose any DPI in accordance with section 30(1) or 31(2), (3) or (7) of the Act, or participating in any discussion or vote in contravention of section 31(4) of the Act, or taking any steps in contravention of section 31(8) of the Act, is a criminal offence and risks a fine not exceeding level 5 on the standard scale (currently £5,000) or disqualification as a member for a period not exceeding 5 years.
- 2.25. Subject to paragraph 12, you must, within 28 days of becoming aware of any new DPI and/or personal interest or change to any DPI and/or personal interest registered under paragraph (1), register details of that new DPI and/or personal interest or change by providing written notification to the council’s monitoring officer.
- 2.26. Subject to Paragraph 12, you are required to disclose the existence and nature of any DPI when it arises at a meeting even where already registered in the Register or pending registration so the minutes can be duly noted.

Sensitive Interest

- 2.27. Where you consider that you have a sensitive interest (whether or not a DPI), and the council’s monitoring officer agrees, if the interest is entered in the Council’s register, copies of the register that are made available for inspection and any published version of the register, must not include details of the interest (but may state that the member has an interest the details of which are withheld under section 32 (2) of the Act) and any public declaration required need only state the fact an interest arises without further detail.
- 2.28. You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph (1) is no longer a sensitive interest, notify the Council’s monitoring officer asking that the interest be included in the Council’s register of members’ interests.
- 2.29. In this Code, “sensitive interest” means an interest, the nature of which is such that you and the Council’s monitoring officer consider that disclosure of the details of the interest could lead to you, or a person connected with you, being subject to violence or intimidation.

Dispensations

- 2.30. On a written request made to the Council’s Monitoring Officer, the Council may grant a dispensation for you to participate in a discussion and vote on a matter at a meeting even if you have a DPI or a prejudicial interest and that you be relieved of the obligation to otherwise withdraw from the room in which the matter is being considered if the Council considers that the number of members otherwise prohibited from taking part in the meeting would be so great a proportion of the body transacting the business that it would impede the transaction of the business; or the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote on the business; or it is in the interests of the inhabitants in the

Council's area to allow you to take part or that without the dispensation the Councils Executive would be prohibited from participating in the matter or it is otherwise appropriate to grant a dispensation.

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Appendix A

Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a DPI are set out in Chapter 7 of the Act.

DPI's are defined in the Regulations 2012 as follows –

<i>Interest</i>	<i>Prescribed description</i>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992).
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

- (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose –

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority;

“member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Gifts and Hospitality

2.31. In addition to the registration of interests, the Council requires councillors to register any gifts and hospitality worth £25 or more they have received with the Monitoring Officer.

2.32. Councillors must:

- a. register any gifts and hospitality with the Monitoring Officer within 28 days of being elected or appointed to office.
- b. register any gifts and hospitality within 28 days of the Authority's Code of Conduct being adopted.
- c. register any gifts and hospitality with the Monitoring Officer within 28 days of receiving them.
- d. declare any gifts and hospitality at any meeting of the authority at which they are present, where a relevant matter is being considered.
- e. register any gifts and hospitality declared at a meeting, within 28 days of disclosing it.
- f. Details on how councillors should register interests and gifts and hospitality can be obtained from X

3. Process for the Investigation of Complaints against Councillors

Context

- 3.1. The Council is committed to promoting and maintaining high standards of conduct amongst its councillors and has adopted a Code of Conduct setting out the conduct it expects of its councillors as they carry out that role.
- 3.2. A copy of the Council's Code of Conduct for Councillors is set out in Part I Section 2 of this Constitution. It is also available for inspection on the Council's website.
- 3.3. The Code applies to councillors when they go about the work of the Council or their role as a councillor. The Council will not investigate complaints relating to a councillor's private life.
- 3.4. If anyone thinks a councillor has not complied with the Council's Code of Conduct for Councillors (or in relation to Town and Parish councillors has not complied with their Town or Parish Code of Conduct) a complaint can be made to the Monitoring Officer who will consider the complaint in the following way.

How We Deal with Complaints

Initial Assessment

- 3.5. The Monitoring Officer will carry out an Initial Assessment to determine whether the complaint is within the Code of Conduct and whether, having regard to the referral criteria below it should be progressed.

Stage One

- 3.6. If the Monitoring Officer determines that the complaint should be progressed we will tell the councillor that you are complaining about that we have received a complaint and provide them with details of your complaint which may include a copy – unless you have requested confidentiality (in which case your details will not be disclosed unless and until your request for confidentiality has been considered – see further below).
- 3.7. The councillor will be invited to respond within 20 working days – including in their response any suggestion to resolve the complaint.
- 3.8. Details of the response will be made available to you and you will be asked if you are satisfied – if yes, no further action will be taken or the action proposed by the councillor will proceed; if not, you will be asked if you wish your complaint to be considered further under Stage Two

Stage Two

- 3.9. In most cases your complaint will be considered by the Council's Monitoring Officer, or their Deputy, or by the Monitoring Officer and the Chairman/Vice- Chairman of the Councils Standards and General Purposes Committee if considered appropriate due to the seriousness of the alleged behaviour. An Independent Person may be consulted and their views taken into account. An Independent Person will be consulted if a referral for investigation is deemed appropriate or if the complaint can't be resolved informally. This will happen within an average of 20 working days of the date of the commencement of Stage Two.

Stage Three

- 3.10. If the decision at Stage Two is to investigate the complaint, the Monitoring Officer will appoint an investigator whose report will be considered by the Hearings Sub-Committee

of the Council's Standards and General Purposes Committee— or in some cases to the full Committee – who will decide whether a breach has taken place and if so the appropriate remedy, a formal hearing is necessary to determine whether a breach has occurred and/or the appropriate remedy, if and what any further action is appropriate.

Referral Criteria

- 3.11. Whilst each allegation will be considered on its individual merits, the following “Referral Criteria” will be used to decide whether to accept a complaint and as factors for consideration at each stage of the process.
 - a. the public benefit in investigating the alleged complaint
 - b. the availability and cost of resources with regard to the seriousness of the alleged matter
 - c. is the information submitted, sufficient to make a decision as to whether to refer for investigation?
 - d. is the councillor complained about still a serving councillor?
 - e. is the complaint the same as or similar to a previous complaint?
 - f. the time passed since the alleged conduct occurred
 - g. the complaint involves conduct too trivial to warrant further action
 - h. does the complaint appear to be malicious, politically motivated or tit for tat?
 - i. whether the matter complained of is an individual act or part of a continuous pattern of behaviour which should be cumulatively considered
 - j. steps taken or proposed to remedy the action complained of
 - k. the complainant's view of the action taken or proposed.
- 3.12. The relevant parties will be kept informed at all stages of the complaint. Further details are available on the Council's website.
- 3.13. There is no right of appeal under any stage of this complaints procedure.
- 3.14. The remedies available may include –
 - a. informal resolution (ie where a formal remedy may not be appropriate but a resolution is considered advisable. This is not limited to but may take the form of an apology or an explanation) (this may be by recommendation only)
 - b. Report to Council
 - c. Formal letter to subject councillor
 - d. Formal censure by motion
 - e. Recommendation to Leader/Group Leader or Town/Parish Council as applicable, that the councillor is removed from Special Responsibilities – i.e. Cabinet/Committees/Outside Bodies.
 - f. Press release or other publicity.
- 3.15. Please note the Council has no authority to withhold allowances or to suspend or remove a Councillor from office.
- 3.16. All decisions should be published unless the subject Member requests non-publication where it is found that the code of conduct has not been breached.

3.17. * An **Independent Person** is someone who has been appointed by the Council under Section 28 of the Localism Act 2011. Independent Persons must be appointed through a process of public advertisement, application and appointment by a positive vote of a majority of all members of the Council – i.e. by full Council.

3.18. A Person is considered not to be 'independent' if:-

- a. they are or have been in the previous 5 years an elected or co-opted member or officer of the District Council or any Parish in the area an elected or co-opted member of any committee or sub-committee of the District Council or any Parish in the area or
- b. they are a relative or close friend of a current elected or co-opted member or officer of the District Council or any Parish in the area – or any elected or co-opted members of any committee or sub-committee of such a Council.

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4. Protocol on Member/Officer Relations

Introduction

- 4.1. A good relationship between Members and Officers is characterised by mutual respect and trust and is essential to the successful working of the organisation. Member and Officers should speak to each other openly and honestly; they are indispensable to each other. Nothing in this Protocol is intended to change this relationship.
- 4.2. The purpose of this Protocol is to help Members and Officers perform effectively by giving guidance on their respective roles and expectations and on their relationship with each other. It is intended to promote clarity and the smooth running of the council, impartial and objective advice is obtained.
- 4.3. The Protocol also gives guidance on what to do on the rare occasions when things go wrong. Responsibility for the operation of this Protocol lies with the Chief Executive of the Council and the Monitoring Officer.
- 4.4. The Protocol must be read and operated in the context of all relevant legislation, national and local Codes of Conduct, the Council's Codes of Conduct and other supporting procedures such as the Complaints and Whistleblowing procedures, commissioning and procedure for confidential reporting. Breach of this protocol may also constitute a breach of the Member, and the Employee, Code of Conduct.

Roles of Elected Members and Officers

- 4.5. The respective roles of Elected Members and Officers can be summarised as follows:
 - a. Elected Members and Officers are servants of the public and they are indispensable to one another. Their responsibilities are distinct. Elected Members are responsible to the electorate and set policy and direction. They are elected to serve a term of office. Officers are employed by and responsible to the whole Council. An Officer's job is to give advice to the Council, and to carry out the Council's work under the direction and control of the Council, the Executive, and relevant Committees, etc.
- 4.6. Mutual respect and co-operation between Members and Officers is essential to good local government.

Elected Members

- 4.7. Elected Members have the following main areas of responsibility:
 - a. contributing to determining the policy of the Council and giving it leadership,
 - b. monitoring and reviewing the performance of the Council in implementing that policy and delivering services,
 - c. representing the Council in their local areas and externally,
 - d. acting on behalf of their constituents.
- 4.8. All Elected Members should respect the impartiality of Officers' information and advice, must not ask them to undertake work of a party-political nature, or to do anything that would put them in difficulty in the event of a change in the political composition of the Council.
- 4.9. Elected Members should recognise that no Officer should be expected to give political advice, and those that are in 'politically restricted' posts are specifically debarred from engaging in active political work.

- 4.10. When dealing with Council business, Members should be mindful of the provisions relating to interests in the Member Code of Conduct and avoid involvement in matters that could be deemed to be breaches of these provisions. Members should also be aware of legislative constraints on their behaviour. For example, they should not visit certain Council establishments without the appropriate checks having been completed.

Members of the Cabinet and Chairmen

- 4.11. Members of the Cabinet and Chairmen and Vice Chairmen of Committees, Boards, Panels etc. have additional responsibilities and their relationships with Officers whilst carrying out those roles may be different from, and more complex than those of Members without those responsibilities.

Officers

- 4.12. An Officer's role is:
- a. to give advice and information to all Members on an impartial basis, using their professional expertise and
 - b. to implement the policies determined by the authority, provided the policies are within the law.
- 4.13. In all advice, including reports, it is the responsibility of the Officer to express his/her own advice in an objective and professional manner, and make recommendations based on this. An Officer may report the views of individual Members on an issue. If the Member wishes to express a view contrary to the recommendation, he/she must not pressure the Officer to make a recommendation contrary to the Officer's professional view.
- 4.14. Certain Officers E.g. Chief Executive of the Council, Monitoring Officer and Chief Finance Officer (Section 151 Officer) have responsibilities in law over and above their obligations to the Council and to individual Members. These obligations should be respected. These Officers must not be obstructed in the discharge of these responsibilities, and/or be victimised for discharging these responsibilities.
- 4.15. Officers who are professionally qualified may be bound to observe professional standards in giving advice and members must respect this. Officers will also be bound by the limits of their authority in the Council.

Expectations

- 4.16. Members can expect from Officers:
- a. A commitment to the Council as a whole, and not to any political group
 - b. A working partnership
 - c. An understanding of and support for respective roles, workloads and pressures
 - d. Timely response to enquiries and complaints
 - e. Objective advice, not influenced by political views or preference, which does not compromise the political neutrality of Officers
 - f. Regular, up to date information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities that they have and positions that they hold
 - g. Awareness of and sensitivity to the political environment
 - h. Respect, courtesy and dignified behaviour appropriate to the occasion

- i. Training and development in order to carry out their role effectively
 - j. A high level of integrity and confidentiality, appropriate to the situation
 - k. Not to have Officers' personal issues raised with them outside the agreed procedures
 - l. That they will not attempt to influence improperly any Member to advance Officers' personal interests, those of others, or influence improperly a decision.
 - m. At all times compliance with the Code of Conduct for Officers
 - n. Support for the role of Elected Members as the local representatives of the Council, within any scheme of support for Members, which may be approved by the authority.
- 4.17. Whenever a public meeting is organised by the Council to consider a local issue, all the Members representing the ward or wards affected should, as a matter of course, be invited to attend the meeting unless a lead Councillor has been agreed. Similarly, whenever the Council undertakes any form of consultative exercise on a local issue, the ward Members should be notified at the outset of the exercise.
- 4.18. Correspondence between an individual Member and an Officer should not normally be copied by the Officer to any other Member without that Member's consent. Officers should not be copied into political group correspondence.
- 4.19. Officers can expect from Members:
- a. A working partnership
 - b. An understanding of and support for respective roles, workloads and pressures; and of Officer work/life balance
 - c. Leadership and direction
 - d. Respect, courtesy and dignified behaviour appropriate to the occasion
 - e. A high level of integrity and confidentiality, appropriate to the situation
 - f. Not to be subject to intimidation, harassment or bullying
 - g. Not to have Members' personal issues raised with them outside the agreed procedures
 - h. Not attempt to influence improperly any Officer to advance their personal interests, or those of others, or influence improperly a decision
 - i. That Members will at all times comply with the Council's local Code of Conduct for Members
 - j. That Members will not comment adversely on the conduct or capability of an individual Council employee at meetings held in public
 - k. The members will not ask for support other than to assist in carrying out their roles in the Council

Limitations on Behaviour

- 4.20. The distinct roles of Members and Officers necessarily impose limitations upon behaviour.
- 4.21. By way of illustration, and not as an exclusive list:
- a. Close personal relationships between Members and Officers can confuse these separate roles and get in the way of the proper discharge of the Council's functions, not least in creating the perception in others that a particular Member or Officer may secure advantageous treatment for themselves, their group or otherwise. Where close

personal relationships do exist, it is necessary to ensure that confidential knowledge is respected and not discussed inappropriately.

- b. The need to maintain these separate roles means that there are limits to the matters on which Officers should be expected to give advice. Officers are unlikely to be able to give advice on personal matters and should not give advice on party political matters.
- c. Relationships with particular individuals or party groups should not be such as to give cause for suspicion that an Officer favours that Member or group above others. The issue of Officer attendance and advice to political groups is specifically covered below.

Political Groups²

- 4.22. The operation of political groups is an integral feature of local government, and such political groups have an important part to play in the development of policy and the political management of the Council. It is in the interests of the Council to support an effective operation of political groups, but the operation of political groups can pose difficulties in terms of the impartiality of Officers.

Officer Attendance

- 4.23. Any political group may request the Statutory Officers, Corporate Directors or Service Directors to attend a meeting of the group to advise on any particular matter relating to the Council.
- 4.24. An Officer may decline a request to attend if he/she is of the opinion that the particular issue is of such a political nature that it would be inappropriate to attend.
- 4.25. Officers' advice to political groups will be limited to a statement of material facts and identification of options and the merits and demerits of such options for the Council. Advice will not deal with any political implications of the matter or any option, and Officers will not make any political recommendation to a political group.
- 4.26. Where an Officer attends a political group, the Chief Executive of the Council will advise all other groups that the Officer has attended and the subject upon which he/she has advised and ensure that other groups are afforded the same opportunity.
- 4.27. Where Officers provide information and advice to a party group meeting in relation to a matter of Council business, this cannot act as a substitute for providing all necessary information and advice to the Cabinet, relevant Committee or Sub-Committee where the matter in question is concerned.
- 4.28. Officers will respect the confidentiality of any lawful matter, which they hear in the course of attending a political group meeting.

When Things go Wrong

- 4.29. From time to time the relationship between Members and Officers may break down or become strained. If this is the case, matters may be resolved informally, or through conciliation by an appropriate senior manager or Member. It is hoped that most issues will be dealt with informally where possible.

Procedure for Officers

- 4.30. Complaints against members must follow the Code of Conduct processes found elsewhere in the Constitution.

² The Cabinet is not a political group even if all members are from a single party

- 4.31. Before an Officer initiates a formal complaint under the Code of Conduct, he/she should consider raising their concerns about the behaviour of a given Member with the Monitoring Officer. Officers also have recourse to the Whistleblowing Procedure, or to the Council's Monitoring Officer, as appropriate to the circumstances. Complaints will be taken through the appropriate process, including investigation, under the Council's arrangements for Code of Conduct complaints.

Procedure for Members

- 4.32. Prior to a Member approaching the relevant Corporate Director, the Member should consider discussing the issue informally with the Leader or Deputy Leader of the Council or another appropriate Corporate Director.
- 4.33. In the event that a Member remains dissatisfied with the conduct, behaviour or performance of an Officer, the matter should be raised with an appropriate Corporate Director, usually one with authority over the officer concerned. Where the Officer concerned is a Corporate Director, the matter should be raised with the Chief Executive.
- 4.34. Where the employee concerned is the Chief Executive, the matter should be raised with the Monitoring Officer. If the matter cannot be resolved informally, it may be necessary to invoke the Council's Disciplinary Procedure.

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5. Scheme of Member Allowances

(Insert once approved)

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Part I – Officers

Section 1 Management Structure

Section 2 Scheme of Delegations

Section 3 List of Proper Officers

Section 4 Employee Code of Conduct

Section 5 Staff Employment Procedure Rules

Section 6 Contract Procedure Rules

Section 7 Financial Procedure Rules

Section 8 Property Procedure Rules

The Council's employees (called 'officers') give advice, implement decisions and manage the day-to-day delivery of its services and activities.

Where decisions are made by the Council, the Cabinet or under delegated powers the role of officers is to provide information and professional advice to provide a proper basis for decision-making.

The Chief Executive is the Head of Paid Service and is responsible for all staff in the authority. Some officers have a specific duty to ensure that the Council acts within the law and uses its resources wisely.

A protocol governs the relationships between officers and councillors.

This section sets out the rules which govern key procedures and includes the code of conduct which officers (staff of the council) have to follow.

1. Management Structure

Tiers 1 and 2 operational structure



2. Scheme of Delegation to Officers

The Scheme:

Introduction
Limitations
Member Consultation
Using a Delegation
Matters which are not delegated
Restrictions
General Delegations
Specific Delegations
Areas of Responsibility
Exceptions
Statutory and Proper Officer powers

Introduction

- 2.1. The Council has adopted a vision expressed in the Corporate Plan XXXX. To support delivery of the Corporate Plan, managerial and operational decisions are taken, within a framework of democratic accountability, at the most appropriate level, which is usually the closest point of contact to the resident. This scheme is to be interpreted widely to give effect to this overall purpose by empowering staff to carry out their functions and deliver the Council's services within the Budget and Policy Framework set by the Council, and subject to the guidelines set by the Council, the Cabinet and the Council's management team.

Limitations

- 2.2. Any exercise of delegated powers is subject to the overriding limitations set out in paragraphs 2.3 to 2.9 below.

Member Consultation

- 2.3. Officers set out in the scheme are expected to:-
 - a. maintain a close liaison with the appropriate portfolio holder or in their absence the Deputy Portfolio Holder, Deputy Leader or Leader;
 - b. consult relevant portfolio holders when exercising temporary or specific delegations resolved at council or a Committee or Sub-Committee meeting where appropriate;
 - c. ensure the Ward Councillors are consulted or advised of the exercise of delegated powers relevant to their area where appropriate; and
 - d. ensure that the Chief Executive (Head of Paid Service), Director of Corporate Finance (s151 Officer) and the Deputy Chief Executive (Monitoring Officer) are consulted and advised of any decisions as necessary.
- 2.4. Portfolio holders for the relevant area should be consulted on the exercise of a delegated power in all cases where :-
 - a. there is likely to be opposition from members of the public save that this does not relate to objections to planning applications, building control applications, decisions on planning enforcement, or licensing decisions unless 2.4.(b), 2.4.(c) or 2.4.(d) also apply;
 - b. where there are political sensitivities;

- c. there is likely to be media (including social media) interest or
- d. expenditure is unusual for the budget area.

Using a Delegation

- 2.5. Before exercising any delegated power, officers must consider whether to consult with the relevant portfolio holder on the exercise of delegated powers or not to exercise delegated powers but to refer the matter to the relevant councillor or Council Body to decide.
- 2.6. The Leader or any Cabinet Member may at any time, following consultation with the Chief Executive and relevant officer, require a particular issue or any aspect of delegated powers to be referred to the appropriate Council Body for a decision.
- 2.7. This does not limit the general requirements set out elsewhere in the constitution to consult with relevant ward members, select committee chairmen and interested groups in reaching decisions.

Matters Which Are Not Delegated

- 2.8. The scheme does not delegate to officers:-
 - a. any matter reserved to full Council;
 - b. any matter which by law may not be delegated to an officer;
 - c. any Key Decision; or
 - d. any matter expressly withdrawn from delegation by the Council, Committees, Leader or Cabinet.

Restrictions

- 2.9. Any exercise of delegated powers is subject to
 - a. any statutory restrictions;
 - b. the budget and policy framework;
 - c. any provision contained in this Constitution including the Procedure Rules;
 - d. any financial limits set out in the revenue or capital budgets except as set out in the Financial Procedure Rules;
 - e. any policy set by the Council or its committees, the Cabinet or the Chief Executive; and
 - f. the Code of Conduct for Employees.

Delegation

- 2.10. This scheme delegates to the Corporate and Service Directors all executive and non-executive powers and duties relevant to their areas of responsibility detailed within the areas of responsibility table below or as assigned from time to time that rest with the Council or which have been delegated or granted to the Council, subject to the limitations, restrictions, reservations and requirements for consultation set out above. This includes all powers and duties under all legislation present and future relating to their area of responsibility and all powers and duties incidental to that legislation including but not limited to X below in addition to any further specific delegations detailed.

Powers in Relation to Staff

- 2.11. Take any action in accordance with the Council's agreed policies and procedures with respect to the recruitment, appointment, promotion, training, grading, discipline,

determination of wages and salary scales, determination of allowances, determination and application of conditions of service, including but not limited to allocation of leave, honorariums, ill health retirement and determination of establishment except as detailed in the Staff and Employment Exceptions chart.

Powers in Relation to Contracts and Property

- 2.12. Powers in relation to contracts and property agreements to negotiate, put out to tender, bid, submit tenders, vary, terminate, dispute, extend and renew and in relation to contracts to buy and sell and in relation to property to acquire, dispose of, let and licence subject to the Contract Procedure Rules, Financial Procedure Rules and Property Procedure Rules.

Powers in Relation to Finance

- 2.13. Powers to incur capital and revenue expenditure, to seek recovery of amounts owed, to exercise discretion in recovery, alter or waive repayment periods, or approve exemptions in relation to repayments, agree refunds, reduce or remit payments and waive fines, subject to the requirements of the Financial Procedure Rules or the Legal Exceptions Chart.

Powers in Relation to Legal Action

- 2.14. Subject to obtaining legal advice where appropriate, powers to authorise, appoint or nominate officers and to investigate, prosecute, enforce, lay summons, require individuals to disclose information, serve requisitions for information, publish information, apply to a court, sign notices, issue, serve, vary, revoke and publish notices, including fixed penalty notices and serve documents, make prohibition notices or orders, suspend or vary a prohibition order, take emergency remedial action, carry out works in default, issue certificates, issue consents, issue licenses and license applications, issue permits, refuse, vary or revoke licensing applications, issue temporary exemption notices, obtain, introduce, operate, amend, extend, vary and revoke orders, impose conditions, introduce and maintain registers, exercise powers of entry without force, apply for a warrant, make, vary or revoke and in relation to land relevant to service functions to note applications for licences, planning, consents and approvals, a declaration and grant, vary, revoke and attach conditions to consents, charge property except as detailed in the Legal Exceptions Chart.

Specific Delegations

The Chief Executive

- 2.15. The Chief Executive may carry out the powers and duties of the Deputy Chief Executive and Corporate Directors in their absence or in consultation with them and will also have the following additional powers to those detailed in paragraph 2.10 above:
- a. to carry out the powers and duties of any of the officers in their absence or in consultation with them;
 - b. to incur expenditure in the event of a civil emergency;
 - c. in cases of urgency to take any decision which could be taken by the Council, the Cabinet or a committee, in consultation with the Leader;
 - d. to alter the areas of responsibility of the Corporate Directors set out in the areas of responsibility table below;

- e. to make arrangements for the appointment of Chief Officer roles and to make appointments to Deputy Chief Officer roles.
- f. to agree the Human Resources Policies following relevant consultation.
- g. to make any changes necessary to the Employee Code of Conduct following relevant consultation.

The Monitoring Officer

2.16. In addition to any powers delegated under section 2.10 above the Monitoring Officer has delegated authority to:

- a. grant dispensations to councillors in accordance with the Localism Act 2011 with the power to refer any request for a dispensation back to the Standards and General Purposes Committee.

The Section 151 Officer

2.17. In addition to any powers delegated under section 2.10 above the s151 Officer has delegated authority to carry out those responsibilities set out as delegated to him/her in the Financial Procedure Regulations within this Constitution.

Corporate Director or Directors with Responsibility for Planning

2.18. For clarification the powers delegated in section 2.10 above to the Corporate Director or Directors with responsibility for planning includes 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, to publicise applications, to comment or make representations on applications, notifications and consultations, to raise objections, to require documentation and information, to take appropriate action on enforcement; to negotiate, authorise sealing, complete, vary, discharge or amend planning obligations and agreements; process and determine all decisions relating to neighbourhood planning and other planning functions.
- b. deal with applications in respect of building regulations including setting charges, the relaxation of building regulations and any necessary enforcement action. To enter into LABC cross boundary agreements with other authorities as required to deliver building control projects.
- c. prepare all necessary and appropriate plans and strategies relating to planning and development.
- d. deal with all matters relating to the following functions of the council not dealt with above including:
 - i Street naming and numbering
 - ii Heritage and conservation
 - iii Tree Preservation
 - iv Planning Policy
 - v Building Control
 - vi Sustainable Urban Drainage Systems
 - vii Community Infrastructure Levy and enforcements

- e. Determination of any submissions pursuant to Schedule 17 of the High Speed Rail (London – West Midlands) Act 2017.
- f. Determination of any submission pursuant to conditions attached to any Schedule 17 approval that have been imposed by the Local Planning Authority [Secretary of State] .
- g. Determination of any request for nonmaterial changes to approvals under paragraph 21 of Part C of Schedule 17 of the High Speed Rail (London – West Midlands) Act 2017.
- h. Decisions to be made pursuant to Undertaking and Assurances (U&As) under the High Speed Rail (London-West Midlands) Act 2017 given by the Secretary of State to the Council.

Except as detailed in the Legal Exceptions Chart

Corporate Director or Directors with Responsibility for Highways

- 2.19. For clarification the powers delegated in section 2.10 above to the Corporate Director or Directors with responsibility for highways includes delegated powers and duties to exercise the functions of the Council relating but not limited to:
- a. highways and public rights of way that are specified in the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended) (“the Regulations”);
 - b. common land, and town and village greens, as specified in the Regulations;
 - c. the making of agreements for the execution of highways works under the Highways Act 1980 including powers to negotiate, authorise sealing, complete, vary, discharge or amend highways agreements
 - d. the exercise of the Council’s statutory function of Traffic Manager in accordance with the Traffic Management Act 2004;
 - e. determination of any submissions or matters pursuant to Clause 20, Schedule 4, Schedule 17 and Schedule 33 of the High Speed Rail (London – West Midlands) Act 2017;
 - f. determination of any submission pursuant to conditions attached to any approval that have been imposed by the Secretary of State in relation to 2.19.(e) above;
 - g. determination of any request for nonmaterial changes to approvals under the High Speed Rail (London – West Midlands) Act 2017;
 - h. decisions to be made pursuant to Undertaking and Assurances (U&As) under the High Speed Rail (London-West Midlands) Act 2017 given by the Secretary of State to the Council.

Except as detailed in the Legal Exceptions Chart

General

Deputy Chief Executive and Corporate Directors

- 2.20. The Deputy Chief Executive and Corporate Directors including the Director of Adult Social Services and the Director of Children’s Services may carry out the powers and duties of any Director within their area of responsibility in their absence or in consultation with them.

Officer Delegation

- 2.21. Any delegation to a Corporate or Service Director or an officer includes authority for any further delegation within the relevant Area of Responsibility. Officers shall devolve responsibilities for service delivery and management to those staff who represent the nearest practicable point of delivery to the service user.

Written Records and Publicity

- 2.22. An Officer making a decision under delegation, will need to publish a written record of:
- 2.23. any decision which is sufficiently important or sensitive that the public would expect that decision to have been taken by an Elected-Member decision-making body, such as Cabinet rather than an Officer using delegated powers;
- 2.24. any decision which :-
- is a specific expressed power rather than general delegation except that this does not apply to sections 2.15 to 2.19 unless 2.23 also applies;
 - grants a permission or licence;
 - affects the right of an individual; or
 - awards a contract, or incurs expenditure which, in either case, materially affects the Council's financial position.
- 2.25. If a written decision record of a decision is required, it must be completed as soon as is reasonably practicable after the decision has been made. The decision must be publicly available for inspection and posted on the Council's website (together with any background papers). The decision record must include, the date of the decision, the reasons, details of any alternative options considered and rejected and details of any conflict of interest declared (for instance of a Cabinet Member who may have been consulted).

Areas of Responsibility

Chief Officers

Post	Main Functions and Areas of Responsibility of Service Directors
Deputy Chief Executive (Monitoring Officer)	<ul style="list-style-type: none">• Policy and Communications• Legal and Democratic• Localism and Strategic Partnerships• Service Improvement
Corporate Director Resources	<ul style="list-style-type: none">• Corporate Finance and s151 Officer• Human Resources & Organisational Development• Service Finance• Information Communication Technology• Business Operations
Corporate Director Communities	<ul style="list-style-type: none">• Neighbourhood Services (including licensing)• Highways & Technical Services• Transport Services• Culture, Sport & Leisure
Corporate Director Planning, Growth & Sustainability	<ul style="list-style-type: none">• Planning & Environment• Strategic Transport and Infrastructure• Property & Assets

	<ul style="list-style-type: none"> • Economic Growth & Regeneration
Corporate Director Adult Services, Health & Culture (DASS)	<ul style="list-style-type: none"> • Adult Social Care • Public Health, Early Help and Prevention • Quality Standards & Performance • Integrated Commissioning • Housing and Regulatory Services
Corporate Director Children's Services (DCS)	<ul style="list-style-type: none"> • Children's Social Care • Education • Quality & Improvement

Exceptions

- 2.26. Contract Exceptions – refer to Contract Procedure Rules
- 2.27. Financial Exceptions – refer to Financial Procedure Rules
- 2.28. Property Exceptions – refer to Property Procedure Rules

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Exceptions – Legal Exceptions

2.29. (In exercising delegated powers, officers are reminded to take account of the overall limitations of the Scheme, as detailed in the introduction to the scheme.)

Function	Officer	Area Planning Committee/Strategic Development Committee	Cabinet
Determination of outline full or reserved matters and planning applications in relation to:			
Applications submitted by the Council, a councillor, a Chief Officer, Corporate Director, Service Director or a Planning Office		Area Planning Committee or Strategic Sites Committee as appropriate	
Application submitted by officers other than a Corporate or Service Director or Planning Officer	By appropriate Officer where Service Director Planning and Environment in consultation with Chairman of relevant Area Planning Committee or Strategic Sites Committee considers appropriate	Appropriate Area Planning Committee or Strategic Sites Committee if referred by Service Director Planning and Environment in consultation with the Chairman of the relevant Area Planning Committee	
Applications called in by a councillor provided in writing, giving material planning related reasons	By appropriate Officer where Service Director Planning and Environment determines the reasons for call in are not valid material planning related reasons	The appropriate Area Planning Committee or Strategic Sites Committee as appropriate where the Service Director Planning and Environment determines the reasons for call in are valid material planning related reasons	
Authority to decide whether it is expedient to take enforcement action and to prepare, issue, serve, amend or withdraw (i). Enforcement Notices, including Listed Building	Service Director – Planning & Environment in consultation with the Service Director – Legal and Democratic Services where		

Function	Officer	Area Planning Committee/Strategic Development Committee	Cabinet
Enforcement Notices; (ii). Stop Notices including Temporary Stop Notices; (iii). Notices under Section 215 of the Town & Country Planning Act 1990 Act relating to untidy land; (iv). Breach of Condition Notices under Section 187A of the Town & Country Planning Act 1990; and (v) Article 4 Directions under the General Permitted Development Order 2015.	appropriate.		
Institute any proceedings, prosecute, defend, conduct, withdraw, settle (up to the value of £500,000) or appeal any legal proceedings or process on behalf of the Council	Service Director – Legal & Democratic Services		Over £500,000
Authorise any Officer of the Council to prosecute, or defend on its behalf, or to appear on its behalf in, proceedings before a Magistrates Court, in accordance with Section 223 of the Local Government Act 1972	Service Director – Legal & Democratic Services		
Instruct where necessary any Barrister or outside Solicitors	Service Director – Legal & Democratic Services		
Sealing Documents	Monitoring Officer or Service Director – Legal & Democratic Services or any officer authorised by the Chief Executive		

Exceptions – Staff and Employment

	Officer Delegation	Statutory Cabinet Member Consultation	Member Decision	Council Decision
NB This element of the scheme is dictated by 2 LGHA 1989 and the Standing Orders Regulations				
The appointment of the Chief Executive	No (cannot be carried out by officers.	Yes, through the MO	Yes must be made by Full Council	On recommendation from Senior Appointments and Pay Committee
The appointment of Chief Officers (Corporate Directors)	No (possible exception where there is change management and the appointment is internal.)	Yes, through the MO	Senior Appointment and Pay Committee	Only if required by Council
The appointment of Deputy Chief Officers (Service Directors)	Yes	No	No	No
Appointment below Deputy Chief Officer (DCO)	Yes	Members cannot be involved in the appointments below DCO	Members cannot be involved in the appointments below DCO	Members cannot be involved in the appointments below DCO
The dismissal of the Chief Executive (as Head of Paid Service)	Cannot be delegated to officers	Yes	An independent report must be prepared before a decision can be made	Special Meeting of Council must be convened
Dismissal of the s151 Officer and the Monitoring Officer	Cannot be delegated solely to officers	No	In accordance with prescribed procedure	In accordance with prescribed procedure
The dismissal of Chief Officer	Not delegated solely to officers	No	In accordance with prescribed procedure	In accordance with prescribed procedure
Dismissal by way of redundancy or voluntary redundancy for Chief Officers	No	No	In accordance with prescribed procedure	In accordance with prescribed procedure
Dismissal of staff below Chief Officer (Corporate Director)	Chief Executive for Corporate Director including Deputy Chief Executive; Corporate Directors for Service	No	No	No

	Directors; Service Directors for all other staff; Dismissal appeals to be heard at the same level or one Tier higher			
Determine Appeals against final written warnings below DCO	Relevant authorised managers.	No	No	No
Issue HR1 notices in respect of potential redundancies	Service Director HR and OD	No	No	No
To carry out powers and duties as an employer under the Health and Safety at Work Act	Chief Executive	No	No	No
Issue 'certificates of opinion' as to whether or not the duties of a post fall within the criteria of political sensitivity	Service Director HR and OD	No	No	No

3. List of Proper Officers (and Designated Posts)

The Statutory and Proper Officers – Designated Posts

Legislation	Function	Designated Officer
Section 4(1) Local Government and Housing Act 1989	Head of Paid Service	Chief Executive
Section 151 Local Government Act 1972	Chief Finance Officer (Section 151 Officer)	Corporate Director of Finance
Section 5(1) Local Government and Housing Act 1989	Monitoring Officer	Deputy Chief Executive
Section 9FB of the Localism Act 2011 (Sch 2)	Scrutiny Officer	Service Director - Legal and Democratic Services
Section 28 and 35 Representation of the People Act 1983	Returning Officer	Deputy Chief Executive
Section 8 Representation of the People Act 1983	Electoral Registration Officer and Deputy Returning Officer	Service Director – Legal and Democratic Services
Section 6(1) Local Authority Social Services Act 1970	Director of Adult Social Services	Corporate Director of Adults, Health & Housing
Section 18 Children Act 2004	Director of Children’s Services	Corporate Director of Childrens Services

Section 532 Education Act 1996	Chief Education Officer	Corporate Director of Childrens Services
National Health Service Act 2006 S73A(1) and Health and Social Care Act 2012	Director of Public Health	Corporate Director of Public Health
Data Protection Act 2018 General Data Protection Regulations	Data Protection Officer	Corporate Director of Resources

Proper Officer Functions – Schedule of Appointments

Local Government Act 1972

SECTION	BRIEF DETAILS OF RESPONSIBILITY	PROPER OFFICER
13 (3)	Parish Trustee where no Parish Council.	
83 (1) to (4)	To witness and receive declarations of acceptance of office of Chairman, Vice-Chairman or councillor just be made by Councillors to the proper officer.	Service Director Legal and Democratic Services
84	To accept written notice of resignations from Councillors.	Service Director Legal and Democratic Services
88 (2)	Convening meetings of the Council for the purpose of filling a casual vacancy in case of Chairman of the Council.	Service Director Legal and Democratic Services
89 (1)(b)	Receipt of notice from electors requiring election to fill casual vacancy occurring in the office of Councillor.	Service Director Legal and Democratic Services

99 and Sch 12	To give notice and send summonses and receive formal notifications from councillors in respect of any Council meeting	Monitoring Officer
100 (A)to (F)	The provision of information about the decisions made or to be made by councillors including access to agenda, reports, background papers, members additional document access rights, minutes and records of decisions	Monitoring Officer
115 (2)	Person to whom all officers shall pay monies received by them and due to Buckinghamshire Council.	Corporate Director of Finance
137(a)	Gives the proper officer power to require a voluntary organisation or similar body to supply information to them, where a local authority uses its powers under Section 137 to give financial assistance to that voluntary organisation or similar body above a relevant minimum	
138	Emergency disaster powers	Chief Executive
146 (1)(a)	Statutory declarations and issue any certificate in relation to securities on change of name of authority or change or area.	Service Director Legal and Democratic Services
191	Receipt of notices from Ordnance Survey in relation to ascertaining or locating Local Authority boundaries.	
210(6) and (7)	Appoints the proper officer to be vested with certain powers in respect of charities	
223	Authorising officers to attend court and appear on behalf of the Council under Local Government Act 1972 and the County Courts Act 1984	Service Director Legal and Democratic Services

225 (1)	To receive and give receipt for any document required to be formally deposited.	Service Director Legal and Democratic Services
229 (5)	Certification of photographic copies of documents for use in legal proceedings.	Service Director Legal and Democratic Services
233	The officer to receive documents required to be served on the Council	Service Director Legal and Democratic Services
234	The signing of any notice, order or other document which a local authority are authorised or required to give under any enactment on behalf of the authority.	Service Director Legal and Democratic Services
236 (9) and (10) and 238	Send copy byelaws to Parish Councils and Certifying of printed copies of byelaws.	Service Director Legal and Democratic Services
248	The Officer responsible for keeping the roll of freemen	
Schedule 14, Para. 25(7)	Certification of copy resolutions under the Public health Acts 1875-1925.	
Schedule 29 Para 41	Proper Officer for Births, Marriages and Deaths.	Head of Registration, Coroners, Archives and Trading Standards

Local Government Act 1974

SECTION	BRIEF DETAILS OF RESPONSIBILITY	PROPER OFFICER
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30	Receipt of Local Ombudsman Reports and giving of public notice thereof.	
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Local Elections (Principal Areas) (England and Wales) Rules 2006 and Local Elections (Parishes and Communities) Rules 2006

Regulation	BRIEF DETAILS OF RESPONSIBILITY	PROPER OFFICER
	Retention and public inspection of documents after an election	

Local Government (Committees and Political Groups) Regulations 1990

Regulation	BRIEF DETAILS OF RESPONSIBILITY	PROPER OFFICER
	For the purposes of the composition of committees and nominations to political groups	

Local Authorities Cemeteries Order 1977

Regulation	BRIEF DETAILS OF RESPONSIBILITY	PROPER OFFICER
10	To sign exclusive rights of burial	Service Director – Neighbourhood Services

Representation of the People Act 1983

	All proper officer functions identified in the legislation	Chief Executive/Deputy Chief Executive
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Building Act 1984

78 and 93	To take action in relation to dangerous buildings and structures and the giving of notices.	
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Local Government Finance Act 1989

SECTION	BRIEF DETAILS OF RESPONSIBILITY	PROPER OFFICER
114 and 115	Responsibility for Chief Financial Officer Reports.	
116	Notification to auditor of date, time and place of meeting to consider Section 114 report and of decision of such meeting.	
139A	Provision of information to the Secretary of State in relation to the exercise of his powers under this Act as and when required.	

Local Government and Housing Act 1989

SECTION	BRIEF DETAILS OF RESPONSIBILITY	PROPER OFFICER
2(4)	Officer with whom the list of politically restricted posts shall be deposited.	

3A	Officer responsible for the grant and supervision of exemptions from political restriction	
15 -17	To undertake all matters relating to the formal establishment of political groups within the membership of the Council.	

Local Government Act 2000

REGULATION	BRIEF DETAILS OF RESPONSIBILITY	PROPER OFFICER
3	Producing a written statement of Executive decisions made at meetings.	
5	Making a copy of written statements of Executive decisions and associated reports available for inspection by the public.	
6	Making available for inspection a list of background papers.	
11(2)	Exclusion of whole or part of any report to the Cabinet where meeting is likely not to be open to the public.	
11(7)(c)	Provision to the press of other documents supplied to members of the Cabinet in connection with the item discussed.	

81	Establish and maintain a Register of Interests.	
	All references to the Proper Officer in the Local Government Act 2000 and subordinate legislation	

Local Government Act 2000 – Section 34: Local Government (Referendums) (Petitions and Directions) Regulations 2000

REGULATION	BRIEF DETAILS OF RESPONSIBILITY	PROPER OFFICER
34	Publishing the verification number of local government electors for the purpose of petitions under the Local Government Act 2000.	

Local Government (Miscellaneous Provisions) Act 1976

SECTION	BRIEF DETAILS OF RESPONSIBILITY	PROPER OFFICER
16	Notices requiring details of interest in land	Any Chief Officer of the Council
41(1)	The officer to certify copies of any resolution, order, report or minutes of proceedings of the Authority as evidence in any legal proceedings	

Local Land Charges Act 1975

SECTION	BRIEF DETAILS OF RESPONSIBILITY	PROPER OFFICER
3 and 19	Maintenance of the Local Land Charges Register	Service Director Legal and Democratic Services

Public Health (Control of Diseases) Act 1984 As Amended

SECTION	BRIEF DETAILS OF RESPONSIBILITY	PROPER OFFICER
48	Preparation of certificate to Justice of Peace for removal of body to mortuary and for burial within a prescribed time or immediately.	
61	Right to enter premises to ascertain whether there has been a contravention of a provision of the 1984 Act or a Part 2A order made pursuant to the 1984 Act.	
	Requirement to appoint a suitably qualified person as the Council's Medical Advisor on Environmental Health and Proper Officer for notifiable diseases	
	Proper Officer for the purposes of Consultant in Communicable Disease Control under this Act and the Health protection Regulations 2010 and the Health Protection (Part 2A Orders) Regulations 2010	Public Health England

Health Protection (Notification) Regulations 2010

Regulation	BRIEF DETAILS OF RESPONSIBILITY	PROPER OFFICER
2, 3 and 6	Receipt and disclosure of notification of suspected notifiable disease, infection or contamination in patients and dead persons. [Consultant in Health Protection?]	Public Health England

The Civil Evidence Act 1995

Section	BRIEF DETAILS OF RESPONSIBILITY	PROPER OFFICER
9	To certify Council records for the purposes of admitting the document in evidence in civil proceedings.	Service Director Legal and Democratic Services

Local Government (Contracts) Act 1997

Section	BRIEF DETAILS OF RESPONSIBILITY	PROPER OFFICER
	Certification of relevant powers to enter into contracts.	Corporate Directors, Finance and Resources

Food Safety Act 1990

SECTION	BRIEF DETAILS OF RESPONSIBILITY	PROPER OFFICER

49(3)	Any document authorised or required by or under this Act to give, make or issue may be signed on behalf of the authority by the proper officer of the authority as respects documents relating to matters within his province.	
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Health Act 2006 and Smoke Free (Premises and Enforcement) Regulations 2006

SECTION	BRIEF DETAILS OF RESPONSIBILITY	PROPER OFFICER
10 (Reg 3)	To carry out the functions of an enforcement authority under Regulation 3	

Landlord and Tenants Acts

SECTION	BRIEF DETAILS OF RESPONSIBILITY	PROPER OFFICER
S23 of the Landlord and Tenant Act 1927 and S66 of the Landlord and Tenant Act 1954	To be the proper officer to serve and receive notices on behalf of the Council.	

Weights and Measures Act 1985

SECTION	BRIEF DETAILS OF RESPONSIBILITY	PROPER OFFICER
72(1)(a)	Chief Inspector of Weights and Measures	Head of Bucks & Surrey Trading Standards

Other Miscellaneous Proper or Statutory Officer Functions

SECTION	BRIEF DETAILS OF RESPONSIBILITY	PROPER OFFICER
	Any other miscellaneous proper or statutory officer functions not otherwise delegated by the Council	Chief Executive or their nominee

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4. Employee Code of Conduct

Introduction

- 4.1. This Code of Conduct draws together existing Council policies, guidance and information contained within the Council's Constitution
- 4.2. The Council aims to ensure the highest standards of conduct and will assist employees in performing their duties to the best of their ability. The Code of Conduct supplements and should be read in conjunction with all HR and staff policies.
- 4.3. Council employees are required, under the terms of their contract of employment with the Council, to comply with the Code of Conduct and failure to do so may amount to a disciplinary matter.

Scope

- 4.4. This guidance applies to all employees of Buckinghamshire Council, casual and agency workers, volunteers, interims and contractors.

Principles

- 4.5. The Code of Conduct is founded on the following principles:
 - a. To ensure the highest standards of conduct and integrity from all employees of the Council
 - b. To support the Council's visions and values, policies and guidance
 - c. To set out clear objectives and expectations for all employees
 - d. To ensure all employees treat colleagues and those they interact with during the course of their work with dignity and respect
 - e. To ensure that there is no unlawful discrimination against any individual in the application of this Code of Conduct on the basis of the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, maternity and pregnancy, race, religion or belief, sex, sexual orientation, or other grounds protected in law.

Safeguarding

- 4.6. The Council has a duty to safeguard and promote the well-being of children, young people and adults at risk of harm. This includes the need to ensure that all adults who work with or on behalf of children, young people and adults at risk of harm are competent, confident and safe to do so.
- 4.7. All employees who come into contact with children, young people and adults at risk of harm in their work have a duty of care to safeguard and promote their welfare.
- 4.8. Employees who work with or come into contact with children, young people or adults at risk of harm must refer to the following documentation in relation to their working practice:
 - a. Safeguarding In Employment Guidance
 - b. Guidance for Safer Working Practice for Adults for those working with Children and Young People in Education Settings.

- c. Safeguarding Code of Conduct – For all those working with or Visiting Adults at Risk of Harm.

Disclosure of Criminal Convictions

- 4.9. All employees owe a duty of trust and confidence to the Council. If at any time during the course of employment an employee is charged with or convicted of a criminal offence, this should be disclosed at the earliest possible opportunity. The Council will then assess whether or not the charge or conviction affects the employee's suitability to perform their role and their continued employment. Motoring offences that are dealt with by way of a fixed penalty notice do not need to be disclosed except where employees are required to drive Council vehicles as part of their role, or where it results in disqualification from driving and the employee is required to drive in order to perform their role or a substantial proportion of their role.

Equalities and Dignity at Work

- 4.10. The Council wishes to create an environment where all employees, casual and agency workers, interim contractors, and volunteers are treated with dignity and respect
- 4.11. The Council is committed to achieving equality of opportunity as an employer of people, provider of services, educator and community leader
- 4.12. All employees are expected to adopt the Council's vision of equality of opportunity and embrace the expectations outlined in the Council's Equality in Employment Statement.

Relationships

- 4.13. The Council will not interfere unduly in the private lives of employees but in order to balance the Council's obligations to act in the public interest, it will take legitimate action when close personal relationships at work have an actual or potential impact on Council business or services (for further guidance contact HR).
- 4.14. The Council regards as wholly unacceptable inappropriate close personal relationships between an employee and a child or young person who is under the age of 18 (19 if still at school), or an adult at risk of harm client.
- 4.15. Issues involving close personal relationships at work will be approached sensitively and managed promptly, effectively, fairly and lawfully.
- 4.16. All staff must disclose in writing to the HR Service Desk, any relationship between themselves and an applicant for employment by the Council once it becomes known to them.
- 4.17. Employees involved in recruitment decisions must ensure that all appointments are made on the basis of merit alone. Employees must not be involved in appointments where they are related to an applicant or otherwise have a close personal relationship with them or have knowledge of them in another context e.g. social connection or business associates.
- 4.18. Similarly, employees should not be involved in decisions relating to discipline, promotion, recruitment or pay and conditions for any other employee who is a relative, partner, close friend or similar.
- 4.19. All applicants will be asked to declare any relationship to any officer or Member of the Council. Failure to do so could result in the withdrawal of the offer of appointment, or dismissal if already appointed.
- 4.20. Mutual respect between employees and Councillors is essential for good local government. Some employees may need to work closely with Councillors. Close personal

familiarity between employees and individual Councillors can damage the relationship and prove embarrassing to other employees and councillors, and should therefore be avoided.

Conflict of Interest

- 4.21. Council employees, casual and agency workers and interim contractors must not act or fail to act in such a way which may bring them into conflict with their employment or engagement by the Council or allow any private interest or opinion to influence their decisions at work.
- 4.22. Employees must not use their position for personal gain or to further their own interests or the interests of others who may not have a right to benefit under the Councils' policies.
- 4.23. Employees or a close family member/friend may have a private interest which relates to the work of the Council. That interest may either be a financial one, or one which a member of the public might reasonably think could influence an employee's judgement.
- 4.24. Employees will be required to complete a Declaration of Interests Proforma both as part of pre-employment checks and at regular intervals as is deemed necessary.
- 4.25. If an employee becomes aware of any interest (in relation to both themselves and any close friend or family member) which may lead to a conflict of interest between them and the Council, this should be declared as soon as is possible using the Declaration of Interests Proforma.

Prevention of Fraud and Corruption

- 4.26. The Council is committed to ensuring the highest standards of propriety in the delivery of its services and management of its resources and assets.
- 4.27. All employees are expected to act with integrity at all times and to comply with legal requirements, rules, procedures and good practice.
- 4.28. Further guidance can be obtained in the Council's Anti-Fraud and Corruption Strategy.

Commercial Practices Including Gifts and Hospitality

- 4.29. The principal aim of the Council's Code of Conduct on Commercial Practices is to ensure that Council business is conducted in accordance with the very highest standards.
- 4.30. Employees should never use their office for personal gain and should seek to uphold and enhance the reputation of the Council by:
 - a. maintaining a high standard of integrity in all business and professional relationships
 - b. fostering the highest possible standards of professional competence amongst those for whom they are responsible
 - c. complying both with the letter and the spirit of:
 - i the law
 - ii the Council's Standing Orders and Financial Procedure Rules and Instructions
 - iii any additional guidance supplied by Directors/senior managers
 - iv the Conditions of Service of Employees of the Council
 - v rejecting any business practice which might reasonably be deemed improper

Personal Transactions

- 4.31. Employees must not privately request or obtain goods or services from the Council's consultants, agencies, contractors, or suppliers except in a normal commercial way and no special terms must be asked for because of the Council's business relationship.
- 4.32. Employees must also advise their line manager before any work starts for them in a private capacity, which is being undertaken by consultants, agencies, contractors, or suppliers used by the Council. Employees are advised to obtain evidence of paying a bill and obtaining quotes in order to avoid misinterpretation or any suggestion of preferential treatment. This does not however preclude individuals obtaining discounts as a result of professional memberships, through trade union memberships, or any other employee discount arrangement that the Council has in place.
- 4.33. Council order forms, headed note paper and other formal documents must not be used to obtain private goods or services for non-Council or private purposes even where reimbursement is made to the Council. The same applies to personal transactions made using the Internet or external email.
- 4.34. Sales and purchases of personal goods between employees and the Council should only take place in exceptional circumstances and may require approval from the appropriate level of management.

Political Neutrality & Politically Restricted Posts

- 4.35. Employees must be politically neutral in the performance of their duties, and must not allow personal or political opinions to influence their work. Employees are required to implement the decisions and policies of the Council irrespective of their personal political views. The Council respects the rights of employees to hold political views or opinions, however, employees must ensure that any expression of such views does not constitute a conflict of interest, nor should employees seek to influence the work of others through such expressions.
- 4.36. Under the Local Government and Housing Act 1989 a number of the Council's posts are politically restricted. Individual employees will be notified by their Director/senior manager if their post is affected.
- 4.37. A person holding a politically restricted post is disqualified from becoming or remaining a member of a local authority (excluding a parish council) or of the House of Commons.
- 4.38. In addition, the terms of employment of individuals holding a politically restricted post are deemed to incorporate various other restrictions, including prohibition from:
 - a. announcing, or causing or permitting the announcement of the employee's candidature for election to the House of Commons, the European Parliament or a local authority
 - b. speaking to the public or publishing written work with the apparent intention of affecting public support for a political party
 - c. acting as an election agent
 - d. canvassing on behalf of a political party
 - e. being an officer or member of a committee of a political party or branch of a political party if the duties would require the employee to participate in the general management of the party or branch or act on behalf of the party or branch with persons outside the party

- 4.39. There is an opportunity to appeal against designation as a politically restricted postholder. Further details of this process can be obtained from the Legal Service.

Confidentiality, Security & Disclosure of Information

- 4.40. Employees may, in the course of their employment become aware of personal or other confidential information, some of which may fall within the scope of data protection legislation. The Council requires that the confidentiality of this information will be respected.
- 4.41. Any particular information received by an employee from an elected Councillor that is personal to that Councillor should not be divulged by the employee without the prior approval of that Councillor, except where such disclosure is required by law.
- 4.42. Employees must not use information obtained in the course of their employment for personal gain or benefit, nor should they pass it on to others who might use it in such a way unless it is necessary and within the law to do so, for example where there is a police investigation.
- 4.43. Employees are required to comply with both data protection and freedom of information legislation.
- 4.44. Any meeting recorded without the consent of all those present (covert recordings) will be treated as a conduct matter. If employees have any misgivings about either the process or the managers leading it, they should tell us openly so that we can address your concerns.
- 4.45. Information concerning an employee's private affairs will not be supplied to any person outside of the Council unless the consent of the employee is obtained first. This includes inappropriate use of social networking websites
- 4.46. On joining Buckinghamshire Council, all employees as part of their contract of employment are required to sign a Confidentiality Statement. The principles of this statement should be read in conjunction with this document but do not prevent employees from making a protected disclosure within the meaning of section 43A of the Employment Rights Act 1996 as further referred to in paragraph 20 below.

Communication, Computer Usage and the Internet

- 4.47. Use of the Council's equipment, systems and network is provided as part of an individual's work role.
- 4.48. Employees should make themselves familiar with the Council's Information and Communication Technology (ICT) policies outlined in the ICT Information Security Framework.
- 4.49. Violation of the ICT policies may be grounds for disciplinary action, which, if found to constitute gross misconduct, may result in sanctions up to and including dismissal.
- 4.50. Use of technology to contact individuals can suggest an informality which may be inappropriate. Great care should be exercised over the use of communications technology such as mobile phones, text messaging, emails, digital cameras, videos, web cams, websites and blogs.
- 4.51. Communication that may cause offence or detriment to individuals may be subject to action under the Council's Conduct & Discipline Procedures.

Social Media Use

- 4.52. Social media is a type of interactive online media that allows parties to communicate instantly with each other or to share data in a public forum. This includes online social

forums such as Twitter, Facebook and LinkedIn. Social media also covers blogs and video- and image-sharing websites such as YouTube.

- 4.53. Employees must follow the Council's policy on the use of social media which is available as part of the Internet Use Standard within the ICT Information Security Framework.
- 4.54. Employees should be aware that they owe a duty of trust and confidence to the employer which may be breached if unsuitable material is posted and this includes posts made outside of working hours.
- 4.55. Posts that may cause offence or detriment to individuals may be subject to action under the Council's Conduct & Discipline Procedures.

Alcohol and Drugs Misuse

- 4.56. The Council is committed to ensuring a safe, healthy and productive working environment and to minimising problems arising from the misuse of drugs and alcohol at work.
- 4.57. Employees and those representing the Council are personally liable for their conduct, specifically in relation to consumption of drugs and alcohol. They must avoid the use of illegal substances or any substance which may affect their work or which might place them at risk of accidents, loss of efficiency or effectiveness.
- 4.58. Anyone working on behalf of the Council must not possess, consume, sell or give away illegal drugs especially whilst on duty or undertaking work on behalf of the Council.
- 4.59. Inappropriate behaviour as a result of either alcohol or substance misuse will be dealt with under the appropriate Council policy.
- 4.60. Further information regarding the Council's approach to Alcohol and Drugs Misuse and testing may be found in the Alcohol and Drugs Misuse Guidance for Managers and Employees.

Work for Other Organisations

- 4.61. Applicants for employment with the Council will be asked to disclose any employment or work in any capacity they may have with other organisations. Failure to do so could result in the withdrawal of the offer of appointment, or dismissal if already appointed.
- 4.62. Employees may undertake other work outside of the Council with the agreement of their Line manager in writing in relation to of but must notify their manager of any additional employment or work in any capacity for other organisations.
- 4.63. In all instances where additional work is undertaken, the work must not conflict with, or be to the detriment of, an individual's employment with the Council. If conflict or detriment is caused by additional work, the Council reserves the right to take appropriate disciplinary action.
- 4.64. Managers will take appropriate advice from HR when considering whether to agree to the request by reference to the Council's Working Time Regulation guidelines when considering additional appointments or employment.

Intellectual Property

- 4.65. Intellectual property includes, but is not limited to, patents, rights to inventions, copyright and related
- 4.66. rights, trade marks and trade names. Inventions includes but is not limited to ideas and improvements. Intellectual property may be recorded in any medium such as drawing, records, papers and any other documents or files. In so far as the law allows, all

intellectual property made wholly or partially by employees at any time during the course of their employment by the Council which relates to or is reasonably capable of being used in the Council's business or services will remain the property of the Council.

- 4.67. Knowledge and information held by the Council is the intellectual property of the Council and must not be used by employees, or any other person engaged by the Council to carry out services for any other purposes than those that are necessary for the effective performance of their duties subject to paragraph 4.67 below.
- 4.68. Where the sharing of intellectual property with other public sector organisations would benefit public sector improvement the Council will do so.

Raising Concerns – Whistleblowing & Grievances

- 4.69. The Council believes that employees should be able to report any significant concern they may have about any aspect of the Council's business, service provision, or the conduct of employees, members of the Council, or others acting on behalf of the Council without fear of victimisation.
- 4.70. To enable employees to address such concerns the Council has a Whistleblowing Policy and Procedure, which incorporates the provisions of the Public Interest Disclosures Act 1998 and the related provisions of the Employment Rights Act 1996.
- 4.71. If an employee has a concern regarding their own employment this should be raised under the Council's Grievance Policy and Procedure.

Breach of the Code of Conduct and Other Policies

- 4.72. Failure to comply with this Code of Conduct and all other Council policies affecting or to be followed by officers may result in disciplinary action being taken.
- 4.73. The Council reserves the right to take legal action against employees where breaches of the Code of Conduct or other policies warrant such action.

5. Staff Employment Procedure Rules

Recruitment and appointment

- 5.1. The Council has drawn up procedures which include a requirement that any candidate for an appointment as an officer must state in writing whether they have **any** relationship with any councillor or officer of the Council;
- 5.2. No candidate so related to a Councillor or a senior officer will be appointed without the authority of the relevant Chief Officer or an officer nominated by the Chief Officer.
- 5.3. The Council will disqualify any applicant who directly or indirectly seeks the support of any Councillor for any appointment with the Council. The content of this paragraph will be included in any recruitment information.
- 5.4. No Councillor will seek support for any person for any appointment with the Council.

Recruitment of Chief Executive and Chief Officers

- 5.5. Where the Council proposes to appoint a Chief Executive or a chief officer and it is not proposed that the appointment be made exclusively from among their existing Officers, the Council will:
 - a. draw up a statement including the following:
 - b. the duties of the Officer concerned; and
 - c. any qualifications or qualities to be sought in the person to be appointed;
 - d. make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and
 - e. make arrangements for a copy of the procedures mentioned in paragraph (1) to be sent to any person on request.

Appointments and Dismissals

- 5.6. In this paragraph –
 - a. “the Committee” means the Senior Appointments and Pay Committee.
 - b. “Statutory Officers” means the Head of Paid Service, the Section 151 Officer, the Monitoring Officer, Director of Public Health.
 - c. “the proper officer” means the Monitoring Officer
 - d. “the Leader” means the Leader of the Council
- 5.7. The appointment and dismissal of the Chief Executive and Chief Officers is the responsibility of the Committee and will be dealt with as detailed in the Committee Terms of Reference and as detailed below.

Appointments

- 5.8. At least one member of the Cabinet must be a member of the Committee.
- 5.9. Where the Committee is proposing to appoint the Chief Executive, the Council must approve that appointment before the offer of appointment is made.
- 5.10. The Committee shall not make an offer of appointment in relation to any of the Statutory Officers (apart from an assistant for political groups) until;

- a. The Committee has notified the proper officer of the name of the person to whom the Committee wishes to make the offer and any other particulars which the Committee considers are relevant to the appointment;
- b. The proper officer has notified every member of the Cabinet of:
 - i The name of the person to whom the Committee wishes to make the offer;
 - ii Any other particulars relevant to the appointment which the Committee has notified to the proper officer; and
 - iii The period within which any objection to the making of the offer is to be made by the Leader on behalf of the Cabinet to the proper officer; and
- c. Either:
 - i The Leader has, within the period specified, notified the Proper Officer that neither they nor any other member of the Cabinet has any objection to the making of the offer;
 - ii The Proper Officer has notified the Committee that no objection was received by them within that period from the Leader; or
 - iii The Proper Officer is satisfied that any objection received from the Leader within that period is not material or is not well founded.

Dismissals

- 5.11. The Buckinghamshire Council Senior Management Procedures sets out the procedures for managing Disciplinary; Capability; Health and Attendance; Redundancy and the expiry of Fixed Term Contract matters in compliance with The Local Authorities (Standing Orders)(England) Regulations 2001 & Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 which set out some particular matters with relation to employment processes for Statutory Officers.
- 5.12. The Buckinghamshire Council Senior Management Procedure also sets out the procedures for Chief Officers who are not Statutory Officers.

Director of Public Health

- 5.13. The appointment of the Director of Public Health who is appointed in pursuance of Section 73A (7) of the National Health Service Act 2006 (inserted by section 30 of the Health and Social Care Act 2012) is the responsibility of the Senior Appointments and Pay Committee, subject to the approval of the appointment by the Secretary of State for Health.
- 5.14. The Senior Appointments and Pay Committee may terminate the appointment of the Director of Public Health having followed the relevant procedures and following prior consultation with the Secretary of State for Health.

Other Officers

- 5.15. Appointment and dismissal of officers below Deputy Chief Officer is the responsibility of the Chief Executive or their nominee, and may not be undertaken by councillors.
- 5.16. Councillors will not be involved in disciplinary action against any officer below Chief Officer except where such involvement is necessary for any investigation or inquiry into alleged misconduct.

6. Contract Procedure Rules

Introduction

- 6.1. As a public sector organisation it is important that the Council, complies with all relevant legislation, is transparent, ensures value for money through open competition, and that ongoing robust supplier management is in place to ensure ongoing value for money is being achieved whether commissioning services for ourselves or on behalf of another organisation.
- 6.2. The purpose of these Rules, which are part of the Council's Constitution, is to provide clarity as to the requirements for commercial decisions in order to safeguard the Council from potential claims which put into question the integrity of the Council and its staff. It also ensures clarity on the requirement to ensure value for money as well as proportionality of application.
- 6.3. These Rules must be read in conjunction with other relevant policies or procedures.
- 6.4. The S151 Officer and the Monitoring Officer are joint custodians of these Rules and are responsible for keeping them under review. This includes giving advice on their implementation and interpretation.
- 6.5. These Rules stem from the requirement of Public Contracts Regulations 2015 and the Public Concessions Regulations 2016 which govern Public Procurement in England & Wales. These Regulations have been transposed into domestic law from the Public Contracts Directive 2014 and the Public Concessions Directive 2014, which are derived from the Treaty on the Functions of the European Union.
- 6.6. Where these Rules make reference to 'Procurement Regulations' they refer to the Public Contracts Regulations 2015 and/or the Public Concessions Regulations 2016.

Basic Principles

- 6.7. These Rules are required by law and failure by an Officer to comply may result in disciplinary action being taken against them and in some cases may be referred to any relevant authorities.
- 6.8. They lay down the minimum requirements. A more detailed procedure may be appropriate for a particular contract that has a higher degree of value or risk. In these instances, advice should be sought from the procurement team and legal services.
- 6.9. These Rules apply to all Council contracts with the exception of employment contracts. A contract includes the following:
 - a. a contract appointing consultants;
 - b. any contract for goods, works or services, including de-commissioning/disposals;
- 6.10. Grants are not covered by these Rules. Advice should be sought from Procurement and Legal whether the agreement is a contract or a grant. Grants should not have Key Performance Indicators, Service Level Agreements or require the recipient of the grant to undertake the service in any prescribed way.
- 6.11. Procurement and disposal principles must:
 - a. comply with legal requirements;
 - b. achieve best value for public money spent;
 - c. be consistent with the highest standards of integrity;

- d. ensure fairness in allocating public contracts;
 - e. ensure that non-commercial considerations e.g. prior knowledge of contractors do not influence any contracting decision;
 - f. support the Council's corporate and service aims and policies;
 - g. comply with the Council's associated policies;
 - h. comply with Financial Procedure Rules, Risk and Assurance requirements;
 - i. be able to demonstrate that the Council's interests have not been prejudiced or exposed to undue or unmanaged risks;
 - j. be proportionate in regards to value and risk.
- 6.12. Officers must use the Council's e-sourcing system for all competitive tendering activities and for quotations valued above £25,000. Contract Award Notices for Contracts with a value of £25,000 and above must be issued via the e-sourcing system. The Council's e-Sourcing system is an online solution for managing the administration of the procurement process.

Responsibilities

- 6.13. Officers
- a. Officers responsible for procuring and disposal must comply with these Contract Procedure Rules, the Financial Procedure Rules, relevant Operational Frameworks and the Code of Conduct together with any applicable laws;
 - b. Officers must comply with the instructions issued by the Procurement Team in relation to commercial and contracting activities;
 - c. Officers must use any relevant Corporate Contract which is already in place;
 - d. Officers must keep the records to show a clearly documented audit trail. The Officer has a duty to produce such records when requested to do so by the S151 Officer / Monitoring Officer, or their representative;
 - e. Officers must ensure that agents and consultants acting on their behalf comply with the requirements referred to in Rule 3.1(a) above. Such agents or consultants must not make any decision as to whether to award a contract or who a contract should be awarded to;
 - f. Officers must consider how the goods, services and works they procure might improve the social, economic and environmental well-being of Buckinghamshire - Public Services (Social Value) Act 2012
 - g. Officers must take all necessary legal, financial and professional advice;
 - h. Officers are responsible for undertaking tendering, evaluation, award & contract management within the own service area.
 - i. Officers should raise any conflict of interest with the Procurement Team at the first opportunity. The S151 Officer shall then determine whether the Officer should continue with the procurement exercise or management of the contract.
- 6.14. The Corporate Directors, Service Directors & Heads of Service are jointly and severally responsible for the following within their area of service:

- a. ensuring their Officers undertake procurement exercises
- b. ensuring there is authority to continue in accordance with the Scheme of Delegation for decision making;
- c. ensuring that there is full budgetary provision for the contract and that the sources of funding are fully detailed before starting the contract process;
- d. maintain an up to date financial scheme of delegation in accordance with requirements as set out by the S151 Officer, defining the Officers who have been given the necessary authority to perform the responsibilities set out in 14.2 and 15.2. The financial schemes of delegation will be subject to the consultation and restrictions requirements and the reservations and exceptions contained in the the Officer Scheme of Delegation in Part X;
- e. ensure that Officers comply with these Standing Rules relating to Contracts;
- f. ensure the management of contracts within their service area and that each contract has a named contract manager;
- g. ensuring contracts over £5,000 are registered and managed within the Contract Management Application (CMA).

External Delivery Units

- 6.15. 4.1 External Delivery Units include partnerships and services run by non-council employees through a variety of entities such as a Local Authority Trading Company, Mutual, Social Enterprise, Joint Venture, Charitable Company and other arms-length organisations or any similar arrangements established by the Council to deliver services.
- 6.16. Officers considering an external delivery unit arrangement must, at the earliest opportunity, obtain professional advice from the Monitoring Officer, S151 Officer and the Procurement Team. They will advise on the partnership options available to ensure a workable partnership including appropriate governance arrangements, prior to proposals being put forward for Cabinet decision.
- 6.17. External Delivery Units will not be bound to follow these Rules, however the Procurement Regulations may apply and advice should be sought from the S151 Officer.

Waivers

- 6.18. Waivers are subject to the requirements set out in this Rule. A waiver allows a contract to be placed by direct negotiation with one or more suppliers rather than in accordance with the requirements to ensure competition (Rule 7). Where there are legally compliant Framework Agreements that the Council is permitted to use and where the Council has correctly followed the criteria of the Framework agreement, a waiver will not be required.
- 6.19. Waivers under this Rule cannot be granted if Procurement Regulations apply. There may be some circumstances in which it may prove impossible to fully comply with the Regulations; however these should be unusual or exceptional in nature and should not be as a result of a failure to plan for a situation that could have been anticipated, such as an existing contract end date or a new service requirement. In such circumstances officers are required to seek advice from the Procurement Team and Legal Services in the first instance and to notify the S151 Officer & Monitoring Officer of a potential failure to comply.
- 6.20. The S151 Officer, in consultation with the Monitoring Officer will consider on a case by case basis what action is to be taken in relation to the potential breach. In addition, breaches and waivers will be reported to the Audit and Governance Committee biannually

and the relevant contract manager, Head of Service or Service Director may be compelled to attend and explain why a breach or waiver has occurred.

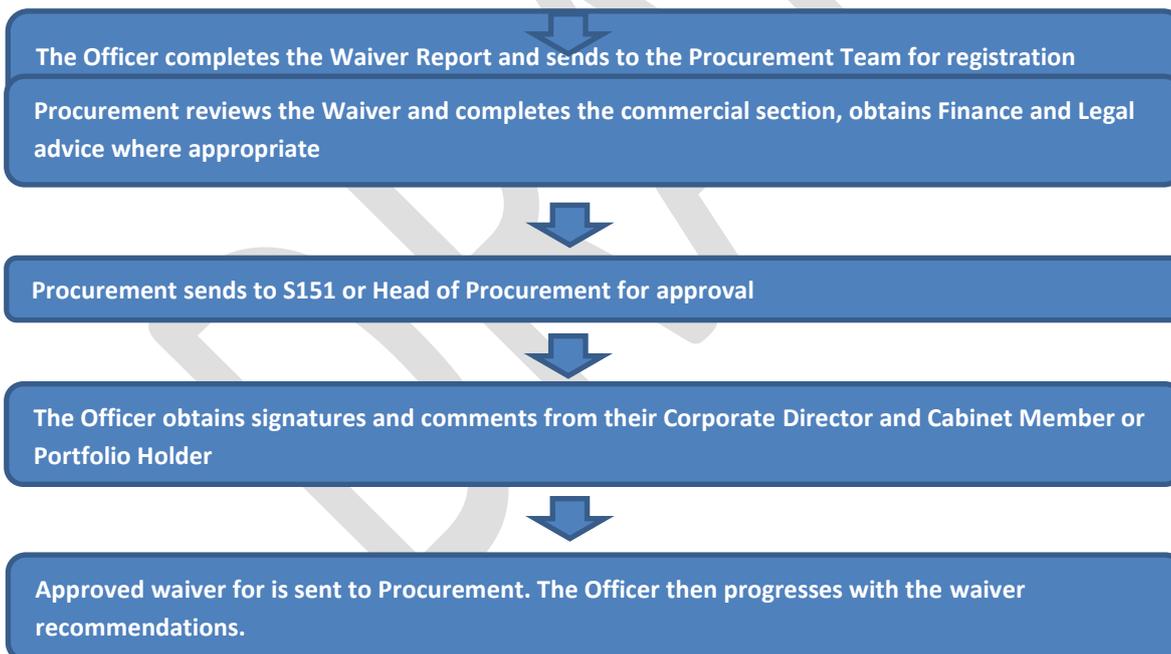
6.21. Subject to Public Contracts Regulations 2015 and any other relevant legislation, an Officer may seek a waiver to the Rules. The Council does not have the power to exempt the applicability of Public Procurement Legislation, such as anything over the relevant Procurement Threshold.

6.22. In order to request a waiver and for audit purposes the Officer must complete a waiver report having sought advice from the Procurement Team and finance. The waiver must address all of the following points:

- a. the reasons why the waiver is being requested and which Rule(s) the waiver is being requested from;
- b. the process which is intended to be followed instead;
- c. a financial and commercial appraisal

6.23. The waiver must receive sign off from all of the following:

- a. S151 Officer or an Officer under the Financial Scheme of Delegation
- b. Monitoring Officer
- c. a Corporate Director
- d. the Cabinet or Portfolio Holder, or Chief Executive



6.24. In cases of emergency, a Corporate Director may verbally authorise and record in writing a waiver from one or more Rules for supplies, services or works provided that:

- a. the emergency was brought about by events which were not reasonably foreseeable by, or attributable in any way to, the Council (e.g. flood); and
- b. if the supplies, services or works are not received immediately, there is a significant risk of:
 - i. danger to life; or

- ii damage to property; or
 - iii a major impact on the Council or its service users.
- 6.25. In such cases only supplies, services or works necessary or appropriate to safeguard the Council's position or to protect life and property can be procured before formal approval is obtained.
- 6.26. Corporate Directors must, at the earliest opportunity, inform the S151 Officer and the Monitoring Officer of the action taken in dealing with the emergency. Corporate Directors must also submit a report to the Cabinet Member that details the circumstances of and justifications for granting waivers made in accordance with these Rules.
- 6.27. The Head of Procurement will maintain a register of waivers and breaches on behalf of the S151 Officer.

Requirements for all Contracts

- 6.28. Every contract must be in writing and must clearly state:-
- a. the goods, works or services to be provided;
 - b. the start and end date;
 - c. the agreed programme of delivery;
 - d. the price and terms of payment;
 - e. all other terms that are agreed; e.g. insurance
 - f. exit procedures, for when the contract comes to its natural end;
 - g. termination procedures for early termination of the contract including when the contractor has not fulfilled his contractual obligations.
- 6.29. All contract details and a copy of the contract should be added to (CMA) when the value exceeds £5,000.
- 6.30. Every contract must comply with Financial Procedure Rules and instructions issued by the Procurement Team, including Procurement Regulations.

Requirements to Ensure Competition

- 6.31. The value of a contract is the whole life cost of the contract period plus any options for extension and any decommissioning, excluding VAT. Determine the value of the contract by preparing and documenting an estimate of the whole life-cycle costs including on-going costs, any disposal costs, options and contract extension options.
- 6.32. Obtain appropriate business case approvals for high risk contact in consultation with a Cabinet Member. Classification of high risk can be found within the Supplier Relationship Management Framework.
- 6.33. Where the total value of the contract is less than the Procurement Threshold Officers may identify potential bidders using the most cost-effective and reasonable methods. This may include searching for registered suppliers via the eSourcing System, catalogues, business directories etc. Additionally, Officers may use an existing Framework Agreement providing the Council is legally entitled to use it. Officers are encouraged to consider the use of local SME's when selecting potential suppliers.
- 6.34. Where the estimated whole life cost of a contract is:

£25,000 or less for Goods, Services and Works:	A minimum of 1 written quotation is required. This can be a written confirmation by an Officer of an oral quotation. Where possible local suppliers should be given the opportunity to bid.
Between £25,001 and <u>Procurement Threshold</u> for Goods & Services:	A minimum of 3 written quotations requested. Where possible local suppliers should be given the opportunity to bid.
Between £25,001 and <u>Procurement Threshold</u> for Works:	A minimum of 4 written tenders requested. Where possible local suppliers should be given the opportunity to bid.
Over the relevant <u>Procurement Threshold</u>:	Full Tender Process or compliant Framework Agreement.

The aim of the Officer responsible for the contract shall be to obtain the best value for money for the Council. Quotations must be sought using the eSourcing System.

- 6.35. Regardless of financial thresholds, all Council service areas will be required to demonstrate the procurement principles of “non-discrimination, equal treatment of suppliers, transparency, mutual recognition and proportionality”. All actions of the Council must be in full compliance of the Public Contracts Regulations 2015.
- 6.36. All contracts over £25,000 must be recorded on the eSourcing System and contract award notices published.

Over Threshold Procurements:

- 6.37. Contracts covered by the Public Contracts Regulations 2015 and those exceeding Procurement Thresholds must be advertised. The exception to this is where it is proposed to use a suitable Framework Agreement which the Council is legally entitled to use. In any instance, the Officer responsible for the contract must before starting the process obtain advice from an Officer in the Procurement Team and Legal Services.

Short-listing Suppliers and Pre-Qualification Requirements

- 6.38. Where the total value of the contract is less than the Procurement Thresholds in Section 7.4, Officers must follow the guidance issued by the Procurement Team.
- 6.39. Where the value of the contract is over Procurement Thresholds pre-qualification requirements must use the Standard Selection Questionnaire in the standard form prescribed by central government or a document or certificate of equivalent effect. Officers must consult with Procurement.
- 6.40. Where approved lists are used, the Officer and the relevant Corporate Director or delegated Officer may undertake the short-listing in accordance with the relevant criteria as stated when the approved list was advertised.

Approved Lists and Framework Agreements

- 6.41. As an alternative to advertising contracts, Officers (subject to approval from the relevant Service Director) may set up and use approved lists to select tenderers. However, approved lists cannot be used where the total value of all the contract(s) exceeds the [Procurement Thresholds](#).
- 6.42. When the list is first created, and every three years afterwards, the relevant Service Directorate is required to publicise the Council's intention to create an approved list using the e-Sourcing System and Contracts Finder.
- 6.43. Potential bidders for the list must be asked to provide details, which will enable the Council to:
 - a. ensure that they are financially stable;
 - b. ensure that they have appropriate technical ability to undertake the sort of contract they wish to be considered for;
 - c. check their health and safety record;
 - d. check that there have been no breaches of money laundering and bribery regulations;
 - e. check that there are appropriate and relevant insurances in place.
- 6.44. The list will be the responsibility of the appropriate Corporate Director.
- 6.45. An accredited scheme subject to approval by the Procurement Team is also considered to be an approved list for the purpose of these Standing Rules relating to Contracts.

Framework Agreements

- 6.46. Framework Agreements are agreements between the Council and one or more suppliers for the provision of goods, works or services on agreed terms for a specific period, for estimated quantities against which orders may be placed if and when required during the contract period.
- 6.47. The term of a Framework Agreement must not exceed four years, except where:
 - a. a longer duration is permitted under the terms of the light-touch rules for social and other specific services set out in Part 2, Chapter 3 of the Public Contracts Regulations (2015), or
 - b. where exceptional circumstances justify a longer duration, as provided for in Regulation 33(3) of the Public Contracts Regulations (2015).
- 6.48. Where Frameworks are established with several organisations, contracts based on Framework Agreements may be awarded in one of two ways, as follows:
 - a. Where the terms of the agreement are sufficiently precise to cover the particular call-off, by applying the terms laid down in the Framework Agreement without re-opening competition, or:
 - b. Where the terms laid down in the Framework Agreement are not precise or complete enough for the particular call-off, by holding a further competition in accordance with the following procedure:
 - i. inviting the organisations within the Framework Agreement, that are capable of executing the subject of the contract, to submit bids electronically via the Further Competition step on the e-tendering system, with an appropriate time limit for responses, taking into account factors such as the complexity of the subject of the contract,

- ii awarding each contract to the bidding organisation who has submitted the best bid on the basis of the relevant Award Criteria set out in the Framework Agreement.

Invitations to Tender/Quotations

6.49. All invitations to tender or quote must:

- a. clearly specify the goods, services or works that are required. The specification must describe the requirements in sufficient detail to ensure the submission of competitive bids which may easily be compared;
- b. include evaluation methodology, such as the selection and award criteria which details the cost and quality split;
- c. not disadvantage suppliers in favour of a particular supplier;
- d. clearly and unambiguously specify the award procedure on which tenders/quotes will be evaluated, such as on the most economically advantageous tender;
- e. state that the contract will be on the Council's/Framework Agreement's conditions of contract which must be enclosed with the invitation to tender/quote (unless the Framework allows for alternative conditions of contract);
- f. include a requirement for suppliers to complete fully and sign all tender/quotation documents;
- g. have regard to the financial standing of the organisation;
- h. state that the Council is not bound to accept any quotation or tender;
- i. be issued with the same information at the same time and subject to the same terms. Any additional information or amendments to the specification and documents must be provided to the bidders on the same basis.

6.50. When using a Framework Agreement to undertake a tender or quote, the rules of that Framework Agreement must be followed.

6.51. The Open Procedure or Restricted Procedure must be used for a procurement exercise unless otherwise agreed by the S151 Officer or delegated.

6.52. To ensure successful delivery of a procurement exercise the S151 Officer and Monitoring Officer may agree to remove an Officer undertaking a procurement exercise from the relevant service area where issues with compliance to the Rules exist. The Officer will be managed by the S151 Officer or delegate until the procurement exercise is complete or on agreement of the S151 Officer and Monitoring Officer.

Evaluation Criteria and Evaluation of Quotes or Tenders

6.53. Officers must ensure that the evaluation criteria on which quotes or tenders are to be assessed takes into consideration all factors relevant to the requirement. As a minimum Officers must:

- a. ensure that suppliers are financially stable;
- b. ensure that suppliers have the appropriate technical ability to undertake the nature of contract they are bidding for;
- c. ensure there is a clear formula which details how selection and award criteria will be evaluated.

6.54. Where relevant the following should also be checked:

- a. Health and safety record;
 - b. Appropriate Insurance is in place
 - c. Safeguarding policies and procedures
 - d. There have been no breaches of money laundering, fraud and bribery regulations
 - e. All relevant legislation is adhered to (Environmental, Equality, Labour Laws, Modern Slavery, etc)
- 6.55. Officers must ensure that technical/financial evaluation is conducted by suitably qualified Officer(s) from the relevant service area and in accordance with the published evaluation criteria. Advice on the financial standing of a bidder must be sought from Finance and/or Procurement.
- 6.56. The arithmetic in compliant quotes or tenders must be checked. If arithmetical or clerical errors are found they should be notified to the bidder. The bidder will be requested to confirm the correct figures/wording or withdraw its tender/quote.
- 6.57. Quotes or Tenders must be compared against the estimate within the signed-off business case. All differentials must be considered. For prices where the value exceeds thresholds set out in Section 7.1 and where the differential is more than 10% above the estimate, these must be reported to the Corporate Director and the S151 Officer for a decision.
- 6.58. Confidentiality of tenders/quotations and the identity of bidders must be maintained at all times. Information about one organisation's response must not be given to another organisation.
- 6.59. In situations whereby one part of the Council is tendering for a contract with another part of the Council, there must be an ethical wall in place with clear division between the two parties, with no advantage ensuing for the internal tenderer. Evidence of such division must be shown.
- 6.60. Officers who are responsible for evaluating the quotes or tenders should complete and sign an evaluation report recording the details of the tenders / quotes and the process for selecting the successful organisation. This process should be completed by someone other than the person who is going to sign the contract.
- 6.61. Authorisation to award the contract must be given in writing by an Officer who has written delegated authority to do so.

Submission, Receipt and Opening of Tenders/Quotations

- 6.62. Organisations invited to bid must be given adequate time in which to submit a quotation or tender. Unless the Procurement Regulations apply, at least two weeks must be allowed for submission of tenders, unless Procurement and Legal advise otherwise.
- 6.63. Invitations to Tender must be issued and received by electronic means using the corporate e-Sourcing system. Quotes must be issued and obtained in accordance with paragraph 2.6.
- 6.64. Tenders and quotations submitted in the corporate e-Sourcing System will not be considered until the deadline for receipt has lapsed. Tenders will not be accessible until Authorised verifiers have removed the secure seal on the electronic tender box.

Clarification Procedures

- 6.65. After the quote or tender opening, it may become apparent that one or more of the potential contractors that have submitted bids have misinterpreted the specification. If it

is clear that this is a result of an error or ambiguity in the specification, the responsible Officer must consult the Procurement Team and the Head of Legal and Compliance as to whether all the contractors should be provided with revised specifications and given the opportunity to revise their tender.

- 6.66. No material changes must be made to the proposed arrangements and terms and conditions post-tender.

Award of Contract

- 6.67. Contracts may only be awarded by the Council if the process followed fully complies with these Rules and Financial Procedure Rules.

- 6.68. Subject to 6.69 below tenders may be evaluated and recommended for acceptance by the following Officers:

a. **Goods and Services and Works:**

Contract value £	Acceptance by
Less than the Procurement Thresholds	Authorised Officer in accordance with the Service Directorate's Financial Scheme of Delegation
Above the Procurement Thresholds	Corporate Director and S151 Officer or delegated Officer under the Financial Scheme of Delegation

- 6.69. Where a key decision is required to authorise the creation of a contract the contract must not be awarded unless the Council's key decision procedure has been fully complied with. This Rule applies even if a key decision was not required at the outset prior to commencing procurement

- 6.70. An award notice must be published on Contracts Finder for a contract with a value of £25,000 and above.

Signing and Sealing a Contract

- 6.71. Contracts let under Procurement Regulations may only be signed after the mandatory standstill period has elapsed without a challenge from an unsuccessful tenderer.

- 6.72. Contracts may only be signed by Authorised verifiers with delegated powers in accordance with the table below:

Contract value £	Signed by
Less than £25,000	Authorised Officer in accordance with their written delegated contract limits under the Service Directorate's Financial Scheme of Delegation
£25,001 - 1,000,000	Two Authorised Officers in accordance with their

	written delegated contract limits under the Service Directorate's Financial Scheme of Delegation or; Corporate Director and S151 Officer
Above £1,000,000	Monitoring Officer or Legal Services or an Officer under the Financial Scheme of Delegation, unless under seal

6.73. Any Contract (irrelevant of value) which has the additional limitation of 12 years rather than 6 years for court proceedings in the event of a default must be sealed as a deed by the Monitoring Officer or Legal Services. This is particularly relevant to construction contracts in the case of latent defects.

Commencement of Contracts

6.74. No supply of goods, services or works, unless otherwise approved by the S151 Officer, must commence until all contract documentation is duly completed and all contracts with a value of £5,000 and above have been entered on CMA except:

- a. in cases of emergency falling under Rule 5.7 in which case the contract must be completed at the earliest opportunity;
- b. where there has been a tender for works (but not goods or services) and the contract price only holds for a limited period or there is some other circumstance beyond the Council's control delaying completion of the formal contract documentation. In such circumstances a contract may be formed by letter (which details all the provisions of the contract and is signed in accordance with the Rule 15). Formal contract documentation must be completed at the earliest opportunity and signed or sealed as appropriate depending on its value. Advice from the Procurement Team and Legal Services in drafting the letter must be obtained.

Contract Management

6.75. Throughout the duration of a contract, the designated Officer must manage the contract/contractor in line with mutually binding requirements of the contract, Council policies such as the Operating Framework and Supplier Management guidance Policy. Service Directorates will ensure that the CMA is kept up to date and holds all of the required information, as set out in procedures on contracts and contract management practice.

- a. Any related documentation and resultant change or variation must be recorded within the appropriate contract record in CMA as well as in any other secure and accessible location.
- b. Actual spend is recorded and monitored against both budget requirements and the original anticipated contract value.
- c. Officers must ensure that non-compliance or performance issues that occur during the life of the contract are promptly reported to the Service Directorate Senior Management Team & the Procurement Team.

- d. Officers must ensure that the lookout for signs of Modern Slavery including undertaking spot audit checks on any contractor and their supply chain.
 - e. Officers must seek advice from the Procurement Team and Legal Services if significant non-compliance or performance issues occur during the life of the contract.
- 6.76. The S151 Officer and Monitoring Officer may agree to remove a contract and Officer managing the contract from the relevant service area where issues with contract performance or compliance to the Rules exist. The Officer will be managed by the S151 Officer or delegate until the S151 Officer and Monitoring Officer agree otherwise.

Changes to Contracts (Modifications)

- 6.77. Before any changes can be implemented it is important to understand the implications of the proposed change and that any change is not in breach of the Procurement Regulations.
- 6.78. Where provided for in the contract the change control procedure must be followed.
- 6.79. Changes to contracts falls into one of two categories:
- 6.80. Operational changes will:
- a. not increase the costs incurred by either party, or will only do so to an immaterial extent i.e. up to an amount that could be fixed by the parties;
 - b. not materially impact the scope of the contract;
 - c. not materially impact or require amendments to the terms of the contract;
 - d. not materially affect the risk profile of either contracting party;
 - e. not materially impact the initial timeframe of delivery.
- 6.81. Contractual changes include:
- a. new service obligations;
 - b. anything impacting existing pricing;
 - c. anything requiring new pricing;
 - d. anything impacting on the scope of the contract;
 - e. anything impacting or requiring amendments to the terms of the contract;
 - f. anything impacting the risk profile of either contracting party;
 - g. Any novation or proposed change to the contractor.
- 6.82. Advice should be sought from the Procurement Team and Legal Services when considering contractual changes. Agreement of any modification must be sought from the relevant Service Director.
- 6.83. There must be a clear audit trail of any changes made to contracts.
- 6.84. Any related documentation and resultant change or variation must be recorded within the appropriate contract record in CMA.

Contract Extensions

- 6.85. Subject to the application of the Procurement Regulations, where an Officer wishes to exercise an option to extend a contract an options appraisal/ business case must first be undertaken to assess the benefits against other courses of action.

- 6.86. The Officer must ensure that appropriate Service Directorate S151 Officer, the Procurement Team or other technical and financial officers are involved in appraising extension options. It should be noted that an extension may under some circumstances constitute an unlawful modification under the Procurement Regulations. Officers should seek advice from Procurement and Legal.
- 6.87. The contract extension should be signed by the original contract authoriser or an Officer who has the authority to do this in line with the Service Directorate's financial scheme of delegation. Cabinet members should be consulted on contract extensions that are considered high risk.
- 6.88. Where an extension has been exercised it must be recorded on the CMA.

Termination of Contract

- 6.89. An Officer shall not terminate a contract over the **Procurement Threshold** (as defined in 7.2) prior to its expiry date without first obtaining advice from the Procurement Team and Legal Services.

Technical Amendments

- 6.90. The S151 Officer has the authority to make technical amendments when necessary, to ensure that these Standing Rules relating to Contracts remain consistent with legislation, the Council's organisational structure and generally with best practice. These amendments shall be subject to consultation with the Monitoring Officer.

Sub-Contractors

- 6.91. This Rule applies to all contracts:
- a. for works, where the value is above the OJEU works threshold, or:
 - b. for services, where the value is above the OJEU services threshold, **and** where the services are to be provided at sites or premises managed by the Council.
- 6.92. Where this Rule applies, following the decision to award the contract, but before the contract commences, the Officer must obtain the following details, from the winning supplier(s):
- a. The names and business addresses of any sub-contractor(s) the supplier intends to utilise in the delivery of any part of the works or services.
 - b. Information to verify each sub-contractor's compliance with the mandatory and discretionary grounds for exclusion listed in Regulation 57 of the Public Contracts Regulations 2015.
- 6.93. Where it is identified, as a result of the above procedure, that a sub-contractor is in breach of any of the mandatory grounds for exclusion, the supplier must be required to dismiss that sub-contractor from any involvement in the contract. The supplier should appoint a replacement sub-contractor, for which the information in 6.92 above must then be obtained and verified.
- 6.94. Where it is identified that a sub-contractor is in breach of a discretionary ground for exclusion, the Council may, at its discretion, require the subcontractor to be dismissed and a suitable replacement appointed.

7. Financial Procedure Rules

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Introduction

The Purpose of Financial Procedure Rules

These Financial Procedure Rules are designed to provide a robust framework for managing the Council's financial affairs. The objective of this document in conjunction with others is to ensure the Council:

- manages its available resources (which includes all resources – monetary, physical assets, human resources, etc.) to ensure financial stability in both the short and medium term;
- in conjunction with key partners, plans its finances effectively to deliver its strategic priorities;
- achieves value for money in the delivery of services and in the management of its asset base;
- complies with financial and external reporting requirements on a timely basis and meets the needs of stakeholders; and
- has a pro-active approach to managing its risks including partnership risks together with a sound system of internal control.

The Status of Financial Procedure Rules

These Financial Procedure Rules apply to all Members and officers of the Council and anyone acting on its behalf.

The financial control framework can be seen as a hierarchy as set out below:

Financial Procedure Rules	Approved by the Council
Financial Instructions	Approved by the s151 Officer
Financial Schemes of Delegation	Approved by Corporate Directors and the s151 Officer

Further Assistance and Feedback

Finance staff provide advice and support to service managers on all aspects of financial management and financial control. In particular, Corporate Directors must seek advice from the s151 Officer if they are intending to create a new financial procedure, or amend an existing one.

The s151 Officer welcomes feedback on the operation of Financial Procedure Rules and Financial Instructions to ensure they remain relevant and effective.

The Head of Corporate Finance should be contacted if you have comments on the application or operation of particular regulations; also if further interpretation of regulations is required.

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A: FINANCIAL MANAGEMENT RESPONSIBILITIES

A1 Why is this Important?

- A1.1 All Officers and Members have a duty to abide by the highest standards of probity in dealing with financial issues on behalf of the Authority. This is achieved by ensuring everyone is clear about the standards to which they are working and the controls that are in place to ensure that these standards are met.
- A1.2 The role of key Council bodies and officers in respect of financial control processes is set out in Parts C, D, E and I of the Constitution.

A2 Other Financial Responsibilities

- A2.1 The s151 Officer shall have delegated responsibility to make changes to accounting policies in accordance with recognised accounting practices.
- A2.2 The s151 Officer shall determine the nature and format of all accounting procedures and financial records.
- A2.3 The s151 Officer will ensure that accounting policies and procedures reflect recommended professional practice, comply with appropriate accounting principles and legislative requirements. They will review accounting procedures as necessary in consultation with other Corporate/Service Directors to ensure that the necessary information is available without duplication of records.
- A2.4 The s151 officer is responsible for:
- ensuring that the Statement of Accounts is prepared by the statutory date in accordance with relevant legislation and accounting standards and that the accounts present a true and fair view of the financial position of the Council and its expenditure and income;
 - approving the Statement of Accounts prior to submission to the Audit and Governance Committee for approval;
 - liaising with External Audit on the completion of the Statement of Accounts and the arrangements for the audit of these;
 - ensuring procedures are in place to provide adequate documentation to support the Statement of Accounts. This will include reconciliations with financial ledgers, copies of grant claims and other working papers which demonstrate the substantive basis for the data within the Statement of Accounts.

B: FINANCIAL PLANNING AND CONTROL

B1 Why is it Important?

- B2.1 Financial planning enables the Council to deliver its priorities through the allocation of resources to services and demonstrates compliance with the CIPFA Prudential Code.
- B2.2 The revenue budget provides an estimate of the annual income and expenditure requirements for all activities and sets out the financial implications of the Council's policies. It provides Corporate/Service Directors with authority to incur expenditure and a basis on which to monitor the financial performance of the Council.
- B2.3 Capital expenditure is an important element in the development of the Council's services since it represents major investment in new and improved assets.

B2 The Financial Planning Process

- B2.1 Financial planning enables the Council to deliver its priorities through the allocation of resources to services.
- B2.2 The key elements of financial planning are set out in the following documents and listed in

the Council's Policy Register:

- The Corporate Plan
- The Medium Term Financial Plan, including the formal approval of the annual revenue budget and the Capital Programme
- The Capital and Investment Strategy
- The Treasury Management Strategy
- The Asset Management Strategy
- The Property Asset Strategy

B2.3 The Council involves external stakeholders and partners in the financial planning process in order to help shape and deliver its organisational and shared objectives.

B2.4 The Council consults local people and communities, including the business community, on spending decisions and charging policies as appropriate.

B3 The Medium Term Financial Plan

B3.1 Annually the S151 Officer shall review and develop his/her Medium Term Financial Plan (capital and revenue) as directed by Cabinet Members. This is a statement of the resources required to deliver the planned activities over the business planning period. It should be developed in consultation with the s151 Officer and in accordance with guidance prior to being submitted to the appropriate Cabinet Member(s), to Cabinet and full Council. Such forecasts should be developed as an integral part of the Council's overall business planning process.

B3.2 The s151 Officer will determine the format of the Medium Term Financial Plan and the timing of reports, subject to any overriding requirements of the Cabinet.

B3.3 The Medium Term Financial Plan shall include the financial effects of:

- all known commitments (part year and full year)
- the impact of unavoidable growth, such as legislative requirement
- efficiency savings
- the scope for additional income generation
- the delivery of Council priorities; and
- any service reductions

B3.4 The s151 Officer is responsible for providing advice and support to Corporate/Service Directors on the form of financial information to be included in the plans.

B3.5 Corporate/Service Directors are responsible for:

- the identification of risks that may impact on business objectives and assessment of the best ways to manage them;
- contributing to the development of corporate and service targets and objectives and performance information;
- ensuring that service plans are clearly aligned with budgets for the purpose of delivery of service priorities;
- ensuring that targets identified within the service plans are included in service business plans and as performance management targets for the relevant staff;
- Ensuring that budgets are robust and sufficient to deliver the stated priorities.

B4 The Annual Revenue Budget

B4.1 Revenue expenditure incurred against the revenue budget approved by Council will be subject to Regulation B8.

B4.2 In the event that new un-ring-fenced revenue funding becomes available after the Annual Revenue Budget has been set by Council, approval for the use of that funding within the revenue budget and the incorporation into the Medium Term Financial Plan can be made by the relevant Cabinet Member as a key decision, following advice from the s151 Officer,

having regard to any statutory or non-statutory obligations imposed or implied by any conditions of award and after discussion with other relevant Cabinet Members and Corporate Directors. Any ring-fenced funding and related expenditure will be added by the S151 Officer.

- B4.3 If in the opinion of the s151 Officer and/or the relevant Cabinet Member the decision on the use of new non ring-fenced funding requires consideration by Cabinet or full Council, they may waive the rule in B4.2 and refer the matter as appropriate.

B5 The Capital Programme

- B5.1 The Council's Capital Programme will be developed in accordance with the Council's Capital and Investment Strategy and Financial Instructions. The strategy will ensure that capital investment is targeted to achieve best value and maximum effect on priorities, needs and outcomes for local communities.
- B5.2 Full Council shall approve the Capital Programme annually and amendments to it during the financial year, subject to the provisions of B5.3 & B8.4.
- B5.3 In the event that new un-ring-fenced capital funding becomes available after the Annual Capital Programme has been set by Council, approval for the use of that funding within the capital programme and the incorporation into the Medium Term Financial Plan can be made by the Cabinet Member for Resources as a key decision, following advice from the s151 Officer, having regard to any statutory or non-statutory obligations imposed or implied by any conditions of award and after discussion with other relevant Cabinet Members and Corporate Directors. Any ring-fenced funding and related expenditure will be added by the S151 Officer.
- B5.4 If in the opinion of the s151 Officer and/or the Cabinet Member for Resources the decision on the use of new non ring-fenced funding requires consideration by Cabinet or full Council, they may waive the rule in B5.3 and refer the matter as appropriate.
- B5.5 The Capital Programme agreed annually by full Council provides in principle support for individual projects. However, the release of funds to facilitate each project is subject to an appropriate business case passing through the Capital Gateway process in line with Financial Instructions.
- B5.6 Corporate Directors will ensure that financial plans support the efficient use of assets and are in line with the corporate Asset Management Strategy and where appropriate the Property Asset Strategy.
- B5.7 The s151 Officer is responsible for advising on the setting of prudential indicators required by the CIPFA Prudential Code for Capital Finance in Local Authorities and ensuring that all matters necessary to be taken into account in setting the prudential indicators are reported to the Council.
- B5.8 The s151 Officer is responsible for:
- procedures under which capital expenditure proposals are evaluated and appraised to ensure that value for money is being achieved and service and asset management objectives are met;
 - procedures for the corporate monitoring of external sources of capital funding; and
 - ensuring that expenditure treated as capital expenditure in the Statement of Accounts is in accordance with best accounting practice.
- B5.9 Corporate Directors are responsible for:
- ensuring that capital proposals reflect agreed service plans;
 - capital proposals are prepared in accordance with guidance issued and are realistic in both financial and delivery terms;
 - ensuring that risks have been identified and assessed; and
 - developing business cases and undertaking option appraisals in accordance with Financial Instructions.

B5.10 In line with the Capital and Investment Strategy, the Cabinet Member for Resources with advice from the s151 Officer can approve robust business cases for income generating assets. This may require additional prudential borrowing and/or the draw-down of reserves beyond that in the approved Medium Term Financial Plan. The Cabinet may approve such funding, within the limits approved by Council, following advice from the s151 Officer and subject to the constraints of the Prudential Indicators as set out in the Treasury Management Strategy. Any additional borrowing undertaken under this regulation, and the increase to the overall capital programme will be reported by the Cabinet Member for Resources to full Council at the next available Council meeting.

B6 The Treasury Management Strategy

B6.1 The Treasury Management Strategy, including the prudential indicators in line with the CIPFA code of practice, is agreed by Council prior to the start of each financial year (Financial Procedure Rule C7).

B6.2 A report on performance against the strategy is provided to Audit and Governance Committee at the half year and year end stages.

B7 Financial Control

B7.1 Expenditure may only be incurred if it is within the budget approved by the Council, subject to the provisions of Financial Procedure Rule B8 and for the purposes for which the budget was established. This is subject to any other requirements of the Cabinet or the Council.

B7.2 Corporate Directors must ensure budget responsibility is clear and unambiguous in their areas, and budget managers are aware of their responsibilities.

B7.3 The Corporate Directors must monitor income and expenditure against budgets for which they are responsible and provide forecast outturn information on a regular (at least quarterly) basis. The s151 Officer will provide financial advice to assist Corporate/Service Directors fulfil their responsibilities.

B7.4 The Corporate Directors are responsible for ensuring that expenditure and income are correctly coded and that budget profiles are accurate. All expenditure, income and forecasts must be recorded on the Council's financial management system, as a minimum in summary form.

B7.5 At the start of each financial year, the s151 Officer will set out the budget monitoring process. It will include timescales and the responsibilities of all officers involved in the process. The Corporate Directors are responsible for ensuring that they meet the timescales so that prompt and accurate information can be provided to Members.

B7.6 If net expenditure exceeds an approved budget for a project or service the Corporate Director will as soon as possible report it to the relevant Cabinet Member(s) and s151 Officer and take all appropriate mitigating action. This also applies if expenditure in excess of the approved budget is incurred due to an emergency.

B8 Virements

B8.1 Virements are a movement of budget either within or between budget headings. A budget heading relates to an agreed division of a service, i.e. activity, project, service unit.

B8.2 Virements may be necessary under a number of circumstances, for instance:

- where the organisation or management of services has been restructured;
- where the political portfolio priorities and objectives have changed;
- where significant budget pressures arise which can be offset by other budget underspends or contingencies;
- where income projections change, matched by changes in expenditure.

- B8.3 Budget Adjustments are defined as:
- a budget movement required in order to better reflect in budget terms a policy decision agreed and documented in accordance with the Council's Constitution; or
 - a budget movement over which the Council has no control, for example where statutorily or through the requirements of Government grant conditions, the Council is obliged to make a budget adjustment; or
 - a budget movement required to correct an error, i.e. where the budget showing in the financial management system does not match the Budget agreed by Council.
 - a budget movement required to reflect an allocation from Corporate Contingency in line with Financial Instructions.
- B8.4 For the avoidance of doubt, any budget movement which does not meet the definition in B8.1 (or where there is uncertainty about whether the movement meets the definition), will be deemed to be a virement and Regulations B8.6 & B8.7 will apply.
- B8.5 A budget adjustment can be implemented by the s151 Officer without need for further approval via the virement provisions in Regulations B8.6 and B8.7.

B8.6 Revenue Virements

- B8.6.1 The approval of the Cabinet and the s151 Officer is necessary in advance if virements:
- result in an addition to commitments in future years beyond any agreed allocations; or
 - in the opinion of the s151 Officer, require approval by Cabinet
- B8.6.2 Subject to the overriding provision of B8.6.1 above, formal approval of the relevant Cabinet Member(s) and the s151 Officer is necessary in advance if virements:
- are between political portfolios or directorates for revenue budgets; or
 - in the opinion of the s151 Officer, require approval by Cabinet Member(s).
- B8.6.3 The Corporate Directors can approve revenue budget virements, in agreement with their Cabinet Member(s) and the s151 Officer and subject to the overriding provisions above (B8.6.1 and B8.6.2).
- B8.6.4 The Corporate Directors are encouraged to minimise the number of virements through effective budget profiling and management.

B8.7 Capital Virements

- B8.7.1 Approval by the Cabinet and the s151 Officer is necessary in advance, if virements:
- involve a change to the approved use of resources detailed in the Capital Programme;
 - result in an addition to the Capital Programme in the current or future years; or
 - in the opinion of the Cabinet Member for Resources and/or the s151 Officer, require approval by the Cabinet.
- B8.7.2 Subject to the overriding provisions in B8.7.1 above, formal approval of the relevant Cabinet Members/Corporate Directors are required for a capital virement between Portfolios/Directorate as well as the S151 Officer.
- B8.7.3 Corporate Directors are encouraged to minimise the number of virements through effective budget profiling and management.

B9 Year End Balances/ Carry Forwards

- B9.1 The provision for carrying forward of year end balances is set out below, but is subject to the overriding needs of the Council, as advised by the s151 Officer.
- B9.2 Revenue
- B9.2.1 Cabinet shall decide how any revenue surpluses are deployed in subsequent financial years

in terms of supporting Corporate priorities, offsetting Directorate revenue overspending and/or returns to the General Fund.

B9.2.2 Any variation to the above regulations must be agreed by Cabinet based on the Outturn report.

B9.3 Capital

B9.3.1 Corporate Directors will annually report the outturn of expenditure on individual schemes within the Capital Programme for each financial year.

B9.3.2 Underspends on schemes/projects/blocks must be returned to the overall capital funds available. Slippage of capital spend on projects within the overall project allocation will be carried forward between financial years.

B9.3.3 Overspends on capital budgets must be managed within the capital approvals for the approved capital programme within year or in future years.

B10 Maintenance of Reserves

B10.1 Reserves are monies set aside in one year's accounts, which can be spent in later years, for future policy purposes or to cover contingencies. Some types of reserve (earmarked) can only be spent if the conditions for which they were created are met.

B10.2 The s151 Officer is responsible for advising the Council on a prudent level of reserves for the Council as part of the annual budget setting process. The advice provided will have regard to the assessment of the financial risks facing the Council.

B10.3 The Medium Term Financial Plan should ensure the Council achieves or maintains the recommended level of reserves.

B10.4 Requests for earmarked reserves are subject to the approval of the s151 Officer, who will provide advice and guidance on the setting up and maintenance of such reserves.

B11 Contingent Liabilities

B11.1 A contingent liability arises where an event has taken place that gives rise to a possible financial obligation, the existence of which will only be confirmed by the occurrence of uncertain future events or where a provision would otherwise be made but either it is not probable that an outflow of resources will be required or the amount of the obligation cannot be measured reliably.

B11.2 The s151 Officer is responsible for reviewing at least annually together with the Corporate Directors the existing contingent liabilities and ensuring that a balance sheet provision is made where necessary in accordance with accounting standards.

B11.3 Corporate Directors are responsible for:

- reviewing at least annually his/her activities for contingent liabilities;
- informing the s151 Officer of any new contingent liabilities and of any changes in the circumstances in relation to existing contingent liabilities.

B12 Pension Fund Strategy

B12.1 The members of the Pension Fund Committee are responsible for approval of the Pension Fund Strategy, having taken appropriate professional advice from officers, external advisers and Fund's Actuary.

B13 Trading Accounts

B13.1 A trading account is a statement bringing together for a separately costed area of activity:-

- on the income side, charges to users;
 - on the expenditure side, the cost of providing the service including overheads.
- The key characteristic of a trading account is that providers do not hold direct budgets but must earn income to fund their expenditure.

- B13.2 The approval of the s151 Officer is required before the establishment of a new trading account. All trading accounts will be operated in accordance with guidance provided by the s151 Officer.
- B13.3 Only trading accounts agreed by the s151 Officer will qualify for:
- the specific trading account carry forward rules; and
 - for the relaxation of normal virement rules (Regulation B8)
- B13.4 Annual surpluses and deficits will be reported in the Council's annual Statement of Accounts. In the case of surpluses on trading accounts, up to 3% of the trading account gross expenditure can be carried forward. This will be taken into account when calculating any cumulative deficit on a trading account.
- B13.5 The s151 Officer is responsible for the maintenance of records within the financial management system to allow monitoring of in-year and cumulative surpluses and deficits achieved.
- B13.6 Each Corporate Director operating a formal trading account is responsible for:
- the recovery of any cumulative deficit within the two subsequent financial years;
 - submitting monthly budget monitoring statements including a forecast for the full financial year as agreed by the s151 Officer to the appropriate Cabinet Member(s);
 - submitting before the end of the financial year to the appropriate Cabinet Member(s) a draft trading account for the next financial year which has been prepared in consultation with the s151 Officer.

C: RISK MANAGEMENT AND CONTROL OF RESOURCES

C1 Why is this Important?

- C1.1 It is fundamental that robust, integrated systems are in place and maintained for the identification and evaluation of all significant strategic and operational risks to the Council. It is essential that those responsible for the planning and delivery of services proactively participate in this.

C2 Risk Management & Insurance

- C2.1 The Audit and Governance Committee is responsible for approving on an annual basis the Council's Risk Management Strategy. The Audit and Governance Committee will review the effectiveness of the strategy to ensure that corporate business risks are being identified and effectively managed by the Cabinet.
- C2.2 Reports to support strategic policy decisions and initiation documents for all major projects will require a risk assessment including a sustainability impact appraisal.
- C2.3 Corporate Directors are required to comply with the Risk Management Strategy.
- C2.4 Corporate Directors are also required to ensure that:
- procedures to ensure assessment of all risks are operating effectively within their services and that their risk register(s) and management action plans are regularly updated;
 - managers are aware which risks they are responsible for managing and receive the relevant information;
 - an ongoing monitoring process is in place to review the effectiveness of risk reduction strategies;

- prompt notification is given to the Principal Insurance Officer of all new risks, including financial, property, equipment or vehicles, which may require to be insured and of any new activities or changes, including contractual or partnership risks, which may impact upon the Council's existing risk profile, in accordance with financial instructions.

C3 Internal Control

- C3.1 Internal Control relates to the systems of control implemented by management to help ensure achievement of the Council's objectives in a way that ensures economical, efficient and effective use of resources. In addition, the systems of control ensure that the Council's assets are kept secure and interests are protected.
- C3.2 The Accounts and Audit Regulations 2015 require every local authority to conduct a review at least once a year of the effectiveness of its system of internal control and shall publish an Annual Governance Statement, prepared in accordance with proper practices. The Council has delegated this responsibility to the s151 Officer.
- C3.3 Corporate Directors are responsible for ensuring effective systems of internal control exist within their area of responsibility. These arrangements must ensure compliance with all relevant statutes and regulations and other relevant statements of best practice. The s151 Officer is responsible for advising on effective systems of internal control.
- C3.4 It is the responsibility of Corporate Directors to establish arrangements for ensuring sound internal financial control within his/her area of responsibility in order to:
- manage risks;
 - achieve continuous improvement, economy, efficiency and effectiveness;
 - achieve their financial and operational performance targets.
- C3.5 As part of his/her responsibility for sound systems of internal financial control, Corporate Directors will:
- ensure compliance with Council policy, Contract Procedure Rules, Financial Procedure Rules, Financial Instructions & procedures, Codes of Conduct and any statutory requirements;
 - provide assurances for the Annual Governance Statement that financial and operational control processes are in place in order to achieve objectives and manage significant risks;
 - have a business continuity plan in place which is reviewed and tested on a regular basis; and
 - maintain up-to-date documented procedures for key systems.

C4 Audit Requirements

- C4.1 The Account and Audit Regulations 2015 require the Council to maintain an adequate and effective Internal Audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control. The following regulations apply.
- C4.2 Internal Audit shall have unrestricted access to all records (documentary and electronic), assets and premises, belonging to the Council. The s151 Officer shall be entitled to receive explanation as he/she considers necessary to establish the correctness of any matter under examination.
- C4.3 The Council's Internal Audit Team will conform to standards and guidance contained in the Public Sector Internal Audit Standards (updated 2017). The Public Sector Internal Audit Standards require the Chief Internal Auditor to provide an annual opinion, based upon and limited to the work performed, and on the overall adequacy and effectiveness of the organisation's systems of internal control.
- C4.4 The Chief Internal Auditor, or s151 Officer, or Corporate Director for Resources, should be notified immediately of any financial irregularities or suspected irregularities, or any circumstances which may suggest the possibility of irregularities in any of the Council's

functions. Any investigation should be undertaken in accordance with the Council's Anti-Fraud & Corruption Strategy (which incorporates the Fraud Response Plan) and the Whistleblowing Policy.

C4.5 The basic duties of the external auditor are governed by The Local Audit and Accountability Act 2014.

C4.6 The Council may be subject to audit, inspection or investigation by external bodies such as HM Revenues and Customs, who have statutory rights of access.

C5 Separation of Duties

C5.1 Financial procedures must be undertaken whenever possible using different members of staff to undertake different parts of a sequence of operations in order to ensure that no one individual authorises the whole of one transaction. Where possible at least two, if not three people, should be involved in parts of the operation.

C6 Prevention of Fraud and Corruption

C6.1 The primary responsibility for the prevention and detection of fraud, corruption and theft rests with the Corporate Directors. The Chief Internal Auditor is responsible for the maintenance of the Council's Anti-Fraud and Corruption Strategy. The Monitoring Officer together with the Chief Internal Auditor are jointly responsible for the maintenance of the Council's Whistleblowing Policy.

C6.2 It is the responsibility of every Council employee, Member and external stakeholder (e.g. suppliers, contractors, service providers, agencies, and partner Councils) with whom the Council deals:

- to act with integrity at all times;
- to comply with legal requirements, rules, procedures and good practice to minimise the risk of fraud; and
- to report suspected fraud, corruption or other irregularity in accordance with these Financial Procedure Rules, the Whistleblowing Procedure and the Anti-Fraud and Corruption Strategy.

C6.3 Corporate and Service Directors must follow the Council's Anti-Fraud and Corruption Strategy which provides detailed guidance in relation to dealing with irregularities and suspected fraud.

C6.4 The Council's counter fraud arrangements and performance will be assessed against professional guidance, best practice and the findings of internal reviews. Corporate Directors are responsible for strengthening systems and procedures in response.

C6.5 Each Corporate Director shall take steps to minimise the risks of financial irregularities occurring. In addition they will review and monitor compliance with codes and procedures, and report any material findings in accordance with Regulation C4.4. Findings of a less significant nature should be reported as part of the Annual Governance Statement self-assessments.

C7 Investments and Treasury Management

C7.1 The s151 Officer is responsible for the arrangements for managing the Council's cash flow, its borrowing activities and its lending activities, in accordance with policies agreed by the Council. This regulation places a duty on the s151 Officer to keep these arrangements under review. Any loan proposals, whether borrowing, or lending, must be submitted to the s151 Officer at an early stage. No loan arrangements may be entered into on behalf of the Council, without the prior written consent of the s151 Officer.

C7.2 The s151 Officer shall undertake Treasury Management activities in accordance with the CIPFA Code of Practice on Treasury Management in the Public Services.

- C7.3 The s151 Officer will submit a Treasury Management Strategy and Capital & Investment Strategy for approval by the Council on at least an annual basis.
- C7.4 The s151 Officer shall maintain the Treasury Management Practices document setting out the framework for Treasury Management within the Council.

C8 Security of Council Property

- C8.1 The s151 Officer will maintain an up-to-date register of land and buildings owned by the Council.
- C8.2 The s151 Officer will maintain an up-to-date record of infrastructure assets owned by the Council.

C9 Assets

- C9.1 The Corporate Directors will ensure that there are comprehensive records and information on assets, which support the Council's Property Asset Strategy and decision making on investment and disinvestment.
- C9.2 The Corporate Directors will ensure that within their areas of responsibility the assets are properly maintained and are securely held.
- C9.3 The Corporate Directors should only enter into lease agreements in accordance with procedures defined in Financial Instructions.
- C9.4 The Corporate Directors must ensure that contingency plans for the security of assets and for continuity of service in the event of disaster or systems failure have been established and that these plans have been tested.

C10 Land and Property

- C10.1 This Financial Procedure Rule relates to the acquisition and disposal of land and property including leases which are for a fixed term of more than seven years.
- C10.2 All valuations and negotiations shall be the responsibility of the Service Director Property & Assets. Anyone undertaking the negotiations on his/her behalf must have appropriate written delegation and must be a qualified Member of the Royal Institution of Chartered Surveyors or equivalent professional competence.
- C10.3 All valuations prepared for the purpose of a transaction must be accompanied by evidence of the values or comparable properties in the locality, or if possible evidence of recent, similar transactions carried out by the Council.

Acquisitions:

- C10.4 No purchase of land or property (freehold or leasehold) may be made without the prior approval of an Officer delegated to do so by the Council's Financial Scheme of Delegation. In order to do this the information detailed below must be provided for this Officer:
- a) a complete description of the land or property that is being considered for purchase,
 - b) the reason for the purchase,
 - c) any information that may affect the value of the property or land, including structural and environmental reports,
 - d) the proposed purchase price or rental value together with evidence of the prices for similar properties in the location,
 - e) evidence of local member consultation and
 - f) any other terms and conditions.

The Officer must retain all of this evidence for six financial years after the acquisition has been completed.

Disposals:

- C10.5 Land and buildings owned by the Council shall not be disposed of without the prior approval of an Officer delegated to do so by the Council's Financial Scheme of Delegation. If the estimated value (combined value where more than one property is to be disposed of) of the property is greater than £500,000, disposal capital value or rental value per annum, a decision on the sale will need to be made by Members through the key decision process.
- C10.6 Whichever authority is being sought, the following information must be provided:
- a) a complete description of all the land and/or property to be included in the disposal;
 - b) confirmation from the Service Director Legal & Democratic Services or Monitoring Officer that the title of the land and/or property is owned by the Council;
 - c) the reason for the sale and any restrictions which this may impose;
 - d) a report on any information which is held by the Council in the previous use of the land which may affect its value (e.g. if the site were contaminated);
 - e) the estimated value of the land and/or property;
 - f) evidence of local member consultation;
 - g) recommendations on the following:
 - i) issues that need to be resolved before marketing the land and/or property can commence;
 - ii) the preferred method of disposal (private treaty/public auction/formal tender);
 - iii) the title to be transferred;
 - iv) steps that need to be undertaken to maximise the value of the asset prior to disposal e.g. planning applications;
 - v) the minimum price that the Council is prepared to receive together with an asking price.
- C10.7 Where it has been decided that the disposal of the land and/or property will be by formal tender, Contract Procedure Rules shall be applied.

D: SYSTEMS AND PROCEDURES

D1 Why is this Important?

D1.1 Sound systems and procedures are essential for an effective framework of accountability and control.

D2 General

D2.1 The s151 Officer is responsible for the form of accounts and supporting financial records.

D2.2 Corporate Directors are responsible for the proper operation of financial processes in their own directorates, and for ensuring they comply with these Financial Procedure Rules and any Financial Instructions, guidance or procedures provided by the s151 Officer.

D2.3 Corporate Directors must also ensure that staff are aware of their responsibilities under freedom of information legislation.

D3 Systems

D3.1 The S151 Officer is responsible for the operation of the Council's accounting systems.

D3.2 Any proposed changes by Corporate Directors to the existing financial systems or the implementation of new systems must be approved by the s151 Officer prior to any new

developments or changes.

- D3.3 The Corporate Director for Resources is responsible for ensuring that IT systems are managed to provide reliable information with controlled and secure access, to support decision making and for ensuring robust cyber security arrangements are in place.
- D3.4 Corporate Directors must ensure that where appropriate, computer and other systems are registered in compliance with data protection legislation.
- D3.5 Information is an asset and all staff are responsible for ensuring compliance with the Corporate Information Security Policy.

D4 Procurement

- D4.1 Corporate Directors must ensure that the Council obtains value for money from procurement and that it is in compliance with the Council's Contract Procedure Rules.
- D4.2 Corporate Directors must also ensure there is full budgetary provision for the contract and that the sources of funding are fully detailed before starting the contract process.
- D4.3 Corporate Directors should also ensure continuous effective contract management, in accordance with the Contract Management Framework, in order to deliver ongoing efficiency savings and to ensure continued high quality service provision.
- D4.4 Corporate Directors must ensure that all key contract information is entered onto the Council's Contract Management Register.
- D4.5 The s151 Officer must ensure that electronic purchasing processes incorporate security and integrity for electronic transactions and must approve the introduction of such systems.

D5 Payroll

- D5.1 The Corporate Director for Resources, with the exception of schools using alternative payroll providers, is responsible for:
 - arranging and controlling secure and reliable payment on the due date of salaries, compensation payments or other emoluments and expenses in accordance with documented procedures;
 - making arrangements for recording and for the accurate and timely payment of PAYE Taxes, National Insurance and all other statutory and non-statutory payroll deductions;
 - ensuring the accurate and timely production of statutory returns to the HMRC, particularly in respect of the financial year-end and the declaration of employee taxable benefits.
- D5.2 The Corporate Directors are responsible for ensuring that:
 - all appointments are made in accordance with the Council's policies and procedures;
 - adequate budget provision exists for:
 - all appointments of employees;
 - all permanent and temporary variations in relation to staff employment;
 - all engagement of self-employed persons.

D6 Income & Banking

- D6.1 The s151 Officer is responsible for ensuring adequate systems are available, and are maintained, for the recording of all income received by, and due to the Council.
- D6.2 Corporate Directors must ensure that all income due to the Council is identified, and charged for correctly and on a timely basis. They must also have regard to the Council's Charging Policy in reviewing existing and implementing new charging arrangements.
- D6.3 Corporate Directors must also ensure that all income due to the Council is invoiced correctly, collected, receipted and banked in a timely manner in accordance with the Council's Debt Management Strategy.

D7 Creditors and Debtors

D7.1 The s151 Officer is responsible for ensuring the operation and maintenance of effective systems for the payment of creditors and the collection of monies from debtors across the range of Council services.

D8 Taxation

D8.1 The s151 Officer is responsible for:

- with the exception of PAYE (D5.1 above), maintaining the Council's tax records, making tax payments, receiving tax credits and submitting tax returns by their due date;
- advising Corporate Directors on all taxation issues that affect the Council in the light of relevant legislation as it applies and guidance issued by appropriate organisations;
- Corporate Directors are responsible for consulting with and seeking advice from the s151 Officer on the potential tax implications of any new initiatives for the delivery of Council services.

D8.2 The s151 Officer has delegated responsibility for making opt to tax decisions on land or buildings.

D9 Collection Fund Accounting

D9.1 The s151 Officer is responsible for the establishment and maintenance of Collection Funds in respect of Council Tax and Business Rates and will make suitable arrangements for them to be administered in accordance with the Local Government Finance Acts and any other enactments relating to the proper administration of public funds.

D9.2 The s151 Officer will undertake the day to day management and administration of the Collection Fund, including the maintenance of a Collection Fund Account for administering the raising and recovery of Council Tax and Business Rates and for paying precepts and demands on those funds.

D10 Revenues and Benefits

D10.1 The s151 Officer is responsible for the following services within the agreed strategies for Revenues and Benefits:

- Collection of income due from National Non-Domestic Rate, Council Tax and Housing Benefit Overpayment;
- Housing Benefit, and Council Tax Reduction administration up to appeal stage.

D10.2 The s151 Officer is given delegated authority and responsibility for the implementation of service development and control in the following matters:

- To implement National Non-Domestic Rate and Council Tax legislation within approved policy;
- To issue National Non-Domestic Rate, and Council Tax recovery proceedings, including dealing with all matters relating to appearances at Magistrates Court;
- To grant mandatory charitable relief;
- To grant discretionary charitable relief within approved policy guidelines;
- To grant reduction or remission of National Non-Domestic Rate on the grounds of hardship within approved policy guidelines;
- To deal with applications for relief under Section 13A of the Local Government Act 1992;

- To determine appeals against decisions not to give discretionary rate relief.

E: EXTERNAL ARRANGEMENTS

E1 Why is this Important?

- E1.1 The Council has a leadership role within the community, bringing together contributions from the various stakeholders, maximising funding opportunities and promoting the economic, social and environmental well-being of the area.
- E1.2 This may involve the establishment of partnership agreements, joint ventures, community transfer of assets, pooled budgets, externally funded projects or local authority companies. It is necessary to ensure in the interests of good governance that the responsibilities, obligations and commitment for such arrangements are properly managed and accounted for.

E2 Voluntary Funds

- E2.1 The Council does not own voluntary funds. However, it is reasonable that contributors to these funds do not distinguish between them and official monies. Therefore, it is appropriate that standards of accounting and propriety are the same as those for official funds.
- E2.2 A voluntary fund is any fund which, although not officially owned by the Council, is controlled or administered solely, or in part, by an employee by reason of his or her employment by the Council. The fund is set up for a specific purpose but generated by funds independent of the Council's official resources.
- E2.3 Employees of the Council who maintain voluntary funds as part of their duties must inform the s151 Officer of the purpose and nature of all voluntary funds. The accounts must be audited annually by a competent, independent person and be submitted with an audit report to the appropriate body within 6 months of the accounting year end. The s151 Officer is entitled to verify that this has been done and to carry out such checks on the accounts as he/she considers appropriate.
- E2.4 Voluntary funds must be operated in accordance with any guidance notes issued by the s151 Officer. The Council accepts no liability for non-compliance with Financial Procedure Rules, Financial Instructions and current legislation.

E3 Trust Funds

- E3.1 The Council does not own trust funds. Trust funds have a formal legal status governed by a Deed of Trust. Employees and Members acting as trustees must ensure that they are conversant with the requirements of the Trust Deed and the law and comply fully with them.
- E3.2 All employees acting as trustees by virtue of their official position must ensure that accounts are audited as required by law and submitted annually to the appropriate body. The s151 Officer is entitled to verify that this has been done.
- E3.3 Trustees must comply with accounting standards and procedures laid down in the Charities Act 2011 and in regulations issued by the Charity Commission.

E4 Partnerships, Joint Ventures, Pooled Budgets, External Funding, Work for Third Parties and Companies

- E4.1 Where Council services are to be delivered through a contractual arrangement using Council systems or through shared services by an integrated workforce, detailed financial procedures and Financial Instructions must be prepared and agreed in advance of the contract start by the Corporate Director and the s151 Officer, that comply with accounting standards, ensure proper financial stewardship and are consistent with the principles of financial management as set out in these Financial Procedure Rules.
- E4.2 Once approved the financial procedures and Financial Instructions referred to in E4.1 above,

will form part of the Council's Regulatory Framework and compliance must be a contractual obligation.

E4.3 *Partnerships, Joint Ventures and Pooled Budgets*

E4.3.1 The Cabinet is responsible for approving the Council's participation in all significant partnerships / joint working arrangements (including pooled budget arrangements) with other local public, private, voluntary and community sector organisations.

E4.3.2 Corporate Directors following advice provided by the s151 Officer should advise the Cabinet on the key elements of arrangements for significant partnerships/ joint working arrangements as follows:

- scheme appraisal for financial viability;
- risk appraisal;
- governance arrangements;
- resourcing, including taxation issues;
- audit requirements;
- carry forward arrangements.

E4.3.3 Corporate Directors are also responsible for:

- seeking advice from the s151 Officer and Corporate Director for Resources at an early stage;
- ensuring that the approval of the Cabinet is obtained before any negotiations are concluded;
- ensuring that all agreements and arrangements are properly documented;
- where third parties are intended to occupy in full or in part Council property that a licence or lease is entered into prior to occupation;
- providing information to the s151 Officer required for the Council's Statement of Accounts.

E4.4 *External Funding*

E4.4.1 The s151 Officer must be consulted on the financial and governance implications of all projects involving funding from external sources e.g. Lottery grants etc.

E4.4.2 Corporate Directors must ensure that:

- all funding received from external organisations or associated parties is properly recorded in the Council's accounts;
- key conditions of funding and any statutory requirements are met;
- any match-funding requirements and future liabilities are given due consideration prior to entering into long term agreements.

E4.5 *Work for Third Parties*

E4.5.1 Corporate Directors should ensure that:

- proposals should be costed properly before an agreement is reached to do work for a third party;
- a formal contract or a memorandum of understanding is drawn up prior to any work commencing;
- where third parties are intended to occupy in full or in part Council property that a licence or lease is entered into prior to occupation.

E4.6 *Local Authority Companies*

E4.6.1 Corporate Directors must ensure that:

- at an early stage and prior to taking an interest in a company on behalf of the Council (e.g. membership, shareholding or directorship), advice is sought from the Monitoring Officer;
- any clauses required by the Service Director - Legal and Democratic Services and / or the

s151 Officer to safeguard the Council's position are included in the company's Memorandum and Articles of Association;

- the approval of the Cabinet is obtained before any negotiations are concluded;
- all agreements and arrangements are properly documented;
- information is provided to the s151 Officer or Monitoring Officer as required.

E4.6.2 Corporate Directors must ensure that:

- effective governance arrangements are in place including arrangements for exit if necessary;
- risk management processes are in place to identify and assess all known risks;
- business continuity plans are in place and reviewed and tested on a regular basis.

E4.6.3 The Corporate Directors should advise the Cabinet on the following key elements:

- scheme appraisal for financial viability;
- risk appraisal;
- governance arrangements;
- resourcing, including taxation issues;
- audit requirements;
- carry forward arrangements.

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8. Property Procedure Rules

Land and Property

- 8.1. This Standing Order relates to the acquisition and disposal of land and property including leases which are for a fixed term of more than seven years and the granting or entering into a licence agreement.
- 8.2. All valuations and negotiations shall be the responsibility of the Director of Property and Assets. Anyone undertaking the negotiations on his/her behalf must have appropriate written delegation and must be a qualified Member of the Royal Institution of Chartered Surveyors.
- 8.3. All valuations prepared for the purpose of a transaction must be accompanied by evidence of the values or comparable properties in the locality, or if possible evidence of recent, similar transactions carried out by the Council.

Acquisitions

- 8.4. No purchase of land or property (freehold or leasehold) may be made without the prior approval of an Officer delegated to do so by the Council's Financial Scheme of Delegation. In order to do this the information detailed below must be provided for by this Officer (reference to purchase includes the acquisition of a licence):
 - a. a complete description of the land or property that is being considered for purchase,
 - b. a full business case or similar report detailing the reasons for the purchase,
 - c. any information that may affect the value of the property or land, including structural and environmental reports,
 - d. the proposed purchase price or rental value together with evidence of the prices for similar properties in the location, and
 - e. evidence of local member consultation
 - f. member or Cabinet approval as appropriate
 - g. any other terms and conditions.

The Officer must retain all of this evidence for six financial years after the acquisition has been completed.

- 8.5. Where a company introduces an investment opportunity to the Council for a fee, this does not require a competitive exercise and is exempt from the Public Contracts Regulations 2015. In this situation the Council is not seeking offers or scoping or specifying a service. The Council is responding to an offer that would otherwise not be available to them.

Disposals

- 8.6. Land and buildings owned or licensed by the Council shall not be disposed of without the prior approval of an Officer delegated to do so by the Council's Financial Scheme of Delegation. If the estimated value (combined value where more than one property is to be disposed of) of the property is greater than £500,000, a decision on the sale or transfer will need to be made by Members through the key decision process.
- 8.7. Whichever authority is being sought, the following information must be provided:
 - a. a complete description of all the land and/or property to be included in the disposal or transfer;

- b. confirmation from the Monitoring Officer that the title of the land and/or property is owned by the Council (or in the case of licences that the Licence is still extant and capable of transfer);
- c. the reason for the sale or transfer and any restrictions which this may impose;
- d. a report on any information which is held by the Council in the previous use of the land which may affect its value (e.g. if the site were contaminated);
- e. the estimated value of the land and/or property;
- f. evidence of local member consultation
- g. recommendations on the following:
 - i issues that need to be resolved before marketing the land and/or property can commence;
 - ii the preferred method of disposal (private treaty/public auction/formal tender);
 - iii the title to be transferred;
 - iv steps that need to be undertaken to maximise the value of the asset prior to disposal e.g. planning applications;
 - v the minimum price that the Council is prepared to receive together with an asking price.

8.8. Where it has been decided that the disposal of the land and/or property will be by formal tender, Standing Order 7 above relating to tenders shall be applied.

Asset Disposals (other than Land or Property)

- 8.9. A check should be made to determine whether there is a corporate policy or contract for the disposal of the stock (e.g. IT equipment should be disposed of through the IT Section). If a policy or contract is in place, this should be used.
- 8.10. Office equipment and furniture should first be advertised internally
- 8.11. Where the estimated value of the goods is no more than £2,500 the disposal can be authorised by the Service Director. If the estimated value is more than £2,500 then the Corporate Director needs to approve the disposal.
- 8.12. Disposal must be either by public auction or by obtaining three quotes from suitable contractors.
- 8.13. The Officer responsible for the disposal must ensure that the Council is receiving value for money, and that the contractor used is reputable. Evidence of this must be retained by the responsible Officer.

Part J – Interim Arrangements

DRAFT

1. Interim Arrangements

Introduction

- 1.1. This article shall only apply during the Interim Period. For the purposes of this article “the Interim Period” is the period 1 April 2020 to 11 May 2020 inclusive.

Interim Period Definitions

- 1.2. In this Article:
 - a. “Predecessor Council” means a Council dissolved on 1st April 2020 by Article 4 of the Order
 - b. “the Order” means The Buckinghamshire (Structural Changes) Order 2019
 - c. “the Shadow Buckinghamshire Authority” (“the Shadow Authority”) means the Shadow Authority for the purposes of Part C of the Order

Interim Arrangements

- 1.3. During the Interim Period the other provisions of this Constitution will be modified by the arrangements in this Part.
- 1.4. If there is any uncertainty about the interpretation or application of this Part, the decision of the Monitoring Officer shall be determinative.

Executive

- 1.5. Unless replaced in accordance with the Order:
 - a. The Leader of the Council shall be the leader of the Shadow Authority as at 31st March 2020
 - b. The Cabinet shall consist of 17 Councillors made up of the Leader and 16 Executive Members being those Councillors who as at 31st March 2020 made up the Shadow Executive as defined in the Order
 - c. The quorum of a meeting of the Cabinet shall be the same as for the Shadow Executive of the Shadow Authority

Overview and Scrutiny Committee

- 1.6. During the Interim Period, the Council will have one Overview and Scrutiny Committee consisting of those Councillors who have been appointed to the Shadow Overview and Scrutiny Committee as at 31st March 2020.
- 1.7. The Overview and Scrutiny Committee shall have powers in relation to urgent standards matters as required. It will also have urgent powers of call-in of Cabinet decisions in accordance with the Shadow Constitution. Otherwise Overview and Scrutiny work will begin after the election of the new Council.
- 1.8. The quorum of a meeting of the Overview and Scrutiny Committee shall be the same as the quorum of the Shadow Overview and Scrutiny Committee.

Standards Functions

- 1.9. During the Interim Period, the functions of the Standards and General Purposes Committee will be carried out by the members of the Shadow Overview and Scrutiny Committee as at 31st March 2020 in accordance with the arrangements set out in the Shadow Authority Constitution.

Other Committees

1.10. During the Interim Period, the Council shall have the following other Committees which will operate in accordance with this Constitution:-

- a. Six Area Planning Committees which will be the same as and cover the areas of the planning work of the Six Planning Committees of the predecessor councils as follows:
 - i Aylesbury Vale District Council – Strategic Development Management Committee
 - ii Aylesbury Vale District Council - Development Management Committee
 - iii Chiltern District Council – Development Management Committee
 - iv South Bucks District Council - Development Management Committee
 - v Buckinghamshire County Council - Development Management Committee
 - vi Wycombe District Council – Planning Committee

And will be made up of those Councillors appointed by the predecessor Councils as at 31 March 2020.

- b. Four Licensing Committees consisting of members of those committees as at 31 March 2020. Membership of Licensing Sub-Committees will be selected by the Monitoring Officer or their nominated representative in Democratic Services on a rota basis, taking account of experience, political balance and interests, and to reflect training on the relevant policies being applied to applications in respect of the preceding Council areas of Aylesbury Vale, Chiltern and South Bucks and Wycombe districts.
- c. An Audit and Governance Committee will be convened if required by the Monitoring Officer consisting of the Chairman or Vice-Chairmen of the preceding councils' committees with audit functions as at 31 March 2020 with a minimum of 3 members.
- d. An Appeal Committee will be convened if required by the Monitoring Officer, consisting of the Chairman or Vice-Chairman of the preceding councils' appeals committees as at 31st March 2020.

DRAFT

Report for:	Formal Shadow Executive
Meeting Date:	11th February 2020

Title of Report:	Grant commitments to voluntary and community sector organisations (VCSOs).
Shadow Portfolio Holder	Isobel Darby Shadow Communities Portfolio Holder
Responsible Officer	Claire Hawkes Director, Localities and Strategic Partnerships Elaine Jewell Head of Communities
Report Author Officer Contact:	Tel: 01296 387306 Email: chawkes@buckscc.gov.uk
Recommendations:	<ol style="list-style-type: none"> 1 Note the importance of the VCSO sector as a core partner and, in consultation, continue to develop the VCSO / Not for Profit Sector Strategy for Buckinghamshire for consideration by the Cabinet in July 2020 2 Recognise the VCSO's need for assurance specifically during the transition phase and support the continuation of the predecessor councils' multi-year funding arrangements at a revised cost of £1,392,709 in 2020/21 and of £1,168,758 in 2021/22 as per the spending protocol. 3 Conduct a review of Buckinghamshire Council's financial support for the VCSO to ensure a planned and sustainable approach; report to the Cabinet funding streams which would include grants to VCS in Autumn 2020 with proposed terms of reference for the review and a detailed plan which includes any proposed grant extensions where appropriate.
Corporate Implications:	<p>Legal advice has been sought and there are no specific implications, unless one of the alternative options is selected.</p> <p>The financial implications of this decision are built into the MTFP and do not cause any spending pressures.</p>
Options: (If any)	Option One – not continue funding the VCSOs that have been awarded grants by district councils in 2020/21 (or years 2021/22). It is likely that the financial viability of some of the

	<p>funded VCSOs would be affected. If this option were to be pursued an Equalities Impact assessment would be needed.</p> <p>Option Two – Agree the continuation of the predecessor councils’ multi-year funding arrangements at a revised cost of £1,392,709 for year 2020/21 and £1,168,758 in 2021/22. This would enable those funded VSCO to have assurance of 2 years In addition conduct a review of financial support to VCSOs and return to the Cabinet in Autumn 2020 with proposed terms of reference for the review. This is the preferred option</p> <p>Option Three - Support the continuation of the predecessor councils’ multi-year funding arrangements at a revised cost of £1,392,709 in 2020/21 and £1,168,758 in 2021/22 with no review. Without a review this could lead to some missed opportunities.</p>
Reason:	<p>Community groups are vital partners supporting the Council’s priorities. At a time when funding for public services is reducing, we need a strong and independent VCSO / Not for Profit Sector. Stability of funding is vital in order to maintain and develop relationships of trust with residents and improve outcomes.</p>

1. Purpose of Report

- 1.1 The reports informs members of the Shadow Executive of the commitments for 2020/21 and 2021/22 that have been made by the four District Councils in the form of grants to voluntary and community sector organisations (VCSOs).
- 1.2 It also highlights the importance of maintaining key relationships with strategic partners, particularly the VCSO / Not for Profit Sector and providing financial stability in the first years of the new council.

2. Background

- 2.1 There is often varied terminology when referring to VCSO’s, for example ‘Community groups, Not for Profit, 3rd Sector or Charities’. Whatever the terminology used members have often highlighted their significant value as a core partner. Whilst the preferred terminology will be reflected upon with the sector, for brevity, this report uses the term VCSO as it is the most widely understood within local government at this time.
- 2.2 The draft corporate plan highlights collaborative working as critical given one organisation cannot solve complex problems. VCSO’s are valued partners because of their insight into the overall needs of communities. They are at the heart of the community, delivering key services and their expertise lies in building relationships and social connections. They are proven to be vital in strengthening and supporting communities with a unique capability of energising local communities and building social capital, especially with those most vulnerable. The sector is a huge part of the solution, particularly when it comes to loneliness and social isolation.
- 2.3 With a coordinated strategic focus VCSO’s are known to deliver local services that support people in need and reduce statutory demand. In addition VSCO’s have the

opportunity to maximise value for money and leverage external funding, increasing the investment in Buckinghamshire services to residents.

3. Continuing Grants

- 3.1 Buckinghamshire legacy Councils have allocated within their 2018 / 19 and 2019/20 spending rounds grant support to local VCISOs to provide stability during the transition period.
- 3.2 Some of the District Council awards were made for two years and some for three years which results in the new authority having financial commitments for 2020/21 and 2021/22. Under the Unitary Spending Protocol these commitments need to be highlighted to the Shadow Executive (table 1).
- 3.3 In addition there are other grant agreements totalling an annually recurring £341,430 that pre date the sending protocol (table 2) and £17m of contracts to the voluntary sector¹.

Overall grant commitments per authority

Table 1 Within Spending Protocol Grant Commitments		
Council	2020/21	2021/22
AVDC	362,329	233,819
CDC	279,131	243,496
SBDC	71,017	66,663
WDC	660,232	604,780
BCC	20,000	20,000
Total	1,392,709	1,168,758

Table 2 Grants Pre dating Spending Protocol commitment		
Council	2020/21	2021/22
AVDC	38,031	38,031
CDC	0	0
SBDC	0	0
WDC	221,687	113,000
BCC	81,732	73,695
Total	341,450	224,726

- 3.4 As well as receiving oversight of all grant spend, the Shadow Executive is asked to comment specifically on those commitments made by the Districts within the spending protocol as outlined in table 1.
- 3.5 The grant sizes vary, with the larger annual grants supporting VCISO services such as Citizen's Advice, food banks, homelessness charities and Women's Aid refuges. These services reduce the demand for council services and consequent cost pressures.
- 3.6 These grants form an important part of funding the services of key local partner VCISOs, which, in some cases, would close if the grants ceased. These organisations

¹ Figure derived from CHASC and Children's Services Contract Management Application taking into account those areas that fall within the definition of VCS (Feb 2020).

support some of the area's most vulnerable residents and changes, such as the withdrawal of funding at relatively short notice, may give rise to equalities impacts. All committed funds are in the MTFP for 2020/21 and 2021/22.

3.7 Time will be needed to either transition these services to a new funding model, such as commissioned services, or to provide lead-in time for some to replace grant funding with other sources of external funding.

3.8 There are a number of grants application processes.

- Some are through a number of small awards, annual revenue grants and other grants covered by SLAs and contracts.
- Chiltern District Council has 'revitalisation grants' where 7 revitalisation groups are closely aligned with the Town and Parish Councils and are a delivery vehicle for some of the community's aspirations. As independent constituted bodies, the revitalisation groups can apply for funding in their own right and have been instrumental in accessing funding from a range of trusts and grant giving bodies to deliver projects. The revitalisation groups have a good track record of delivering high quality local projects improving the environmental, tourism, youth diversionary, economic, transport, heritage and culture.

3.9 It is worth highlighting that the Integrated Commissioning Team has started work on the recommissioning of Domestic Violence and Abuse (DVA) services. Newly commissioned services are due to start on 1 April 2021 and there is an opportunity to bring District Council grant funded DVA services for (to the Rape Crisis including Aylesbury Sexual Assault Support Service, Relate and Women's Aid services) into the new arrangements. Where it made sense to do so any new arrangements could be brought into that commissioning process.

4.0 Working with Partners

4.1 By working together with the VCSO as a valued partner, we can develop a better understanding of the county's priorities and discover new ways of tackling them. Officers have been exploring with partners how we can:

- strengthen relationships;
- ensure member or officer contact points are not lost after vesting day;
- how the VCSO's can be an active part of council strategies and shape the development of the new council;
- share intelligence and drive forward collaborative discussions (events or roundtables) to strategically tackle the wicked issues and create long term sustainable solutions;
- we can best help the sector develop to be strong, sustainable and independent, able to coordinate and strategically channel external funding into Bucks for targeted work, better able to flex towards the changing needs of Bucks residents.

4.1 Partners have been kept up to date on the unitary transition and particular focus has been given to VCSO's (newsletters, meetings, 121 conversations with officers and proactive engagement in any partner requests which help solidify the collaborative ambition for example guest speakers at events, participation in the Inspiration Programme etc).

4.2 During the first year of the new council, we will work in collaboration with the sector, and our partners, to develop our strategic approach to supporting communities.

5.0 Financial Implications

5.1 The funding mentioned in this report has been allocated by district councils and has been identified in the MTFP for the new Council. No new or additional funding is recommended. There will continue to be ongoing discussions between the Culture, Leisure and Wellbeing workstream and the Localism workstream to ensure no grant funding is missed and that the process for grant awards is coordinated.

6.0 Legal Implications

6.1 Legal advice has been sought at this stage and there are no specific implications. It is possible that legal advice will be needed if a different way forward is selected.

7.0 Other Key Risks

7.1 There is always a risk that an independent organisation may fail and services cease to residents but the risk of this is reduced if funding awards are supported in the short term.

7.2 There are opportunities to co-design services anew and to deliver service improvements and/or greater value for money. Extending the funding awards provides time for a collaborative change process with VCSO partners and lessens the risk of service interruption or failure.

8.0 Dependencies

8.1 Please include any dependencies associated with the recommendations outlined in the report and ensure that you have consulted the following officers in preparing this report:

- Programme Board Monitoring Officer
- Programme Board S151 Officer
- Programme Lead

9.0 Consultation

9.1 Not Applicable.

10.0 Communications Plan

10.1 District Councils made the funding awards last year and publicised these. There is therefore no additional communications requirement. However if an alternative option is selected a communications plan would need to be defined and agreed.

11.0 Equalities Implications

11.1 The recommendations continue existing funding and therefore no changes are proposed that have implications for individuals or groups with protected characteristics. If grant funding to some or all of the mentioned VCSOs is not continued then an EIA would be required as most of the grants support service delivery to vulnerable residents who may have protected characteristics.

12.0 Data Implications

12.1 N/A.

13.0 Next Steps

13.1 The report will proceed to the Shadow Executive. If grant awards are supported then the recipient VCOSOs will be informed in writing with confirmation of the grants that they will receive.

Background Papers	None.
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Report for:	Formal Shadow Executive
Meeting Date:	18 February 2020

Title of Report:	Ashwells/Bellfield/HQube
Shadow Portfolio Holder	Cllr Katrina Wood
Responsible Officer	Charles Brocklehurst
Report Author Officer Contact:	Charles.Brocklehurst@wycombe.gov.uk
Recommendations:	<p>To ratify WDC Cabinet's approval of three linked projects:</p> <p>(1) Construction of infrastructure for Ashwells and its subsequent disposal as serviced residential development sites</p> <p>(2) Disposal of Bellfield for affordable housing</p> <p>(3) Development of HQube small workspace</p> <p>Including delegated authority to Officers to complete detailed terms of the contractual commitments involved.</p>
Corporate Implications:	<p>Funding for Ashwells and HQube is in the approved Capital Programme, as are projected capital receipts from Ashwells and Bellfield. Estimated rental income from HQube is in the future Revenue Budget. The three projects are linked by planning agreements. Ashwells disposal value relies upon Bellfield affordable housing which in turn requires HQube to be developed.</p> <p>The construction contract for HQube is awaiting sign-off, with start-on-site programmed for February 2020. Procurement is well progressed for Ashwells, with a preferred contractor programmed to be selected in March 2020. Heads of Terms have been issued for Bellfield; early exchange of contracts is advisable.</p> <p>Under WDC Cabinet approvals, there is delegated authority to Officers (in consultation with relevant Members), to finalise detailed terms and to enter into these commitments.</p>
Options: (If any)	The projects have long been in WDC Cabinet's plans for new homes and small workspace. Each is supported by Full Business Case (in the Background Papers) which sets out Options, concluding that the preferred option is as recommended.
Reason:	Not proceeding would be financially detrimental.

1. Purpose of Report

- 1.1 These three projects were approved by WDC Cabinet last year and carry approved funding / projected receipts in the Capital Programme. Contractual commitments are due to take place within the next month. They were referred under the Spending Protocol for Sn. 151 Officer sign-off. He has recommended that the Shadow
- 1.2 Executive should be briefed, as the developments / disposals will largely take place after vesting day; the costs and receipts involved are material; and there are risks associated with their outcomes.

2. Executive Summary

- (1) Ashwells Residential Infrastructure Development;
- (2) Bellfield Affordable Rented Disposal; and
- (3) 'HQube' / Hughenden Quarter Upper Site Access Road Development

These three projects are linked by planning conditions (embodied in Legal Agreements).

- Ashwells is a 10 acre greenfield site in Tylers Green (Penn) for which a 'minded to grant' planning decision for 109 new homes has been gained. The latest projected net realisation value is set out in the Confidential Appendix.
- Bellfield is a 2.5 acre brownfield site, to the rear of Extra Care Charitable Trust's Hughenden Garden Village development, for which a 'minded to grant' planning decision for 68 affordable rented apartments has been gained on half of the site. The potential disposal value is set out in the Confidential Appendix.
- HQube is a consented 12,000 sq ft small industrial units economic development project on the other half of the Bellfield site. The development cost is set out in the Confidential Appendix (generating projected rental income, as set out in the Confidential Appendix). Both Bellfield and HQube are served by an Access Road that needs upgrading to adoptable standards.

3. Content of Report

- 3.1 Full details and indicative plans are in the attached S151 Sign-Off Reports.

4. Financial Implications

- 4.1 The Capital budgets are as set out in the Confidential Appendix.
- 4.2 The key financial risks relate to cost overruns on the enabling works, delays in the receipt of capital receipts due to planning and construction delays and the total receipt realised are set out below.

5. Legal Implications

- 5.1 Section 111 of the Local Government Act 1972 empowers the Council to do anything including the disposal of property or rights which is calculated to facilitate or is conducive or incidental to the discharge of any of its functions. Section 123 provides that except for a short tenancy of with the consent of the Secretary of State, the Council shall not dispose of land for a consideration less than the best that can reasonably be obtained. Section 1 of the Localism Act 2011 provides the Council with a general power of competence to do anything that individuals generally may do, subject to the provisions of Sections 1 – 4.
- 5.2 The progression of these three linked projects enables the Council to meet its obligations under S123. The Planning Authority, through its planning committee has indicated it is minded to grant planning permission for the developments and delegated authority subject to the completion of planning obligation agreements which are likely to be completed by end February 2020.

6. Other Key Risks

- 6.1 Pro 6.1. Ashwells involves construction cost risk and market conditions risk. Construction cost risk is mitigated by sound project/ change management control (and adequate contingency). Market conditions risk affects ultimate disposal values.
- 6.2 Bellfield is a freehold disposal and with that, development risk is transferred to the purchaser.
- 6.3 HQube involves construction risk and letting risk. As for Ashwells, project/change management is key. The remaining contingency is not great (5%) but the construction contract has been tendered and is a fixed price design & build contract. The letting risk is market conditions/ rent levels dependent.
- 6.4 The construction cost risk for Access Road largely revolves around the need to install incoming mains services (water and electricity) and the cost and programme related difficulties of dealing with utility companies.

7. Dependencies

- 7.1 BCC's Director of Property and S151 Officer have been briefed on the projects. The former is taking a report to the BCC Property Board on 4 February 2020.
- 7.2 The projects themselves are interdependent. The value of Ashwells cannot be fully realised without its off-site affordable housing being developed at Bellfield and this requires the development of HQube.

8. Consultation

- 8.1 Public Consultation took place during the planning application process for each site.

9. Communications Plan

9.1 No communications plan is required. Local Members have been kept informed.

10. Equalities Implications

10.1 EIAs will form part of the detailed design/reserved matters planning application process.

11. Data Privacy Implications

11.1 N/A

12. Next Steps

12.1 Legal formalities to be completed.

Background Papers	Sn 151 Officer sign-off reports attached. 2019 February Cabinet - Ashwells Infrastructure and Disposal 2019 February Cabinet Bellfield Hughenden Qtr Upper Side 2018 March Cabinet Desbox and Hqube WDC Business Case Template
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Report for:	Formal Shadow Executive
Meeting Date:	18th February 2020

Title of Report:	CRESSEX ISLAND
Shadow Portfolio Holder	Cllr Katrina Wood
Responsible Officer	Charles Brocklehurst
Report Author Officer Contact:	Charles Brocklehurst charles.brocklehurst@wycombe.gov.uk
Recommendations:	<p>To ratify WDC Cabinet's approval of:</p> <p>(1) Direct development of part of Cressex Island (2) Freehold disposal of the remainder of the site (3) Implementation of Crest Road signalisation works</p> <p>Including delegated authority to officers to complete the detailed terms of the contractual commitments involved.</p>
Corporate Implications:	<p>Funding for (1) is in the approved Capital Programme, as is the projected capital receipt from (2). The allowance in the Capital Programme for (3) is insufficient (for reasons explained in the report). As a result, the projected capital receipt from (2) will have to be used to bridge the gap, adversely impacting upon the projected net capital receipt, unless external funding can be secured.</p> <p>Under WDC Cabinet approvals, there is delegated authority to Officers (in consultation with relevant Members) to finalise detailed terms and to enter into these commitments.</p>
Options: (If any)	<p>The recommendation is supported by a full Business Case (in the Background Papers) which sets out options, concluding the preferred option is as recommended:</p> <p>(1) for a pre-let discount foodstore and drive-thru' with construction cost risk transferred to the tenant; (2) for a speculative industrial development based on a full site purchase price</p>
Reason:	Not proceeding would be financially detrimental. The capacity / capability required and risks involved make direct development of large scale speculative industrial buildings by the Council imprudent.

1. Purpose of Report

- 1.1 These two projects were approved by WDC Cabinet last year and carry approved funding / projected receipt in the Capital Programme. Contractual commitments are due to take place within the month. They were referred under the Spending Protocol for Sn. 151 Officer sign-off. He has recommended that the Shadow Executive should be briefed, as the developments / disposals will largely take place after vesting day; the costs and receipts are material; and there are risks associated with their outcomes.

2. Executive Summary

- 2.1 Cressex Island is a site of approx. 8.5 acres, close to Jn4 / M40, owned by WDC. Terms have been agreed to:
- (1) Invest in a development of part to be undertaken by a discount foodstore, based on a pre-let to them and a drive-thru', at a combined rent as set out in the Confidential Appendix.
 - (2) Dispose of the freehold of the remainder to industrial developers for them to develop c. 120,000 sq.ft. of B1/B2/B8 'sheds', on terms as set out in the Confidential Appendix.
- 2.2 Both transactions are 'subject to planning' conditional.
- 2.3 Planning will require the upgrading of the Crest Road junction, on the A4010, from roundabout to signalised T-junction. The estimated cost of these road works (and allowance in the Capital Programme) is less than the estimate now coming from BCC Highways. So the additional outlay will reduce the net contribution to (2) to projected capital receipts in the Capital Programme, unless external funding is secured.

3. Content of Report

- 3.1 Full details and indicative plans are in the attached Sn. 151 Sign-off Report.

4. Financial Implications

- 4.1 As set out in the Confidential Appendix.

5. Legal Implications

- 5.1 Section 111 of the Local Government Act 1972 empowers the Council to do anything including the disposal of property or rights which is calculated to facilitate or is conducive or incidental to the discharge of any of its function. Section 123 provides that except for a short tenancy of, with the consent of the Secretary of State, the Council shall not dispose of land for a consideration less than the best that can be reasonably obtained. Section 1 of the Localism Act 2011 provides the Council with a general power of competence to do anything that individuals generally may do, subject to the provisions of Sections 1 – 4.
- 5.2 The progression of these projects enables the Council to meet its obligations under Sn. 123.

5.3 If the Planning Authority is likely to impose conditions or require a legally binding agreement to secure the Crest Road signalisation works to facilitate (1) and (2) above, which under Sn. 106 town & Country Planning Act 1990 can only be required if it is necessary to make the development acceptable in planning terms.

6. Other Key Risks

6.1 The funding mechanism for the discount foodstore development transfers the bulk of construction cost risk onto them. The pre-lettings remove letting risk. The disposal of the industrial development site runs the risk of falling through, if contracts are not exchanged as soon as possible ('purchaser fatigue'). Both proposed developments face planning risk. The construction cost risk of the signalisation road works is mitigated by BCC Highways 'Optimism bias' allowance.

7. Dependencies

7.1 BCC's Director of Property and Sn. 151 Officer have been fully briefed on the projects. The former took a report to the BCC Property Board on 4th February 2020.

7.2 The projects are best committed to simultaneously (so that the entire site is sorted).

8. Consultation

8.1 Consultation formed part of the planning process.

9. Communications Plan

9.1 No communications plan is required. Local Members have been kept informed.

10. Equalities Implications

10.1 EIAs will form part of the detailed design / planning application process.

11. Next Steps

11.1 Legal formalities to be completed.

Background Papers	Sn. 151 Officer sign-off report attached March 2019 Cabinet Report (Cressex Island) WDC Business Case template
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Delivering the new
BUCKINGHAMSHIRE COUNCIL

Report for:	Shadow Executive, Shadow Executive
Meeting Date:	18th February
Title of Report:	Spending Protocol – Waste collection, recycling and street cleansing contract for Chiltern, Wycombe and South Bucks District Areas
Responsible Officer	Chris Marchant, Nigel Dicker & Martin Dickman
Officer Contact:	Chris Marchant, chris.marchant@chilternandsouthbucks.gov.uk , (01895) 837360 Nigel Dicker, ndicker@wycombe.gov.uk , (01494) 421701 Martin Dickman, mdickman@buckscc.gov.uk , (01296) 382850
Recommendations:	<ol style="list-style-type: none"> 1. To note the background and progress on the waste, recycling and street cleansing contract procurement project. 2. To approve the financial commitment for a new waste collection, recycling and street cleansing contract for the Chiltern, South Bucks and Wycombe areas, having regard to the procurement and financial information contained within this report and the confidential Appendix, which is in line with the approved budget. 3. To note that the award of this contract is also being reported to Chiltern, South Bucks and Wycombe Council Cabinets for approval. <p>To note that the reports to the District Councils will recommend:</p> <ol style="list-style-type: none"> 1. To note the background and progress on the waste, recycling and street cleansing contract procurement project. 2. To award a contract to the preferred bidder for a new waste collection, recycling and street cleansing contract for the Chiltern, South Bucks and Wycombe areas having regard to the procurement and financial information contained within this report and the confidential Appendix.
Corporate Implications:	There is a statutory duty to provide household waste collections, separately collect recycling and to keep streets and land for which local authorities are responsible clean and litter free. The proposed award of the contract to provide these services in the

	<p>Chiltern, South Bucks and Wycombe district areas ensures that these statutory duties are met.</p> <p>This is a key critical service and the new contract and specification will help to ensure a consistently high standard of service delivery and will seek to meet residents' expectations. The procurement process remains on schedule for the new service commencement date of 7th September 2020 for CDC & WDC areas and 1st November 2021 for SBDC area. The contract will meet the required service provision to support the corporate objectives.</p>
<p>Options: (If any)</p>	<p>For the Shadow Executive:</p> <ol style="list-style-type: none"> 1. To approve the financial commitment as detailed in the confidential appendix for the award of the contract to the preferred bidder C which is in line with the approved budget. <p>For the District Cabinets:</p> <ol style="list-style-type: none"> 1. To accept the tender from the preferred bidder C. 2. Not to accept the tender from the preferred bidder. This will potentially present a significant financial risk, a possible legal challenge and may result in a high risk of service interruption.
<p>Reason:</p>	<ol style="list-style-type: none"> 1. To ensure the continued delivery of an effective waste collection, recycling and street cleaning service after the current contracts have expired and ensure that statutory requirements are met for the new Buckinghamshire Council. 2. To safeguard the financial position of the new Buckinghamshire Council in relation to its expenditure on waste collection services.

1. Purpose of Report

- 1.1 This report updates Members on the procurement project to deliver a new waste collection, recycling and street cleaning contract, (hereafter called the contract), covering the current Council areas of Chiltern, South Bucks and Wycombe and seeks approval to the necessary financial commitment to enable the award of the contract.

2. Content of Report

Background

- 2.1 A new contract is being procured following previous reports to Members at the District Councils and the Shadow Executive regarding this matter including:

- 23rd April 2018 – A decision by Chiltern, South Bucks and Wycombe Councils at the Joint Waste Collection Committee to procure a new contract for Chiltern, South Bucks and Wycombe with delegations provided to officers to implement.
- 27th August 2019 – CDC Cabinet decision to continue with the procurement.
- 8th October 2019 – Shadow Executive – Members noted the decision taken by the Districts that the procurement should continue and that the current contract should be extended until September 2020. An officer acting on behalf of the Shadow Executive was delegated to be involved in the procurement exercise in an advisory capacity.
- 22nd October 2019 – Shadow Executive – The decision taken in accordance with the spending protocol that was reviewed and agreed following the direction from MHCLG.

2.2 The existing contract with Serco for Chiltern and Wycombe District Councils expires on 3rd March 2020. The contract for South Bucks District Council with Biffa expires on 30th October 2021. The Serco contract has been extended to end on 6th September 2020 in line with the start date of the new contract to ensure continuity of service delivery.

2.3 This project is being managed overall by District Council officers with external legal / procurement advisors providing support. The project sits under the unitary waste work stream within the Communities Programme Board. The Shadow Executive has had an officer representative on the procurement project board who also participated in the last round of competitive dialogue.

2.4 The new contract will be awarded by the District Councils prior to vesting day and then implemented after the new Buckinghamshire Council is established. The priority has been to ensure continuity of service provision and a high standard of service delivery for residents.

The procurement process

2.5 The procurement programme is attached and shown as **Appendix A** and a robust and compliant procurement process has been implemented. In order to ensure that the procurement was of interest to bidders and to understand any key matters that would affect bidder interest, soft market testing meetings took place with key suppliers. The key issue arising from the soft market testing was a recognition of the concerns from suppliers about the volatility of the market for recycling materials and the resulting high financial risk that could lead to risk based pricing. To address this, issue a mechanism was developed for suppliers to pay the current market value of the recycling direct to the Councils which would be determined by reference to recycling market indicators.

2.6 Following this process, the OJEU notice was submitted on the 14th November 2018. The procurement procedure chosen was that of a competitive dialogue so that discussions on matters of risk partition could take place to ensure value

for money and high quality service delivery could be achieved in compliance with the specification.

- 2.7 Interested parties had to complete the Government's standard selection questionnaire form and following evaluation, 3 suppliers were chosen to take part in the competitive dialogue process. Suppliers were assessed for their competence in waste collection, financial stability and safe working practices.
- 2.8 In order to complete the procurement within the agreed timeframe a single stage competitive dialogue was chosen with 2 planned rounds of negotiation and no de-selection in the middle of the process so 3 suppliers would start the process and 3 suppliers would be able to submit a tender at the end of the negotiation process.
- 2.9 Suppliers had to submit an initial version of their tenders for assessment (which were not scored) so that the officers could ensure that the quality and affordability were in line with expectations. The initial planned round of negotiation preceded the submission of this tender and the second round of negotiation enabled officers to provide feedback on areas for improvement.
- 2.10 Suppliers were given clear instructions that the service experienced by customers should be an evolution of the existing service. Thus, radical solutions which could lead to customer confusion or a reduced quality of material collected for recycling were ruled out. Tenders have been evaluated on the agreed 60% Quality and 40% Finance / Price.
- 2.11 3 compliant tenders were received and evaluation of these has now been completed by the team of officers and advisors. Consequently, an award decision is now being sought.
- 2.12 Part 2 of this report provides the details of the evaluation of the submission from the 3 bidders. Each submission has been rigorously evaluated and the project team are reassured by the resource level being provided for this service.
- 2.13 Immediately after the last governance meeting to approve the financial commitment for the new contract (and any associated call in), the project will enter the "standstill" phase in which unsuccessful bidders have a minimum of 10 calendar days to challenge the result of the evaluation of the tenders.
- 2.14 In order not to elevate the risk during the critical standstill phase the bidders' names have not been disclosed at this stage and the financial information is contained within the confidential part 2 report.

Contract details

- 2.15 The new contract builds on the previous joint working between Chiltern and Wycombe Councils on the existing contract and will eventually serve all the properties across the southern part of the new Buckinghamshire Council area.

2.16 The new service will be the same specification as the current service and in summary will provide:

- ✓ Week 1 – boundary residual waste collection (via a grey wheeled bin) and food waste.
- ✓ Week 2 – boundary mixed recycling collection plastic, glass & cans (via a blue wheeled bin), mixed papers / card via boxes and food waste.
- ✓ There will be a modified service using reusable / disposable bags for properties with limited storage for containers (for example flats above shops) and assisted collections for residents that require this service.
- ✓ Bulk bin collections in flats for waste and recycling.
- ✓ Street cleansing services – litter removal from verges / streets and mechanical sweeping of edge of highway on all roads i.e. urban and rural on a schedule basis to meet the Environmental Protection Act standards.
- ✓ Various associated services such as fly tipping removal (not from the highway), abandoned vehicle removal, medical waste collection, sign cleaning, car park and town centre cleaning.
- ✓ Provision and maintenance of all containers required. 240 litre wheeled bins will be used for residual waste and mixed recycling unless residents request a smaller bin or apply for a larger bin for larger families. Provision and management of all the fleet required and depot locations.
- ✓ Sale of all recycling materials collected.
- ✓ Household collection of small electrical items and textiles.

There will be some collection date changes during the roll out and also at the point when the South Bucks area joins the contract. These will be fully communicated to residents and all collections for residents will all take place on the same day each week but individual materials may be collected by different vehicles.

2.17 The successful contractor will be required to achieve a number of performance standards in line with industry best practice and a comprehensive performance management system will be implemented. Penalties will be levied for any service failures not rectified within the agreed time period. The supplier will provide in the order of 1.5 million container collections a month at the start of the contract, 12,000 assisted collection containers a month and some of the performance targets will include:

- Missed Collections (each container) from Households shall not exceed 60 Missed Collections per 100,000 Scheduled Collections in any one month.
- Missed Assisted Collections from Households shall not exceed 0.03% of Assisted Collections in the Waste Collection Schedule in any one month.

2.18 The supplier will link their operational software systems to the Councils' adopted operational management system and related customer service systems which will provide clear visibility and insight of service performance. This will be a significant part of the mobilisation project. Comprehensive performance

management system with customer surveys will be in place to monitor and manage performance.

- 2.19 The new contract duration is for 10 years with a further possible 10-year extension period. However as agreed by the Shadow Executive and discussed in dialogue with the bidders, there is also an option for the new authority to exercise a contract break clause from year 5.
- 2.20 The preferred bidder has identified the capital investment they require to provide a replacement fleet to modern fuel efficiency levels and pedestrian protection measures and carry out improvements at the depots. Further detail is provided in part 2 of this report. This investment will be funded through the agreed capital programme in order to benefit from the lower interest rates available to Councils. The depots provide parking, offices, storage and bulking of recycling and vehicle maintenance and bidders could choose to use any one of these existing 3 facilities:
- ✓ London Road Depot, Amersham
 - ✓ Clay Lane, High Wycombe
 - ✓ Dropmore Road, Burnham

Mobilisation and next steps

- 2.21 Members will note from the procurement programme that the key next steps are:
- Contract award standstill period ends following the final Member decision on 19th March 2020
 - Definitive preferred bidder letter issued 19th March 2020
 - Contracts engrossed and sealed by 31st March 2020
 - Mobilisation from 19th March to 7th September 2020
 - Service starts for Chiltern and Wycombe areas 7th September 2020
 - Service starts for South Bucks 1st November 2021
- 2.22 There is now a significant amount of work to do after the tender award to successfully mobilise the new service for the first phase for CDC & WDC on 7th September 2020. Officers have been conscious throughout of the need to allow the suppliers an adequate time to mobilise including the implementation of new vehicles, collection calendars and communications, depot adaptations and arrangements for the marketing of the recycling materials. The period assigned for mobilisation stands at 154 days.
- 2.23 The mobilisation programme will be managed through the management structure of the new Authority and additional resources required to ensure strong project governance is in place. Regular customer and Member updates will be provided during this process and will be the subject of further reports as required.

- 2.24 The programme of work includes all the necessary changes to the customer contact experience through phone, website with online forms or apps to ensure customer accounts are as aligned as possible for start of the new contract. This is being addressed through the governance of the Communities Board by the waste work stream linking to communication and customer service teams.
- 2.25 Ahead of 1st April 2020 AVDC & SBDC vehicles will be rebranded and 10 AVDC & 7 SBDC vehicles will have new panels fitted promoting the new Council. The approach to the remaining CDC / WDC vehicles is being agreed. Uniforms will begin to change on a phased basis to the new branding as the current stock is used.

3. Financial Implications

- 3.1 Provisions have been made in the current medium term financial plan and draft budget for the new Council and the implications for both revenue and capital and this is covered in the Part 2 report.

4. Legal Implications

- 4.1 From 1st April 2020 Buckinghamshire Council will become the waste collection authority, the waste disposal authority and the principle litter authority under the Environmental Protection Act 1990. The Council will have a statutory duty to collect household waste and to separately collect recyclable waste. The Council also has a duty under the 1990 Act to ensure so far as is practicable that the roads for which it is responsible are clear of litter and refuse and kept clean. As principle litter authority it has a duty to keep its own land clear of litter and refuse so far as is practicable. The award of this contract will ensure that these statutory duties are met.
- 4.2 The procurement has been delivered in full compliance with the Public Contract Regulations 2015. The district councils have engaged external legal support for the procurement process and preparation of the contract.

5. Other Key Risks

- 5.1 There are a number of issues and risks that have been considered as part of this project and these are detailed within the project risk register and are being managed / mitigated. The key risks / mitigations are summarised as below. Continuity of service delivery will be facilitated by avoiding procurement challenge and by effectively project managing the mobilisation process:

Key Risk	Mitigation
Affordability not realised	Competitive tender process including early market engagement regarding any key commercial issues
Market failure	Robust procurement process with market engagement
Existing vehicles available for new supplier	Ensure correct planned and reactive maintenance arrangements are in place
Under resourcing of project	Full project team and consultants in place
Delay in implementation	Effective programme management including an adequate period for contract mobilisation
Procurement challenge	Ensure legal / procurement advice is followed
Service provision and service quality including the contract mobilisation period	Through robust contract and performance management, ensure that the services are managed effectively and any matters of poor performance are addressed swiftly

6. Consultation

- 6.1 There has been no formal public consultation as part of this procurement project as the services to residents are not being changed. Minimal changes to the associated fees and charges are currently proposed to take place in 2020/21 which form part of the wider fees and charges proposals already agreed by the Shadow Executive.

7. Communications Plan

- 7.1 Communications activities are in place as part of the procurement process. A full customer / Member communications plan will be developed as part of the mobilisation period once the preferred bidder has been approved. Members will be updated throughout the process including when key milestones are achieved.

8. Equalities Implications

- 8.1 An equalities impact assessment has not been carried out at this procurement stage as the service to residents is not changing. If any service changes considered at a future point, an equalities impact assessment would be undertaken.

Appendix A - Procurement Timeline

Joint Lean CD V26 17th January 2019, tender assessment, calendar days and no contingency-BOARD"	Duration	Start	Finish
Board meeting	1d	Mon 20/08/18	Mon 20/08/18
Invitation to Soft market test on pre- arranged dates	25d	Tue 21/08/18	Mon 17/09/18
Soft market testing	2d	Tue 18/09/18	Wed 19/09/18
Further analysis of findings	5d	Tue 18/09/18	Sun 23/09/18
Document finalisation and governance	30d	Sun 23/09/18	Fri 26/10/18
OJEU issued	0d	Wed 14/11/18	Wed 14/11/18
Response time part 1	18d	Wed 14/11/18	Tue 04/12/18
Bidders' day	1d	Tue 04/12/18	Wed 05/12/18
Response time part 2	5d	Wed 05/12/18	Mon 10/12/18
Deadline for clarifications	0d	Mon 10/12/18	Mon 10/12/18
Response time part 3	7d	Tue 11/12/18	Tue 18/12/18
SQs returned	0d	Tue 18/12/18	Tue 18/12/18
SQ evaluation	30d	Tue 18/12/18	Mon 21/01/19
Firms selected	0d	Mon 21/01/19	Mon 21/01/19
Feedback letter standstill to be at the end	1d	Mon 21/01/19	Tue 22/01/19
Contingency	3d	Tue 22/01/19	Fri 25/01/19
Invitation to submit detailed tenders	0d	Fri 25/01/19	Fri 25/01/19
"Bidder initial preparation and responses on materials, vehicle, depots and service configuration; plus 100% co-mingled	16d	Fri 25/01/19	Tue 12/02/19
"Initial dialogue meetings- materials, vehicles, service configuration"	2d	Tue 12/02/19	Thu 14/02/19
Bidder tender preparation 1	38d	Thu 14/02/19	Fri 29/03/19
second dialogue meetings	3d	Fri 29/03/19	Mon 01/04/19
Bidder tender preparation 2	6d	Tue 02/04/19	Mon 08/04/19
Deadline for clarifications- document revisions including capital fund rules	0d	Mon 08/04/19	Mon 08/04/19
Bidder preparation 3	14d	Mon 08/04/19	Wed 24/04/19
Initial tenders submitted	0d	Wed 24/04/19	Wed 24/04/19
Seals broken	0d	Tue 30/04/19	Tue 30/04/19
Compliance check for errors and omissions	2d	Tue 30/04/19	Wed 01/05/19
Scripts issued and evaluation spreadsheets to MS evaluators	1d	Thu 02/05/19	Thu 02/05/19
Individual method assessment into the Eunomia spreadsheet	21d	Fri 03/05/19	Sun 26/05/19
Bank Holiday	1d	Mon 27/05/19	Mon 27/05/19
Consensus meeting on method statements	1d	Tue 28/05/19	Tue 28/05/19
Despatch of contract derogations to Bevan Brittan	1d	Thu 02/05/19	Thu 02/05/19
Bevan Brittan considering derogations	10d	Fri 03/05/19	Tue 14/05/19
Consideration of BB analysis	5d	Tue 14/05/19	Mon 20/05/19
Case conference on derogations and conclusions agreed	0d	Mon 20/05/19	Mon 20/05/19

Joint Lean CD V26 17th January 2019, tender assessment, calendar days and no contingency-BOARD"	Duration	Start	Finish
Issue of Bidders' Financial Model (BFM) to assessors	1d	Thu 02/05/19	Thu 02/05/19
Assessment of BFM	15d	Fri 03/05/19	Mon 20/05/19
Case conference on BFM and consensus agreed	0d	Mon 20/05/19	Mon 20/05/19
Despatch of financial derogations to assessors	1d	Thu 02/05/19	Thu 02/05/19
Assessment of financial derogations	15d	Fri 03/05/19	Mon 20/05/19
Consensus on financial derogations	0d	Mon 20/05/19	Mon 20/05/19
"Issue of finance bid back ("price") to assessors"	1d	Thu 02/05/19	Thu 02/05/19
Assessment of price-based scoring	15d	Fri 03/05/19	Mon 20/05/19
Consensus on price- based scoring	0d	Mon 20/05/19	Mon 20/05/19
Preparation of evaluation report including dialogue positions and dialogue topic list (drafting complete on docs)	6d	Tue 28/05/19	Mon 03/06/19
Invitation to dialogue on pre- published elements on pre- advised days	0d	Mon 03/06/19	Mon 03/06/19
Firm preparation period	13d	Mon 03/06/19	Tue 18/06/19
Dialogue including mobilisation time limits as reflected in MS and plans	28d	Tue 18/06/19	Fri 19/07/19
First Delay added in	14d	Fri 19/07/19	Sun 04/08/19
Planned final round of dialogue (not undertaken)	5d	Sun 04/08/19	Fri 09/08/19
Second delay	16d	Fri 09/08/19	Tue 27/08/19
Decision to proceed again	0d	Thu 12/09/19	Thu 12/09/19
Inertia effect	1d	Thu 12/09/19	Thu 12/09/19
Document finalisation and approval	7d	Fri 13/09/19	Fri 20/09/19
Issue of documents to bidders	0d	Fri 20/09/19	Fri 20/09/19
Bidder preparation time	21d	Fri 20/09/19	Mon 14/10/19
Final dialogue	6d	Mon 14/10/19	Mon 21/10/19
Document revisions in tandem with next WP	14d	Mon 21/10/19	Tue 05/11/19
Dialogue closure decision and associated governance	14d	Mon 21/10/19	Tue 05/11/19
Formal document sign off by	0d	Tue 05/11/19	Tue 05/11/19
Issue of documents to bidders	0d	Tue 05/11/19	Tue 05/11/19
Bidders preparing tenders part 1	7d	Wed 06/11/19	Wed 13/11/19
CIG (dialogue closure report)	0d	Wed 13/11/19	Wed 13/11/19
Bidders preparing tenders part 1	5d	Wed 13/11/19	Tue 19/11/19
ISE	0d	Tue 19/11/19	Tue 19/11/19
Bidders preparing tenders part 1	2d	Tue 19/11/19	Thu 21/11/19
Clarifications deadline	1d	Thu 21/11/19	Fri 22/11/19
Evaluator training	0d	Fri 22/11/19	Fri 22/11/19
Bidders preparing tenders part 2	18d	Fri 22/11/19	Thu 12/12/19

Joint Lean CD V26 17th January 2019, tender assessment, calendar days and no contingency-BOARD"	Duration	Start	Finish
Tenders received	0d	Thu 12/12/19	Thu 12/12/19
Compliance check by Eunomia colleagues part 1	1d	Thu 12/12/19	Fri 13/12/19
Issue of scripts with evaluation spreadsheets to evaluators	0d	Fri 13/12/19	Fri 13/12/19
Legal advisors considering contract derogations	23d	Fri 13/12/19	Wed 08/01/20
ISE	0d	Tue 17/12/19	Tue 17/12/19
Legal scoring consensus	0d	Wed 08/01/20	Wed 08/01/20
Method statement evaluators conduct individual scoring	24d	Fri 13/12/19	Thu 09/01/20
Method statement consensus over 2 days	1d	Thu 09/01/20	Fri 10/01/20
Financial advisors considering the bid back financial appendices (price and robustness) and the financial derogations (liaising with legal)	27d	Fri 13/12/19	Mon 13/01/20
Financial scoring consensus	0d	Mon 13/01/20	Mon 13/01/20
Assembly of evaluation report by Eunomia colleagues	6d	Mon 13/01/20	Mon 20/01/20
Sign off of tender evaluation by the Board	0d	Mon 20/01/20	Mon 20/01/20
CIG (tender evaluation report)	0d	Wed 05/02/20	Wed 05/02/20
Formal Shadow Executive	0d	Tue 18/02/20	Tue 18/02/20
Cabinet reports preparation	21d	Mon 20/01/20	Wed 12/02/20
Cabinet meetings approximate and Full Council for WDC (special meetings)	13d	Wed 12/02/20	Wed 26/02/20
End of call in	7d	Thu 27/02/20	Thu 05/03/20
Standstill	12d	Thu 05/03/20	Thu 19/03/20
Definitive Preferred bidder letter	1d	Thu 19/03/20	Fri 20/03/20
Contracts engrossed and sealed with preferred bidder	15d	Thu 19/03/20	Sun 05/04/20
Mobilisation vehicles FORS silver upgrade"	154d	Thu 19/03/20	Mon 07/09/20
Dilapidations and condition survey at depots	56d	Thu 19/03/20	Wed 20/05/20
New service live for CDC and WDC	56d	Thu 19/03/20	Wed 20/05/20
New service live for South Bucks	0d	Mon 07/09/20	Mon 07/09/20

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