

Contact: Democratic Services [demservices-shadow@buckscc.gov.uk](mailto:demservices-shadow@buckscc.gov.uk)

## SHADOW EXECUTIVE

**Date:** Tuesday, 23 July 2019  
**Time:** 10.00 am  
**Location:** Mezzanine Rooms 1 - 2, Buckinghamshire County Council, Walton Street, HP20 1UA - Aylesbury

**Membership:** Councillors: M Tett (Chairman), K Wood (Vice-Chairman), S Bowles, B Chapple OBE, J Chilver, A Cranmer, I Darby, T Green, C Harriss, P Hogan, A Macpherson, D Martin, N Naylor, M Shaw, W Whyte, G Williams and F Wilson

### Webcasting Notice

Please note this meeting may be filmed for subsequent broadcast via the Council's internet site – at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.

You should be aware that the Council is a data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy.

### Fire Alarm

In the event of the fire alarm sounding, please leave the building quickly and calmly by the nearest exit, and do not re-enter the building until told to do so by a member of staff.

## AGENDA

1. **APOLOGIES**
2. **MINUTES** (To Follow)  
To approve as a correct record the Minutes of the meeting held on 9 July 2019.
3. **DECLARATIONS OF INTEREST**
4. **QUESTION TIME**
5. **28 DAY NOTICE** (Pages 1 - 18)
6. **APPOINTMENT OF CHIEF EXECUTIVE** See *Supplementary Agenda 1* for items 6 – 17
7. **CHIEF OFFICER RESOURCING AND DESIGNATION**
8. **TIER 2 AND TIER 3 LEADERSHIP REWARD, TERMS & CONDITIONS**
9. **CONSOLIDATED FINANCIAL POSITION**
10. **HARMONISATION OF COUNCIL TAX REDUCTION SCHEMES**

11. HARMONISATION OF COUNCIL TAX DISCOUNTS AND PREMIUMS
12. DISCRETIONARY RATE RELIEF POLICY
13. DEVOLUTION OF HIGHWAYS SERVICES TO LOCAL COUNCILS
14. EXCLUSION OF THE 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 1 | Information relating to any individual  |
| Paragraph 2 | Information which is likely to reveal the identity of an individual   |
| Paragraph 3 | Information relating to the financial or business affairs of any particular person (including the authority holding that information) |

**Appendix to Agenda Item 6: Appointment of Chief Executive**

*Note: Restricted Appendix to follow.*

15. SPADE OAK LAKE
16. WOODLANDS AND EASTERN LINK ROAD SOUTH
17. INVESTMENT PROPERTY

Report For:	<b>BUCKINGHAMSHIRE SHADOW EXECUTIVE</b>
Meeting Date:	<b>23 July 2019</b>

## SUMMARY

<b>Title of Report:</b>	<b>28 DAY NOTICE</b>
Responsible Officer:	Sarah Ashmead
Officer Contact: Direct Dial: Email:	Charlie Griffin 01296 674691 <a href="mailto:c-cgriffin@buckscc.gov.uk">c-cgriffin@buckscc.gov.uk</a>
<b>Recommendation:</b>	<b>The Shadow Executive is asked to note the 28 Day Notice of executive decisions to be taken.</b>

### Purpose of Report

The Access to Information Regulations 2012 place a requirement on Councils to publish a notice 28 days before every executive meeting detailing all key decisions and private reports to be considered. The [28 Day Notice](#) for the Shadow Executive is published on the Shadow Authority website, and attached at Appendix 1 to this report.

### Background Papers

None

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**Shadow Authority  
For delivering the Buckinghamshire Council**

**THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (MEETINGS AND ACCESS TO INFORMATION) (ENGLAND)  
REGULATIONS 2012**

**SHADOW EXECUTIVE  
28 Day Notice**

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

A further notice (the 'agenda') will be published no less than 5 working-days before the date of the Shadow Executive meeting and will be available via the [Shadow Authority website](#)

Y = key decision      \*All reports will be open unless specified otherwise

Report title & summary	Key	Decision maker	*Private report (Y/N) and reason private	Lead Member/ Officer(s) & Contact Officer(s)
<b>TUESDAY 23 JULY 2019</b>				
<b>Devolved TfB contract with Town and Parish Councils</b> To consider options for contract extension. <i>Item added 17.06.2019 and amended 27.06.20.</i>	Y	Shadow Executive	Part exempt (para 3)	Lead Member/ Officer(s): Contact Officer(s): Gill Harding Mark Jaggard

<p><b>Spending Protocol</b> Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol. <i>Item added 03.07.2019.</i></p> <ul style="list-style-type: none"> <li>• Consolidated Financial Position</li> <li>• Spade Oak Lake</li> <li>• Investment Property</li> <li>• Woodlands and Eastern Link Road South</li> </ul>	Y	Shadow Executive	Fully exempt (para 3)	Lead Member/ Officer(s): Contact Officer(s): Richard Ambrose
<p><b>Appointment of Chief Executive</b> To consider a report of the Senior Appointments Sub Committee on the appointment of Chief Executive. <i>Item amended 02.07.2019.</i></p>	Y	Senior Appointments Committee 19 July 2019  Shadow Executive	Part exempt (paras, 1, 2)	Lead Member/ Officer(s): Councillor Martin Tett  Contact Officer(s): Sarah Murphy-Brookman
<p><b>Chief Officer Resourcing and Designation</b> To consider the formal process for Chief Officer appointments and designation. <i>Item added 11.07.2019.</i></p>	Y	Shadow Executive		Lead Member/ Officer(s): Councillor Martin Tett  Contact Officer(s): Sarah Murphy-Brookman

<p><b>Senior Pay Proposals</b> To consider pay proposals for tiers 1 to 3. <i>Item amended 11.07.2019</i></p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Councillor Martin Tett</p> <p>Contact Officer(s): Sarah Murphy-Brookman</p>
<p><b>Harmonisation of Council Tax Reduction Schemes</b> To consider a harmonised Council Tax Reduction Scheme for Buckinghamshire. <i>Item added 24.06.2019.</i></p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Contact Officer(s): Richard Ambrose</p>
<p><b>Harmonisation of Council Tax Discounts and Premiums</b> Consideration of harmonised levels of Council Tax Discounts and Premiums throughout Buckinghamshire. <i>Item added 24.06.2019.</i></p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Contact Officer(s): Richard Ambrose</p>
<p><b>Discretionary Rate Relief Policy</b> Consideration of a new policy for the granting of Discretionary Rate Relief across Buckinghamshire. <i>Item added 24.06.2019.</i></p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Contact Officer(s): Richard Ambrose</p>

**TUESDAY 20 AUGUST 2019**

<p><b>Accommodation Strategy</b> To consider the strategy for office accommodation.</p>	<p>Y</p>	<p>Shadow Executive</p>	<p>Fully exempt (para 3)</p>	<p>Lead Member/ Officer(s): John MacMillan Sarah Ashmead</p> <p>Contact Officer(s): John Reed</p>
<p><b>Council Tax Equalisation</b> To consider the proposals for harmonising Council Tax. <i>Item amended 15.07.2019.</i></p>	<p>Y</p>	<p>Shadow Executive</p>		<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Richard Ambrose</p>
<p><b>Member Allowances and Independent Remuneration Panel (IRP) appointment process</b> To consider the proposed process including recommendation on the appointment of an Independent Remuneration Panel.</p>	<p>Y</p>	<p>Shadow Executive</p>		<p>Lead Member/ Officer(s): Cath Whitehead</p> <p>Contact Officer(s): Mat Bloxham</p>



<p><b>Spending Protocol</b> Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p>	Y	Shadow Executive	Fully exempt	<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p><b>Programme Update</b> Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	N	Shadow Executive		<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>
<b>TUESDAY 10 SEPTEMBER 2019</b>				
<p><b>Chiltern Lifestyle Centre</b> Details of proposal for new Lifestyle Centre in Chiltern.</p>	Y	Shadow Executive	Part exempt (para 3)	<p>Lead Member/ Officer(s): Bob Smith</p> <p>Contact Officer(s): Martin Holt</p>
<p><b>Civic and Ceremonial Proposals</b> Proposal for civic arrangements for the Buckinghamshire Council.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Catherine Whitehead</p> <p>Contact Officer(s): Catherine Whitehead</p>

<b>Independent Person Appointment Process</b>	Y	Shadow Executive		Lead Member/ Officer(s): Catherine Whitehead  Contact Officer(s): Catherine Whitehead
<b>Local Access Points</b> To consider the proposal on how local access will be delivered.	Y	Shadow Executive		Lead Member/ Officer(s): Contact Officer(s): Sara Turnbull
<b>Spending Protocol</b> Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.	Y	Shadow Executive	Fully exempt (para 3)	Lead Member/ Officer(s): Richard Ambrose  Contact Officer(s): Richard Ambrose
<b>Programme Update</b> Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.	N	Shadow Executive		Lead Member/ Officer(s): Rachael Shimmin  Contact Officer(s): Roger Goodes

**TUESDAY 1 OCTOBER 2019**

<p><b>Main Payscale, Reward, Terms and Conditions</b> To consider a report on payscale, reward, terms and conditions</p>	<p>Y</p>	<p>Shadow Executive</p>		<p>Lead Member/ Officer(s): Councillor Martin Tett</p> <p>Contact Officer(s): Sarah Murphy-Brookman</p>
<p><b>Taxi Licensing</b> To consider taxi licensing arrangements for Buckinghamshire Council.</p>	<p>Y</p>	<p>Shadow Executive</p>		<p>Lead Member/ Officer(s): Contact Officer(s): Steve Bambrick Gill Quinton</p>
<p><b>Delivering a Development Management Service in the New Authority</b> To consider proposals for delivering a development management service in the new authority.</p>	<p>Y</p>	<p>Shadow Executive</p>		<p>Lead Member/ Officer(s): Contact Officer(s): Neil Gibson</p>
<p><b>Local Plans - Transition and a new Local Plan for Buckinghamshire</b></p>	<p>Y</p>	<p>Shadow Executive</p>		<p>Lead Member/ Officer(s): Contact Officer(s): Neil Gibson</p>

<b>Consequential Parliamentary Orders</b> Information on additional Orders laid through Parliament.	N	Shadow Executive		Lead Member/ Officer(s): Catherine Whitehead  Contact Officer(s): Catherine Whitehead
<b>Spending Protocol</b> Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.	Y	Shadow Executive	Fully exempt (para 3)	Lead Member/ Officer(s): Richard Ambrose  Contact Officer(s): Richard Ambrose
<b>Programme Update</b> Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.	N	Shadow Executive		Lead Member/ Officer(s): Rachael Shimmin  Contact Officer(s): Roger Goodes
<b>TUESDAY 22 OCTOBER 2019</b>				
<b>Spending Protocol</b> Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.	Y	Shadow Executive	Fully exempt (para 3)	Lead Member/ Officer(s): Richard Ambrose  Contact Officer(s): Richard Ambrose

<p><b>Programme Update</b> Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	N	Shadow Executive		<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>
<b>TUESDAY 12 NOVEMBER</b>				
<p><b>Legal Services for the Buckinghamshire Council</b> To consider arrangements for Legal Services for the Buckinghamshire Council.</p>	Y	Shadow Executive	Part exempt (para 3)	<p>Lead Member/ Officer(s): Catherine Whitehead</p> <p>Contact Officer(s): Catherine Whitehead</p>
<p><b>Community Governance Review</b> Community Governance Review for High Wycombe.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Catherine Whitehead</p> <p>Contact Officer(s): Catherine Whitehead</p>
<p><b>Localism Strategy</b> To consider the proposal for the Localism Strategy for the Buckinghamshire Council.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Contact Officer(s): Sara Turnbull</p>

<p><b>Spending Protocol</b> Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p>	Y	Shadow Executive	Fully exempt (para 3)	<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p><b>Programme Update</b> Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	N	Shadow Executive		<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>
<b>TUESDAY 3 DECEMBER 2019</b>				
<p><b>Spending Protocol</b> Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p>	Y	Shadow Executive	Fully exempt (para 3)	<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p><b>Programme Update</b> Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	N	Shadow Executive		<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>

**TUESDAY 7 JANUARY 2020**

<p><b>Draft Budget 2020/ 2021</b> To consider the draft budget 2020/2021 for the Buckinghamshire Council.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p><b>Spending Protocol</b> Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p>	Y	Shadow Executive	Fully exempt (papa 3)	<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p><b>Programme Update</b> Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	N			<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>

**TUESDAY 28 JANUARY 2020**

<p><b>Spending Protocol</b> Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p>	<p align="center">Y</p>	<p align="center">Shadow Executive</p>	<p align="center">Fully exempt (para 3)</p>	<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
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**TUESDAY 18 FEBRUARY 2020**

<p><b>Spending Protocol</b> Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p>	<p align="center">Y</p>	<p align="center">Shadow Executive</p>	<p align="center">Fully exempt (para 3)</p>	<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p><b>Programme Update</b> Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	<p align="center">N</p>			<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>



**TUESDAY 10 MARCH 2020**

<p><b>Spending Protocol</b> Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p>	Y	Shadow Executive	Fully exempt (para 3)	<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p><b>Programme Update</b> Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	N			<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>

The Shadow Authority Constitution defines a 'key' decision as any decision taken in relation to a function that is the responsibility of the Shadow Executive and which is likely to:-

- (a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having regard to the relevant local authority's budget for the service or function to which the decision relates; or

- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant local authority.”

In determining the meaning of “significant” for these purposes the Shadow Authority will have regard to any guidance for the time being issued by the Secretary of State in accordance with section 9Q of the Local Government Act 2000 Act and the value of any decision under consideration (e.g. £1 million or above could be regarded as significant but this has to be considered in the context of the particular decision).

As a matter of good practice, this notice may also includes other items, in addition to key decisions, that are to be considered by the Shadow Executive.

Each item considered will have a report; appendices will be included (as appropriate). Regulation 9(1g) allows that other documents relevant to the item may be submitted to the decision-maker. Subject to prohibition or restriction on their disclosure, this information will be published on the website usually 5 working-days before the date of the meeting. Paper copies may be requested using the contact details below.

\*The public can be excluded for an item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act 1972. The relevant paragraph numbers and descriptions are as follows:

Paragraph 1	Information relating to any individual
Paragraph 2	Information which is likely to reveal the identity of an individual
Paragraph 3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Paragraph 4	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority
Paragraph 5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
Paragraph 6	Information which reveals that the authority proposes: (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment
Paragraph 7	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

Part II of Schedule 12A of the Local Government Act 1972 requires that information falling into paragraphs 1 - 7 above is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Nothing in the Regulations authorises or requires a local authority to disclose to the public or make available for public inspection any document or part of a document if, in the opinion of the proper officer, that document or part of a

document contains or may contain confidential information. Should you wish to make any representations in relation to any of the items being considered in private, you can do so – in writing – using the contact details below.

Democratic Services, Programme Management Office, Buckinghamshire County Council, Walton Street, Aylesbury, HP20 1UA  
| 01296 674691 | [demservices-shadow@buckscc.gov.uk](mailto:demservices-shadow@buckscc.gov.uk)

