

SHADOW EXECUTIVE

Date: Tuesday 10th September 2019
Time: 10.00 am
Venue: 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

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AGENDA

1. Apologies
2. Minutes (Pages 1 - 6)
To approve as a correct record the Minutes of the meeting held on 20 August 2019.
3. Declarations of interest
4. Question Time
5. Forward Plan (28 Day Notice) (Pages 7 - 24)
6. Shadow Executive Portfolio Holders (*Item deferred*)
7. Pay Policy Statement (Pages 25 - 30)
8. Bucks Growth Board (Pages 31 - 40)
9. Appointments to the Independent Remuneration Panel to set a scheme of members' allowances for Buckinghamshire Council (Pages 41 - 44)

10. Gerrards Cross Car Park (see Supplementary Agenda 1)
11. Programme Highlight Report (Pages 45 - 48)
12. 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 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)

13. Chiltern Lifestyle Centre (Pages 49 - 106)

Private Appendix: Appointments to the Independent Remuneration Panel to set a Scheme of Members' Allowances for Buckinghamshire Council (107 – 108)

Private Appendix: Gerrards Cross Car Park (see Supplementary Agenda 1)

**MINUTES OF THE
SHADOW EXECUTIVE MEETING**

TUESDAY 20TH AUGUST 2019

Present: Councillor Martin Tett (Chairman)

Councillors B Chapple OBE, A Cranmer, I Darby,
T Green, P Hogan, A Macpherson, D Martin, N Naylor,
W Whyte, G Williams, T Butcher, D Dhillon, B Everitt,
N Glover, D Johncock and L Walsh

Also in Attendance:

Councillor R Stuchbury

Apologies: K Wood, S Bowles, J Chilver, C Harriss, M Shaw and
F Wilson

2 Minutes

The minutes of the 23 July Shadow Executive meeting were agreed subject to an amendment to minute item 15 to note that the decision was endorsed by Members subject to due diligence, as well as clarification on legalities in relation to responsibility for contamination and funding for ongoing revenue costs.

3 Declarations of interest

Councillor W Whyte declared a personal interest in agenda item 6 as the Aylesbury Vale District Council representative on the board of Aylesbury Vale Estates.

4 Question Time

Question 1

The proposed route of the Cambridge, Milton Keynes to Oxford expressway is expected to be published in September. What level of consultation is envisaged following publication of the proposed route, and is this a matter for the respective District Councils as local planning authorities to consider, or the Shadow Authority?

It was advised that the new Secretary of State for Transport would determine the timing and nature of consultation on the Expressway. Further, that Highways England and the Department for Transport had been urged to consult more widely with members of the public and Town and Parish Councils when the consultation was expected to take place in the autumn. It was noted that all the Buckinghamshire Councils would be entitled to consider and respond to the matter individually.

Several questions had been submitted to the Shadow Executive by Councillor R Stuchbury. It was advised the answers to the further questions submitted by Councillor Stuchbury would be received in writing, and would be attached to the minutes of the meeting.

5 28 Day Notice

RESOLVED:

That the 28 Day Notice be noted.

6 Accommodation Strategy

The report sought a view from the Shadow Executive on the proposed approach to the development of a short and longer term office accommodation strategy for the new Buckinghamshire Council to support service delivery and the democratic process both in transition and transformation. It was noted that correspondence from UNISON relating to the proposed approach had been received.

It was felt that the Gateway was a sensible choice for a small corporate headquarters on an interim basis given its central location in the county and the fact that this is a modern building with sufficient car parking for Members and staff.

A concern was raised as to the proposed budget of £700k for the transition accommodation strategy. It was noted that the budget was the maximum amount expected to be required, and was to ensure that the building was fit for purpose to cater for the needs of 147 Members and staff from vesting day. The Chief Executive was asked to keep this budget under review.

Members felt that the approach for the majority of members of staff to remain in their existing offices in the interim was a sensible approach. It was suggested that, although Aylesbury was the geographical centre of the county, the largest population was further south and that a venue further south of the county might be more suitable. It was noted that, at present, Aylesbury was the closest town to their homes for the majority of members of staff working for the 5 Bucks Councils. Furthermore, it was clarified that this strategy only referred to office accommodation, and was not about access to Council services by members of the public. A further paper on council access points was under development, and this would include the arrangements by which members of the public will be able to call into see the Council at different locations across Buckinghamshire.

It was questioned as to whether external consultants or in house specialist knowledge would be used to support the development of the longer term accommodation strategy, and it was noted that the Council would seek to minimise the use of external consultants where possible.

It was advised that there was space available at the Gateway for a small corporate headquarters, and that the potential lost rental income for the space proposed to accommodate the headquarters at the Gateway would need to be taken into account in developing the budget for the new Council.

RESOLVED:

- 1. to agree that the new Unitary Council will have a countywide footprint for both Members and Staff, and that the emerging policy will enable the flexibility to work in any of the new council's offices across the county.**

2. to agree to a two phase office accommodation strategy as set out in the report to include:

a) a first phase to take the necessary steps to implement the proposed small Unitary Headquarters at the Gateway, Aylesbury, on an interim basis.

b) a second phase to take the necessary steps to enable the transformation work for the office accommodation strategy post vesting day.

3. to delegate authority to the Shadow Interim S151 Officer to make necessary appointments of consultants and contractors to facilitate the work to progress the strategy and implementation, provided that costs fall within the budget envelope set out in the report.

7 Exclusion of the public

RESOLVED:

that under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following 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 Act.

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

8 **Waste Collection Contract Procurement for Chiltern, South Bucks and Wycombe**

The Confidential report was discussed in private session and it was agreed that officers would produce a confidential paper for use by the Chief Executive of Chiltern Council and the Interim Head of Paid Service of Wycombe District Council for inclusion into the Cabinet reports which will be considered by the District Councils as Confidential Items on 27 August.

It was then **RESOLVED:**

That the Leader of the Buckinghamshire Shadow Executive shall write in confidence to the Leaders of Aylesbury Vale, Wycombe, South Bucks and Chiltern District Councils to summarise the Shadow Executive's views and decision on the current waste procurement process.

Members then discussed future steps which may be taken and it was

RESOLVED:

That the Chief Executive for the Shadow Authority be authorised to take any further steps as appropriate to implement the decision of the Shadow Executive in relation to the waste procurement process.

End of meeting: 12.21 pm

Questions received from Councillor R Stuchbury – 20 August 2019

Question 1

The proposed route of the Cambridge, Milton Keynes to Oxford expressway is expected to be published in September. What level of consultation is envisaged following publication of the proposed route, and is this a matter for the respective District Councils as local planning authorities to consider, or the Shadow Authority?

Answer

It will be for the new Secretary of State for Transport to determine the timing and nature of consultation on the Expressway. The next stage would normally be to undertake a non-statutory public consultation exercise seeking views on a range of route options within the Government's preferred corridor. Should this go ahead it is now more likely to be in late Autumn not September. All the Buckinghamshire Councils will be entitled to consider this matter individually, although it does make sense for the Shadow Executive to broker a collective view from all Councils if possible.

Question 2

The government intends to place in its growth plans roughly 100,000 new properties in Buckinghamshire. With this in mind, as well as the plans for the expressway, what strategic planning can be undertaken by the Shadow Authority?

Answer

We are not aware that it is Government policy to place more homes in Buckinghamshire than those already being planned in the three Local Plans in various stages of preparation across the County. The new Unitary Plan for Buckinghamshire has to be agreed within 5 years of vesting day and will provide the strategic plan for the County. The Shadow Executive's priority is to support the completion of the Vale of Aylesbury and Wycombe Local Plans, and to progress the joint Chiltern & South Buckinghamshire Local Plan as far as possible, before vesting day. Time and resource permitting, the Shadow Authority may start evidence gathering to assist in unitary plan preparation post-vesting day.

Question 3

Will the Shadow Authority have the ability to meet to form a view on the proposed route for the expressway and the government's growth plans for Buckinghamshire, or are these matters for the respective local planning authorities?

Answer

This is currently a matter for each of the individual Buckinghamshire Councils to make comments on and elected Members should make their view known to their individual authorities.

Question 4

The draft accounts for 2018/19 show that the five councils had total useable reserves of £300M, of which half were held by BCC. What do we expect useable reserves to be at the start of 2020/21 within the new Buckinghamshire Council?

Answer

The consolidated reserves position is currently being reviewed, including the currently agreed use of reserves by the 5 councils.

Any final use of reserves will be considered as part of the budget process and the overall position will not, therefore, be able to be confirmed until then.

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Report For:	BUCKINGHAMSHIRE SHADOW EXECUTIVE
Meeting Date:	10 September 2019

SUMMARY

Title of Report:	28 DAY NOTICE
Responsible Officer:	Catherine Whitehead
Officer Contact: Direct Dial: Email:	Charlie Griffin 01296 674691 c-cgriffin@buckscc.gov.uk
Recommendation:	The Shadow Executive is asked to note the 28 Day Notice of executive decisions to be taken.

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)
TUESDAY 10 SEPTEMBER 2019				
Chiltern Lifestyle Centre Details of proposal for new Lifestyle Centre in Chiltern.	Y	Shadow Executive	Fully exempt (para 3)	Lead Member/ Officer(s): Steve Bambrick Contact Officer(s): Martin Holt

<p>Gerrards Cross Car Park Development To note the business case for Gerrards Cross car park development.</p>	Y	Shadow Executive	Part exempt (para 3)	<p>Lead Member/ Officer(s): Steve Bambrick</p> <p>Contact Officer(s): Chris Marchant</p>
<p>Member Allowances and Independent Remuneration Panel (IRP) appointment process To consider the proposed process including recommendation on the appointment of an Independent Remuneration Panel.</p>	Y	Shadow Executive	Part exempt (paras 1 + 3)	<p>Lead Member/ Officer(s): Catherine Whitehead</p> <p>Contact Officer(s): Mathew Bloxham</p>
<p>Pay Policy Statement Consideration of the terms and conditions for Tiers 1-3</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Sarah Murphy-Brookman</p> <p>Contact Officer(s): Sarah Murphy-Brookman</p>
<p>Bucks Growth Board To consider and agree the process to establish a Buckinghamshire Growth Board including membership and areas of focus.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Neil Gibson</p> <p>Contact Officer(s): Lisa Michelson</p>

<p>Spending Protocol 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>Member Portfolios Consideration of Member Portfolios and appointing of Shadow Executive Portfolio Holders and Deputy Portfolio Holders</p>	N	Shadow Executive		<p>Lead Member/ Officer(s): Sarah Ashmead</p> <p>Contact Officer(s): Sarah Ashmead</p>
<p>Programme Update 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 17 SEPTEMBER 2019				
<p>Salaries for the Senior Leadership Roles (Tier 3) Consideration of remuneration levels for senior leadership roles. <i>Item added 30 August 2019.</i></p>	Y	Senior Appointments Committee	Fully exempt (para 3)	<p>Lead Member/ Officer(s): Sarah Murphy-Brookman</p> <p>Contact Officer(s): Sarah Murphy-Brookman</p>

TUESDAY 1 OCTOBER 2019

<p>Wycombe District Green Space Maintenance Review of the arrangements for maintenance of green spaces in the Wycombe District area.</p>	<p>Y</p>	<p>Shadow Executive</p>	<p>Fully exempt (para 3)</p>	<p>Lead Member/ Officer(s): Nigel Dicker</p> <p>Contact Officer(s): Nigel Dicker</p>
<p>Council Tax Equalisation To consider the proposals for harmonising Council Tax. <i>Item amended 27.08.19.</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>Council Access Points To consider the proposal on how local access will be delivered.</p>	<p>Y</p>	<p>Shadow Executive</p>		<p>Lead Member/ Officer(s): Sara Turnbull</p> <p>Contact Officer(s): Sara Turnbull</p>
<p>Interim Civil Contingencies Policy Consideration of the policy. <i>Item amended 02.09.2019.</i></p>	<p>Y</p>	<p>Shadow Executive</p>		<p>Lead Member/ Officer(s): Ben Coakley</p> <p>Contact Officer(s): Ben Coakley</p>

<p>Spending Protocol 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>Programme Update 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 22 OCTOBER 2019				
<p>Wycombe Regeneration Strategy and Outline Business Case for Eastern Quarter Draft Regeneration Strategy looking forward to 2050 for High Wycombe, Marlow and Princes Risborough.</p>	Y	Shadow Executive	Part exempt (para 3)	<p>Lead Member/ Officer(s): Peter Wright</p> <p>Contact Officer(s): Peter Wright</p>

<p>Main Payscale, Reward, Terms and Conditions To consider a report on payscale, reward, terms and conditions</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Sarah Murphy-Brookman</p> <p>Contact Officer(s): Sarah Murphy-Brookman</p>
<p>Branding Consideration of branding proposals for Buckinghamshire Council.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Emma Denley</p> <p>Contact Officer(s): Emma Denley</p>
<p>Devolution Offer and Launch Approach To consider approaches to devolution of assets and services, and launch events.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Sara Turnbull</p> <p>Contact Officer(s): Sara Turnbull</p>
<p>Spending Protocol 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>

Programme Update 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 12 NOVEMBER				
Legal Services for the Buckinghamshire Council To consider arrangements for Legal Services for the Buckinghamshire Council.	Y	Shadow Executive	Part exempt	Lead Member/ Officer(s): Catherine Whitehead Contact Officer(s): Catherine Whitehead
Council Tax Reduction Scheme Approval of the scheme for Buckinghamshire Council	Y	Shadow Executive		Lead Member/ Officer(s): Richard Ambrose Contact Officer(s): Richard Ambrose
Corporate Plan for Buckinghamshire Council To consider a Strategic Plan for Buckinghamshire Council.	Y	Shadow Executive		Lead Member/ Officer(s): Sarah Ashmead Contact Officer(s): Sarah Ashmead

<p>Delivering a Development Management Service in the New Authority To consider proposals for delivering a development management service in the new authority.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Neil Gibson</p> <p>Contact Officer(s): Neil Gibson</p>
<p>Local Plans - Transition and a new Local Plan for Buckinghamshire To consider local plans for transition and a new local plan for Buckinghamshire Council.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Neil Gibson</p> <p>Contact Officer(s): Neil Gibson</p>
<p>Spending Protocol 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>Programme Update 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 3 DECEMBER 2019

<p>Organisational Development Strategy Consideration of the OD Strategy</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Sarah Murphy-Brookman</p> <p>Contact Officer(s): Sarah Murphy-Brookman</p>
<p>ICT, Digital and Information Strategy To consider an ICT, Digital and Information Strategy for Buckinghamshire Council.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Sarah Ashmead</p> <p>Contact Officer(s): Sarah Ashmead</p>
<p>Town and Parish Charter To consider the proposed charter and associated support required for delivery</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Sara Turnbull</p> <p>Contact Officer(s): Sara Turnbull</p>
<p>Keeping it Local - Community Boards To consider consultation feedback on community board options and proposals and to make a decision on their possible establishment.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Sara Turnbull</p> <p>Contact Officer(s): Sara Turnbull</p>

<p>Spending Protocol 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>Programme Update 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>Draft Budget 2020/ 2021 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>Civic and Ceremonial Proposals To consider proposals for civic arrangements for the Buckinghamshire Council.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Catherine Whitehead</p> <p>Contact Officer(s): Emma Denley</p>

Community Governance Review Community Governance Review for High Wycombe.	Y	Shadow Executive		Lead Member/ Officer(s): Catherine Whitehead Contact Officer(s): Catherine Whitehead
Spending Protocol 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	Lead Member/ Officer(s): Richard Ambrose Contact Officer(s): Richard Ambrose
Programme Update 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 28 JANUARY 2020				
Members Allowances Consideration of Members Allowances	Y	Shadow Executive		Lead Member/ Officer(s): Catherine Whitehead Contact Officer(s): Mathew Bloxham

<p>Spending Protocol 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>
TUESDAY 18 FEBRUARY 2020				
<p>Draft Budget 2020/ 2021 Consideration of the final draft budget 2020/ 2021 for recommendation to the Shadow Authority.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p>Union Facilities Time Agreement Consideration of the proposal on the granting of Trade Union paid Facility Time for the new Council</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Sarah Murphy-Brookman</p> <p>Contact Officer(s): Anne Nichols</p>
<p>Spending Protocol 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>

TUESDAY 10 MARCH 2020

<p>Spending Protocol 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): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>
<p>Programme Update 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>

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

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Report for:	BUCKINGHAMSHIRE SHADOW EXECUTIVE
Meeting Date:	10 September 2019

Title of Report:	Senior Leadership Pay Statement – September 2019
Responsible Officer or Relevant Member:	Sarah Murphy-Brookman, Director HR&OD, Buckinghamshire County Council
Officer Contact:	e-mail: smbrookman@buckscc.gov.uk Tel: 01296387931
Recommendations:	<p>Shadow Executive are recommended to:</p> <p>(i) Endorse the senior leadership pay statement (Annex 1)</p> <p>(ii) In accordance with the pay statement, to delegate powers for agreeing salaries of or greater than £100,000 to the Senior Appointments Committee</p> <p>(iii) Note personnel matters covered by delegated authority</p>
Corporate Implications:	<p><u>Resourcing requirements</u> There are no additional financial resourcing requirements as a consequence of this report</p> <p><u>Legal implications</u> As outlined in the report</p>
Options: (If any)	The Shadow Council could choose not to publish a senior leadership pay statement at this point. However, this would not give total transparency on senior management pay.
Reason: (Executive only)	To give clarity and total transparency on the senior management pay and delegated personnel matters.

1. Purpose of Report

1.1 The Shadow Executive is asked to:

- (i) Endorse the senior leadership pay statement (Annex 1)

- (ii) In accordance with the pay statement, to delegate powers for agreeing salaries of or greater than £100,000 to the Senior Appointments Committee
- (iii) Note personnel matters covered by delegated authority

2. Background

- 2.1 In accordance with Section 38(1) of the Localism Act 2011, Buckinghamshire Council will be required to publish its pay policy statement by 31 March 2021.
- 2.2 As appointments for Tiers 1-3 are being made before vesting day, a senior leadership pay statement (Annex 1) has been developed to ensure clarity and transparency around leadership pay for new appointments to the new council.
- 2.3 Pay and terms and conditions of employment for other grades in the new structure are yet to be consulted on and agreed.
- 2.4 The senior leadership pay statement – September 2019 covers the following roles at Buckinghamshire Council:
 - I. Chief Executive (Head of Paid Service); (Tier 1)
 - II. Corporate Directors; (Tier 2)
 - III. Service Directors. (Tier 3)

3. Senior Leadership Pay Statement Content

- 3.1 At its meeting of 23 July 2019, Shadow Executive agreed the leadership pay structure and terms and conditions of employment for Tiers 2 and 3. At this meeting, the Shadow Executive also agreed the Tier 2 and 3 Resourcing and Chief Office Designation. The pay statement brings together key elements of these two papers into a statement.
- 3.2 The pay statement outlines the approach to agreeing new appointments and the remuneration packages of the senior leadership team. This responsibility can be delegated, with the exception of the Chief Executive Officer to the Senior Appointments Committee or their delegated sub-committee.
- 3.3 It is also proposed in the statement, that this Committee will have delegated responsibility for approving remuneration packages and severance payments in excess of £100,000.
- 3.4 In addition, and as required, the pay statement outlines:
 - i. The Pay Framework
 - ii. Detail on charges, fees or allowances, for this group of employees (none payable)
 - iii. The approach to severance payments (as determined by the Council's redundancy policy)

- iv. The approach to the publication of the statement.

4. Personnel matters covered by delegated authority

- 4.1 Section F Paragraph 3.1 of the Shadow Constitution - *Responsibility for Human Resources Matters* - sets out the Shadow Executive's responsibilities with regard to corporate personnel policies. This is delegated to the Head of Paid Service, as set out in Section 4 of the Local Government Housing Act 1989. The Shadow Constitution also recognises that these powers are derived directly from statute and which is provided for at Paragraph 10.1 'Powers of Officers'.
- 4.2 The Head of Paid Service will prepare a report for the Shadow Executive about personnel matters as relevant. The purpose of reporting these matters to members will be so that they are informed as to the decisions that the Head of Paid Service has made.

5. Monitoring Officer and S.151 Officer Designation and Appointments

- 5.1 The pay statement sets out that the statutory functions are designated to the roles of Monitoring Officer and S151 Officer. The function of Monitoring Officer is designated to the either the roles of Deputy Chief Officer or the role of Service Director – Legal and Democratic Services and the function of S151 Officer is designated to the role of Corporate Director Resources or the role of Service Director Finance – Corporate.
- 5.2 These Statutory Officers and Director of Public Health will be Member appointments made by the Senior Appointments Committee.

6. Offers of Appointment

- 6.1 Formal offers of appointment to Chief Officer roles will only be made after the call-in period has lapsed.

7. Next Steps

- 7.1 If agreed, the pay statement will be published and applied for senior appointments to the new council.

Background Papers	Previous Shadow Executive papers: https://shadow-buckinghamshire.moderngov.co.uk/documents/b359/Supplementary%20Agenda%201%2023rd-Jul-2019%2010.00%20Shadow%20Executive.pdf?T=9
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Buckinghamshire Council Shadow Authority - Senior Leadership Pay Statement September 2019

1. Purpose

In accordance with Section 38(1) of the Localism Act 2011, Buckinghamshire Council will be required to produce and publish a Pay Policy Statement by 31 March 2021. In advance of that, this pay statement outlines the principles that will be applied to determining pay for senior leadership roles that are newly appointed to, for Buckinghamshire Council.

2. Introduction

2.1. This pay statement sets out the Shadow Authority's principles relating to determining the pay of the newly appointed Senior Leadership Team for Buckinghamshire Council, comprising; Chief Officers, including Non-Statutory Officers and their direct reports (Service Directors) for the year 2019-20. All other existing Chief Officers will TUPE transfer to Buckinghamshire Council on their existing pay and terms and conditions of employment.

3. Scope of Pay Statement

3.1 The pay statement covers the following roles for the Shadow Authority:

- IV. Chief Executive (Head of Paid Service);
- V. Corporate Directors;
- VI. Service Directors.

3.2. The terms of the employees referred to in paragraph 2.1 are all set by the Shadow Authority via individual agreements. They are not covered by any nationally determined collective agreements.

3.3 The pay statement does not cover those employed in schools.

4. Definitions

4.1. "Chief Officer" refers to the following roles within the Shadow Authority:

Table 1 Chief Officers

Definition under the Localism Act 2011	Post Held at Buckinghamshire Council Shadow Authority
The Head of Paid Service	Chief Executive Officer
The Monitoring Officer	The responsibility will be held either by the Deputy Chief Executive or the Service Director – Legal & Democratic Services
Section 151 Officer	The responsibility will be held either by the Corporate Director Resources or the Service Director Finance – Corporate

Statutory Chief Officers	Corporate Director (Children's Services) Corporate Director (Adult Services, Health and Culture) Director of Public Health
Non-Statutory Officers	Corporate Director (Planning Growth and Sustainability) Corporate Director (Communities) Corporate Director (Resources) Deputy Chief Executive

5. Remuneration levels

5.1 The Shadow Executive may delegate responsibility for new appointments and remuneration packages of the senior leadership team; with the exception of the Chief Executive Officer; to the Senior Appointments Committee (Para 7.1.b of Shadow Constitution) or their delegated sub-committee. The committee approves remuneration packages in excess of £100,000 (to include salary, bonus, fees allowances and benefits in kind) offered in respect of a new appointment; and for severance payments in excess of £100,000.

5.2. The approach is that remuneration at all levels needs to be adequate to secure and retain high-quality employees dedicated to fulfilling the council's business objectives and delivering services to the public. This has to be balanced by ensuring remuneration is not, nor is seen to be, unnecessarily excessive.

5.3 It is essential for good governance that decisions on pay and reward packages for Chief Executive and Chief Officers are made in an open and accountable way and that there is a verified and accountable process for recommending the levels of top salaries.

5.4 The Chief Executive of Buckinghamshire Council has been appointed at a salary of £210,000.

6. Pay Framework

6.1 Pay is determined by recognising what people do – their jobs and responsibilities – and paying them accordingly using HAY job evaluation. Job evaluation is a consistent process used for determining the relative worth of jobs. Whilst the process is not a science, it is based on the systematic analysis of the different factors found within all jobs. This followed a national requirement for all Local Authorities and other public sector employers to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer.

6.2 The Senior Leadership Team comprising of, Chief Officers, other Corporate Directors and Service Directors are paid on a Leadership Pay Broad Band and are appointed on a personal contract with a spot salary with the opportunity for a discretionary additional annual non-consolidated performance payment to those who have 'exceeded' expectations for their role. Each role will have pay set individually based on the following components:

- The size of the job as determined by Job Evaluation
- The benchmark data for the market and sector rate for the post
- The assessed quality of the applicant including skills and experience balanced against candidate expectations
- Scarcity of the required skills

6.3 Senior Leadership pay will be reviewed annually by the Shadow Authority's Senior Appointments Committee (or its successor Committee) and there is no guarantee of a pay uplift or performance payment.

7. Charges, fees or allowances

7.1. No specific fees or allowances are made to Chief Officers or others in the Leadership team. The Shadow Authority through the predecessor Councils offers childcare vouchers, annual leave purchase and bicycle purchase through salary sacrifice schemes. The Council has negotiated various discounts with local suppliers, including gym memberships and local restaurants, which are available to all employees through the schools website and intranet. The Council reimburses mileage and travel expenses.

8.0 Severance Payments

8.1 In the event that a Chief Officer ceases to hold office and is eligible for a severance or redundancy payment, such payment is determined in accordance with the Shadow Authority's redundancy policy and procedure or any protection rights accrued from a predecessor Council in Buckinghamshire. In exceptional circumstances and in the best interest of the Council a termination payment may be made to an employee. Any such payment requires signed approval by the appropriate Corporate Director, the Section 151 Officer, the Monitoring Officer, and referred to the Shadow Executive for approval. Severance Payments will be subject to "Public Sector Exit Payment Regulations" when they come into effect.

8.2 If the Council employs a Chief Officer already in receipt of a Local Government Pension Scheme pension, the Council will apply the normal pension abatement rules.

8.3 If the Council re-employs any employee, including Chief Officers and senior managers, in receipt of a severance or redundancy payment from the Council within five weeks of termination of prior employment, re-employment is subject to repayment of the severance or redundancy payment. Anyone returning to the Council or any other public sector body within 12 months will be subject to the 'Public Sector Exit Payment Regulations' when they come into effect

9.0. Transparency

9.1 The pay statement and any amendments will be published on the Councils' websites.

Report for:	BUCKINGHAMSHIRE SHADOW EXECUTIVE
Meeting Date:	10th September 2019

Title of Report:	Establishment of a Buckinghamshire Growth Board
Responsible Officer or Relevant Member:	Neil Gibson & Steve Bambrick, HG&E Co-Chairs
Officer Contact:	negibson@buckscc.gov.uk steve.bambrick@chiltenandsouthbucks.gov.uk
Recommendations:	<p>That the Shadow Executive consider the following recommendations:</p> <ul style="list-style-type: none"> • Endorse the creation of a new Buckinghamshire Growth Board with the indicative purpose, functions and governance as outlined in the report to go live following the May 2020 elections. • Endorse the establishment of a Shadow Growth Board as proposed in the report to undertake the development work needed to establish the formal Growth Board and to engage with MHCLG about Bucks potential contribution to the Arc CSR 2020 • Note that MHCLG anticipate the Buckinghamshire District Councils joining the Bucks Growth Board do not remain members of the Central Growth Board, requiring the District Councils to formally withdraw from the Central Growth Board as soon as possible. • Note that MHCLG anticipate that Buckinghamshire LEP will be the LEP member of the Bucks Growth Board and SEMLEP the LEP member of the Central Growth Board.
Corporate Implications:	<p>It is not proposed at this transition stage that the Growth Board would have any formal decision making powers – those would remain with the constituent organisations. It would in fact be an informal partnership developing a shared understanding of the future direction and integrated priorities for Buckinghamshire.</p> <p>Initial advice, however, has been sought from the Shadow Authority Monitoring Officer on the legal framework within which any future formal Growth Board would operate. This will guide the permanent formal governance arrangements for the Growth Board as part of the new Buckinghamshire Council.</p> <p>Growth Boards are established under general powers (s1 localism act) but that they are nevertheless subject to the provisions relating to local authority governance (as set out in section 2). This means that any exercise of Executive functions will be subject to the usual rules and any decisions made by the</p>

	<p>Executive Leader subject to Executive rules.</p> <p>There is no need for a formal growth board in an area where there is only one Council, unlike areas where a Growth Board is a formal joint committee to enable Councils to make decisions jointly. In Buckinghamshire the Growth Board can be an informal partnership where the Council makes decisions in consultation with others. This partnership may be called a board but the governance is not that of a decision-making body.</p> <p>There are a number of advantages to this approach. The Leader can exercise all executive functions at a meeting of the board or can choose to make decisions after a meeting having consulted the board. This would enable the membership to be as described without formal voting and will limit formal governance to compliance with the new Council's rules relating to individual member decisions of the Executive Leader.</p>
Options:	<p>With the emergence, and recent increasing profile of a number of significant strategic national conversations involving Buckinghamshire, there is an established need for the public bodies within the County to come together under a clear vision for the future supported by effective delivery framework governance. This need has been brought into clearer focus more recently in discussions with the Ministry for Housing Communities & Local Government (MHCLG) regarding the formation of 'sub-regional growth boards' and associated 'growth packages' to "drive forwards our shared ambitions for the wider Oxford-Cambridge Arc". (Appendix A)</p> <p>A Buckinghamshire Growth Board will ensure the right platform, on Buckinghamshire geography, to align the relevant public bodies and the BTVLEP for delivering a holistic and place-shaping approach to growth and development.</p> <p>The establishment of a Buckinghamshire Growth Board is consistent with equivalent blocks in the Arc (Oxfordshire, Cambridgeshire, and the Central Area) and enables a Buckinghamshire discussion with key national and regional partner, including Central Government.</p>
Reason:	<p>A case for this was discussed and supported at a Member meeting in July 2019 and supported by the MHCLG as a key 'block' within the Oxford-Cambridge Arc. Going forward, Central Government will look to the Buckinghamshire Growth Board to engage with in the discussion about growth related matters and also to deliver appropriate expertise and input when considering matters such as the Autumn Comprehensive Spending Review and other Arc development.</p> <p>With the recent change in Prime Minister/Cabinet and emerging new domestic policy agenda, it is even more important that Buckinghamshire has a direct line of conversation with Government officials on such matters.</p>

1. Purpose of Report

To set out the purpose, function and membership of a Buckinghamshire Growth Board.

2. Content of Report

Purpose

The proposed Growth Board, as a partnership, will 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 activities in enabling a single coherent voice on local and national opportunities.

It is not proposed at this transition stage that the Growth Board would have any formal decision making powers – those would remain with the constituent organisations. However, those individual decisions would be significantly influenced by the shared understanding of the future direction and integrated priorities for Buckinghamshire, built through the discussions on these matters by the emerging Growth Board.

The core purpose of the Growth Board when fully established might therefore include:

- To develop a shared vision for growth in the county and deliver this through the actions of the constituent organisations,
- To facilitate and enable collaboration between Buckinghamshire public sector bodies and the Buckinghamshire LEP (BLEP) on economic development, strategic planning, growth, place shaping, and the emerging national environmental agenda,
- To facilitate the delivery of programmes of work that cut across organisational, geographical, and thematic boundaries, and ensure that these programmes are adequately funded,
- To coordinate collective engagement with national, regional, and sub-regional bodies on growth, infrastructure, environmental, and strategic planning matters, e.g. the Oxford to Cambridge Arc, Heathrow, Expressway, and England's Economic Heartland,
- To develop and provide shared ownership of the data and evidence on growth, including the Buckinghamshire Strategic Infrastructure Tool,
- To agree growth bids for the allocation of resources and investment in Buckinghamshire and,
- To ensure that decisions and cross-cutting work across all public sector bodies and the BLEP are aligned to 'good growth' principles and align to Buckinghamshire's values and vision.

Further work would need to be done to determine how the Growth Board will formally relate to the new Buckinghamshire Council and where decision making responsibilities could lie from vesting day.

Functions

To fulfil this purpose it is proposed that the Growth Board when fully established does the following:

- Provides a forum for the identification of priorities, development of co-ordinated investment strategies, strategic economic, and environmental plans,

- Provide a single voice in liaison with Government in respect of growth issues,
- Support bids for and secures the allocation of growth related investment,
- Has a role in prioritising and co-ordinating infrastructure schemes,
- Provides a forum for partnership working and collaboration on strategic spatial planning, economic development, housing, transport, health, environment, education, and general infrastructure issues at regional and sub-regional level,
- Addresses cross border issues, advocating the needs of Buckinghamshire,
- Facilitates the integration of spatial planning, infrastructure, and public services (e.g. education, adult social care, health, emergency services),
- Is involved in the direction of a new Buckinghamshire Local Plan,
- Consider frameworks i.e. strategic spatial planning, transport, economic and health, that Buckinghamshire may be invited to join e.g. related to the Arc,
- Provide comment on wider proposals, consultation, and funding investment decisions from national agencies,
- Work across the public sector (in particular the NHS, Fire and Police) to plan for future service delivery and progress conversations concerning One Public Estate,
- Explore and drive innovative projects, and,
- Engage with utility providers, including water and waste treatment, gas and electricity provision and digital infrastructure.

Membership

The Growth Board's core membership would need to be confirmed through the development of the Board's formal Terms of Reference, which would also cover matters such as any voting rights. Its Terms of Reference and relationship with Buckinghamshire Council will form part of the new Council's constitution as necessary. However an indicative Membership might be:

- Buckinghamshire Council Councillors (number to be determined)
- BLEP Chair and Business Representatives (number to be determined)
- Chief Executive of Buckinghamshire Council
- Chief Executive of Buckinghamshire CCG
- Skills Board Chair
- Education Representative
- Buckinghamshire & MK NEP Chair

The Leader of Buckinghamshire Council would chair the Growth Board.

Potential additional representatives in attendance (in an advisory capacity)

- Homes England
- MHCLG
- Other Government Agencies such as Highways England, Environment Agency
- Chief Constable TVP
- Other Senior Officers from Buckinghamshire Council

Review of the Growth Board governance would take place in line with the establishment of the new Buckinghamshire Council. A proposed target date for agreeing formal governance and Terms of Reference is February 2020, with this governance commencing May 2020 post the new Buckinghamshire Council elections.

Consideration will also need to be given to the resource needed to support the Growth Board from May 2020 and its location within the new Council's structure.

Arrangements during Transition to the new Buckinghamshire Council

In the transition period prior to vesting day for the new Council, a 'shadow growth board' will be needed to progress a number of key deliverables/functions on behalf of the existing Councils and Shadow Executive. These will include:

- Developing proposals alongside Government for potential infrastructure funding and other matters related to the Oxford to Cambridge Arc, in particular engagement related to the forthcoming Comprehensive Spending Review,
- Developing the evidence base and consensus across the Local Authorities on infrastructure funding priorities,
- Establishing a compelling narrative for economic growth, environmental sustainability, and place-shaping in Buckinghamshire,
- Ensuring that Buckinghamshire residents and businesses are appropriately consulted on major growth matters,
- Proposing the permanent formal governance arrangements for the Growth Board as part of the new Buckinghamshire Council.

Given the above delivery requirements for the Shadow Growth Board during the transition period, the Shadow Growth Board membership will reflect the roles needed. This membership at this stage is proposed as:

- Representatives of the Buckinghamshire Council Shadow Executive
- Buckinghamshire Council Chief Executive
- Other CIG Representatives (HGE Co-chairs and/or permanent Corporate Director when appointed)
- BLEP Chief Executive
- Buckinghamshire CCG Chief Executive.

The chair of the Shadow Growth Board will be the Chair of the Shadow Executive.

It may make sense in due course to have MHCLG, Homes England, and other agencies such as Highways England and the Environment Agency, involved too in an advisory capacity during transition. This is a matter the Shadow Growth Board can take a view on once established.

The Shadow Growth Board will be supported in transition by a working group made up of nominated officer representatives from across key infrastructure delivery teams in the Councils, as well as a representative from each of the local planning authorities and the BLEP. It would be led by the HGE Co-Chairs.

3. Consultation

Not Applicable.

4. Next Steps

To initiate the Shadow Growth Board, an inaugural meeting will be scheduled for mid/late September 2019. This would be in a workshop format where the Shadow Growth Board, supported by the officer working group, would develop the formal Growth Board proposal in this paper, steer the direction of the vision and growth strategy for Buckinghamshire, including any submission to MHCLG next Spring linked to CSR 2020.

This will be a facilitated session and will be aligned with other Member and Officer engagement already being planned as part of the development of the Buckinghamshire Council's new corporate plan.

All the Buckinghamshire District Councils are currently formal members of the Ox-Cambs Central Growth Board. In light of the positive steer already given by the Informal Shadow Executive on 9 July to form a Buckinghamshire Growth Board, it will be necessary for them to make arrangements as soon as possible to formally withdraw from the Central Growth Board governance arrangements. It is understood that there may be a 12 month formal notice period to leave the Central Area Growth Board, which must be provided in April each year. However, with the decision to create a unitary council by next April this may be negotiable. It will be for each district authority to determine the mechanism to ratify any decision to leave the Central Area Growth Board and ensure this is managed through the democratic process.

There is also the issue that Aylesbury Vale DC remains a member of SEMLEP and that SEMLEP and BLEP overlap in north Buckinghamshire. The Government's decision in respect of this matter is still awaited and there is no indication when this may be announced. In the meantime AVDC will still continue to be a member of SEMLEP until the end of March 2020, when the authority is dissolved.

Background Papers	None other than Appendix A attached
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Ministry of Housing,
Communities &
Local Government

**Ministry of Housing, Communities & Local
Government**

2 Marsham Street, London, SW1P 4DF

Cllr Barry Wood
Leader
Cherwell District Council

Tel: 07458 004 011
Email: kris.krasnowski@communities.gov.uk

www.gov.uk/mhclg

Date: **2 July 2019**

Dear Barry,

I am writing to update you on our plan to begin discussions with local partners across the Oxford-Cambridge Arc on how we can together realise shared ambitions for growth, prosperity and environmental sustainability over the long-term.

As we discussed at the recent Oxford-Cambridge Arc Leaders' meeting, our immediate priority is to prepare for the forthcoming Spending Review, taking a collaborative and strategic approach with local partners to agree on our shared spending priorities for the next few years.

This will mean central and local government working jointly to support the delivery of the infrastructure needed to boost connectivity and the homes of the right type in the right places to raise affordability, and to improve the environment and sustainability in the Arc over the coming decades.

In some cases, that will mean working at the Arc level including through the existing Chief Executives' and Leaders' groups. In others, it will mean collaborating at a sub-regional levels to ensure we maximise the impact and return on investment of our interventions.

We have talked about working with sub-regional 'growth boards' across the Arc to begin this work. This would build on the structure of conversations with LEPs and on the growth board structures that already exist. We understand from discussions with local partners that the most appropriate agreed or emerging geographies for these conversations would be:

- Oxfordshire Growth Board:
 - Oxfordshire County Council
 - Oxford City Council
 - Cherwell District Council
 - South Oxfordshire District Council
 - Vale of White Horse District Council
 - West Oxfordshire District Council
 - OxLEP

- In Buckinghamshire, we understand that arrangements are still being agreed locally, but, subject to the preferred arrangement locally, we would envisage the conversation with:
 - The shadow authority ahead of the new unitary authority
 - Buckinghamshire County Council
 - Aylesbury Vale District Council
 - Chiltern District Council
 - South Bucks District Council
 - Wycombe District Council
 - Buckinghamshire Thames Valley LEP

- Central Area Growth Board:
 - Bedford Borough Council
 - Central Bedfordshire Council
 - Milton Keynes Council
 - Luton Borough Council
 - Northamptonshire County Council
 - Northampton Borough Council
 - Corby Borough Council
 - Daventry District Council
 - East Northamptonshire District Council
 - Kettering Borough Council
 - South Northamptonshire District Council
 - Borough of Wellingborough Council
 - SEMLEP

- Cambridge and Peterborough Combined Authority and its constituent members:
 - Cambridgeshire County Council
 - Cambridge City Council
 - East Cambridgeshire District Council
 - Fenland District Council
 - Huntingdonshire District Council
 - Peterborough City Council
 - South Cambridgeshire District Council
 - CPCA Business Board

My team and I will be in touch with these groupings over the coming weeks to start initial conversations, at first to decide the scope and priorities for this work, and then to move into more detailed discussions on priorities for packages of support to unlock growth.

I am available on 07458 004 011 or at Kris.krasnowski@communities.gov.uk if you have any questions on this approach or would like to discuss this further, and I look forward to working with you and partners across the Arc to realise our shared ambitions.

I have also sent this letter to Philip Simpkins as chair of the Arc Chief Executives Group.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Kris Krasnowski', written in a cursive style.

Kris Krasnowski
Deputy Director, Oxford-Cambridge Arc Unit

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Report for:	BUCKINGHAMSHIRE SHADOW EXECUTIVE
Meeting Date:	10 September 2019

Title of Report:	Appointments to the Independent Remuneration Panel to set a scheme of members' allowances for Buckinghamshire Council
Responsible Officer or Relevant Member:	Catherine Whitehead
Officer Contact:	Mathew Bloxham, 01494 732143; mathew.bloxham@chilternandsouthbucks.gov.uk
Recommendations:	<p>1. That the following individuals be appointed to the Independent Remuneration Panel (IRP) for Buckinghamshire Council and the Parish Remuneration Panel:</p> <p>a. Hazel Bentall b. Nigel Palmer c. Dr Bill Reid d. Mark Tosh</p> <p>2. That the proposed approach and timetable, as detailed in this report, be noted.</p>
Corporate Implications:	<p>Legal The statutory duties relating to member allowances which the council is obliged to follow are contained in The Local Authorities (Members' Allowances) (England) Regulations 2003. The Council has a duty under the Regulations to have regard to the recommendations made to it by the Panel before making or amending a scheme of allowances. The Council does not have to accept the Panel's recommendations but should give reasons for departing from them. The Council must publish the scheme it approves.</p> <p>Financial The Shadow Authority will agree the final scheme of allowances and associated budget.</p>
Options: (If any)	The Council is legally required to have regard to the recommendations of an IRP before making or amending a scheme of allowances. There is therefore a requirement to appoint an IRP for this purpose.
Reason: (Executive only)	The proposed IRP members are experienced, have knowledge of the roles and responsibilities of Members and have already participated in previous member allowance reviews at other local authorities. Three of the IRP members have already participated in the review of member allowances for the Shadow Authority.

Purpose of Report

1. The purpose of this paper is to propose the arrangements for appointing to the Independent Remuneration Panel for the new Buckinghamshire Council as well as to note the proposed timetable and approach for the process of setting a scheme of allowances for the new Council.

Executive Summary

2. The Local Authorities (Members' Allowances) (England) Regulations 2003 (the Regulations) require a relevant authority to make a scheme providing for the payment of a basic allowance (BA) to each Member of that authority. The BA must be the same for each authority.
3. The mechanism with which Councils consider allowances is by way of appointment of an Independent Remuneration Panel. This Panel considers the level of member allowances to be operated by a Council under the Local Authorities (Members' Allowances (Miscellaneous Provisions) Regulations 2003.
4. Regulation 20(2) requires that an independent remuneration panel shall consist of at least three members none of whom:
 - (a) Is also a member of an authority in respect of which it makes recommendations or is a member of a committee or sub-committee of such an authority; or
 - (b) Is disqualified from being or becoming a member of an authority.

Content of Report

Existing Arrangements

5. Currently all sovereign predecessor Councils operate members' allowances schemes entitling all members to receive a basic allowance in recognition of the community representative role that they undertake. In addition, within the existing schemes, recognition is also given to those members who have special responsibilities attached to the roles they perform within the Council. For example, the role of the Leader and Committee Chairman.
6. The Shadow Authority set a scheme of allowances at its inaugural meeting on 3 June 2019, having had regard to the recommendations of an Independent Remuneration Panel.
7. Each Member of the Panel who met to recommend a scheme for the Shadow Authority, were drawn from existing panels across Buckinghamshire. These were:

Hazel Bentall
Dr Bill Reid
Mark Tosh

The Panel for the Buckinghamshire Council

8. The Panel members each have experience of reviewing allowances for local authorities. This experience would be useful when it comes to setting a scheme for the new Buckinghamshire Council.
9. As noted at point 4, the regulations require that the IRP consists of a minimum of 3 individuals. It is recommended that four individuals be appointed to the IRP for practical reasons for example to ensure that IRP meetings can take place even if one panel member is unable to attend a meeting.
10. Each of the proposed panel members have indicated that they would be willing to participate as a member of the independent remuneration panel for Buckinghamshire Council. Biographical information for the proposed appointments to the IRP is provided in a private appendix.
11. Due to the likely number of IRP meetings required for this review it is recommended that each IRP member receives £200 in recognition of their time involved in conducting this review.

Further considerations

12. The scheme set for the Shadow Authority runs to 31 March 2020. Elections for the 147 seats to the Buckinghamshire Council will be held on 7 May 2020.
13. For an 'interim' period from 1 April 2020 to 11 May 2020 (the fourth day after the election), the 202 current members of the existing councils will continue as members of the Shadow Authority. As the existing councils will no longer exist, their respective members' allowances schemes will cease and allowances may no longer be available, pursuant to the Regulations.
14. Therefore, in addition to making recommendations on a scheme of allowances from 11 May 2020 for councillors elected on 7 May 2020, the Panel will also need to consider what approach should be taken to the provision of allowances during the interim period.
15. Regulation 5 requires any parish councils wishing to pay an allowance to its members to have regard to the recommendations of a parish remuneration panel. It is recommended that the IRP members also be appointed to the parish remuneration panel.
16. It is suggested that questionnaires be sent to all Shadow Members in advance of the meetings, and that representations from Councillors can help to inform the Panel's recommendations. This is the proposed approach to ensure the Panel receive a range of representations to base their recommendations on.

Proposed Timetable for setting a Scheme of Allowances

Date	Activity
10 September 2019	Shadow Executive considers and agrees the IRP appointments.
September/October 2019	Send questionnaire to all Shadow Authority Members and invite representations from the Constitution Member Working Group.
November/December 2019	Hold meetings of the Panel, including where representations from Councillors are received.
January 2020	Draft report and seek agreement from the Panel on recommendations.
27 February 2020	Shadow Authority considers and agrees the Members Allowances Scheme for Buckinghamshire Council.
1 April 2020	Members Allowances Scheme takes effect

Resourcing requirements

18. The work associated with supporting the IRP in making their recommendations for the scheme of allowances for Buckinghamshire Council and parishes is led by the Implementation Team. A range of background information will be supplied to the IRP including:

- The Local Authorities (Members' Allowances) (England) Regulations 2003 (the Regulations).
- Benchmarking allowance data from other similar sized unitary authorities along with electorate figures (e.g. Dorset, BCP and Durham Members' Allowances).
- Information from members informed by the Constitution member working group.
- Current Members' Allowances schemes for Buckinghamshire Councils.
- Budget information.
- Emerging governance structure and anticipated roles of Members.
- Emerging Constitution of Buckinghamshire Council.

Consultation

See paragraph 18.

Next Steps

See timetable in paragraph 18.

Background Papers	None other than those referred to in the report.
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Report for:	BUCKINGHAMSHIRE SHADOW EXECUTIVE
Meeting Date:	10 September 2019

Title of Report:	Buckinghamshire Unitary Council Programme Update
Responsible Officer or Relevant Member:	Roger Goodes Programme Manager rgoodes@buckscc.gov.uk 07747 486750
Officer Contact:	Roger Goodes Programme Manager rgoodes@buckscc.gov.uk 07747 486750
Recommendations:	That the update be noted.
Corporate Implications:	n/a
Options: (If any)	n/a
Reason: (Executive only)	This report provides an update on the progress made with the programme to establish the new unitary council for Buckinghamshire.

Purpose of Report

1. This report provides an update on the progress made with the programme to establish the new unitary council for Buckinghamshire.

Overview

2. Rachael Shimmin has been appointed as the first Chief Executive of Buckinghamshire Council; Rachael is currently the Chief Executive of Buckinghamshire County Council.
3. The Tier 2 recruitment has commenced and is expected to conclude by the middle of October. Tier 3 recruitment is planned to be concluded by Christmas.
4. The Overview & Scrutiny Committee met on the 8th July 2019 and confirmed the chairperson and vice chairperson for the transition year, agreed committee arrangements and a calendar of meetings.

5. The Shadow Executive met on the 9th July 2019 and agreed the Implementation Plan and Budget.
6. A Member Engagement Programme has been established to provide Members with an improved understanding of the baseline of the new Council.
7. A Cross Council debate involving over 50 councillors took place on 25th July discussing key issues and challenges with key partner speakers.
8. There are on-going regular communications, with a particular focus on members, staff, employee representatives, trade unions, town and parish councils and key partners.
9. Member working groups have been established looking at Localism, Branding and Member induction.
10. Principles for a new Constitution paper were reviewed by the Chief Executives Implementation Group and a Constitution Member Group is being established to take this forward.
11. Public consultations commenced week commencing 12th August for Community Boards and Council Tax Reduction (Support).

Shadow Executive

12. At the Shadow Executive meeting on the 9th July 2019 the Executive agreed the Programme Implementation Plan and Budget.
13. At the Shadow Executive meeting on the 23rd July 2019 the Executive agreed Rachael Shimmin be appointed as the first Chief Executive for Buckinghamshire Council.
14. At the same meeting the Executive also agreed to extend the contracts to Town and Parish Councils for the devolution of highways services.
15. At the Shadow Executive meeting on the 20th August 2019 the Executive agreed an interim Accommodation Strategy for the new council.

Overview & Scrutiny

16. The Overview & Scrutiny Committee met on 8th July 2019. At the meeting Councillor Alex Collingwood was voted as chair and Councillor John Gladwin the vice chairperson.
17. The Committee discussed items for the work programme and the schedule for future meetings. This included establishing task and finish groups to look at the Budget and Implementation Plan.

18. A workshop has been arranged with the Centre for Public Scrutiny on 2nd September which is intended to help the Committee develop their work programme.

Programme Boards Update

19. At the Chief Executives Implementation Group on the 24th July the first set of highlight reports for Communities, Housing, Growth & Economy and Resources, along with a composite highlight report for the overall programme were reviewed. These highlighted that good progress is being made and at this time there are no significant issues identified.
20. Since that meeting the PMO has worked with the Programme leads and Boards to develop further the reporting, in particular working to get the right level of detail. The Programme reporting pack now consists of the 3 Board highlight reports, the composite highlight report, the 'must haves' list, critical milestone map, dependencies, programme budget and risks and issues log.
21. The 'must haves' list is the list of what has to be done to ensure the new council is established for 1st April 2020. In total the list currently stands at 169 items and will be managed and used as the basis for reporting progress of the programme going forward. The Implementation Plan has been updated with this list.
22. The Programme Board and strategic risk register continue to be actively managed and overall progress is currently reporting as amber. Actions are in hand to manage the risks. An emerging risk that is being regularly monitored by the Chief Executives Implementation Group is the loss of key staff across the five councils.
23. The programme budget is currently reporting as amber as a number of requirements are still being developed and could result in additional costs that are not currently included within the budget forecast. There is however contingency within the budget to cover any additional costs should they arise. A more detailed budget report will be provided at a future date.

Communications

24. There are on-going regular communications, with a particular focus on members, staff, employee representatives, trade unions, town and parish councils and key partners.
25. The Member engagement programme is now underway which contains a mix of briefings and workshops to provide Members with detailed knowledge on the range of services provided, the budget across the existing councils and the opportunity to get involved and help share key pieces of work like the vision and values for the new Council, its Corporate Plan and the priorities for the

new council. Videos of these sessions are being shared with members as part of the programme to enable those unable to attend to keep informed.

26. A shared online space (intranet) has been launched for staff with work ongoing to develop and roll out to members.
27. A series of 10 joint staff roadshow events took place throughout July across all locations with the next round of staff roadshows planned from 9 September – 4 October.
28. Wider resident engagement and communications has begun focusing on the Community Boards and Council Tax Reduction (Support) public consultations. These consultations engage with residents and key stakeholders including town and parish councils, voluntary groups and partners.

Organisational Structure

29. The Corporate Management Team recruitment (second tier) has commenced and it is anticipated to make appointments to these posts by the end of September. The aim for third tier managers (those people who report to members of the Corporate Management Team) is that they will be appointed no later than mid-December 2019.

External Assurance

30. The first of three reviews has been carried out by our third party critical friend Ameo Professional Services. The findings were generally positive, although some opportunities have been identified that have been taken forward by the Programme Management Office. An action plan has been developed and agreed with the Chief Executives Implementation Group.
31. An audit of the Programme will take place in September by Mazars, an independent external organisation, to provide more programme assurance.

Summary/Conclusions

32. Progress remains strong and with the 'must haves' now identified there is a clearer focus on what is required for the 1st April to create the new council.
33. It is positive that external assurance has identified the programme is in good health and the governance is strong. This is really important with just 204 days to go until 1st April 2020 and still a lot of work to complete before then.

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