Delivering the new
BUCKINGHAMSHIRE COUNCIL

SHADOW EXECUTIVE

Date: Tuesday, 3rd December, 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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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

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 3   Information relating to the financial or business affa
                   any particular person (including the authority holdin
                   information)

    To approve the confidential minutes of the meeting held on 12
    November 2019.

Delivering the new
BUCKINGHAMSHIRE COUNCIL

SHADOW EXECUTIVE

TUESDAY, 12TH NOVEMBER, 2019

Present:	**Councillor Martin Tett in the Chair**
	Councillors S Bowles, J Chilver, A Cranmer, I Darby, T Green, C Harriss, P Hogan, A Macpherson, D Martin, N Naylor, M Shaw, W Whyte, G Williams, F Wilson and D Dhillon
Also in Attendance:	
	Councillor Stuchbury
Apologies:	**B Chapple OBE**

1   Apologies

The Leader advised the Shadow Executive that they were now in Purdah due to the General Election. Mr Tett stated that for the Shadow Authority, it still remained business as usual, which is formal meetings were continuing. However he asked members to ensure that any comments made during discussions related directly to the agenda items and were not seen as, or could be perceived to be, political in nature.

The Leader clarified that D Dhillon was now a formal member of the Shadow Executive deputising for B Chapple. Mr Tett also advised that P Irwin was now an Aylesbury Vale District Council (AVDC) deputy as B Everitt had stood down from the Executive due to being selected as a Parliamentary Candidate.

Apologies had been received from K Woods, with S Broadbent deputising as Vice Chairman.

2   Declarations of interest

There were none.

3   Minutes

RESOLVED: the minutes of the meeting held on 22 October were AGREED as an accurate record and signed by the Chairman.

4   Question Time

The Leader advised that due to Purdah rules it would be inappropriate to respond publically to the two questions received by Councillor Robin Stuchbury. The advice given from the Monitoring Officer was to respond to the questions in written form only and it was agreed that these would be circulated to R Stuchbury and all members of the Shadow Executive by the end of the day.

ACTION: Democratic Services

It was noted that the same approach would be taken at the next meeting on 3 December as Purdah rules would still apply.

5   Forward Plan (28 Day Notice)

Members considered the 28 Day Notice of executive decisions due to be taken. The Leader advised that the forward plan was under regular review and urged residents and members to view the forward plan on the shadow website for the latest version.

It was asked that the forward plan be updated to include the relevant Portfolio Holder for each item.

ACTION: Democratic Services

RESOLVED: The Shadow Executive NOTED the forward plan.

6   Council Tax Reduction Scheme

Members received a report that outlined the Council Tax Reduction Scheme for the new council and consider it to be adopted as the new scheme for Buckinghamshire Council from 1 April 2020.

It was highlighted that the scheme would be a single harmonised scheme, the principles of which were highlighted paragraph 3.3 of the report and feedback from the public consultation were included in Appendix 1 of the report. If approved, the scheme would be adopted by the new council and submitted as part of the budget to the Shadow Authority for agreement.

It was highlighted that the scheme provided support to council tax payers on low income and provided protection for those deemed most vulnerable.

Members highlighted that the number of responses to the consultation seemed to be low at 136, however it was confirmed that this was typical of the type of consultation and there were also others ways of feedback, for example consultation with the Citizen's Advice Bureau.

It was agreed that although the report stated that a communications plan was not required it was highlighted that communications would be sent to those that receive a reduction and that information could be found on the website. It was also highlighted that customer service teams would also be made aware of the changes so that they could deal with incoming queries.

Officers were thanked for the considerable work carried out.

RESOLVED: That the Council Tax Reduction scheme, as proposed at the Shadow Executive on 23 July 2019, be adopted as the new scheme for Buckinghamshire Council commencing 1 April 2020.

7   Main Payscale, Reward, Terms and Conditions

The item was discussed after item 10 in order for both items to be discussed as part of the confidential session.

Members were asked to consider a report that outlined the Pay Scale and Terms and Conditions (T&Cs) for the new Buckinghamshire Council. Detail in the report applied to tiers four and below and did not include the senior leadership team. It was confirmed that there were a number of dependencies requiring the new Pay, T&Cs to be in place – in particular so that the SAP build could commence and also due to the those roles advertised from January onwards would be advertised with Buckinghamshire Council pay and T&Cs where they were expected to have a 1 April start date. The new scheme over the medium term would be cost

neutral and would be compliant with TUPE, employment law and existing contractual terms would be honoured.

Due to the confidential nature of the report a detailed discussion took place in a confidential session.

Once this debate had taken place The Leader confirmed the following resolution had been made.

RESOLVED: The Pay Scale and Terms and Conditions for Buckinghamshire Council were AGREED.

Tribute was paid to all members of staff across all five councils.

8   **Devolution Offer**

Members were asked to consider a report that set out the proposed devolution framework to enable local organisations, particularly town and parish councils, to take on greater local control over the running of
Buckinghamshire Council's services and assets. A decision was required by the Shadow Executive to enable town and parish councils to have clarity on the likely timeline and scope of a devolution programme.

The framework had been developed through extensive engagement with town and parish councils which included workshops being held during the summer. A phased approached to implementation was recommended which would start with place based pilots developing a package of assets and devolution offers. Following these pilots an evaluation would take place and a wider package developed for roll out.

Members were supportive of the report and of the use of pilot areas in phase 1. Members highlighted those smaller parishes would need to understand resource requirements and that this was an offer from the Council and that services would not be pushed onto parish and town councils. It was confirmed that governance controls would be considered on a case by case basis and detailed work on the framework would underpin what success looked like; ensuring benefits for communities whilst also delivering value for money.

Members were happy with the inclusion of unincorporated organisations as they could have the ability to run a particular service successfully and the new council needed to flexible in its approach.

It was highlighted that an initial list of assets would be published in March 2020 as a first step and as part of the place based pilots. Organisations would then be invited to take part in conversations around a wide range of assets in a particular locality. It was also highlighted that while there was a three year phasing plan it was an aspiration that the devolution offer would go beyond three years, but three year costs had been built into the budget initially to imbed the new team. Members highlighted the need to focus on the estimated costs and in particular those relating to legal costs as these were often much higher than initially thought.

Thanks were given to officers that had worked on the consultation and report; the engagement had been widely appreciated across local parishes.

RESOLVED:
   1. **To agree to set up a three year devolution programme with a phased roll out. In phase 1 will include:**
       • **The existing legacy service devolution arrangements in place continuing for highways, and for green space in the Wycombe district area;**

- **Support given to local organisations, including town and parish councils, to take on community assets such as community centres, toilets, memorials; and**
- **Place-based pilots.**

2. **To agree the Service Devolution and Asset Transfer Policy for Buckinghamshire Council as set out in Appendix 1.**

3. **To provide support to organisations to take up the devolution offer through:**
   - **An online toolkit and guidance.**
   - **Dedicated staff to help progress devolution requests.**
   - **Technical and specialist advice in areas such as:**
   - **Health and safety**
   - **Human resources**
   - **Insurance provisions**
   - **Contract management**

To note the implementation next steps are set out in section 4 of this report, including development of a wider service devolution offer for phase 2 & 3 of the programme.

9   <u>Wycombe Regeneration Strategy and Outline Business Case for Eastern Quarter</u>

Members were asked to consider a report that set out the draft Regeneration Strategy for High Wycombe, Princes Risborough and Marlow for their approval and to be incorporated in a wider strategy by the new Buckinghamshire Council once it came into being. The strategy provided both principles and an outline programme as to how main settlements within the district could contribute to the stated growth aims for Buckinghamshire. The strategy had been developed by Inner Circle Consulting working with officers in the Wycombe District Council Regeneration and Investment
Team.

It was highlighted that the strategy was still draft and did not commit any future spending of the new council.

Members were in support of the draft strategy as a framework and direction of travel; with the final strategy to be considered and agreed by the new council. It was suggested that similar schemes should be considered across the county in order to be ready for when any additional funding became available. It was also suggested that the strategy could be looked at in conjunction with the Aylesbury Garden Town to make use of best practice.

Wycombe District Council officers were commended for the work they had done on the Strategy.

RESOLVED: That the Regeneration Strategy for High Wycombe, Princes Risborough and Marlow be approved as a draft to be considered and, in whole or part, be incorporated in a wider strategy by the new Buckinghamshire Council once it comes into being.

10   <u>Spending Protocol: Princes Risborough Relief Road</u>

Members were asked to consider a report that set out the forecast cost of Phase 1 of the Princes Risborough Relief Road, which highlighted where greater cost certainty had now been obtained and outlined the main risks. The report asked for the Shadow Executive's support to progress the scheme through a detailed design phase and the start of negotiations. It was confirmed that further updates would be provided to the new authority in 2020/21 to determine the way forward.

Due to the confidential nature of the item a detailed discussion took place in a confidential session.

After a thorough debate had taken place The Leader confirmed the following resolution had been made.

RESOLVED:

1. **To note the latest projected costs for Princes Risborough Relief Road Phase 1 and support Option 3 which involves progression of the scheme through detailed design and commencing CPO process/land negotiations, funded from the existing Wycombe District Council capital programme funds.**
2. **To support the release of the funding which forms part of the WDC approved budget.**
3. **That an update report be brought to the new Buckinghamshire Council in 2020/21 to update on costs and potential section 106 and other income.**

11   **Exclusion of Press and 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(s) of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

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

12   **Spending Protocol: Princes Risborough Relief Road**

13   **Main Payscale, Rewards and Terms Conditions**

14   **Date of next meeting**

3 December 2019.

Chairman at the meeting on
Tuesday, 12 November 2019

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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 3 DECEMBER 2019				
Values and Behaviours Consideration of the statement on values and behaviours. *Item description amended 12.11.19*	Y	Shadow Executive		Lead Member / Officer(s): Councillor Katrina Wood Sarah Murphy-Brookman Contact Officer(s): Sarah Murphy-Brookman

New Customer Service Standards To consider the proposed new set of Customer Service Standards to be adopted by Buckinghamshire Council. To include the Comments, Compliments and Complaints Policy.	Y	Shadow Executive		Lead Member / Officer(s): Councillor Katrina Wood Maryvonne Hassall, Lloyd Jeffries Contact Officer(s): Tracy Eaton
Keeping it Local - Community Boards To consider consultation feedback on community board options and proposals and to make a decision on their possible establishment.	Y	Shadow Executive		Lead Member / Officer(s): Councillor Martin Tett Sara Turnbull Contact Officer(s): Sara Turnbull
Local Enterprise Partnerships Boundary Overlaps Report outlining the suggested approach to the removal of Local Enterprise Partnerships Boundary Overlaps, as requested by MHCLG	Y	Shadow Executive		Lead Member / Officer(s): Councillor Martin Tett Neil Gibson Contact Officer(s): Neil Gibson
Armed Forces Protocol Consideration of an Armed Forces Protocol for Buckinghamshire Council	Y	Shadow Executive		Lead Member / Officer(s): Councillor Martin Tett Catherine Whitehead Contact Officer(s): Lizzie Wright

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	Part exempt *(para 3)*	Lead Member / Officer(s): Richard Ambrose Contact Officer(s): Richard Ambrose
Programme Update To consider a report from the Programme Management Office and Section 151 Officer for the Shadow Authority covering a Programme update, including Implementation Budget and Risk.	N	Shadow Executive		Lead Member / Officer(s): Councillor Martin Tett Rachael Shimmin Contact Officer(s): Roger Goodes
THURSDAY 5 DECEMBER 2019				
Appointment of Statutory Officer (Tier 3) for Buckinghamshire Council Appointment to the role of Statutory Officer for Buckinghamshire Council.	Y	Senior Appointments Sub Committee	Part exempt *(para 1, 3)*	Lead Member / Officer(s): Councillor Martin Tett Sarah Murphy-Brookman Contact Officer(s): Sarah Murphy-Brookman
TUESDAY 7 JANUARY 2020				
Draft Budget 2020/ 2021 To consider the draft budget 2020/2021 for the Buckinghamshire Council.	Y	Shadow Executive		Lead Member / Officer(s): Councillor Martin Tett Richard Ambrose Contact Officer(s): Richard Ambrose

Finance Policies To consider finance policies	Y	Shadow Executive		Lead Member / Officer(s): Councillor Katrina Wood Richard Ambrose Contact Officer(s): Elspeth O'Neill
Internal Audit Plan, Audit Charter & Risk Strategy To consider a report on the internal audit plan, audit charter and risk strategy	Y	Shadow Executive		Lead Member / Officer(s): Councillor Katrina Wood Maggie Gibb Contact Officer(s): Kate Mulhearn
Interim Emergency Plan To consider the interim emergency plan	Y	Shadow Executive		Lead Member / Officer(s): Councillor Martin Tett Ben Coakley Contact Officer(s): Ben Coakley
Civic and Ceremonial Proposals To consider proposals for civic arrangements for the Buckinghamshire Council.	Y	Shadow Executive		Lead Member / Officer(s): Councillor Martin Tett Catherine Whitehead Contact Officer(s): Catherine Whitehead

Wycombe Community Governance Review Community Governance Review for High Wycombe.	N	Shadow Executive		Lead Member / Officer(s): Councillor Katrina Wood Catherine Whitehead Contact Officer(s): Catherine Whitehead
Kingsbrook Community Governance Review Community Governance Review to consider what changes are needed to the parish arrangements within the Bierton with Broughton Parish Council area	N	Shadow Executive		Lead Member / Officer(s): Councillor Angela Macpherson Bill Ashton Contact Officer(s): Craig Saunders
Transport Schemes Expressions of Interest to Government Fund Submission of EOIs to Government's Pinch Point Fund for 5 transport schemes totalling around £20m	Y	Shadow Executive		Lead Member / Officer(s): Councillor Mark Shaw Neil Gibson Contact Officer(s): Rebecca Dengler
Aylesbury Link Road (Spending Protocol) To consider a report on the Aylesbury Link Road, revised assessment of costs and risks.	Y	Shadow Executive	Part exempt *(para 3)*	Lead Member / Officer(s): Councillor Martin Tett Ian McGowan Contact Officer(s): Thomas Fitzpatrick
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	Part exempt *(para 3)*	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): Councillor Martin Tett Rachael Shimmin Contact Officer(s): Roger Goodes
TUESDAY 28 JANUARY 2020				
Members Allowances Consideration of Members Allowances	Y	Shadow Executive		Lead Member / Officer(s): Councillor Martin Tett Catherine Whitehead Contact Officer(s): Mathew Bloxham
Capital Investment Strategy To consider the capital investment strategy	Y	Shadow Executive		Lead Member / Officer(s): Councillor Katrina Wood Richard Ambrose Contact Officer(s): Richard Ambrose
Finance Strategy To consider the finance strategy	Y	Shadow Executive		Lead Member / Officer(s): Richard Ambrose Contact Officer(s): Richard Ambrose

Financial Regulations & Contract Standing Orders To consider a report on financial regulations and contract standing orders	Y	Shadow Executive		Lead Member / Officer(s): Councillor Katrina Wood Richard Ambrose Contact Officer(s): Richard Ambrose
Revenues and Benefits Policies and Schemes To consider a report on revenues and benefits policies and schemes	Y	Shadow Executive		Lead Member / Officer(s): Councillor Katrina Wood Andy Green Contact Officer(s): Andy Green
Treasury Management Strategy To consider the treasury management strategy	Y	Shadow Executive		Lead Member / Officer(s): Councillor Katrina Wood Richard Ambrose Contact Officer(s): Richard Ambrose
Strategic Asset Management Plan To consider the strategic asset management plan	Y	Shadow Executive		Lead Member / Officer(s): Councillor Katrina Wood John Reed Contact Officer(s): John Reed

Environment and Climate Change Policy Consideration of the approach and ambition towards an Environment and Climate Change Policy for Buckinghamshire Council.	Y	Shadow Executive		Lead Member / Officer(s): Councillor Bill Chapple OBE Neil Gibson Contact Officer(s): Penelope Tollitt
VCS (Voluntary and Community Sector) Continuing Grants To consider a report on VCS continuing grants	Y	Shadow Executive		Lead Member / Officer(s): Councillor Isobel Darby Elaine Jewell Contact Officer(s): Elaine Jewell
Town and Parish Charter To consider the proposed charter and associated support required for delivery	Y	Shadow Executive		Lead Member / Officer(s): Councillor Martin Tett Sara Turnbull Contact Officer(s): Sara Turnbull
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	Part exempt *(para 3)*	Lead Member / Officer(s): Richard Ambrose Contact Officer(s): Richard Ambrose

TUESDAY 18 FEBRUARY 2020				
Draft Budget 2020/ 2021 Consideration of the final draft budget 2020/ 2021 for recommendation to the Shadow Authority.	Y	Shadow Executive		Lead Member / Officer(s): Councillor Martin Tett Richard Ambrose Contact Officer(s): Richard Ambrose
Final Draft Constitution To recommend the draft constitution to the Shadow Authority	Y	Shadow Executive		Lead Member / Officer(s): Councillor Martin Tett Catherine Whitehead Contact Officer(s): Catherine Whitehead
Corporate Code of Governance To consider a report on the corporate code of governance	Y	Shadow Executive		Lead Member / Officer(s): Councillor Katrina Wood Maggie Gibb Contact Officer(s): Maggie Gibb
Corporate Plan To consider the final draft of the corporate plan	Y	Shadow Executive		Lead Member / Officer(s): Councillor Martin Tett Sophie Payne Contact Officer(s): Sophie Payne

Overarching Health & Safety Policy To consider the Health and Safety policy	Y	Shadow Executive		Lead Member / Officer(s): Councillor Katrina Wood John Reed Contact Officer(s): John Reed
Union Facilities Time Agreement Consideration of the proposal on the granting of Trade Union paid Facility Time for the new Council	Y	Shadow Executive		Lead Member / Officer(s): Councillor Katrina Wood Sarah Murphy-Brookman Contact Officer(s): Anne Nichols
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	Part exempt *(para 3)*	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): Councillor Martin Tett Rachael Shimmin Contact Officer(s): Roger Goodes

TUESDAY 10 MARCH 2020				
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	Part exempt *(para 3)*	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): Councillor Martin Tett Rachael Shimmin Contact Officer(s): Roger Goodes

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 include 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 382343 | demservices-shadow@buckscc.gov.uk

Delivering the new
BUCKINGHAMSHIRE COUNCIL

Report for:	**Shadow Executive**
Meeting Date:	**3 December 2019**

Title of Report:	**Supporting the Armed Forces Covenant in the new Buckinghamshire Council authority**
Shadow Portfolio Holder:	Cllr Martin Tett
Responsible Officer or Relevant Member:	Sophie Payne / Joe Bradshaw
Officer Contact:	Lizzie Wright Tel: 01296 382376 Email: lizziewright@buckscc.gov.uk
Recommendations:	1. **To agree to add an agenda item to the first ordinary full Buckinghamshire Council meeting, seeking the new Council's agreement to sign the Armed Forces Covenant. (para. 2.13)** 2. **To agree the proposed number of Armed Forces Champions and role description. (para 2.19)**
Corporate Implications:	Whilst it is not a legal requirement to sign the Armed Forces Covenant, not doing so could significantly impact the business reputation with partners and the local community.
Options: (If any)	An alternative option is to consider Armed Forces later down the line however this could have a number of impacts, i.e. reputational, Employer Recognition Scheme award achievement and maintaining good levels of support to the Armed Forces community.
Reason: (Executive only)	Agreeing to the recommendations would ensure the new authority continues the supportive standard that the current five councils have developed and embedded in their respective organisations.

1. Purpose of Report

1.1 This report provides background information about the Armed Forces Covenant, the current setup for the district and county councils and a recommended approach for the new Buckinghamshire Council.

1.2 Feedback on the report has been provided by the chair of the Buckinghamshire Civilian-Military Partnership Board (Bill Bendyshe-Brown) as well as the Surrey CC Civilian-Military Liaison Adviser and Armed Forces Champion for 11 Infantry Brigade SE (Canon Peter Bruinvels) and the South East Regional Employer Engagement Director for Bucks (Kate Lole).

2. Content of Report

About the Covenant:

2.1 The Armed Forces Covenant is a pledge to show our support to those who serve, or have served in the Armed Forces, and their families, to recognise the sacrifice they have made and ensure they are treated fairly.

2.2 The Covenant's two principles are that:

- The Armed Forces Community should not face disadvantage compared to other citizens in the provision of public and commercial services in the area where they live;
- Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

2.3 Support is provided in a number of areas including education, family well-being, housing, employment and careers, healthcare and young service carers, financial assistance and discounted services.

Why sign the Armed Forces Covenant:

2.4 Signing the Covenant, means we are displaying the fact that we are an 'Armed Forces Friendly' employer, by supporting our employees as reservists, ex-service personnel and veterans.

2.5 By becoming an 'Armed Forces Friendly' employer we can benefit from the wide range of unique skills and experiences that reservists and veterans can bring to the organisation. Employing Armed Forces Community members can help diversify the talent in our workforce.

2.6 Local authorities should encourage local communities to support the Armed Forces Community, including promoting understanding and awareness.

2.7 We deliver the Covenant through the many mandatory services we provide anyway but in addition, we can set out how we are an 'Armed Forces Friendly' employer through a range of tailored pledges, including

- Promoting the fact we are an Armed Forces-friendly organisation;
- Supporting the employment of ex-service personnel, veterans, military spouses and service leavers;
- Offering flexibility in leave for service spouses and partners before, during and after deployment;
- Supporting reservist employees, allowing leave for training and deployment, accommodating mobilisation if required and recognising the benefits of employing reservists;
- Promoting discount services to members of the Armed Forces Community and encouraging businesses to register discounts.

Opportunities for Grant Funding:

2.8 The Armed Forces Covenant Fund Trust manages grants funded by the Covenant Fund which are given to projects that will benefit the Armed Forces and the wider community.

2.9 The Covenant Fund has four broad funding themes: removing barriers to family life; extra support after service for those that need help; measures to integrate military and civilian

communities and allow the armed forces community to participate as citizens; and non-core healthcare services for veterans.

2.10 In recent years there has been limited success from local organisations in securing grant funding, so supporting bids more comprehensively could be an area for development for the new council in due course.

Buckinghamshire Covenant:

2.11 In 2012, all five councils in Buckinghamshire signed the Armed Forces Covenant along with local partners including representatives from the NHS, Clinical Commissioning Groups, Emergency Services, Business Community organisations, Voluntary Community organisations and Armed Forces charities. *See Appendix A for a copy of the current signed Covenant.*

2.12 A new version of the covenant has recently been developed to be more relevant to public bodies that tend to play a slightly different role in supporting the Armed Forces Community than private companies, due to the services they provide. *See Appendix B for a copy of the new Covenant template.*

2.13 Therefore we recommend that the first full ordinary Council meeting of Buckinghamshire Council includes an agenda item for the authority to agree to sign the new covenant. If agreed, contact will need to be made with South East Reserve Forces and Cadets Association (SERFCA) to make necessary arrangements with the Ministry of Defence.

2.14 Since the signing in 2012, some organisations have gone on to sign more recent iterations of the covenant and pledge their own commitments individually. Contact will need to be made with the other remaining organisations to advise that they may also wish to re-sign individually and pledge their own commitment to the Armed Forces Community in Buckinghamshire. This could be done at the second full Council meeting or as a separate event.

Defence Employer Recognition Scheme:

2.15 The Defence Employer Recognition Scheme (ERS) acknowledges employers who have provided exceptional support to the Armed Forces Community and defence by going above and beyond their covenant pledges, including through their HR policies. The County Council achieved Silver in 2015. *See Appendix C for ERS Silver criteria*

2.16 The ERS website provides a very straight forward list of criteria for each award. The HR&OD workstream have confirmed that the proposed HR policies for the new Council will be supportive of the Armed Forces Community and will be appropriately publicised. The new authority will continue to offer an interview guarantee scheme and additional and flexible leave arrangements for members of the Armed Forces Community.

2.17 Confirmation has been received from the South East Regional Employer Engagement Director that Silver award status will be retained, provided the following actions are achieved: signing the new version of the Covenant early in the tenure of Buckinghamshire Council (via agreement to do so at the first ordinary Council meeting); identification of an Armed Forces Champion for the new Council; and having the HR policy in place that supports the community, in particular Reservists. All these actions are in hand.

Armed Forces Champion:

2.18 Each Council has in the past nominated an Armed Forces Champion (AFC) who attends the quarterly Civilian-Military Partnership Board meetings, currently chaired by the County Council AFC. The main role of an AFC is to raise the profile and needs of the Armed Forces Community

(serving personnel, both regular and reserve, their families, ex-personnel and veterans and Cadets), both internally and externally within the council. The AFC presents an annual report to full Council for debate, usually during the AGM in May.

2.19 The recommendation for the new authority is to appoint a single AFC, with a nominated Deputy to provide additional capacity to cover the range of events across the county.

2.20 If agreed, it is recommended that there is a role description to provide Members with clarity around the role of the AFC in the new authority. It is anticipated that the AFC and deputy would in turn agree specific elements of the role description to be split between them. *See Appendix D for the AFC role description.*

2.21 There is potential that some of the existing AFCs may not be standing in the elections in May, therefore having an approach and role description agreed in advance will be important to support candidates being put forward for the roles.

Officer Support:

2.21 Armed Forces support spans a wide range of services, and because of this, there are officers who currently provide part-time support to the AFCs in a variety of ways:

- Civic & Lieutenancy Officer: provides support to the Chairman and AFC which includes guidance and direction on ceremonial military matters. This includes the organisation of the ceremonial activities as part of the "Recognise and Remember" elements of the covenant; the organisation of events on behalf of the council such as plans for VE75 celebrations and the coordination of the annual Remembrance Day wreath laying arrangements.
- Policy Officer: provides support to the County Council AFC which includes monitoring the action plan, liaising with external partners to provide updates, attending relevant events and any additional administrative support that may be required. A small level of support has also been provided for grant fund applications which are in development.
- Communities Officers: across the District Councils provide support to respective AFCs, through arrangements for and promotion of events, updating web pages, identifying areas for improvement, championing the covenant guidelines to ensure all areas of the business takes into account the needs of the Armed Forces community, plus supporting service families so they are more integrated into the wider community.
- Executive Assistant: provides support which involves scheduling meetings and liaising with speakers, setting agendas, taking minutes and circulating papers or additional relevant articles to board members.

2.22 In addition, the county council has historically provided the organisation of sponsorship, events management and publicity to deliver the Bucks and Milton Keynes Armed Forces Day on a biannual basis. This is a significant event in the Buckinghamshire events calendar.

2.23 Given the varying support functions, there will need to be consideration of where Armed Forces support best fits as the structures for the new Council continue to develop. In addition, best practice would be for each directorate to have a nominated officer who would champion the Armed Forces Covenant for their area. This will be for the new Senior Leadership Team to discuss and agree in due course.

3. Financial Implications

3.1 Whilst signing the covenant is an intention, it does not commit the authority to any specific spending. There are currently no known dedicated budgets assigned to the AFCs, however, the new Council may wish to consider a small allocation being accommodated within future budgets,

as historically there have been some queries e.g. around funding for Members to provide wreaths for Remembrance Day, and/or donations to remembrance events.

4. Legal Implications

4.1 There is no legal requirement to sign the Armed Forces Covenant in advance of vesting day/at the first full ordinary Buckinghamshire Council meeting.

5. Other Key Risks - None

6. Dependencies

6.1 Retaining the Silver ERS award will depend on HR policies providing the same level of support as the current County Council level.

7. Consultation - Not Applicable

8. Communications Plan - Not Applicable

9. Equalities Implications

9.1 Supporting the Armed Forces is all about improving access to support and removing any disadvantage to those who serve or have served, and their families. Its aim is to make a positive impact on the existing service provision; therefore no one should be negatively affected.

## 10. Data Privacy Implications

10.1 No access to, or sharing of, data will be required in relation to this report.

11. Next Steps

- Continue to link in with HR to discuss recruitment policy implications.
- Continue to progress the existing AFC Action Plan to ensure continuity.

Background Papers	**Appendix A The current signed Armed Forces Covenant** **Appendix B A new Covenant template** **Appendix C Employer Recognition Scheme Silver Reward Criteria** **Appendix D Armed Forces Champion Role Description**

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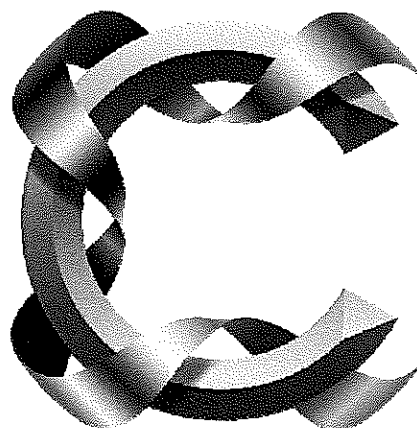
Community Covenant

AN ARMED FORCES COMMUNITY COVENANT

BETWEEN

Buckinghamshire County Council, the District Councils of Buckinghamshire, NHS Buckinghamshire, Clinical Commissioning Groups, Thames Valley Police, Bucks Fire & Rescue, Thames Valley Probation, Jobcentre Plus, Community Impact Bucks, representatives of the Armed Forces Charities, representatives of Buckinghamshire based charities and the business community of Buckinghamshire
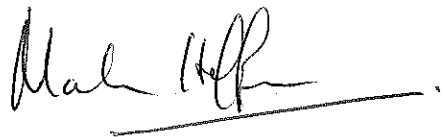
AND

The Armed Forces Community in Buckinghamshire

We, the undersigned, agree to work and act together to honour the Armed Forces Community Covenant

5th July 2012

Signatories

Cllr Marion Clayton Chairman and Armed Forces Champion Signed on behalf of Buckinghamshire County Council	Brigadier Neil Baverstock OBE MA Signed on behalf of the Army
Martin Tett Leader Signed on behalf of Buckinghamshire County Council	Commodore Martin Atherton Signed on behalf of the Royal Navy
Group Captain Mark Heffron Signed on behalf of RAF High Wycombe	Group Captain Christina Elliot Signed on behalf of RAF Halton
Cllr Derrick Isham Chairman Signed on behalf of Aylesbury Vale District Council	Cllr John Warder MBE Chairman Signed on behalf of Chiltern District Council
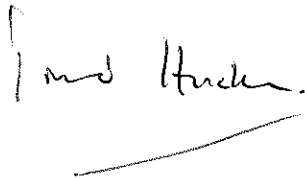
Cllr Alan Walters Chairman Signed on behalf of South Bucks District Council	Cllr Wendy Mallen Chairman Signed on behalf of Wycombe District Council
Fred Hucker Chair, NHS Buckinghamshire and Oxfordshire Cluster Signed on behalf of NHS Buckinghamshire	Dennis O'Driscoll Area Manager for Buckinghamshire Signed on behalf of Bucks Fire & Rescue
Oliver Wright Chief Inspector Signed on behalf of Thames Valley Police	Dr Graham Jackson GP Chair of Aylesbury Vale Clinical Commissioning Group Signed on behalf of the Buckinghamshire Clinical Commissioning Groups
Sue Cooke Director for Bucks Signed on behalf of Thames Valley Probation	
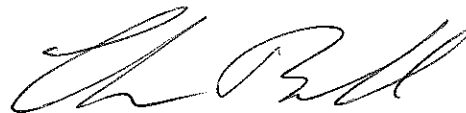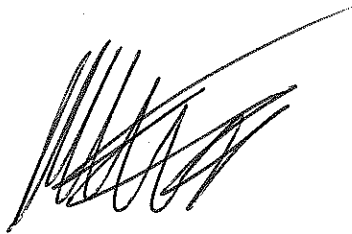
Alex Pratt Chairman, Signed on behalf of Bucks Business First	Mike Barry Buckinghamshire County Chairman Signed on behalf of the Royal British Legion
John Stevens Branch Chairman Signed on behalf of SSAFA Forces Help Buckinghamshire	Martine Bantick Customer Service Operations Manager Signed on behalf of Jobcentre Plus
Professor Peter Thomas MBE Chairman Signed on behalf of the Bucks & Milton Keynes Sports Board	Barry Clarke Vice Chairman Signed on behalf of Community Impact Bucks
Ken Birkby Chairman Signed on behalf of Action4Youth	Richard Dickson Development Director Signed on behalf of Bucks Community Foundation
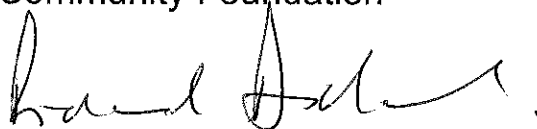
SECTION 1: PARTICIPANTS

This Armed Forces Community Covenant is made between:
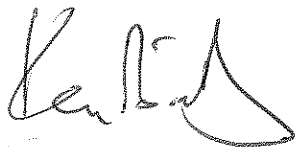
The serving, reservists and former members of the Armed Forces and their families working and residing in Buckinghamshire

And   Buckinghamshire County Council

And   Aylesbury Vale District Council

And   Chiltern District Council

And   South Bucks District Council

And   Wycombe District Council

And   NHS Buckinghamshire

And   Clinical Commissioning Groups

And   Thames Valley Police

And   Bucks Fire & Rescue

And   Thames Valley Probation

And   Buckinghamshire Business First

And   Jobcentre Plus

And   Royal British Legion

And   SSAFA Forces Help

And   Community Impact Bucks

And   Bucks & Milton Keynes Sports Board

And   Bucks Community Foundation

And   Action4Youth

SECTION 2: PRINCIPLES OF THE ARMED FORCES COMMUNITY COVENANT

2.1   The Armed Forces Community Covenant is a voluntary statement of mutual support between a civilian community and its local Armed Forces Community. It is intended to complement the Armed Forces Covenant, which outlines the moral obligation between the Nation, the Government and the Armed Forces, at the local level including the military charity sector.

2.2   The purpose of this Community Covenant is to encourage support for the Armed Forces Community working and residing in Buckinghamshire and to recognise and remember the sacrifices made by members of this Armed Forces Community, particularly those who have given the most. This includes in-Service and ex-Service personnel their families and widow(er)s in Buckinghamshire.

2.3   For Buckinghamshire County Council and partner organisations, the Community Covenant presents an opportunity to bring their knowledge, experience and expertise to bear on the provision of help and advice to members of the Armed Forces Community. It also presents an opportunity to build upon existing good work of other initiatives.

2.4   For the Armed Forces Community, the Community Covenant encourages the integration of Service life into civilian life and encourages members of the Armed Forces to help their local community.

SECTION 3: OBJECTIVES AND GENERAL INTENTIONS

Aims of the Community Covenant

3.1   It aims to encourage all parties within a community to offer support to the local Armed Forces Community and make it easier for Service personnel, families and veterans to access the help and support available from the MOD, from statutory providers and from the Charitable and Voluntary Sector. These organisations already work together in partnership at local level.

3.2   The scheme is intended to be a two-way arrangement and the Armed Forces Community are encouraged to do as much as they can to support their community and promote activity which integrates the Service community into civilian life.

SECTION 4: ARMED FORCES COMMUNITY IN BUCKINGHAMSHIRE

Buckinghamshire has enduring links with the RAF with RAF High Wycombe and RAF Halton. It is also the home of the Defence School of Languages in Beaconsfield (DSL) and a significant reserve, primarily 7 Rifles as well as the Army Cadet Force, Air Training Corps and Sea Cadet Corps. There are also a substantial number of veterans and their families living throughout the County.

SECTION 5: MEASURES

The Community Covenant provides the opportunity to work more strategically and collaboratively with the armed forces community. This work will be driven through the Community Covenant action plan and monitored through the Bucks Network.

The action plan has been crafted around the six strategic themes of the Community Covenant and delivers measurable outcomes. The signatories of this covenant and their representatives agree to take a joint and collaborative approach to achieve the general aims identified in the Community Covenant action plan, as it changes to meet new priorities.

THE ARMED FORCES COVENANT

An Enduring Covenant Between

The People of the United Kingdom
Her Majesty's Government

– and –

All those who serve or have served in the
Armed Forces of the Crown

and their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution.

This has no greater expression than in upholding this Covenant.

An Armed Forces Covenant

Between

<mark>Buckinghamshire Council</mark>

and

The Armed Forces Community
(Serving personnel, both regular and reservist, veterans and military families)

**We, the undersigned, agree to work and act together to honour the
Armed Forces Covenant.**

<mark>Date</mark>

The Armed Forces Covenant

An Enduring Covenant Between

The People of the United Kingdom

Her Majesty's Government

– and –

All those who serve or have served in the Armed Forces of the Crown and their Families

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This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.

2

SECTION 1: PARTICIPANTS

1.1   This Armed Forces Covenant commitment is made between:

Buckinghamshire Council

and

The Armed Forces Community in Buckinghamshire (Serving personnel, regulars & reserves, veterans and their families and members of the military sponsored cadet organisations).

SECTION 2: PRINCIPLES OF THE ARMED FORCES COVENANT

2.1   Life in the Armed Forces is different from the rest of society; Armed Forces personnel make sacrifices on behalf of the nation. They go where they are sent, when they are sent. So families will have to move, sometimes with little notice, to unfamiliar areas; or they may have to live apart for extended periods of time and they will face the stresses and challenges that arise when a loved one is deployed on operational duties.

2.2   This means that they can find themselves at a disadvantage in comparison with their civilian neighbours in accessing the goods and services that as citizens we should all expect. The Armed Forces Covenant aims to ensure that those who serve or have served, and their families are treated fairly and are not disadvantaged because of their Service.

2.3   The Armed Forces Covenant is based upon two key principles:

- no member of the Armed Forces community should face disadvantage in the provision of public and commercial services compared to any other citizen;

- in some circumstances, special treatment may be appropriate for the injured or bereaved.

2.4   These principles should be taken into account when writing and implementing policies that impact upon the local populations and should be integrated into all the services, support, engagement and work within Buckinghamshire Council.

2.5   For the purposes of this Covenant, the Armed Forces community includes Armed Forces personnel and members of the military sponsored cadet organisations. Armed Forces personnel include serving personnel (regulars and reserves), veterans and their families. Children of Armed Forces personnel, no matter the marital status of their parents, should be considered part of this community while still dependent.

2.6   The Covenant presents an opportunity for Local Authorities to bring knowledge, experience and expertise to bear on the provision of help and advice to members of the Armed Forces community.

2.7   For the Armed Forces community, the Covenant encourages the integration of Service personnel, Veterans and their families into civilian life and to engage with their local community.

SECTION 3: OBJECTIVES AND GENERAL INTENTIONS

3.1   This Armed Forces Covenant defines the enduring, general principles that should govern the relationship between the Nation, the Government and the Armed Forces community.

3.2   The signatories to this Covenant will offer support and guidance to the local Armed Forces community and make it easier for serving personnel (regular and reserve), veterans and their families to access help and support from statutory providers.

3.3   The Covenant is intended to be a two-way arrangement; members of the Armed Forces community are encouraged to do as much as they can to support all aspects of their local community and promote activity which integrates serving personnel, veterans and their families into local community life.

SECTION 4: CORE INFRASTRUCTURE FOR COVENANT DELIVERY

4.1   The MoD publication *Armed Forces Covenant A Guide for Local Authorities* provides guidance on the core infrastructure for Covenant delivery, including the following recommendations*.*

   a.   ***Armed Forces Champions & Lead Officers.*** Each Local Authority will appoint an Armed Forces Champion (an elected member) and a Lead Officer, empowered to effect change across the Local Authority.

   b   ***Action Plans.*** Each Local Authority will produce and publish an Action Plan to underpin the Covenant commitment; this will help to set out the overall direction and to ensure that the authority keeps on track.

4.2   **NHS Trusts**. Local Authorities must be aware of the role of the NHS in the county with reference to the NHS online guide *How to support the Armed Forces in the NHS* that provides resources and information on the Armed Forces agenda within the NHS, including how to advocate and demonstrate support to the Armed Forces community. The key elements of NHS activity are:

   a.   ***Armed Forces Network.*** The NHS Employers' Armed Forces Network is an opportunity for NHS staff leading on the Armed Forces agenda to share and learn from each other;

   b.   ***Step into Health.*** The Step into Health programme connects employers in the NHS to people from the Armed Forces community, by offering an access route into employment and career development opportunities;

   c.   ***Reserve Forces Champions.*** The NHS Reserve Forces Champions Scheme aims to increase the awareness of reservists within the NHS and to highlight the benefits of employing reservists.

4.3   **Regular Stakeholder Engagement**. Representatives from each Local Authority will meet regularly through the **Buckinghamshire Armed Forces Covenant Partnership Board**.   These meetings will act as a forum where emerging challenges can be discussed and action taken to resolve them; also providing ideal opportunities to share good practice and to network.

4.4   **Communications.** The commitments made in this Covenant will be publicised so that local communities are aware of what is being done to deliver them. This will be achieved through dedicated web-pages or newsletters. Local Authority staff who deal with members of the public will be trained so that they are aware of how specific commitments impact upon local services and delivery.

4

SECTION 5: ACTIONS AND OUTCOMES

5.1 <mark>**Buckinghamshire Armed Forces Covenant Partnership Board**. Each Local Authority will be represented on the Buckinghamshire Armed Forces Covenant Partnership Board.</mark>

5.2 **Armed Forces Covenant Fund**. The best possible use will be made of the Covenant Fund, an enduring government grant awarded to projects that will benefit the Armed Forces community.

5.3 **Healthcare**

    a. Strive for equity of access to primary and secondary health care services for Service personnel and their dependents; Service family members should maintain their relative position on any NHS waiting list, if moved around the UK due to the Service person being posted.

    b. Veterans should receive priority treatment (subject to the clinical needs of others) in respect of NHS hospital treatment relating to a condition resulting from their service in the Armed Forces.

    c. Veterans should be able to access mental health professionals who have an understanding of Armed Forces culture.

    d. Ensure the Clinical Commissioning Groups (CCGs) are aware of the potential difficulties faced by members of the Armed Forces community and identify ways in which the CCGs can be involved in Covenant delivery.

    e. Provide appropriate information to local GPs to ensure that they are aware of the provisions offered to ex-Service personnel under the Covenant.

5.4 **Education**

    a. Work with the Children's Services Department to determine the numbers and location of the children of serving personnel (regular and reservist), as well as dependent young people, to include Early Years and Children's Centres.

    b. Ensure that schools are aware of the Service Pupil Premium and are claiming all that they are entitled to. Determine ways in which Pupil Premium is spent and identify and share areas of good practice.

    c. Work with schools and local providers to identify where Service personnel's children might require additional support to help them deal with a parent being away from home for long periods of time, often in conflict situations. Children in some Service families may be considered more vulnerable than the general population because of the pressures they face, including PTSD.

    d. Ensure that policies enable a smooth transition for children from Forces families, alleviating any issues that may be experienced finding a school place mid-term, when a serving parent has been transferred to a new area of the UK; assist when issues arise at any other time relating to finding a school place for a dependent child.

5.5 **Mobility and Deployment**

a. Identify and share best practice regarding house purchase/rental, enabling service personnel to settle in local communities, working alongside mortgage providers etc. particularly those who have signed the Armed Forces Covenant for businesses.

b. Ensure the Armed Forces community works closely with council and private housing teams in support of their role of providing advice and support to households leaving the Armed Forces or being re-located within the UK.

5.6 **Housing**

a. Maintain strong relationships between Local Authorities and the Armed Forces community to ensure timely and accurate information is given and received regarding movement of Service personnel and their housing needs and aspirations.

b. Ensure that Local Authorities are mindful and remain aware of the particular issues faced by Service personnel and their families. This includes identifying best practice in solving the most challenging of circumstances where a service family or household is settling in our region from another part of the UK or where the housing need is the result of separation or divorce within a Service family.

c. Raise awareness of housing issues and develop solutions and support systems required to solve or prevent such issues; such as homelessness by Veterans.

5.7 **Social Isolation and sense of community**

a. Promote best practice engagement in communities across Buckinghamshire, including support to those experiencing social isolation.

b. Support the development of projects as identified by local communities, making use of the Covenant Fund as appropriate.

5.8 **Transition**

a. Raise awareness of the issues experienced by the Armed Forces community, including the challenge of career change, and offer support and information on issues arising during transition into civilian life.

b. Raise awareness, during transition, and offer support, signposting and information to get involved in volunteering and community action as a pathway to health and wellbeing, developing personal interests, helping others and increasing employability

c. Ensure that injured Service persons transitioning to the civilian world are able to access supported housing or support to enable their existing home to be modified to meet their needs and that they are quickly and compassionately assessed on their level of care requirements.

6

5.9 **Employment and Employers**

a. Promote mutually beneficial relationships between employers and Defence, by advocating the transferable skills and attributes that Armed Forces personnel bring to the civilian workplace as an economic asset.

b. Promote the Armed Forces Covenant for business, encouraging employers to sign the Covenant in order to pledge commitments to support Defence personnel by:

- **Promoting the Armed Forces:** promoting the fact that we are an Armed Forces-friendly organisation, to our staff, customers, suppliers, contractors and wider public;

- **Veterans:** supporting the employment of veterans, recognising military skills and qualifications in our recruitment and selection process. Working with the Career Transition Partnership (CTP) in order to establish a tailored employment pathway for Service leavers;

- **Service Spouses & Partners:** supporting the employment of Service spouses and partners; working with and advertising vacancies with the military Families Federations and other agencies. Providing flexibility in granting leave for Service spouses and partners before, during and after a partner's deployment;

- **Reserves:** supporting our employees who are members of the Reserve Forces: recognising the need to be flexible with regard to leave for annual Reserve Forces training; supporting any mobilisations and deployment. Actively encouraging members of staff to become Reservists;

- **Cadet Organisations:** supporting our employees who are volunteer leaders in military cadet organisations, recognising the need to be flexible with regard to leave for annual training camps and courses. Actively encouraging members of staff to become volunteer leaders in cadet organisations. Supporting local military cadet units;

- **Armed Forces Charities:** supporting Armed Forces charities with fundraising and supporting staff who volunteer to assist.

5.10 **Remembrance and Recognition.** Promote participation in and support for events and functions to celebrate and remember the sacrifices of our Armed Forces Personnel, both past and present. This will include: the Poppy Appeal; Remembrance Sunday; Armistice Day; Armed Forces Day; Reserves Day.

5.11 **Information sharing**

a. Raise awareness of the Armed Forces Covenant throughout Buckinghamshire and particularly to the Public Sector through development of resources and discussion.

b. Identify good practice within communities which promote greater visibility of the Armed Forces, their contribution and needs.

c. Promote the Armed Forces Covenant Fund to community groups and Forces personnel.

Section 6: Signatories
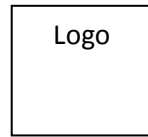
Buckinghamshire Council

Signed:

Name:

Position:

Logo

THE MINISTRY OF DEFENCE

Royal Navy

Signed:

Name:

Position:

Army

Signed:

Name:

Position:

Royal Air Force

Signed:

Name:

Position:

8

Guidance

Defence Employer Recognition Scheme – SILVER AWARD

Updated 21 December 2018

About the scheme

The Defence Employer Recognition Scheme (ERS) encourages employers to support defence and inspire others to do the same. The scheme encompasses bronze, silver and gold awards for employer organisations that pledge, demonstrate or advocate support to defence and the armed forces community, and align their values with the Armed Forces Covenant.

The ERS is designed primarily to recognise private sector support although public sector organisations such as the emergency services, local authorities, NHS trusts and executive agencies are also eligible to be recognised.

Silver award

Silver award holders:

- must have signed the Armed Forces Covenant
- the employer must have already stated their intent to be supportive by using the ERS website to register at the Bronze level
- the employer must proactively demonstrate that service personnel/armed forces community are not unfairly disadvantaged as part of their recruiting and selection processes
- employers must employ at least one individual from the armed forces community category that the nomination emphasises. For example, an employer nominated for support to the Reserves must employ at least one Reservist
- the employer must actively ensure that their workforce is aware of their positive policies towards defence people issues. For example, an employer nominated for support to the Reserves must have an internally publicised and positive HR policy on Reserves
- within the context of Reserves the employer must have demonstrated support to mobilisations or have a framework in place. They must demonstrate support to training by providing at least 5 days' additional unpaid/paid leave (wherever possible not to Reservist employees' financial disadvantage)
- the employer must not have been the subject of any negative PR or media activity

Express your organisation's interest in the Silver Award. Expressions of interest must be completed by **12 April 2019, 23:59 hrs.** Submissions after this date will not be accepted. If you have any questions regarding nominations please email employerrelations@rfca.mod.uk.

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Armed Forces Champions for Buckinghamshire Council

The Profile:-

A Member nominated by the Leader of Buckinghamshire Council (BC) with an interest in the Armed Forces community.

Some Armed Forces experience would be an advantage.

Appointed by Council (on the recommendation of the Executive) to emphasise the importance the Council places on the role.

The Role:-

To raise the profile and needs of the Armed Forces community (serving personnel, both regular and reserve, their families and veterans), within the Council and the wider county.

To maintain close liaison with the South East Reserve Forces and Cadets Association (SERFCA).

To establish close liaison with the senior member of BC staff, appointed by the BC's Chief Executive as Armed Forces Covenant Officer, to ensure the Council's obligations undertaken through the Armed Forces and Community Covenant are kept current.

To maintain close liaison with the Chairman on all ceremonial matters in which the Chairman should be involved. (e.g. ranging from Armed Forces Day flag raising, attendance at local Armed Forces events, to Freedom Marches).

To keep, when appropriate, the local Members of Parliament appraised of the activity within the County in relation to the Armed Forces community.

To establish and chair an Armed Forces Covenant Panel of Members and Officers from local government and other outside relevant organisations meeting regularly with an agenda to ensure all areas of Council business take into account the needs of the Armed Forces community.

To liaise with local members of the Armed Forces, in particular the Chairman of SERFCA and local Commanders, to promote the Armed Forces and Community Covenant to enable an understanding within the Armed Forces of the limitations and different responsibilities of Local Government and its decision-making processes.

To be the primary focal point for liaison with businesses/local organisations within the Council to promote the Armed Forces Covenant and encourage engagement with the Armed Forces, in particular Reservists and Cadets. Close liaison with the Bucks Business First on these matters will be required.

To support local Cadet units by acting as the key link with the local authority, and to look to provide local ceremonial, remembrance and volunteering opportunities.

To sponsor an Annual report to the Council, first reviewed by the relevant Scrutiny Committee, detailing the Council's actions over the past year in respect of the obligations to the Covenant.

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Delivering the new
BUCKINGHAMSHIRE COUNCIL

Report for:	**BUCKINGHAMSHIRE SHADOW EXECUTIVE**
Meeting Date:	**3 December**

Title of Report:	**Community boards**
Shadow Portfolio Holder:	Martin Tett
Responsible Officer:	Sara Turnbull, Localism Workstream Lead
Officer Contact:	Sara Turnbull, email sturnbull@buckscc.gov.uk

Recommendations:	1. **To agree to set up 16 community boards, with terms of reference as set out in Appendix 2, and boundaries as set out in Appendix 4.**
	
	2. **To agree to allocate funding to community board areas to support local projects in accordance with the funding framework as set out in Appendix 3. In 2020/21 there will be three funding streams:**
	
	  • **Community Area Priorities Fund**
	  • **Health & Wellbeing Fund (one year only)**
	  • **Local Infrastructure Fund**
	
	3. **To agree to give delegated authority to the portfolio holder for localism to appoint community board chairmen, normally the term of office shall be two years.**
	
	4. **To agree to review the performance of community boards annually, following the production of annual reports by each board, and to review boundaries in light of any future changes in electoral divisions.**

Corporate Implications:	Community boards have significant corporate implications. For all services they provide an opportunity to enable:
	
	  • Consultation on major service changes;
	  • Local input into the design and development of local commissioning arrangements; and
	  • A mechanism for facilitating partnership working on solving local issues.
	
	The Council's senior leadership team will all have important roles to play in providing strategic advice to community boards, through their role as lead area officers.
	
	Financial Implications
	The introduction of community boards will deliver a £5.17m gross investment with a net additional investment within the MTFP of

	£1.5m in 2020/21 and £2m from 2021/22, after taking into account existing resources that can be re-allocated. This net additional investment can be accommodated within the MTFP. **Legal Implications** This proposed approach enables Buckinghamshire Council to meet Government expectations for the set-up of the new Council, as outlined in the Structural Changes Order 2019 and the single business case. Community boards are proposed as informal bodies of the Council and therefore non-decision-making. This means that legally community boards will make recommendations for formal sign-off by relevant decision-makers in line with the Council's scheme of delegations.
Options: (If any)	The option of having no community boards was considered and is not recommended as it would restrict the ability of Buckinghamshire Council to ensure strong connections with local communities. A wide range of options have been considered in regard to the detail of how community boards would work. This report provides a proposal in response to detailed consultation feedback.
Reason: (Executive only)	The recommended approach enables the Shadow Authority to deliver a key part of the intended benefits of single business case as set out in the Structural Changes Order for the establishment of Buckinghamshire Council.

1. Purpose of Report

1.1 This report sets out a proposed approach in setting-up community boards following consultation feedback. In addition to this main report there are seven appendices:

- Appendix 1: Consultation Findings Report
- Appendix 2: Terms of Reference
- Appendix 3: Allocated Funding Framework
- Appendix 4 Community Boards Geographies
- Appendix 5: Community Boards Map
- Appendix 6: Community Boards supporting data
- Appendix 7: Equalities Impact Assessment
- Appendix 8: Community Boards Overview

2

2. Executive Summary

2.1 This report sets out a proposed approach for the establishment of community boards following consideration of the consultation results. The public consultation took place between 12th August and 30th September 2019. 525 responses were received in total.

2.2 The consultation highlighted the following key findings:

- A clear majority of respondents agreed with the proposed aims and objectives for community boards.
- Respondents supported and suggested a wide-range of people and organisations to be involved in community boards. In addition to Buckinghamshire Council councillors, this included town and parish councils, the voluntary and community sector, the police and residents.
- With regards to funding, a strong majority of respondents (79%) thought that each board should receive different amounts of money which would be allocated according to the needs of the local population.
- Respondents were asked who should be able to vote on community boards. A strong majority (92%) thought Buckinghamshire councillors and others such as town and parish councillors and other community representatives should have a vote.
- Respondents were asked for views on all options for the number of community boards from zero to 19 plus. The most popular response was for 14 (29%), followed closely by 19 (27%).

2.3 This report recommends setting up community boards and taking consultation feedback into account through the following key responses:

- Setting up 16 rather than 14 community boards, with revised boundaries.
- Agreeing a terms of reference that confirms that community boards should work by consensus wherever possible, however where voting is required that Buckinghamshire Council councillors will formally vote, with chairmen having the discretion to take an indicative vote from organisational representatives present (with one vote per organisation).
- Agreeing funding rules that ensure that funding allocations per board to reflect local needs.

3. Content of Report

Background

3.1 On 1 April 2020 there will be a new single unitary council for Buckinghamshire with 147 councillors elected in May 2020. The new Buckinghamshire Council will replace the county council and four district councils. This provides a unique opportunity to strengthen local democracy, as well as improve services and outcomes for the people of Buckinghamshire.

3.2 Setting up a new single council on its own will not deliver better outcomes for our communities. Better outcomes for local communities will be achieved through ensuring that the new council works together with partners, strategically and locally, to meet the needs of our diverse rural and urban populations.

3

3.3 Community boards are proposed as a key mechanism for ensuring that the new Council, and its councillors, have strong connections with its communities through regular dialogue to understand and respond to local needs; and facilitate local community working.

Consultation Process & Promotions

3.4 A public consultation took place between 12 August and 30 September 2019. The consultation options and questions were informed by stakeholder engagement. This included taking into account feedback from five workshops held with town and parish councils in June 2019 where discussions on community boards took place.

3.5 The purpose of the public consultation was to gain the views of residents and other stakeholders on community boards and in particular on the issues of their aims & objectives; number and geographies; who should be involved; how decisions should be made; and funding.

3.7 An online survey was available on the Shadow Council's website and was widely promoted through a variety of channels. Stakeholders were made aware of the consultation through direct mailings to all county and district members, town and parish councils, as well as wider promotions. Advertisement to residents included through the press, social media, posters and leaflets displayed in libraries and other venues. In addition, six drop-in information sessions where held across the county and two member briefing events. Further information on the consultation process and promotions are detailed in the consultation findings report (Appendix 1).

3.8 In total 525 respondents took part in the consultation. This comprised: 393 (75%) residents, 107 (20%) town/parish councillors or clerks responding as individuals, and 46 (9%) district/county councillors. 100 (19%) were representatives of organisations. Of those 100 organisations, 38% were representing town or parish councils and 63% representing other organisations. Note that just over a fifth (21%) of respondents selected multiple options. 512 responses were received online, with an additional 13 respondents submitting a letter.

Consultation Findings & Proposed Response

3.9 A detailed consultation findings report is set out in Appendix 1. The following table sets out the key issues and proposed consultation response:

4

		Key Finding	Proposed Response
a		Strong support for the proposed three aims and objectives for community boards (over 70% agreement from organisations & individuals)	To recommend those aims and objectives are agreed with an updated version to also reflect clarity on their legal status.
b		The top three issues that respondents felt community boards should focus on addressing were: environmental, transportation and improving community facilities.	To agree a terms of reference that gives community boards the power to locally determine area priorities and a work programme to address those different priorities.
c		A wide range of organisations identified to be involved such as town and parish councils, the voluntary and community sector, health, the police and young people. This is in addition to resident involvement.	It is proposed that each community board develops a communications & engagement plan to maximise community involvement in different ways in its work. All key partners will be invited to attend the board meetings.
d		A strong majority of respondents thought Buckinghamshire councillors and others, such as town and parish councillors and other community representatives should be able to vote on community boards.	Having considered these issues, it is recommended that community boards operate wherever possible by consensus and not by voting. Collectively the boards will have a stronger voice of influence where it reflects the united views from within an area. They will also be simply more effective in getting things done to address area priorities. Occasionally, for example in relation to funding decisions a vote may be needed. Community boards will be supported in prioritising applications that meet the area priorities set. It is anticipated that key stakeholders, including town and parish councils, would be actively involved, possibly in a sub-group, to consider applications before any decisions are taken. It is proposed that Buckinghamshire Council councillors only formally vote, to strengthen the accountability of the new councillors for decision-making on Buckinghamshire Council funding. The Chairman may call for an indicative vote of organisational representatives present prior to a formal vote.
e		With regards to funding, the vast majority of respondents thought that each board should receive different amounts of money which should be allocated according to the needs of the local population.	An allocations formula has been developed to reflect the majority view on this issue, so that each community board is allocated different amounts depending upon needs. Appendix 3 outlines how this would work in practice.
f		With regards to the overall number of community boards, the most popular response was for 14, followed closely by 19.	16 rather than 14 community boards are recommended in light of this feedback.
g		A range of specific and detailed comments were made in regard to specific proposed boundaries. These included suggests on separating or combining specific boundaries, alignment with the Primary Care Network boundaries or considering maintaining the existing County Council Local Area Forum boundaries.	Detailed consideration has been given to all responses received. A copy of the anonymised dataset has been made available to Shadow Executive members upon request. See Appendix 4 for further details on how feedback has been incorporated into the revised proposal for 16 boards.
h		Some specific comments were also made in regard to the names of community boards.	Names have now been updated for the proposed 16 community board areas to take account of feedback.

5

Aims & Objectives

3.10 The vision for community boards is to improve outcomes for residents through ensuring strong connections between Buckinghamshire Council with its diverse communities.

3.11 The proposed aim & objectives for community boards received strong support from consultees. The objectives below set out the different elements of the work of community boards, as well as updated to provide clarity on the legal status of community boards:

a) *Local Issues*: Enabling Buckinghamshire Council councillors to make recommendations on local issues, alongside community organisations, such as town and parish councils.

b) *Influence:* Empowering Buckinghamshire Council Councillors and communities to influence service design and delivery on local issues.

c) *Partnership:* Facilitating communities to come together with Buckinghamshire Council Councillors and partners to find solutions to local issues.

Core Governance rules

3.12 The terms of reference proposed (see Appendix 2) enable a core common and consistent framework, whilst also enabling each community board to flexibly response to meet different local needs.

3.13 Core governance rules for all community boards include:

- Formal membership of each community board to be all Buckinghamshire Council councillors from that area.
- Standard invitees to meetings to include 1 representative from each town and parish council; the Thames Valley Police; and the lead Primary Care Network operating in the area.
- Additional invitees from other statutory partner organisations, community groups and/or residents to be included at the discretion of the chairman.
- Chairmen appointed every two years by Buckinghamshire Council Portfolio Holder.
- Meetings five times per year.
- Expectation that each community board will set-up action groups to deliver area priorities (a maximum of three at any one time).
- Each community board to agree area priorities and an action plan based upon evidence and data on local needs.

3.14 Whilst the local issues considered by each community board will vary, the core governance rules will apply to all. For example, the High Wycombe Community Board will provide a mechanism for Buckinghamshire Council councillors to collectively discuss and make recommendations on local issues. This would carry out the functions of the previous separate bodies in Wycombe of the County Council run Wycombe Community Partnership (Local Area Forum) and the District Council run High Wycombe Town Committee.

6

Resident Participation

3.15 The success of community boards will depend upon their effectiveness in engaging with residents and community groups to take action on local issues, and enable people to have their say. Community board meetings will be open to the public to attend and to participate in accordance with the terms of reference (Appendix 2).

3.16 Attendance and participation in traditional committee style evening meetings alone is often a challenge. Community boards will be supported and encouraged to consider different engagement mechanisms to enable people to get involved.

3.17 To support community boards to be effective the following infrastructure will be provided:

- Online forum opportunities for people to have their say by community area.
- Online grants application process.
- Dedicated staff based in localities to support community boards with engagement in different ways e.g. participatory budgeting; special events; partnership working.
- Community area e-newsletters so that tailored information relating to each locality is provided regularly to support engagement.
- Other corporate communications support to promote community boards, including through social media.

3.18 Each community board will be encouraged to pro-actively engage with communities to maximise the opportunities for local people to have their say and get involved. This includes an expectation that each board will hold an annual community event will be held to understand area priorities, and have a communications plan to maximise resident involvement, and other groups such as young people, in the work of the board.

3.19 Each community board will also be encouraged to explore different options for young people's involvement including:

- Building links with local youth councils and clubs to ensure that young people are able to have their say on key issues;
- Allocating some funding specifically for participatory budgeting by young people;
- Holding special events;
- Going into schools and discussing area issues and seeking ideas and action on addressing those issues;
- Enabling online opportunities for participation; and
- Developing and supporting specific projects for young people.

Town and Parish Council Participation

3.20 Community boards will provide town and parish councils with the following key benefits:

- A regular two-way communication mechanism on local issues with Buckinghamshire Council and councillors.
- Opportunities to influence how public sector services are run locally.
- Opportunities for joint working on common issues.
- A named dedicated community link officer as a contact to help joint working between Buckinghamshire Council and community organisations, including town and parish councils.
- Opportunities for maximising the impact of local council funding through pooled funding opportunities with the community board funding streams.
- Opportunities for grant funding.

3.21 The participation of town and parish councils, as grassroots democratically elected bodies, will be vital for the success of community boards. To help make participation from town and parish councils easier the respective boundaries of parishes have been used as the basic building blocks for the community board areas. All the respective town and parish councils will be invited to attend community board meetings, and relevant action groups.

Partner Participation

3.22 Feedback from partners reflected positive support for community boards and the opportunities for strengthening local partnership working to improve outcomes for communities. Community boards will need to work closely with a range of partners in the not-for-profit sector, Thames Valley police, Primary Care Networks, and local business community, in particular to be successful in addressing issues. It is envisaged that how partners are involved will vary according to the local issues, however it is expected that community boards will:

- Ensure partners have the opportunity to get involved in setting area priorities.
- Invite partners to participate in meeting as required.
- Co-design action plans with partners to ensure effective joint working.
- Maximise opportunities for the not-for-profit sector to secure grant funding and increase impact through match-funding.

Allocated Funding

3.23 Community boards provide a fair and transparent mechanism for allocating Council, and potentially funding by partners, to meet local needs. It is proposed that at least £2 million of Buckinghamshire Council's budget is allocated to community boards each year. The exact amount of overall funding allocated is anticipated to vary annually, as individual services and specific one-off funds may be given to community boards to allocate.

8

3.24 In 2020/21 it is proposed that there are three funding streams allocated to community boards:

- Community Area Priorities Fund.
- Health & Wellbeing Fund (one year only).
- Local Infrastructure Fund.

3.26 Key funding rules include:

- Eligible applicants must be from organisations not individuals.
- Evidence must be provided on how the local project will improve outcomes to address area priorities.
- Projects with match-funding will be prioritised in order to maximise community benefit. Opportunities for organisations to collectively pool resources and for community boards on projects which span more than one community board area will be welcome where this supports local initatives.

Community board areas and boundaries

3.27 A key part of the formal consultation was seeking views on all options for the number of community boards, from 0 to 19 plus. A preferred option of 14 community boards was identified as the option for consultation, with other potential options and maps published of 11, 12, 14 and 19 community board areas.

3.28 Following detailed consideration of the consultation feedback, a revised map and boundaries for 16 rather than 14 community boards is proposed. Appendix 4 sets out further details. The increase to 16 takes into account feedback, from town and parish councils in particular, on the distinct identity and different needs of communities in South Bucks and mid-Chilterns areas. The change also takes into account feedback that the area previously proposed as covering Wendover was too large, and therefore a smaller area is now proposed.

3.29 The proposed boundaries use town and parish council boundaries as the basic building block and then overlaying consideration of a range of other factors:

- Ensuring that natural communities/settlement are respected and grouped together where this makes sense to do so.
- Consultation views of all respondents.
- Consideration of the fit with the boundaries of the newly formed Primary Care Networks and the Thames Valley Police Local Policing Areas.
- A desire to minimise the number of electoral division splits (so that Buckinghamshire Councillors are in one area).
- Consideration of the resource implications of supporting new structures to ensure sustainability.

3.30 A balance has been struck between these factors identified above in designing the map. Some of these factors are conflicting e.g. it is not possible to ensure complete alignment to electoral divisions or primary care networks without splitting key

9

settlement areas. The overarching consideration in setting boundaries has been to come up with a framework that provides the best chance of success in enabling community boards to fulfil their objectives.

4. **Financial Implications**

4.1 The introduction of community boards will deliver a £5.17m gross investment and a net additional investment within the MTFP of £1.5m in 2020/21 and £2m from 2021/22, after taking into account existing resources that can be re-allocated. This net additional investment can be accommodated within the MTFP.

Community Boards	2020/21 £000	2021/22 £000	2022/23 £000
Community Board operations			
Delivery model (staffing)	1,265	1,265	1,265
Grant / Priority Funds			
Community Area Priorities Funding	1,500	2,000	2,000
Health & Wellbeing Fund	500	-	-
Local Infrastructure Projects*	1,900	1,900	1,900
Total Expenditure	5,165	5,165	5,165
Funding of Boards			
Re-allocated existing staff resources	-334	-334	-334
Re-allocated grants	-920	-920	-920
Public Health reserve	-500	-	-
Allocation from Spending Round review (NHB)*	-1,900	-1,900	-1,900
Total Funding	-3,654	-3,154	-3,154
Overall MTFP requirement	**1,511**	**2,011**	**2,011**

*Future year's funding (New Homes Bonus) is not confirmed

4.2 The financial assumptions on in-scope resources from the county council and district councils are based upon a small number of existing staff whose role primarily relates to functions which in future will be carried out via the community board team, and existing grant funding streams which in future will be amalgamated into community board grant funding streams (and where they relate to grant funding which is one-off and not committed). This will provide an opportunity for greater leverage of funding, simplify funding streams for applicants, and provide administrative efficiencies. Existing funding streams incorporated are:

- LAF priorities funding (BCC)
- Highways Member Priority Funding (BCC)
- Community Leaders Fund (BCC)
- Revitalisation Projects Grant (CDC)
- Small Grants & Community Chest/Lottery (CDC)
- Small Grants & Community Chest/Lottery (SBDC)
- Ward Budgets (WDC)

10

4.3 This investment in communities will provide benefit opportunities to communities, partners, and Buckinghamshire Council strategically. This includes:

- Greater resident and community group involvement in tackling local issues that the Council would be unable to tackle alone e.g. homelessness, social isolation of older people, or flooding prevention.
- Opportunities for prevention initiatives to be supported in creative and locally responsive ways that enable a cost-saving to Buckinghamshire Council through reducing pressures on statutory services. For example, if community boards invest in universal activities for children and families then this may reduce the need for targeted interventions and social care.
- A mechanism to support Council service areas in understanding the views of communities to inform commissioning plans.
- Opportunities to maximise the impact of grant funding through pooling resources with other agencies.

5. Legal Implications

5.1 Community boards are proposed to be set-up as informal groups of the Council. This means that they have the power to make recommendations only to the relevant decision-makers (either council or partners).

5.2 In regard to the allocated funding, it is proposed that each community board makes recommendations on funding which are formally signed-off by the relevant senior officer. Approval will be in accordance with agreed funding policy and governance requirements. It is anticipated that officer approval would not be refused where a compliant funding submission was recommended by a community board.

6. Risks

6.1 Community boards are a new initiative and as such there are a range of implementation challenges. A key initial challenge for the community boards will be in collectively agreeing area priorities and an action plan with specific initiatives and projects, so that there are tangible outcomes from their work, in addition to providing a voice to the local communities on issues. Officers will provide support to the community boards in all aspects of their work including through providing area data profiles on local needs and advising on potential initiatives and projects.

6.2 A further key challenge for the boards will be in securing the active participation of residents, town and parish councils, the not-for-profit sector and statutory partners. Community participation will enable a stronger collective voice for the community boards as an influencer; as well as enabling opportunities for joint working to solve local issues. Officers will provide support to the community boards in engaging stakeholders and promoting participation.

6.3 Overall a key risk mitigation in setting up community boards is that the experience of other councils, in particular Durham, Wiltshire and Cornwall Councils has been looked at in-depth through research and visits to ensure that Buckinghamshire is able to benefit from their experiences and understand the pros/cons of different localism models.

7. Communications Plan

11

7.1   A detailed communications plan will be put in place to promote community boards in the lead up to their launch. This will include:

- Website Information
- Development of localised e-news by community area
- Content on community boards included in a town and parish council conference
- Content on community boards included in Member Induction
- Promotions of first meetings & launch events

8. Equalities Implications

8.1   An equalities impact assessment has been completed and set out in Appendix 7. This report highlights the opportunity in setting up community boards to consider different and pro-active community engagement approaches to ensure that all residents have the opportunity to have their say and get involved.

9. Data Privacy Implications

None.

10. Performance and Monitoring

10.1   Community boards are a key strategic initiative and as such it is envisaged their performance will be monitored and reviewed. It is anticipated that working practices will evolve over time, and that boundaries will be reviewed in light of electoral division changes.

10.2   Each community board will be expected to produce an annual action plan with specific measurable targets, as well as an annual report presented to full council. All community board chairmen will also be expected to attend regular chairmen's meetings with the Cabinet Member portfolio holder.

10.3   The overall performance of community boards will be overseen by the Cabinet portfolio holder for localism. Officer progress reports will be provided as required to the Cabinet Member and relevant scrutiny committee. The key critical success measures for community boards overall will include:

- Improved outcomes for communities from local projects/initiatives.
- Public services tailored to meet local needs as a result of feedback.
- Participation of residents, community organisations, partners.

11. Next Steps

11.1   A detailed implementation and communications plan will be developed to deliver community boards. Key next steps are:

Last meetings rounds of Buckinghamshire Council Local Area Forums. LAF attendees informed of decision to set up community boards. Any funding applications received for 2020/21 to be considered by the relevant community boards.	December 2019
Staff team recruitment process	Jan-March 2019
Staff team (community link officers) in place	April/May 2020

12

Webpages live	April 2020
Member Induction	June 2020
First round of community board meetings & local launch events	June/July 2020

12. Background papers

Background Papers	A range of materials to support the consultation process were published in August 2019 and are available for background here: https://shadow.buckinghamshire.gov.uk/consultations/previous-consultations/communityboards/

13

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Delivering the new
BUCKINGHAMSHIRE COUNCIL

Community Boards Consultation Findings Report

Published: November 2019

Contents

2

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BUCKINGHAMSHIRE COUNCIL

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4

Executive Summary

On 1 April 2020 there will be a new single council for Buckinghamshire, replacing the County Council and four district councils. A core part of the business case for setting up a single council was establishing community boards to ensure that the new Council has strong local connections with communities. The purpose of this consultation was to gain the views of residents and other stakeholders on this proposal and in particular on the the aims for community boards; the number and boundaries; membership and funding.

This consultation ran from 12 August to 30 September 2019. A widely advertised online survey was available on the Shadow Council's website. Stakeholders, including county and district members, town and parish councils, were made aware of the consultation through direct mailings, as well as wider promotions such as member briefing events. Residents were encouraged to complete the survey through communications in the press, on social media, posters and leaflets displayed in libraries and other venues. Additionally, six drop-in information sessions where held across the county; plus an information session held at the Bucks County Show.

The key findings were:

- A clear majority of respondents agreed with the proposed three objectives for community boards, with at least 70% agreement across all three objectives from organisations and individuals.
- The top three issues that respondents felt community boards should focus on addressing were: environmental, transportation and improving community facilities.
- Respondents supported and suggested a wide-range of people and organisations to be involved in community boards. In addition to Buckinghamshire Council councillors, this included town and parish councils, the voluntary and community sector, the police and residents.
- With regards to funding, a strong majority of respondents (79%) thought that each board should receive different amounts of money which would be allocated according to the needs of the local population.
- Respondents were asked who should be able to vote on community boards. A strong majority (92%) thought Buckinghamshire Council Councillors and others such as town and parish councillors and other community representatives should have a vote. Very few (8.1%) thought voting should be open to Buckinghamshire Council Councillors only. Some respondents suggested that residents should be included, or that voting should be open to everyone. There were no significant differences between town/parish council representatives and other organisations with regards to who should be able to vote.
- With regards to the number of community boards, the most popular response was for 14 (29%), followed closely by 19 (27%). 15% thought there should be fewer than 14 and only 7% thought there should be more than 19. There were some differences in opinion between the responses by area within Buckinghamshire, with a higher proportion of South Bucks respondents stating a preference for 19 boards.

Respondents made a range of locally specific suggestions on the detail of the proposed boundaries of community boards. Finally, key themes arising from the 'other comments' free text question were in regard to community boards being open and easily accessible to all members of its community, with pro-active engagement with residents.

Introduction

Prior to the formal consultation, extensive research and initial engagement was carried out in order to shape the proposals. Details of this engagement and research were outlined in an options appraisal, which was published as part of the supporting papers to the consultation.

Research included looking at practice elsewhere, as well as considering the existing models within Buckinghamshire. Initial engagement took place with town and parish councils through five workshops held across the county, as well as discussions with partners.

Approach

This consultation ran from 12 August to 30 September 2019, consisting of an online survey to understand the overall opinions and views of key stakeholders. The consultation was open to all stakeholders through an online survey which was promoted through a range of channels. The survey was open to those aged 16 or over.

The survey sought views on the proposed aims and objectives of community boards; issues; the number and geographies; membership and funding. Additionally, opportunities were provided for any comments and suggestions on the proposal to set-up community boards through a range of free-text questions. These questions enabled respondents to let us know their opinions and express views in their own words. Respondents raised a range of different issues. To better understand the key themes, free-text were categorised into the most common themes that respondents raised.

Differences in opinion by group

Respondents were asked to complete a range of 'classification' questions in the survey so that the views of different groups of people or organisations could be understood; this allowed identification of statistical differences between different groups.

The categories of demographics that were asked and used to examine difference for residents included:

- age,
- ethnicity,
- gender,
- and geographic region

Organisations were also asked what type of organisation that they represented (e.g. town or parish council or other organisation).

Other considerations

The survey was open to all residents and organisations to respond; participation was self-selecting. This was not a random sample of respondents and the sample was not stratified to reflect the proportions of the people responding according to the make-up of the Buckinghamshire population. Please see the respondents profile section for more information on how the profile of respondents compares to that of the Buckinghamshire population.

Note that respondents may have completed the survey a number of times (participation was anonymous), in this survey for example there were four organisations where two or three representatives responded.

6

Promotion of the Consultation

Communications

The consultation was promoted on the Shadow Authority website, social media and in newsletters/emails to partners, members and staff. Promotions included:

- An article in a newsletter to all county and district members, as well as reminder emails;
- An article in a staff newsletter and intranet promotions;
- Two press releases- both at launch and one week prior to consultation close;
- Shadow Authority website promotions;
- Leaflets and posters distributed to all libraries;
- Social media;
- Internal staff communications online and posters;
- Posters at council offices;
- Emails to town and parish councils;
- Emails to key partners;
- Included in Aylesbury Vale's email to their MyAccount subscribers & MyBucks (Buckinghamshire County Council eNewsletter) and requested for all councils to include this information in any relevant newsletters.

Events

The consultation was promoted through drop in sessions, briefing sessions and at the Bucks County Show:

- Six informal drop-in sessions were held across the county during the consultation period.
- Two briefing sessions were held with district and county members.
- A display stand at the Bucks County Show.

Profile of respondents

There were 525 respondents to the consultation. This number was made up of 393 (75%) residents, 93 (18%) town/parish councillors responding as individuals, 14 (3%) town/parish clerks responding as individuals, 14 (3%) county councillors and 42 (8%) district councillors. 101 (19%) were representatives of organisations. Of these 101 organisations, 38% were representing town or parish councils and 63% representing other organisations. Just over a fifth (21%) of respondents selected multiple options. 512 responses were received online, with an additional 12 respondents submitting a letter, 10 from organisations and two from individuals. A total of 13 paper copies were received and these are included within the total responses.

7
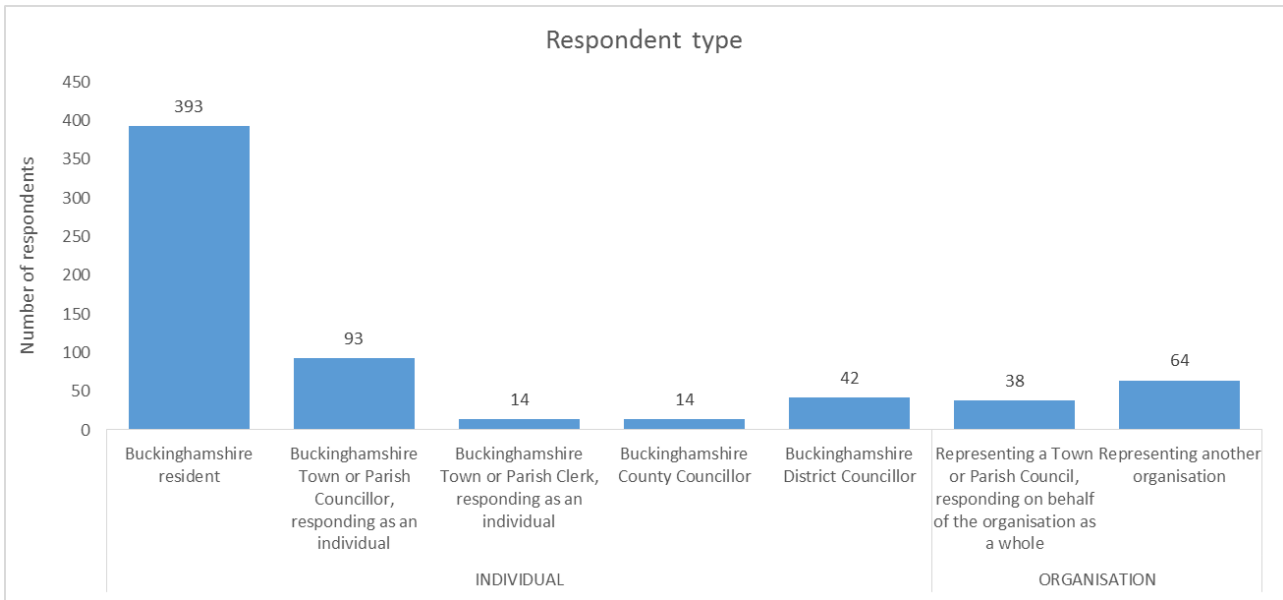
Respondent type

Base: All 525 respondents

Organisations

Over a third (38%) of the 101 responses received on behalf of an organisation were responding from a town or parish council. 63% were representing other organisations, including Primary Care Networks (PCN), Residents Associations, Community Associations, Citizen's Advice and charities. There were 10 responses from organisations received via email, seven from town/parish councils, one from a Citizen's Advice Bureau, one from Better Connected Beaconsfield, and one from Buckinghamshire Integrated Care Partnership.

Residents – Location, Acorn, age, gender, ethnicity

393 respondents completed the survey as a resident or individual. The profile of adults responding was compared with the Buckinghamshire profile across a range of other demographic characteristics. Almost twice as many respondents (59%) were in the 56+ age groups compared with the Buckinghamshire population, where there are 31% in these age bands. White ethnic groups (96%) were over-represented compared with the Buckinghamshire population (87%).

8

Demographic Profile of Respondents
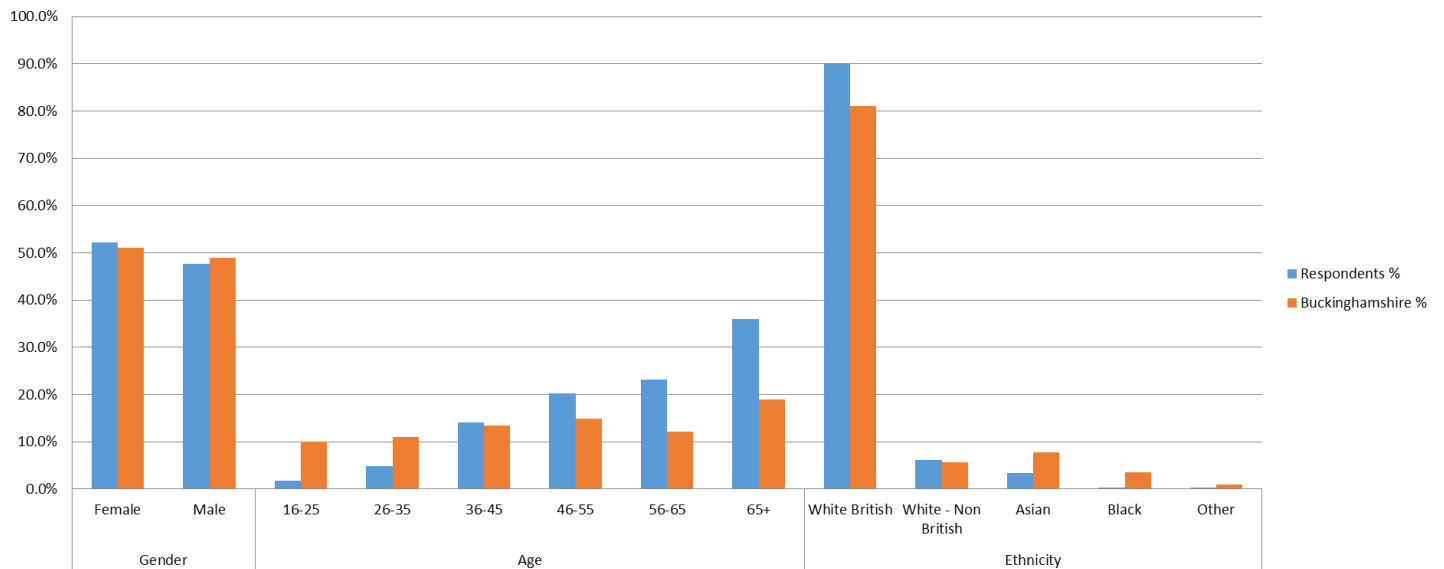
Base: Respondents who answered the question as an individual/resident: Gender (396), Age (393), Ethnicity (380)

Just over half of respondents (280) provided a valid residential postcode, enabling Acorn classification to understand the typical attributes of households and postcodes. Acorn is a tool used to categorise a population into demographic types; providing a general understanding of the attributes of a neighbourhood by classifying postcodes into a category, group or type. Affluent Acorn Groups were over-represented, with 68% from the "Affluent Achievers" category, compared with 47% in Buckinghamshire.

The geographic profile of respondents was compared with the Buckinghamshire profile. Chiltern District was over-represented compared with the Buckinghamshire average (23% vs. 17% for Bucks) while Wycombe was under-represented (21% vs. 33% for Buckinghamshire). See Annex 4 for details.

Respondent ACORN categories
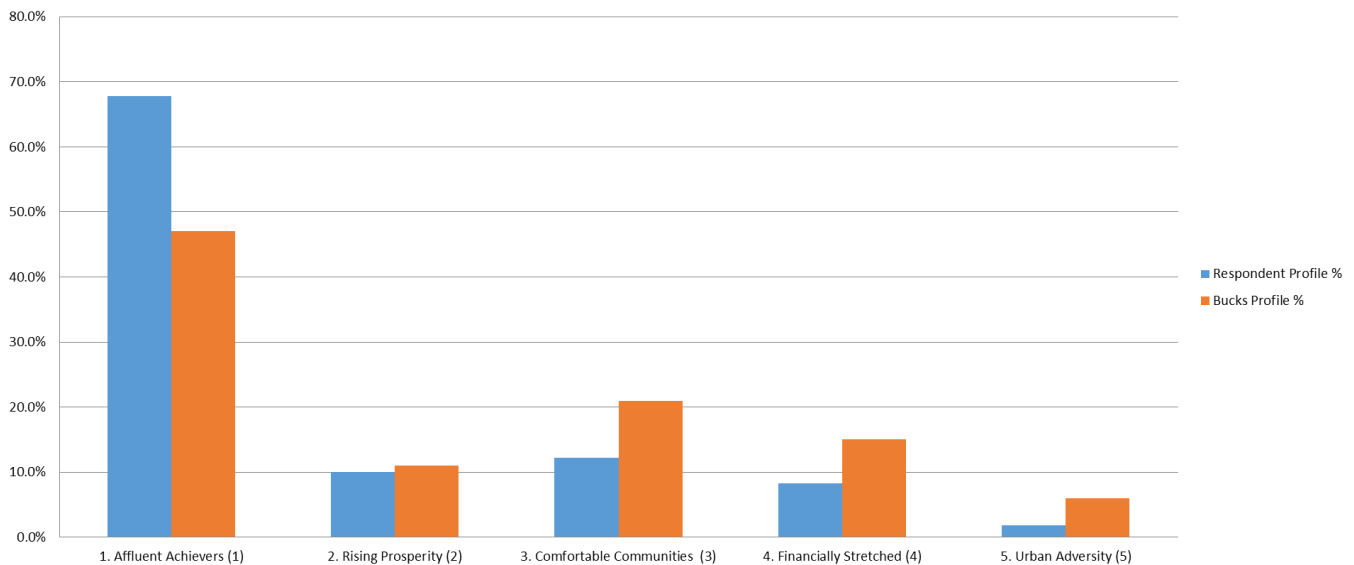
Base: 280 respondents who gave a valid postcode that could be linked to Acorn Classification

9

The proportion of people agreeing or disagreeing with the proposals was sometimes different for specific groups of people. For example, there were statistically significantly differences between female and male respondents in opinions on community wellbeing (such as improving mental health, tackling social isolation), with a higher proportion of females than males thinking this is an important issue that should be focussed on at community boards.

Statistically significant differences between groups are highlighted in the questionnaire findings.

Questionnaire findings

The following section provides an overview of responses in relation to each of the ten questions asked. A copy of the questionnaire can be viewed in Annex 1.

The proposed objectives for community boards (Q1)

Respondents were asked whether they agree, or disagree with the proposed objectives for community boards. The three objectives proposed were:

1. Enabling Buckinghamshire Council Councillors to take decisions on local issues, alongside key partners including parish councillors and other community representatives.
2. Empowering Buckinghamshire Council Councillors and communities to influence service design and delivery on local issues.
3. Facilitating communities to come together with unitary councillors and partners to find local solutions to local issues.

There was also a free text box so respondents could also add any additional comments.

Q1. To what extent do you agree with the proposed objectives for community boards?

Enabling Buckinghamshire Council councillors to take decisions on local issues, alongside key partners including parish councillors and other community representatives.

10
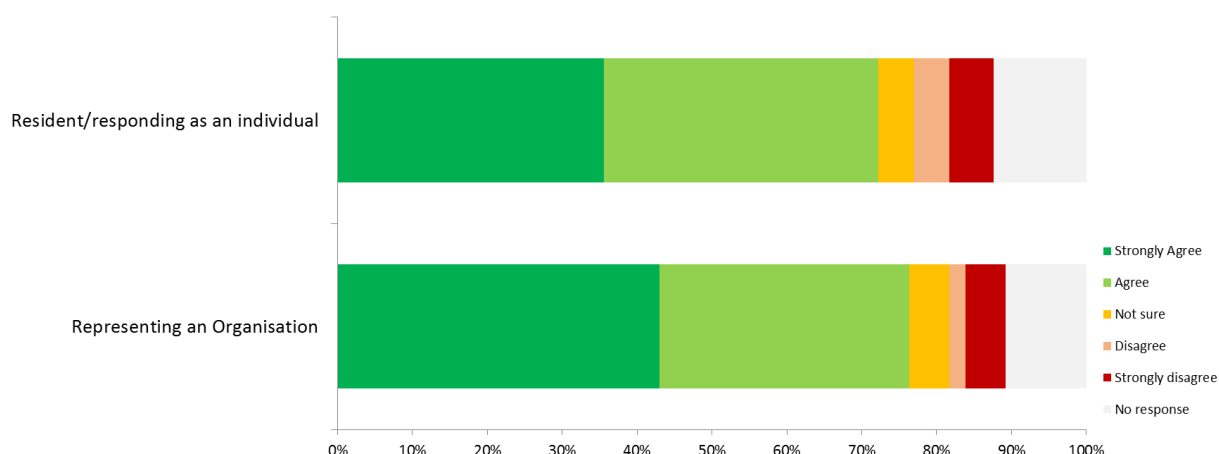
Empowering Buckinghamshire Council councillors and communities to influence service design and delivery on local issues.
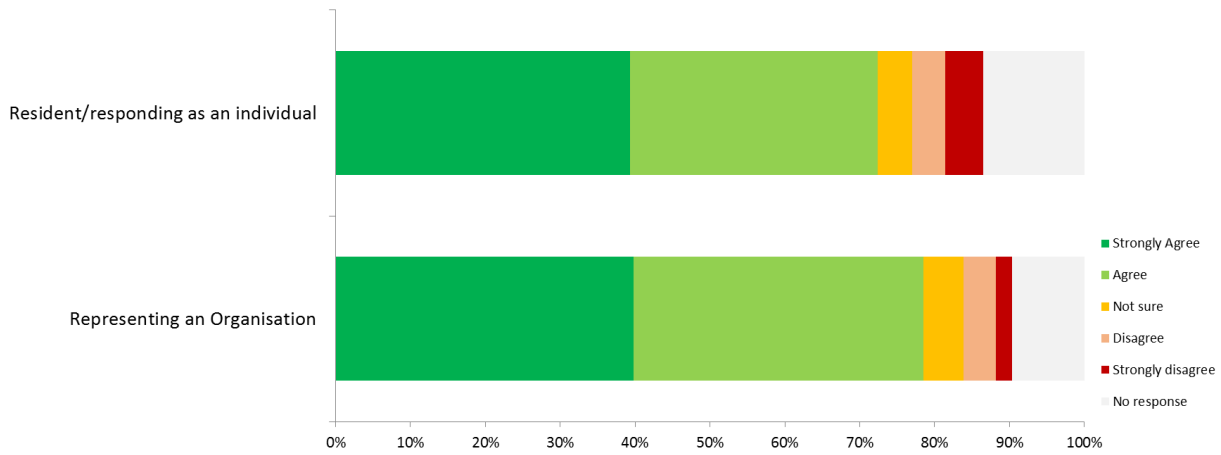
Facilitating communities to come together with unitary councillors and partners to find local solutions to local issues.
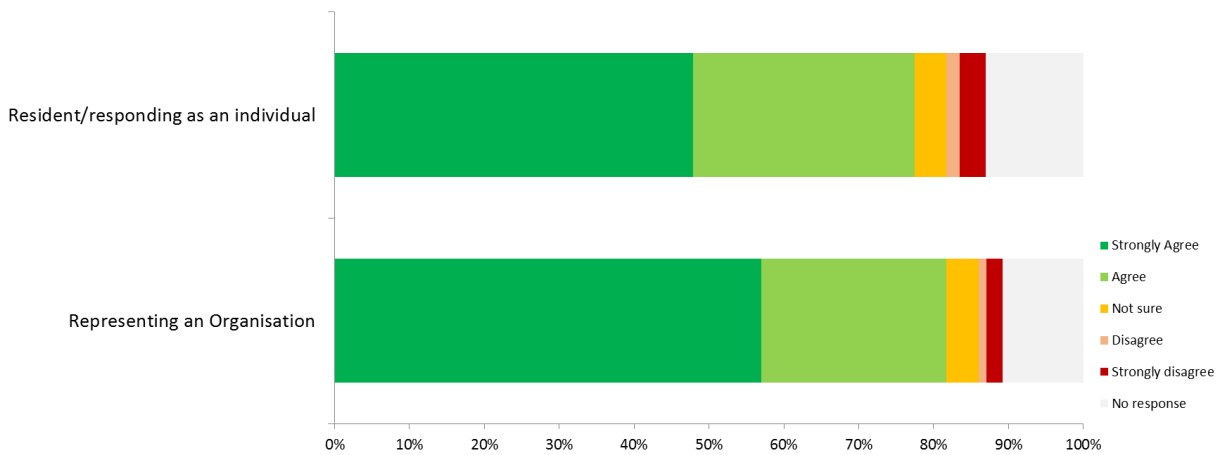
Base: All 456 individuals/residents and 101 organisations

A clear majority of respondents agreed with all of the proposed objectives. There was at least 70% agreement across all three proposals for both organisations and individuals.

Agreement with the proposals was slightly higher for representatives of organisations than for individuals, however, these differences are not statistically significant.

What issues should community boards focus on? (Q2)

Respondents were asked what issues they thought community boards should focus on. Issues included opportunities and support for younger and older people, community facilities and wellbeing, transportation and tackling crime.

Q2. If community boards are set up, what issues would you like your local board to focus on?

11

If community boards are set up, what issues would you like your local board to focus on?
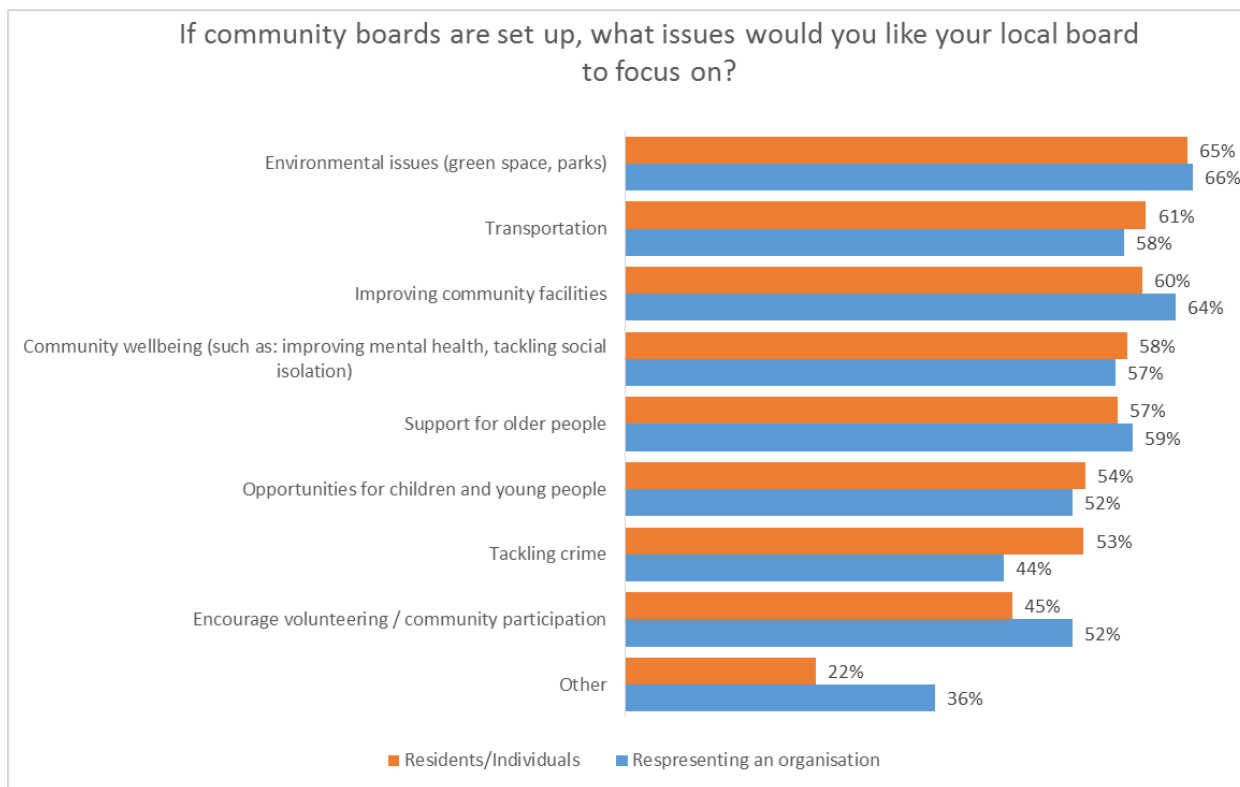
Base: All 101 organisations and 456 individuals/residents

A wide range of issues were viewed by respondents as important for community boards to focus on. The top three areas were environmental, transportation and improving community facilities.

Environmental issues were the most important issue for both individuals (65%) and organisations (66%). 61% of individuals and 58% or organisations thought that transportation should be an area of focus, and improving community facilities was important for 60% of individuals and 64% of organisations.

Statistically significant differences were observed for some respondent groups for this question. A higher proportion of females (67%) than males (58% thought that community wellbeing was an important issue that should be focussed on. County or district councillors (76%) also were more likely to state this is an important issue.

Representatives of organisations (55%) were more likely to think that encouraging volunteering is important to focus on compared with those who were not from an organisation (44%).

Tackling crime was more important for respondents from less affluent Acorn Categories (4 and 5). 78% from Acorn categories 4 and 5 thought this was important, compared with 53% from more affluent groups, 1, 2 and 3.

County or district councillors were more likely to select opportunities for children and young people as an issue to focus on compared with those from other respondent groups.

Improving community facilities was an issue that was of lesser importance for those who were responding as a resident than those who were not, while county or district councillors (67%) were more likely to say this was an important issue than those who were not councillors (52%).

12

There were no significant differences between town/ parish council representatives and other organisations with regards to what issues should be focussed on.

Q2. If community boards are set up, what issues would you like your local board to focus on? (Other – open response)
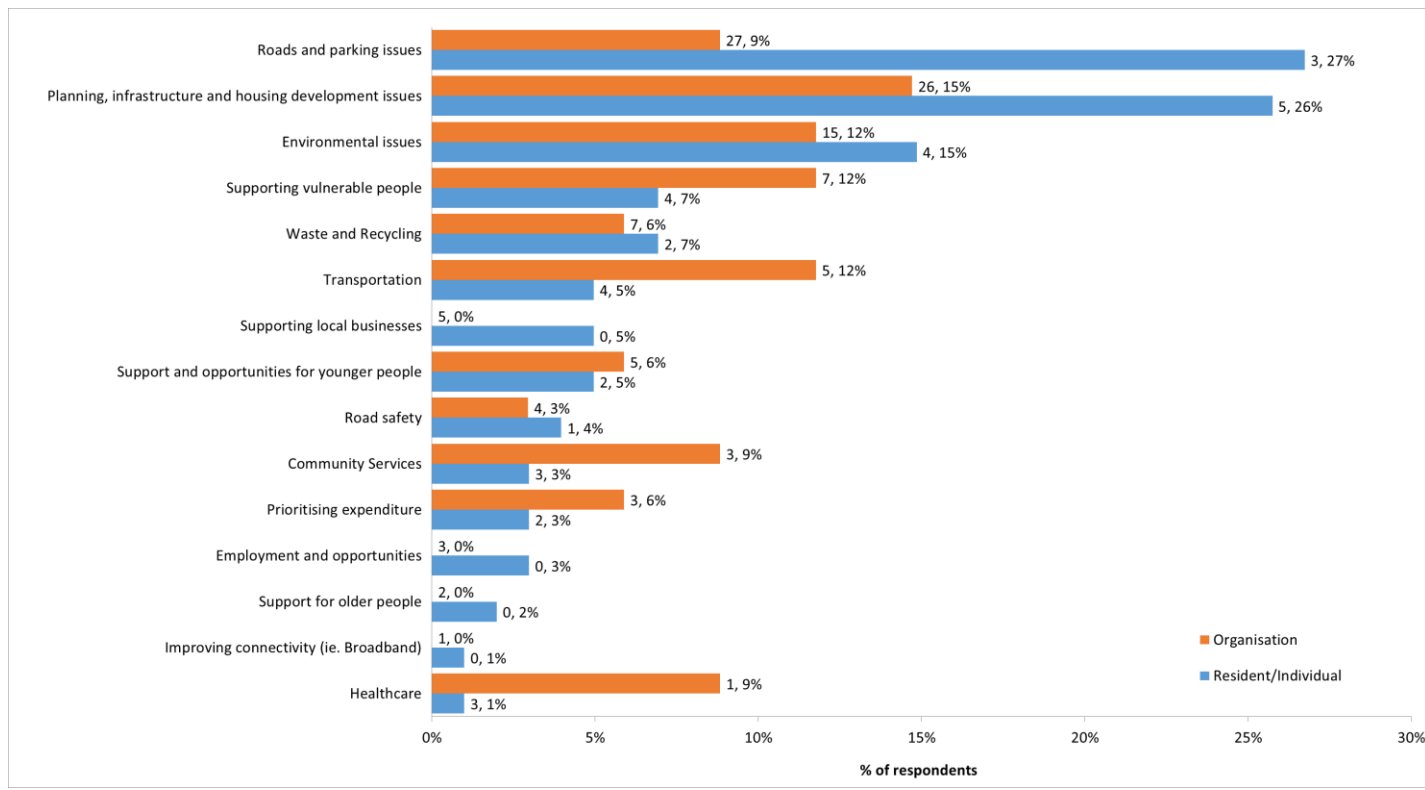
Base: 34 organisations and 101 individuals/residents who provided a valid response to this question

121 respondents expressed their views on this question by making open comments, and the top three issues that emerged were roads and parking; planning, infrastructure and housing development; and environmental issues.

Proposed membership of community boards (Q3)

Respondents were asked who should be involved in community boards. There were some differences in responses depending on the respondent type.

Q3. Which of the following do you think should be involved with community boards for them to work successfully?

Which of the following do you think should be involved with community boards for them to work successfully?

Category	Residents/Individuals	Respresenting an organisation
Residents	71%	55%
Town or parish councils	70%	77%
Buckinghamshire Council councillors	69%	71%
Police	60%	57%
Voluntary & community sector	60%	67%
GPs and other NHS services	57%	51%
Young people	52%	47%
Fire Service	39%	34%
Other	17%	28%
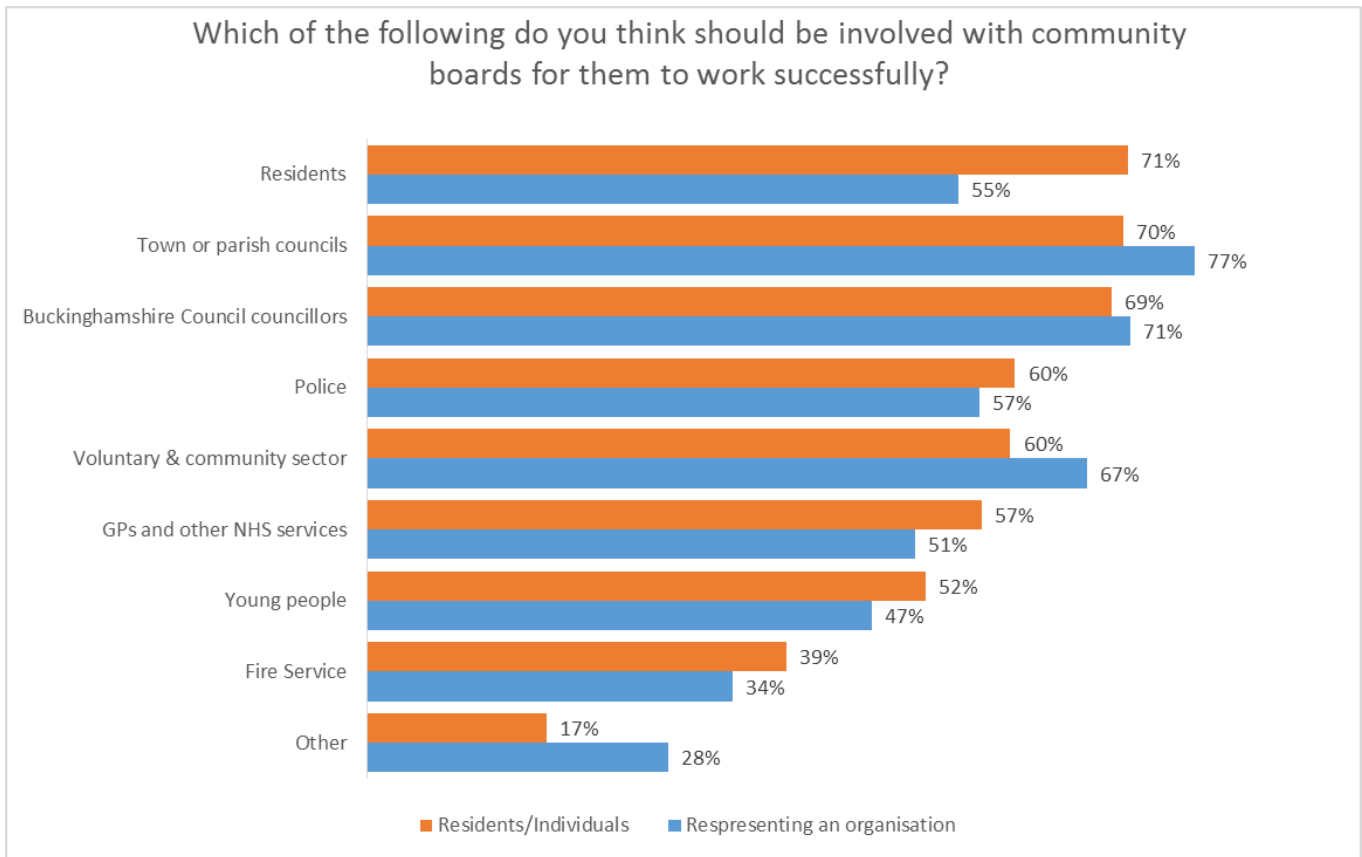
Base: 101 organisations and 456 individuals/residents

Both individuals and organisations felt it was important that town or parish councils should be involved, with a statistically significantly higher proportion of representatives of organisations (81%) than individuals (71%) thinking this was important.

A higher proportion of individuals/ residents (71%) than organisations (55%) thought that residents of Buckinghamshire should be involved in community boards.

Buckinghamshire Council councillors, the voluntary and community sector and the police also ranked highly in the question of who should be involved for both groups of respondents.

For those respondents who selected "Other" in response to Q3 (Q3. Which of the following do you think should be involved with community boards for them to work successfully?), there was a free text option to suggest other potential stakeholder groups for community boards. 95 respondents completed this question and the most common additional groups suggested were: local businesses (12 respondents), youth/school councils (10 respondents), charities (six respondents), and religious groups (five respondents).

14

Funding (Q4)

Respondents were asked how they thought community board funding should be allocated.

Q4. How do you think the available funding from the new council should be allocated to community boards?
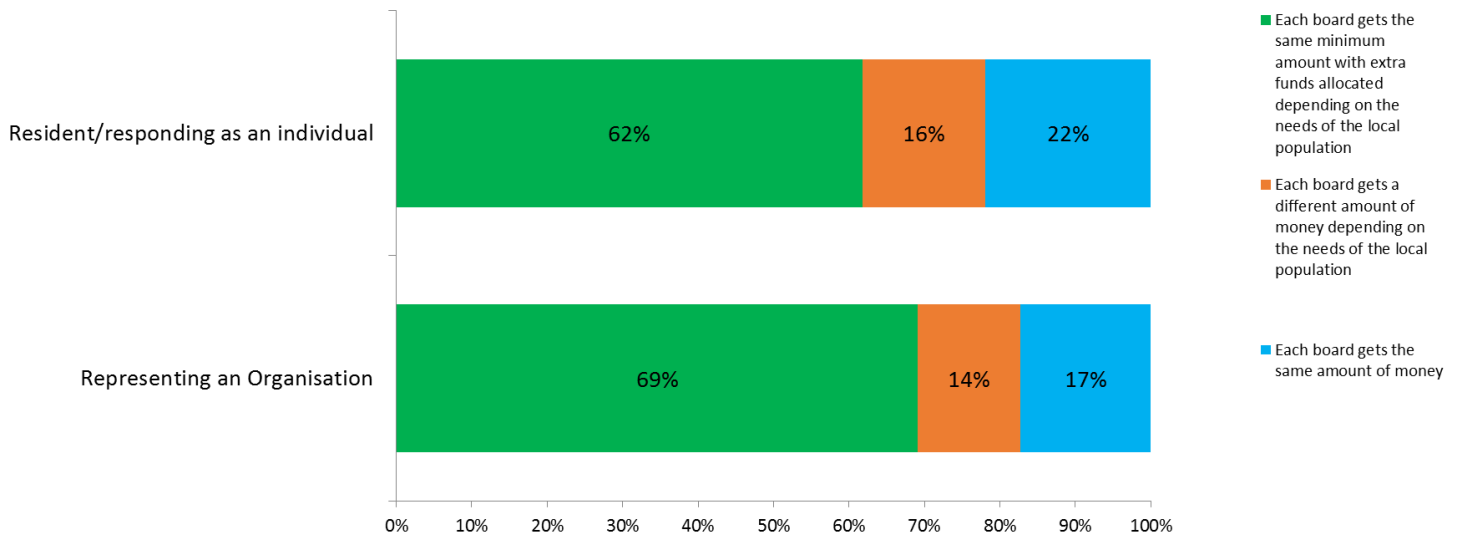
Base: All 82 organisations and 379 residents responding with valid answers to this question

The strong majority of respondents (78% of residents/individuals and 83% of organisations) thought that each board should receive different amounts of money which would be allocated according to the needs of the local population. Most (62% and 69% respectively) thought that each board should receive the same minimum amount. 22% of individuals and 17% of organisations thought that each board should receive the same amount of money.

15

Decision-making (Q5, Q6)

Respondents were asked who should be able to vote in community boards.

Q5. When voting is needed at community boards, who do you think should be allowed to vote?

When voting is needed at community boards, who do you think should be allowed to vote?
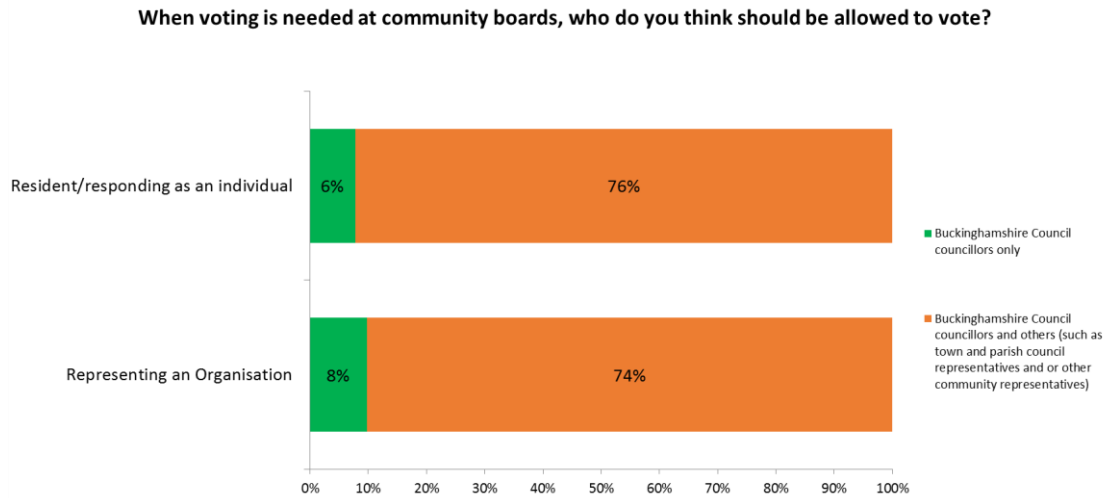
Base: All 82 organisations and 374 residents responding with valid answers to this question

Only 6% of individuals and 9% of representatives of organisations thought that voting rights should be limited to Buckinghamshire Council Councillors only, with a large majority believing it should be extended to others such as town and parish councillors and other community representatives. There were no significant differences in opinion on who should vote between town/parish councils and other organisations.

There was also a free text option for respondents to suggest other potential options for how decision making could work. This was completed by 156 respondents. There were a range of suggestions as to who should be allowed to vote or be involved in decision making. Suggestions included residents, parish town councils, community groups or representatives, all members of the board, or that voting should be open to everyone.

16

Q6. Do you have any other suggestions for how decision-making at the community boards should work? (Other - open response)
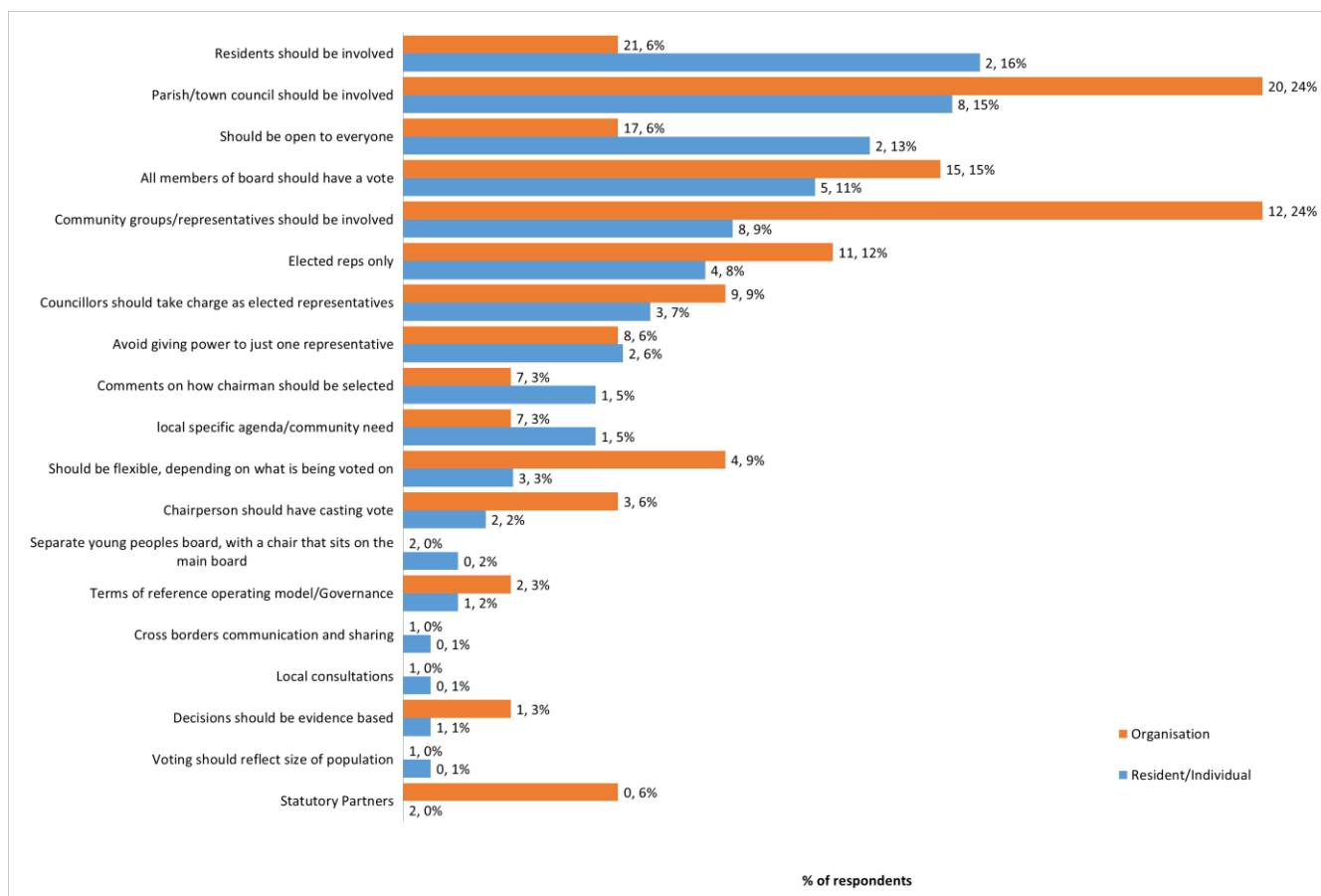
Base: 34 organisations and 133 individuals/residents who provided a valid response to this question

Number and geography of community boards (Q7, Q8)

Respondents were invited to consider the optimum number of community boards across Buckinghamshire and comment upon the boundaries. Responses were invited on all options.

Four options were mapped for consideration: 11, 12, 14 or 19 boards, with an initial preferred option identified of 14 respondents were invited to choose one of these options, or whether they thought less than 11 or more than 19 would be more suitable.

Q7. How many community boards do you think there should be across Buckinghamshire?

How many community boards do you think there should be across Buckinghamshire?
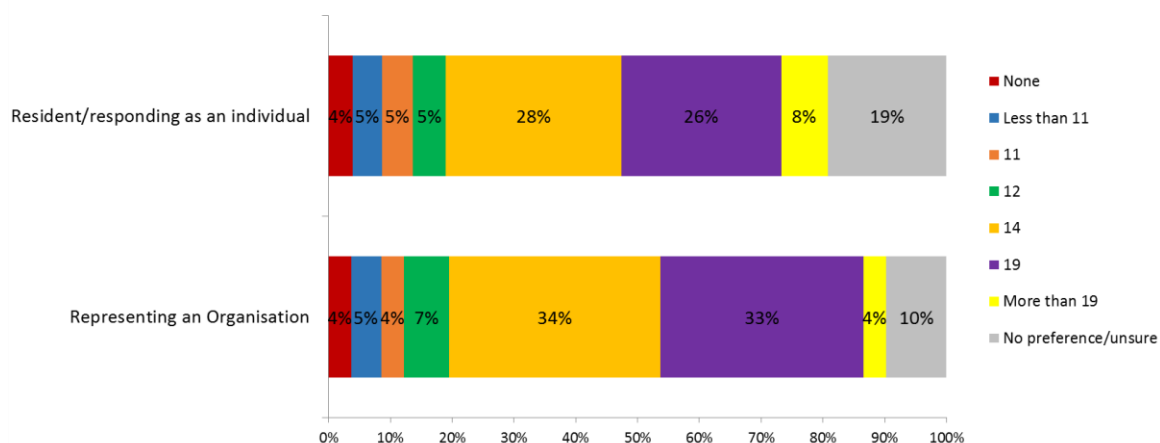
Base: All 83 organisations and 359 individuals/residents responding with valid answers to this question

The highest proportion of both individuals (28%) and organisations (34%) were in agreement with the suggestion of 14 community boards. A close second choice was 19 boards, 26% of individuals and 33% of organisations selected this option. 15% thought there should be fewer than 14 and only 7% thought there should be more than 19.

A notable difference in responses by area within Buckinghamshire was that a higher proportion of South Bucks respondents (36%) thought there should be 19 community boards than in comparison to other areas.

Respondents were also asked to make comments/suggestions on where the boundaries should be. Their comments were grouped into broad themes.

Suggestions included separation or combination of specific boundaries, maintaining the County Council Local Area Forum boundaries, basing around towns, or similar parishes, or considering matching the Primary Care Network (PCN) boundaries. Some were concerned that the suggested areas were too large, while some thought larger areas were better for efficiency.

18

Q8. Do you have any suggestions/comments on the proposed boundaries for community boards?
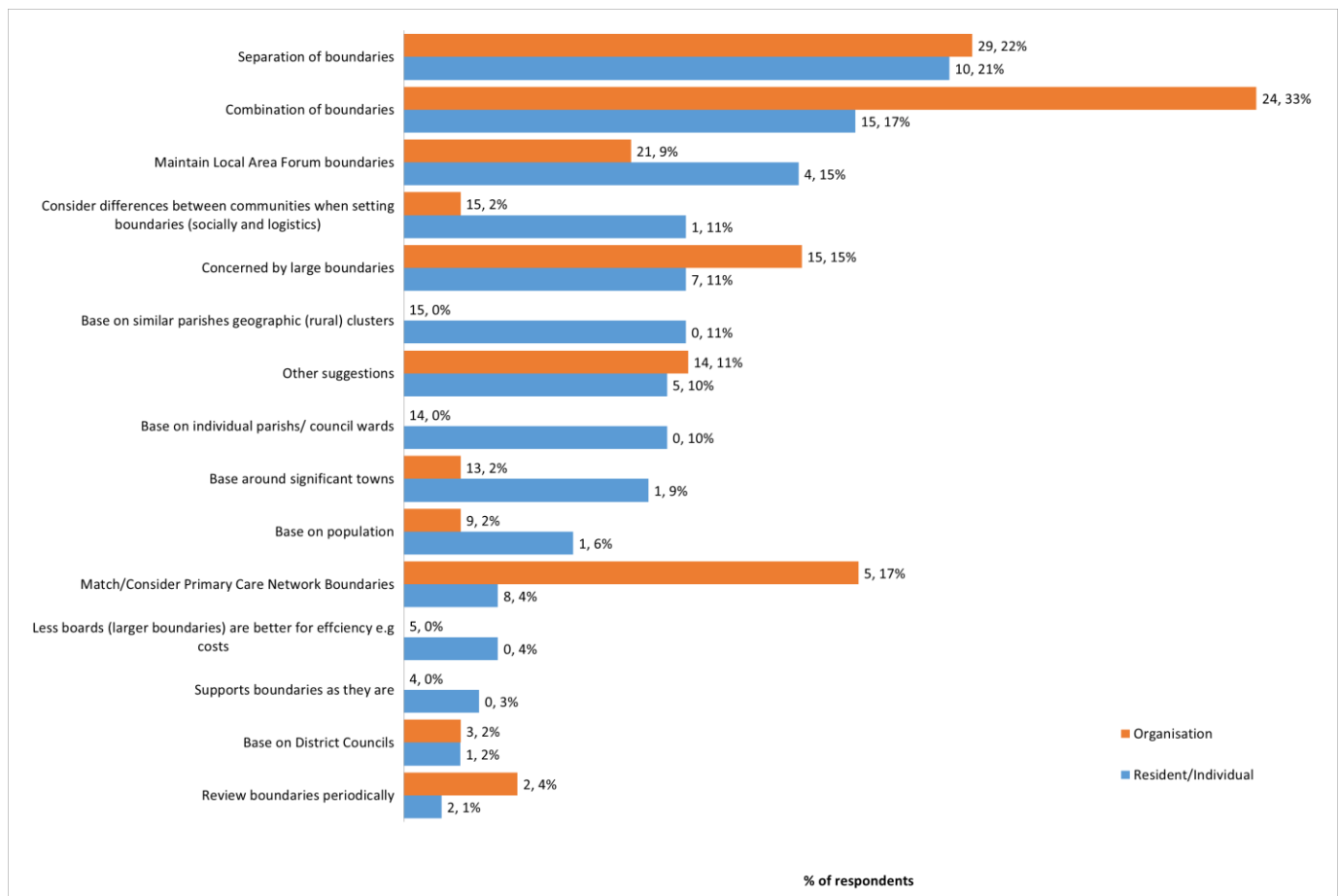
Base: 46 organisations and 139 individuals/residents

A selection of example quotations were chosen to represent some of the themes that emerged from individuals and organisations:

Individuals/Residents' Views:

> There may be some confusion during the transition to the New Authority. Sticking to the existing LAF boundaries offers some continuity.

> The community boards need to match with the newly formed Primary Care Networks or fit wholly within their boundaries. It will lead to more integrated improvements and projects but also build more useful community links and further shared working opportunities.

> There should be a board for each significant town (i.e Buckingham and Winslow in North Bucks) and others for geographical groups of parishes.

> The boundaries really need to be representative of population size otherwise rural communities will continue to receive a greater proportion of support. The main Towns of Aylesbury and High Wycombe should have more than one community board each.

> The boundaries should reflect natural communities with shared interests, and not draw together those that have no clear links – for example, Beaconsfield is grouped with Gerrards Cross, where there is no shared interest, indeed there are likely to be conflicting interests.

> The needs of individual parishes vary greatly, even though they may be geographically close together, so the number of boards set up needs to reflect this individuality.

19

Organisations' Views

Key consultation responses were received from the Clinical Commissioning Group, Primary Care Networks and Thames Valley Police in regard to the proposed boundaries via individual letters. All organisations were keen to ensure effective joint working between the community boards and respective organisations. All therefore were keen to see a better alignment with their organisational structures.

The Accountable Directors across the Primary Care Network provided a joint response which highlighted perceived difficulties for their Primary Care Networks in working across multiple boundaries, which might make it harder to participate in partnership structures and ensure joint action.

Similarly, the Thames Valley Police highlighted in their response that they would prefer to see an alignment of boundaries with their local policing areas (based on the existing district boundaries) to make it easier for operational alignment and participation.

Naming of community boards (Q9)

Of the 525 respondents, 61 made comments or suggestions regarding the naming of community boards (Q9. Do you have any suggestions/comments on possible names for community boards?).

Several respondents made specific suggestions for area names (16 respondents), while others suggested that the names should reflect everything that the boundary encompasses (13 respondents), or base on the most populated area in the board (8 respondents).

20

Other comments or suggestions about community boards (Q10)

Of the 525 respondents, 172 made other general comments or suggestions regarding community boards. These were grouped into broad themes. Opinions varied depending on the type of respondent, although in general there were common themes across all respondents.

The top three themes were that community boards should be public, open and accessible to all demographics, (18% of individuals, 17% of organisations), community engagement (15% of individuals, 14% of organisations) and funding (33% of individuals, 14% of organisations).
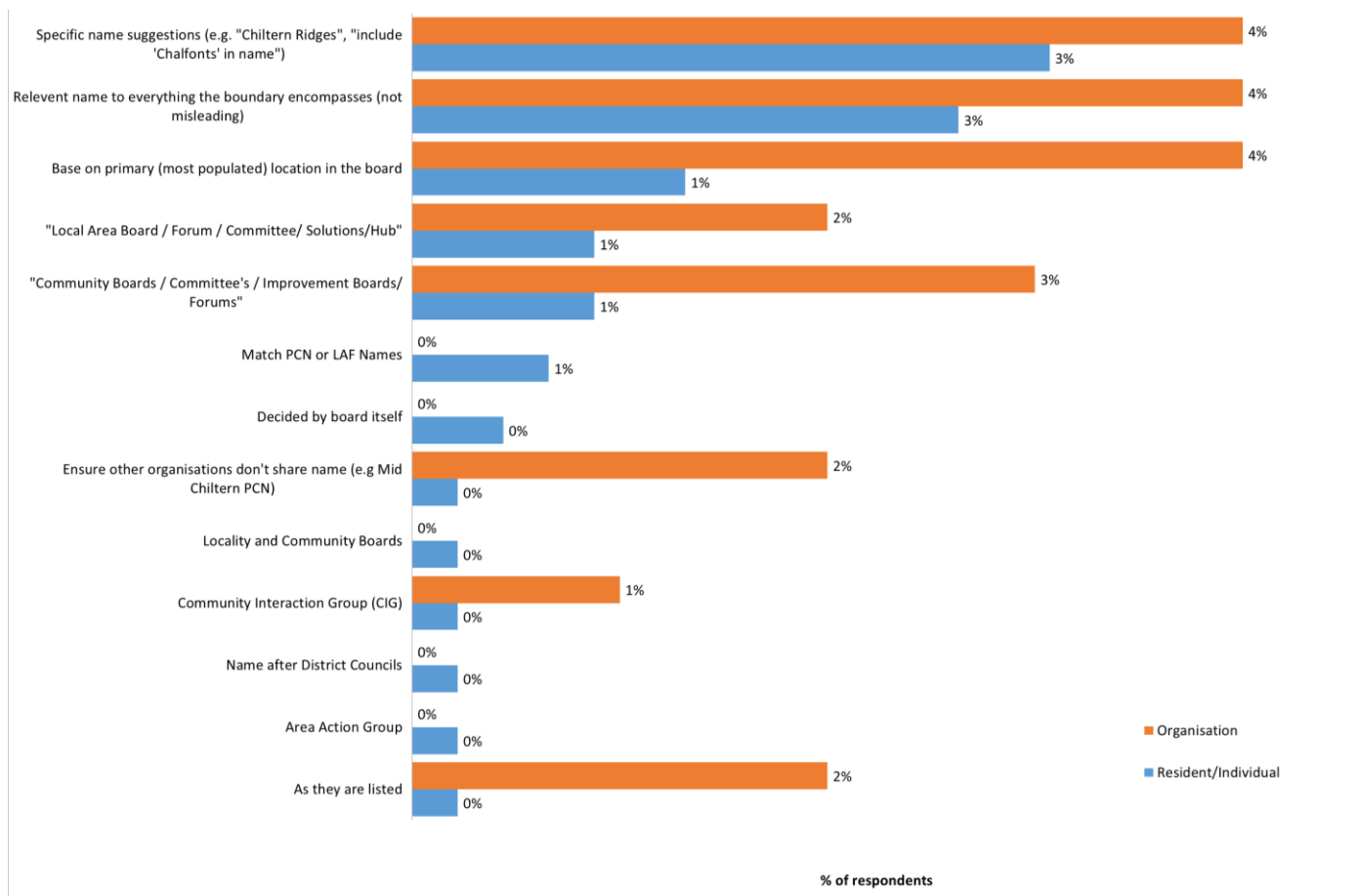
Base: 101 organisations and 456 individuals/residents

Q10. Do you have any other comments or suggestions about community boards, this could include on how they work and/or alternatives? (open response)
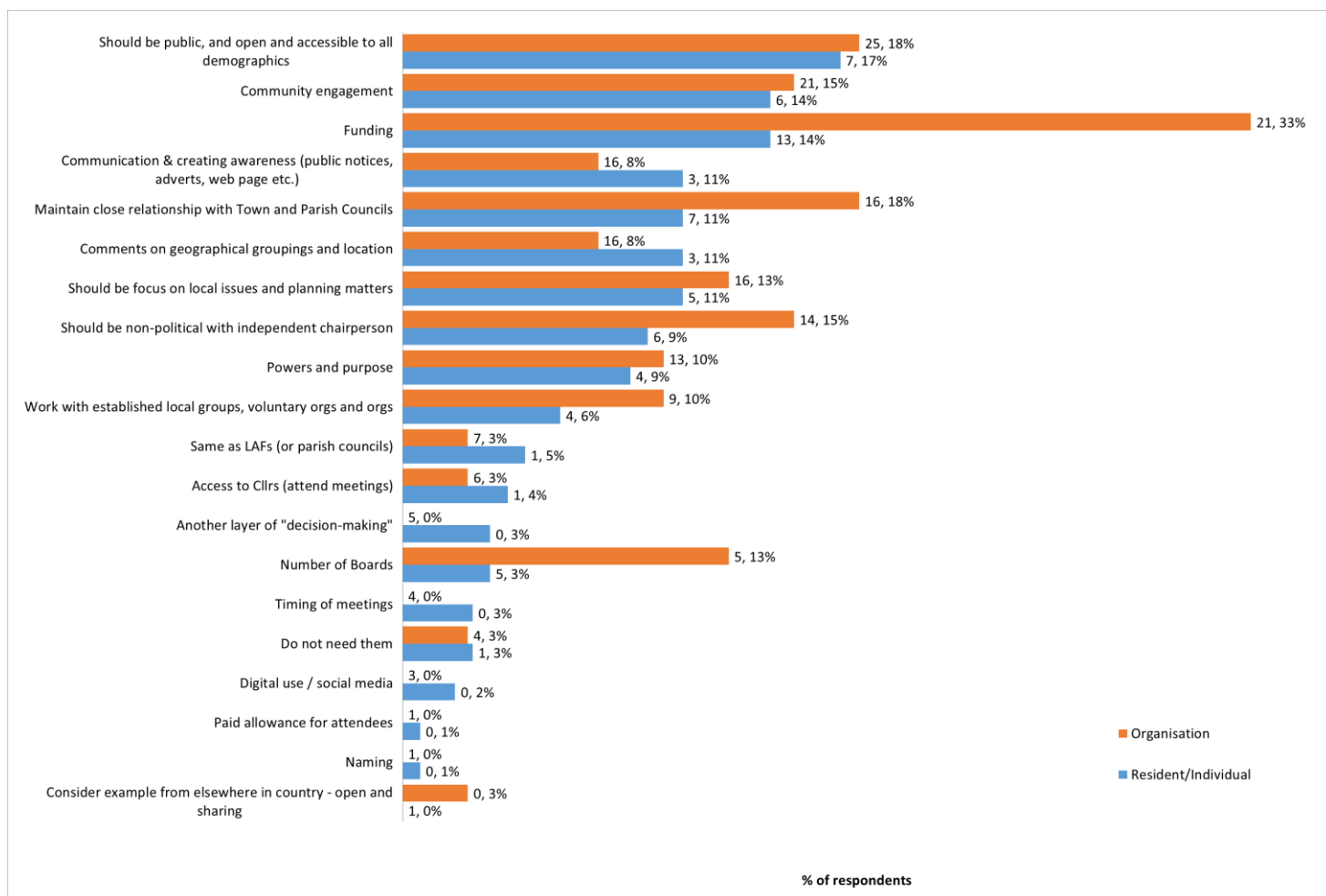
Base: 40 organisations and 149 individuals/residents who provided a valid response to this question

A selection of quotations below reflect some of the common themes that emerged from individuals and organisations:

Individuals/Residents' quotes:

> I think they are a very good idea, providing there is a true representation and concerns, ideas and thoughts are genuinely listened to.

> They need to be democratically robust and follow a clear code of practice.

> Localism through the local boards is essential if the Unitary Authority is to remain in touch with local issues and do the joined up thinking when common issues are identified.

> The boards must be known about and accessible by everyone in Buckinghamshire and participation in them encouraged.

> I think it's an excellent idea for residents to be involved.

> People want to be and feel more involved. Politics are changing and people want to have a say in how our money is spent.

22

Organisations' quotes:

> Community Boards offer an opportunity to engage with communities in different ways and reach people who might not otherwise get involved in local democracy.

> Their agendas and decisions should be public and their meetings should be open - always.

> Boards need to have real power and influence, they need to have a say on issues that matter to the community. They need to be adequately resourced in terms of staff time and funds in order to function properly.

> Agree deliverable, measurable, interventions and be transparent about impact, sharing good practice. Consider examples from elsewhere around the country

> They should be able to have a rolling budget so that bigger schemes are funded.

> Community Boards must maintain a close liaison with the Town and Parish Councils within their areas of responsibility

Information events

Six informal drop-in sessions were held across the county during the consultation period plus a display stand at the Bucks County Show. Approximately 65 people attended these sessions.

Two briefing sessions were held with county and district members. There were approximately 28 attendees across both meetings.

The purpose of these events was to provide information to help people complete the online survey. Feedback from these sessions was mainly concerning the detail of geography and boundaries of the boards, with very varied responses on specific local issues. The principle of setting up community boards was widely supported.

Feedback from partners

In addition to the survey responses received key partner organisations submitted individual letters and/or held meetings to discuss issues. A full list of additional organisational responses is detailed in Annex 2. Key organisational responses included:

- Integrated Care Partnership (ICP);
- Joint Response from Buckinghamshire Primary Care Networks; and
- Thames Valley Police

23

All partners welcomed the set-up of community boards. All responses highlighted the complexity and potential challenges in operating community boards in parallel to the different geographies used by health and the police.

In addition, the ICP asked that there were further discussions on future partnership arrangements and involvement, consideration of the role of the Network Patient Participation Groups, consideration of pan-community board joint working where appropriate.

The Thames Valley Police response also highlighted their difficulties in attending the existing 19 Local Area Forums, and ensuring senior representation in particular:

> "There is no benefit to this model (except to maintain the status quo). Because of operational requirements we know that we often do not manage to attend the Local Area Forums as we would like to, in terms of senior representation that can manage resourcing and set tasks within Thames Valley Police."

The police response included a favoured response of 14 community boards:

> "Making such a change on the 14 board model would enable us to consider, as a more realistic option in the medium term, adjusting Neighbourhood Policing Boundaries within our *existing* Local Policing Areas to match the new Buckinghamshire Council community board areas. We would see significant benefit in aligning our Neighbourhood Policing Boundaries so that community engagement methods can take full advantage of the new Board structures and potentially we can rationalise other meetings we attend as a result to maximise our efficiency and effectiveness in terms of community engagement. Adjusting our Neighbourhood Policing Boundaries would also allow us to provide data through publication on police.uk which would reduce the need for police to provide bespoke data to inform board decision making and potentially make decisions more effective."

Feedback from the not-for-profit sector

The not-for-profit sector have been engaged strategically on the set-up of community boards through the County Council's strategic partnership sounding board. Strong support was expressed in their potential opportunity to strengthen partnership working to improve outcomes for residents, particularly in joint working on health & wellbeing opportunities.

Suggestions were made on the importance of ensuring representation from community groups and the non-usual suspects in all aspects of the work of community boards to help make them successful; ideas on different and more engaging formats for events beyond committee style meetings; a request that the funding supports the sector; and that intelligence is utilised to inform priorty setting by members.

24

Annex 1 - Questionnaire

Delivering the new
BUCKINGHAMSHIRE COUNCIL

Community Boards Consultation
About You

* Which of the following descriptions apply to you? (please select all that apply)

☐ Buckinghamshire resident

☐ Buckinghamshire District Councillor

☐ Buckinghamshire Town or Parish Councillor, responding as an individual

☐ Representing a Town and Parish Council, responding on behalf of the organisation as a whole

☐ Buckinghamshire Town or Parish Clerk, responding as an individual

☐ Representing another organisation

☐ Buckinghamshire County Councillor

Other (please specify)

Community Boards Consultation
About You

Please note: responses from organisations will be shared with decision-makers and identifiable.   If you do not wish your response to be identifiable please return to the previous page and respond as an individual.

If you are responding on behalf of an organisation, please specify the name of the organisation below:

Community Boards Consultation
About you

Please note: if you are replying on behalf of an organisation you do not need to complete the section below.

All information provided will only be used for the purpose of analysing the responses received. All responses will be kept anonymous.

Please tell us your postcode…

I identify my gender as …

○ Male

○ Female

○ Other

○ Prefer not to answer

Which of the following best describes your ethnic group?

○ White – English/Welsh/Scottish/Northern Irish/British

○ White – Irish

○ White – Gypsy or Irish Traveller

○ White – Any other White background (please specify below)

○ Asian/Asian British

○ Asian/Asian Pakistani

○ Asian/Asian British – Bangladeshi

○ Asian/Asian British – Chinese

○ Asian/Asian British – Any other Asian background (please specify below)

○ Black/Black British – African

○ Black/Black British – Caribbean

○ Black/Black British – Any other Black/African/Caribbean background (please specify below)

○ Other (please specify below)

○ Prefer not to say

Other (please specify)

Please tell us your age:

○ 16-25

○ 26-35

○ 36-45

○ 46-55

○ 56-65

○ 65+

○ Prefer not to answer

Community Boards Consultation

Objectives

We're proposing that community boards have three   objectives:

- **Enabling Buckinghamshire Council councillors to take decisions on local issues, alongside key partners including parish councillors and other community representatives.**
- **Empowering Buckinghamshire Council councillors and communities to influence service design and delivery on local   issues.**
- **Facilitating communities to come together with Buckinghamshire Council councillors and partners to find local solutions to local   issues.**

To what extent do you agree with the proposed objectives for community boards?

	Strongly agree	Agree	Disagree	Strongly disagree	Unsure
Enabling Buckinghamshire Council councillors to take decisions on local issues, alongside key partners including parish councillors and other community representatives.					
Empowering Buckinghamshire Council councillors and communities to influence service design and delivery on local issues.					
Facilitating communities to come together with unitary councillors and partners to find local solutions to local issues.					
Additional comments:					

27

Community Boards Consultation
Local issues

If community boards are set up, what issues would you like your local board to focus on? (Please select all that apply)

- ☐ Opportunities for children and young people
- ☐ Support for older people
- ☐ Community wellbeing (such as: improving mental health, tackling social isolation)
- ☐ Environmental issues (green space, parks)
- ☐ Transportation
- ☐ Improving community facilities
- ☐ Tackling crime
- ☐ Encourage volunteering / community participation
- ☐ Other (please specify

Community Boards Consultation

Which of the following do you think should be involved with community boards for them to work successfully? (please select all that apply)

- ☐ Buckinghamshire Council councillors
- ☐ Fire Service
- ☐ GPs and other NHS services
- ☐ Police
- ☐ Other (please specify)

- ☐ Residents
- ☐ Town or parish councils
- ☐ Voluntary & community sector
- ☐ Young people

28

Community Boards Consultation
Funding

There will be some funding provided to community boards to help support the delivery of local priorities. Whilst funding will only be one part of the work of community boards we know that it matters. It is proposed that £2.5 million overall is made available to community boards in 2020/21.

Further details on the proposed funding arrangements can be found in the [options appraisal](#), see page 28.

How do you think the available funding from the new council should be allocated to community boards?

◯ Each board gets the same amount of money

◯ Each board gets a different amount of money depending on the needs of the local population

◯ Each board gets the same minimum amount with extra funds allocated depending on the needs of the local population

Community Boards Consultation
Community board decision-making

For community boards to be effective, different people and organisations who are involved in a local area will need to come together. Decisions will normally be reached by consensus.

Upon occasions there will be a need for voting to ensure clarity and accountability, for example on community grant applications. To ensure accountability for decisions, particularly in regard to council expenditure, Buckinghamshire councillors from that area are proposed as the voting members. In addition, other people could also vote alongside them.

When voting is needed at community boards, who do you think should be allowed to vote?

◯ Buckinghamshire councillors only

◯ Buckinghamshire councillors and others (such as town and parish council representatives and or other community representatives)

Do you have any other suggestions for how decision-making at the community boards should work?

Community Boards Consultation
Number and geographies

There are many different options for the number of community boards which could be set up and their respective boundaries. The council is consulting on all options.

The initial thinking is that 14 community boards across the county would be optimum number overall, based on consideration of the possible areas and the best fit for natural communities. However, we want to better understand views on all options.

See the **options appraisal** for more information on the assessment. Maps of all options can be viewed **here**.

How many community boards do you think there should be across Buckinghamshire?

- ◯ None
- ◯ Less than 11
- ◯ 11
- ◯ 12
- ◯ 14
- ◯ 19
- ◯ More than 19
- ◯ No preference/unsure

Do you have any suggestions/comments on the proposed boundaries for community boards?

The possible names for community board area can be viewed on this **map**. If you type in your postcode, the names of your relevant board area will pop-up. A list of the possible names for each option can also be found **here**.

Do you have any suggestions/comments on possible names for community boards?

Community Boards Consultation
Other suggestions

Do you have any other comments or suggestions about community boards, this could include on how they work and/or alternatives?

Annex 2: List of organisations

101 organisations responded to the consultation, and 60 of these provided their organisation'sname :

Amersham Town Council	ARC Primary Care Network
AVS PCN	Beaconsfield Town Council
Better Connected Beaconsfield	Buckingham Area Community Advice Foundation
Buckingham Canal Society	Buckingham Park Parish Council
Buckingham Town Council	Buckinghamshire Integrated Care Partnership
Buckinghamshire Music Trust	Chairman of OAKLEY Parish Council
Chalfont St Giles & Jordans Revitalisation Steering Group	Chearsley Parish Council
Chepping Wycombe Parish Council	Chesham Connect Revitalisation Group
Chesham Town Council	Cholesbury-cum-St Leonards Parsish Council
Citizens Advice Aylesbury Vale	Citizens Advice Chiltern
Citizens Advice High Wycombe	Community Impact BUcks
Denham Parish Council	Dinton with Ford and Upton Parish Council
Families and Carers Together in Bucks	Farnham Royal Parish Council
Fulmer Parish Council	Gawcott with Lenborough Parish Council
Gerrards Cross Town Council	Great Missenden & Prestwood Revitalisation Group
Great Missenden Village Association	Hambleden Parish Council
High Wycombe Community Advocates	Iver Village Residents Association
John Hampden Surgery Patient Participation Group	Leap
Leap - The Buckinghamshire & Milton Keynes Sport and Activity Partnership	Lindengate, Mental Health Charity
Little Chalfont Community Association	Little Chalfont Parish Council
Little Marlow Parish Council	Mid Chiltern Primary Care Network
MMPC	North Buckinghamshire Primary Care Network
Penn & Tylers Green Residents Society	Richings Park Residents Association
School chair of governors	Taplow Parish Council
Thames Valley Police	The Beaconsfield Society
The Ivers Parish Council	The Lee Parish Council
THE MARLOW SOCIETY	Wendover Parish Council
West Wycombe Parish Council	Westongrove PCN (GP Surgeries)
Winchmore Hill Residents Association	Wing Parish Council
Wingrave with Rowsham Parish Council	Wycombe Friends of the Earth

Annex 3: Additional letters received

The following additional letters were received from organisations.

- Beaconsfield Town Council
- Better Connected Beaconsfield
- Buckingham Town Council
- Buckinghamshire Integrated Care Partnership
- Cholesbury-cum-St Leonards Parish Council
- Citizens Advice High Wycombe
- Denham Parish Council
- Farnham Royal Parish Council
- Fulmer Parish Council
- The Lee Parish Council

Two individuals (ie. not representing an organisation) responded via letter.

Annex 4: Geographical distribution of respondents

285 respondents provided a valid postcode The table below shows how many respondents there were from each of the four districts compared with the Buckinghamshire population.

District	Number		%	
	Buckinghamshire Population	Repondents	Buckinghamshire Population	Repondents
Aylesbury Vale	196,020	113	37%	40%
Chiltern	95,355	66	18%	23%
South Bucks	69,785	47	13%	16%
Wycombe	174,758	59	33%	21%
Total	535,918	285	100%	100%

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Appendix 2: Community Board Terms of Reference

1. Aims & Objectives

1.1 The vision for community boards is to improve outcomes for residents through ensuring strong connections between Buckinghamshire Council with its diverse communities. The objectives below set out the different elements of the work of community boards, as well as updated to provide clarity on the legal status of community boards:

a) *Local Issues*: Enabling Buckinghamshire Council councillors to make recommendations on local issues, alongside community organisations, such as town and parish councils.

b) *Influence:* Empowering Buckinghamshire Council Councillors and communities to influence service design and delivery on local issues.

c) *Partnership:* Facilitating communities to come together with Buckinghamshire Council Councillors and partners to find solutions to local issues.

2. Approach

2.1 To achieve these aims and objectives each community board will be expected to:

- Agree Community Area Priorities, based on evidence of local needs, and an action plan to address these with targets.
- Agree a tailored communications & engagement plan for actively involving residents and community organisations.
- Set-up action groups to support the delivery of the Community Action Plan.
- Provide opportunities to ensure that the local community is able to respond to consultations and influence service commissioning decisions in a timely manner.
- Provide opportunities to ensure good communications and information from Buckinghamshire Council, and partners, on local issues.
- Make recommendations to Buckinghamshire Council on funding local projects.
- Make recommendations to Buckinghamshire Council, and partners, on key local issues.
- Produce an annual report with a self-assessment of success in relation to the aims and objectives for community boards, and action plan delivery.
- Hold at least one annual community event to enable residents and community groups to set area priorities and address issues.

1

3. Remit

3.1   Community boards will be empowered to discuss any issues that are relevant to enable them to achieve their objectives.

3.2   Agenda items are expected to be of relevance and significance for the community board as a whole.

3.3   Operational issues will be encouraged to be dealt with outside of formal community board meetings through relevant channels. For example, written requests for potholes to be fixed should be made via 'fix my street', and/or flagged with the relevant councillor outside of formal meetings.

3.4   No service complaints or complaints about councillors will be considered. These will be considered under Buckinghamshire Council's complaints policy. All Buckinghamshire Council Councillors are bound by the Buckinghamshire Council code of conduct. Members are also bound by the other procedures and protocols applicable to members of the Buckinghamshire Council.

3.5   Planning matters that fall under the remit of the area planning committees of Buckinghamshire Council will be out of scope to avoid duplication.

3.6   Effective liaison between community boards and strategical committee business will be facilitated via liaison meetings for the community board chairmen. Common themes and issues will be discussed with the Cabinet Portfolio holder, senior officers and relevant scrutiny chairmen.

3.7   Community boards may consider petitions to Buckinghamshire Council they relate to a local issue and are best resolved locally. The handling of petitions will be in accordance with the Council's constitution and petitions protocol.

4. Legal Status

4.1   Community boards are informal meetings convened by Buckinghamshire Council.

4.2   They are advisory only with no decision-making powers. They are able to make recommendations.

4.3   Meetings will be conducted informally but where it is necessary for the Chairman to rule on any point then rulings will follow the procedures set out in the Buckinghamshire Council Constitution.

5. Community board membership & participation

5.1   The formal and core membership of each community board will comprise all Buckinghamshire Council councillors from the respective area.

5.2   No substitutes are permitted.

2

5.3   Standing invitations to attend meetings will be provided to the following key partners:

- All town and parish councils in the area (1 representative each)
- Thames Valley Police
- Primary Care Networks (1 representative from the lead PCN aligned)

5.4   Each community board chairman has the discretion to invite any additional attendees. For example this could include:

- Youth Council representative
- Key not-for-profit organisations
- Local businesses
- Other statutory bodies such as the Fire Service, Ambulance Service or CCG.

5.5   Regardless, of the above, all formal community board meetings will be open to the public to attend, and the public will be encouraged to attend and participate in these meetings and other events.

6. Community board decision-making

6.1   For community boards to be successful they will need to work in co-operation with the local community and it is envisaged that on the whole this will be by consensus.

6.2   Upon some occasions, a vote might be needed, for example in regard to a recommendation from the board on funding local projects.

6.3   Where a vote is required then this will be by a show of hands of formal board members present.

6.4   Prior to such a vote, the Chairman may upon his/her discretion take an indicative vote of representatives from local organisations, including town and parish councils, who are present. Each organisation, will have one indicative vote. This will enable Buckinghamshire Council councillors to have a clear understanding of the official views of local partners.

6.5   The Chairman will also normally ensure that the public have had the opportunity to express their views prior to a vote, in accordance with the provisions on public participation, as set out in the section below.

7. Chairmanship

7.1   The chairman of each community board will be appointed by the Cabinet Portfolio holder for localism.

7.2   The chairman of each community board must be a member of Buckinghamshire Council and the respective community board.

3

7.3 The vice-chairman shall be nominated by the relevant Community board Chairman and confirmed by the Cabinet portfolio holder for localism. They must be a member of Buckinghamshire Council and the respective community board.

7.4 The normal term of office shall be for two years.

7.5 The portfolio holder for Localism may rescind appointments within this period at any time.

7.6 The vice chairman will preside in the absence of the chairman and if neither is present, the community board will appoint a chairman from among its membership for that respective meeting.

7.7 The role of the Chairman will include:

- Providing leadership to ensure that the objectives of community boards are met.
- Ensuring that the voices of residents are at the heart of the work of community boards.
- Representing the community board at chairmen's liaison meetings and presenting the annual report of the community board to full council.
- Attending mandatory annual training to support them to be effective in their key community leadership role.

8. Meeting Frequency

8.1 Each community board is expected to hold:

- At least five but no more than six formal community board meetings per year.
- At least one annual resident's forum event to encourage participation in the area priority setting process.
- Events locally to encourage resident participation in regard the area priorities agreed and as required in for example consultations and or participatory budgeting.

9. Public Participation

9.1 All normal community board meetings will be open to the public and press.

9.2 The format of community board meetings will be at the discretion of the chairman and designed to maximise public participation.

9.3 For example, the meetings may be structured to enable the standing item business of community board meetings to be conducted at the end of the meeting, with items of public interest to be placed at the start of the agenda to enable residents to have their say without staying for the whole meeting.

9.4 Members of the public will be able to ask questions and speak in regard to an agenda item, and considered under the relevant agenda item. The length of

4

time for speaking will be at the discretion of the chairman and normally limited to one issue per speaker, with an overall maximum public speaking slot of 10 minutes per agenda item.

9.5   In addition, written questions to Chairmen are invited at any time from residents in regard to the work of community boards.

9.6   A published online response log will be made available and an updates provided at each community board meeting as a standing item. Responses will be provided within 20 working days.

9.7   Residents who have questions to individual councillors on specific local electoral division issues are encouraged to contact them directly.

10. Agendas

10.1   The Chairman will be responsible for the content of community board agendas. All members of the community board may submit agenda items which will be included at the discretion of the Chairman.

10.2   Community board agendas will be published online via Buckinghamshire Council's website giving normally at least five clear working days before the meeting.

10.3   An action log, rather than formal minutes, will be published on Buckinghamshire Council's website normally within 15 working days of the meeting.

11.   Officer Support

11.1   Buckinghamshire Council will provide administrative, policy and project support for community boards.

5

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Appendix 3: Community Board Funding Streams

Introduction

In 2020/21 it is proposed that there are three funding streams allocated to community boards:

- Community Area Priorities Fund
- Health & Wellbeing Fund (one year only)
- Local Infrastructure Fund

This paper sets out an overview how these funding streams will work.

Applications will be considered separately in relation to each funding stream, owing to the differences in criteria & rules. However, staff supporting the community boards will work with external organisations to help advice on possibilities for match funding from different sources to maximise impact. This includes considering flexibility pan-community board projects that may be supported by neighbouring board areas.

Funding Criteria

Community Area Priorities Fund

The Community Area Priorities Fund is to be used to support local projects which will help improve outcomes for residents that address the area priorities determined by each community board, as well as support the delivery of Buckinghamshire Council's Corporate Plan.

Health & Wellbeing Fund

The Health & Wellbeing Fund is to be used to support local projects will help improve the health & wellbeing of residents.

This is a ring-fenced one-off additional fund provided to community boards, as the funding source is from a public health grant provided by central government (the Department of Health and Social Care).

The same criteria and application process will apply for applications to this fund as per the Community Area Priorities Fund.

However, in addition, applicants must specify how their project will support the health & wellbeing of residents in the respective area in relation to at least one of the following objectives:

- Promoting healthy lifestyles (helping people be more physically active, eat more healthily, reduce their alcohol consumption, reduce levels of smoking).
- Connecting and bringing people together from different parts of the community.
- Improving mental wellbeing including promoting neighbourliness.
- Improving community engagement with disadvantaged and hard to reach groups with a wellbeing focus.
- Helping to create a greener and more sustainable environment for the purpose of improving health and wellbeing.

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Local Infrastructure Fund

This fund is to support community infrastructure needs. It can be used to support the upgrading of existing and/or new physical and/or social infrastructure. The funding source is from central government's New Homes Bonus Scheme. There is uncertainty on the continuation of this funding stream from central government beyond 2020/21 and therefore this funding stream cannot be guaranteed indefinitely. Allocations will be made in annual cycles to mitigate this risk.

Budget allocations per community board

Each year the Buckinghamshire Council will confirm the funding amounts allocated to each community board, as the exact amounts may vary.

Each funding stream has a different purpose and therefore there are different formulas for the basis for determining allocations to each community board. An overview of the formulas is provided below:

- *Community Area Priorities Fund*—a minimum base level (2/3rds of the overall budget), plus a top-up based upon population (1/3rds of the overall budget). 2017 mid-year estimates at Local Super Output Area (LSOA) are used as the latest available data

- *Health & Wellbeing Fund*—a minimum base level (2/3rds of the overall budget), plus a top-up based upon deprivation (1/3rds of the overall budget). This approach is proposed as communities with greater social and economic challenges have shorter life expectancy, spend less time in good health, develop multiple long term conditions early and are more likely to be admitted to hospital. The Health and Wellbeing Funding includes a health and wellbeing weighting to help those community boards with greater health challenges in their community to address these. Data is based upon the percentage of the population in a community board area (2017 mid-year estimates) within the 30% most deprived LSOAs in Buckinghamshire (Index of Multiple Deprivation 2019 data).

- *Local Infrastructure Fund*—allocations to each community board area based upon the number of new homes in that area. Data is based on the existing adopted or draft published Local Plans.

The funding allocations in 2020/21 are set out in Annex C.

In the first year of operation 2020/21 it is anticipated that funding decisions are likely to be taken later than normal in the financial year, and therefore not all funding will be able to be spent in the same year. Where funding commitments have been agreed these may be carried over for completion in the next financial year, subject to agreement on a case-by-case basis.

2

Implementation

Key elements of the implementation plan for the grant funding process will include:

- Process—developing detailed forms, timelines, guidance and online information for applicants.
- Staffing—ensuring that staff are recruited with the skills to pro-actively engage with communities to identify and encourage local project applications that will support the community board to address area priorities, including identifying match-funding opportunities.
- Area Priorities—supporting the community boards to set area priorities to inform funding applications.
- Communications—ensuring that all groups are aware of the funding opportunities, with clarity on the area priorities confirmed.

3

Annex A: Funding Criteria

The criteria below will apply in relation to the area priorities fund and health & wellbeing fund.

All applications must:

a) Be from an external not-for-profit organisation with a valid bank account (e.g. applications from internal Buckinghamshire Council officers or members will not be considered).
b) Be for specific time limited and one-off projects.
c) Show how the funding will be used to support addressing one or more of the area priorities set by the respective community board.
d) Set out the intended outcomes from the funding.
e) Demonstrate value for money.
f) Show how the funding will support one or more of the Council's Corporate Plan Priorities.
g) Set out the intended outcomes from the funding.
h) Where 'seed' funding is provided, set out a plan for achieving sustainability without being reliant upon further grant funding from this fund.
i) Provide additional evidence such as audited financial accounts if required upon request.
j) Show that other sources of funding have been sought and are not available, or that the community board's contribution is an essential part of a multiple funding package. Proposals with match-funding will be prioritised *unless* a proposal can demonstrate that alternative funding is not available.
k) Complete evaluation form on the outcomes of the project.
l) Show how the project will benefit communities within the respective community board area.

Applications must not:

- Be used to fund the statutory responsibilities of Buckinghamshire Council.
- Be repeat applications where funding has been provided for the same project.
- Be for political purposes.
- Be for the benefit of a single individual.
- Seek to fund activity which has already taken place.
- Seek to fund activity or facilities which are the primary funding responsibility of another body (e.g. it should not be used for activities normally funded by parish precepts) unless it can be evidenced that the applying organisation is unable to provide the funding itself and has been unable to secure additional funding for the project.
- Seek to fund core staffing or ongoing, updating or maintenance costs of organisations.
- Seek to fund activity aimed at the promotion of political or religious beliefs.
- Be for projects already receiving funding from Buckinghamshire Council.
- Come from a commercial organisation when the purpose is to increase profit making activities.

Other rules and conditions:

- Where match-funding is detailed in an application contributions-in-kind will be considered.

4

- Additional evidence may be required in line with Buckinghamshire Council's financial regulations e.g. quotations.
- All quotes from suppliers must be on headed paper, from brochures or websites and must be made available on request.
- If your project requires Planning Permission, Building Regulations or any other form of licence approval, this must be sought *before* submitting your application. Any grant will be conditional on approvals being received.
- Applicants must acknowledge Buckinghamshire Council's financial support in any publicity, printed or website material and use the council's approved logo.
- If your application is successful and your project receives a grant, a condition is that you must be able to provide copies of all receipts and invoices associated with your grant upon request as your project may be audited after completion. It is the applicant's responsibility to keep these receipts for three years following completion of the project.
- If your application is successful, funds awarded may only be used for the purpose specified in the application; it is the applicant's responsibility to contact the officers if there are any changes to a project awarded a grant by a community board.
- Community boards will make a significant investment each year into local communities. To ensure investment continues to target the correct projects, we require applicants to complete the agreed project evaluation process. Failure to do so will prevent you from being eligible to apply for a further grant in the future.
- Grant funding must be drawn down within 12 months of the date of the award.
- Each community board can allocate a maximum of 50% of its overall funding from the Community Area Priorities Fund towards transportation projects.

5

Annex B: Funding Application Process

Pre – Application

- Community board sets Area Priorities & agrees if any breakdown on funding allocations within its budget (e.g. dedicated funding for small grants up to £5,000 as well as larger projects etc…).
- Funding opportunities promoted centrally and locally to the not-for-profit sector.

Submission

- Online applications received only.
- Officer reviews application and conducts eligibility check.
- Officer liaises with applicant.
- Officer secures any internal service assessments needed e.g. all applications requesting transportation works will be assessed by Transport for Bucks (TfB) Network Improvement Team (NIT) for assessment and budget estimate (PID).
- For transport specific schemes the applicant will be sent the PID to review & confirm desire to go ahead with application.

Decision

- Officer report to community board on all applications received, with recommendation on prioritisation.
- Applicants invited to attend the meeting.
- Community board agrees priorities and recommendation (potential for sub-group to consider first).
- Recommendations sent to relevant senior officer for ratification.

Implementation

- Applicants notified & award letters issued.
- Promotions as required.
- Recipients complete evaluation form at end of project.

Note: A detailed timeline for the application process will be developed centrally to enable the effective promotions of grant funding opportunities to local community organisations.

6

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Annex C: Illustration of Funding Allocations 2020/21

The table below sets out allocations for 2020/21 based on the recommended community board geography of 16 community boards. It includes allocations for 2 funding streams – the community area priorities fund and the health & wellbeing fund.

Community Board	Community Area Priorities Fund			Health & Wellbeing Fund			Overall CBTotals
	Base amount	Population top-up	Total	Base amount	Wellbeing top-up	Total	
Amersham	£62,500	£22,204	£84,704	£20,833	£1,860	£22,693	**£107,397**
Aylesbury	£62,500	£64,939	£127,439	£20,833	£40,748	£61,581	**£189,020**
Beaconsfield and Chepping Wye	£62,500	£38,456	£100,956	£20,833	£3,382	£24,216	**£125,172**
Beeches	£62,500	£24,013	£86,513	£20,833	£6,672	£27,506	**£114,019**
Buckingham & Villages	£62,500	£24,465	£86,965	£20,833	£8,706	£29,540	**£116,504**
Chesham & Villages	£62,500	£27,514	£90,014	£20,833	£11,979	£32,812	**£122,825**
Denham, Gerrards Cross and Chalfonts	£62,500	£36,760	£99,260	£20,833	£6,207	£27,040	**£126,300**
Haddenham and Waddesdon	£62,500	£29,147	£91,647	£20,833	£5,477	£26,310	**£117,957**
High Wycombe	£62,500	£70,259	£132,759	£20,833	£51,670	£72,503	**£205,262**
Missendens	£62,500	£13,984	£76,484	£20,833	£0	£20,833	**£97,318**
North West Chilterns	£62,500	£35,894	£98,394	£20,833	£4,221	£25,055	**£123,449**
South West Chilterns	£62,500	£34,630	£97,130	£20,833	£11,170	£32,003	**£129,134**
Wendover	£62,500	£23,515	£86,015	£20,833	£0	£20,833	**£106,848**
Wexham and Ivers	£62,500	£13,402	£75,902	£20,833	£8,530	£29,363	**£105,266**
Wing and Ivinghoe	£62,500	£22,063	£84,563	£20,833	£6,045	£26,879	**£111,442**
Winslow & Villages	£62,500	£18,754	£81,254	£20,833	£0	£20,833	**£102,087**
Totals	**£1,000,000**	**£500,000**	**£1,500,000**	**£333,333**	**£166,667**	**£500,000**	**£2,000,000**

7

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Local Infrastructure Fund Allocations 2020/21

In 2020/21 this overall funding stream is £1.9 million. The amounts below are based upon the number of new houses identified in the existing Local Plans (Wycombe Local Plan; Chiltern and South Bucks Local Plan; Aylesbury Vale Local Plan).

Community Board	Proposed Houses	Allocations per Board
Amersham	790	£38,512
Aylesbury	16398	£799,389
Beaconsfield and Chepping Wye	1600	£77,999
Beeches	0	£0
Buckingham & Villages	2859	£139,374
Chesham and Villages	500	£24,375
Denham, Gerrards Cross and Chalfonts	560	£27,300
Haddenham and Waddesdon	1614	£78,681
High Wycombe	2987	£145,614
Missendens	300	£14,625
North West Chilterns	2469	£120,362
South West Chilterns	888	£43,289
Wendover	1942	£94,671
Wexham and Ivers	1450	£70,686
Wing and Ivinghoe	812	£39,584
Winslow and Villages	3806	£185,539
Totals	***38975***	**£1,900,000**

Appendix 4: Proposed Community Boards Geographies

The purpose of this paper is to set out an overview of the key issues considered in developing a revised map and boundaries of community boards in response to consultation feedback.

The detail of the proposed map and boundaries can be seen in the accompanying appendices to the Shadow Executive report – Appendices 5 & 6. This report should be read in conjunction to those reports.

Consultation proposal

A key part of the formal consultation was seeking views on all options for the number of community boards, from 0 to 19 plus. Prior to the formal consultation engagement workshops took place with town and parish councils in June 2019. A key discussion topic at those meetings was the possible geographies which informed the consultation proposals.

A preferred option of 14 community boards was identified as the option for consultation, with other potential options and maps published of 11, 12, 14 and 19 community board areas.

The map of 14 community boards was developed with town and parish council boundaries as the basic building block.

Appendix 1 sets out the results and feedback from the consultation including the overall number of community boards and their geographies.

Proposed Consultation Response

As a result of the consultation feedback, it is recommended that 16 rather than 14 community boards are set-up with revised boundaries.

The key feedback taken into account in suggesting these revised boundaries are:

- Taking into account community views from residents, local groups and the respective town and parish councils.
- Minimising the differences between the boundaries of the Primary Care Networks and the community boards where this makes sense to do so.
- Taking into account the views of Thames Valley Police to ensure effective joint working, particularly in regard to the preference for local policing areas to be aligned initially.

The overall factors considered in designing the proposed map and boundaries have been:

- Ensuring that natural communities/settlement are respected and grouped together where this makes sense to do so.

- Engagement views from town and parish councils.
- Consideration of the fit with the boundaries of the newly formed Primary Care Networks and the Thames Valley Police.
- A desire to minimise the number of electoral division splits (so that Buckinghamshire Councillors are in one area).
- Consideration of the resource implications of supporting new structures to ensure sustainability.

The table below provides an overview of all official organisational responses submitted where a specific comment was made on proposed community areas, 29 in total. At the start of the online survey the following statement was included "please note that organisational responses will be shared with decision-makers and identifiable". This is in order that there is a full understanding and transparency on the issues considered in reaching a view on the boundaries.
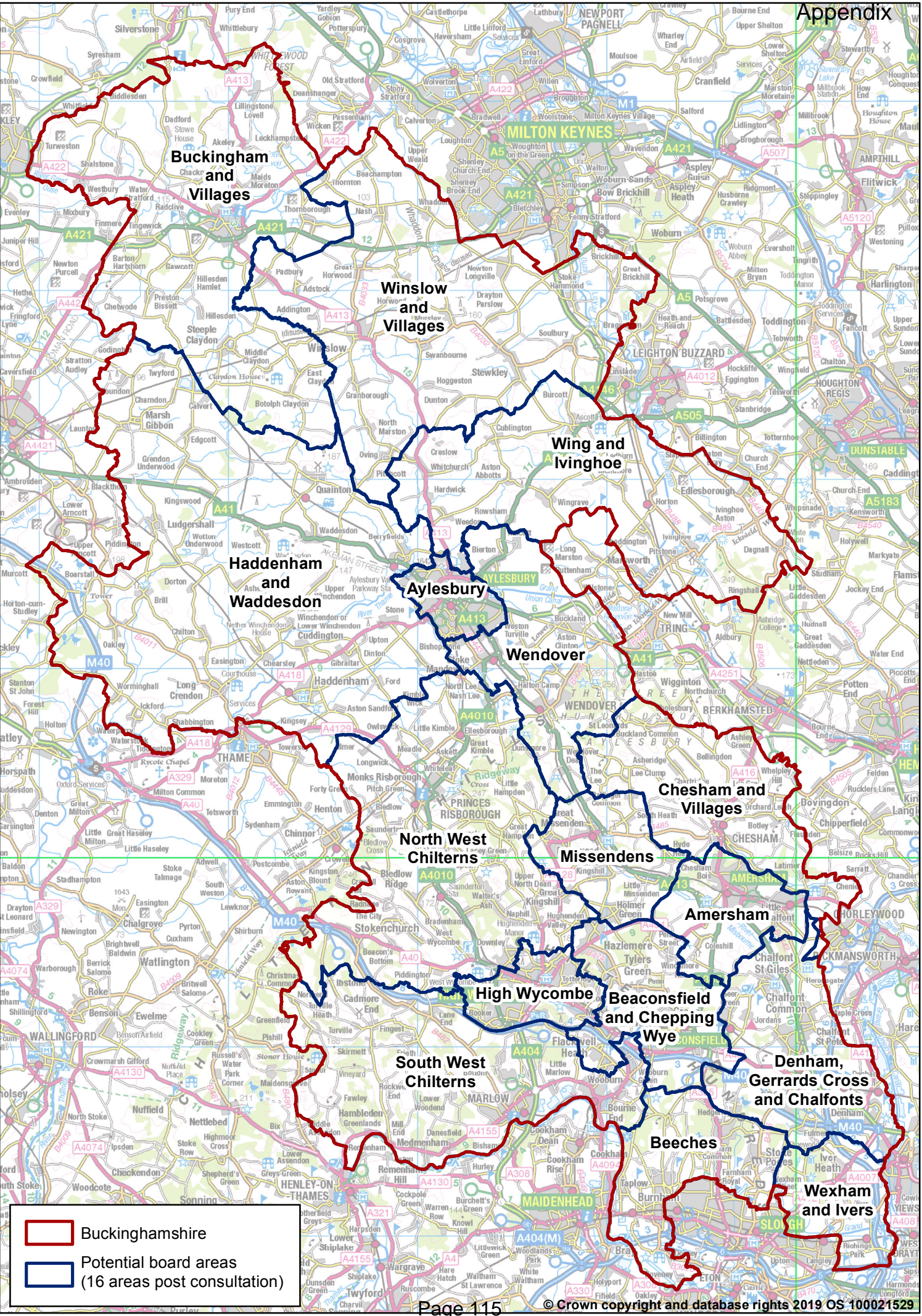
The table below is a summary only, and the full details organisational and individual responses has been carefully considered. Non-organisational responses were submitted on an anonymous basis and are therefore not published.

Parish Area	Organisation	Summary of comments on specific boundary issues	Proposed Response
Beaconsfield	The Beaconsfield Society	Would like a separate Beaconsfield Board (same as current LAF boundaries).	Proposal to add an additional community board to cover the existing Beaconsfield local area plus the parishes of Chepping Wycombe, Hazlemere and Penn.
	Beaconsfield Town Council	Any suggestion of combining Beaconsfield with a wider geographical area will result in a reversal of the positive progress made in the last two years. Strongly opposed therefore to supporting any proposal that combines Beaconsfield with 8 other civil parishes.	A single board area for Beaconsfield town was considered however on balance felt to be better to include other surrounding areas to enable a strategic conversation for the new Council with rural, as well as town areas. In addition, it will help avoid confusion between the respective role of an individual town council and the different role of the community board (which is to enable Buckinghamshire Council, and its councillors, to maintain strong connections with communities).
Buckingham Park	Buckingham Park Parish Council	Would like to be in the same board area as Aylesbury Town and Coldharbour PC.	Buckingham Park Parish Council area included within Aylesbury Community Board.
Chepping Wycombe	Chepping Wycombe Parish Council	Would like to be with Penn Parish Council.	The new proposed map includes revised areas to ensure that the areas of Penn, Hazelmere, Penn and, Tylers Green are together within a new area called 'Beaconsfield and Chepping Wye'.
Chesham	Chesham Town Council	Amersham and Chesham should in different board areas.	Amersham and Chesham are in different board areas.
Cholesbury-cum-St Leonards	Cholesbury-cum-St Leonards Parish Council	Felt that the Chesham & Villages board should include The Lee but not Chenies.	The Lee is included within the Chesham and Villages board. Consideration was given to Chenies being in alternative boards, however it is proposed to be in Chesham & Villages board based on other feedback from local stakeholders and in recognition of the existing electoral division boundaries this was felt to be better placed.
Denham	Denham Parish Council	Did not support the larger CB area which included Beaconsfield and the Chalfonts and would favour keeping the existing LAF areas.	Decision was taken to make the board area smaller than the consultation preferred proposal and not include Beaconsfield, however based on other consultation responses it was decided to still include the Chalfonts with Gerrards Cross and Denham.
Foscott	Foscott Parish Meeting	Buckingham should not be included with Winslow.	Separate boards for Winslow and Buckingham.
Fulmer	Fulmer Parish Council	Would like Fulmer to be in the same board area as Hedgerley. Favours retaining current LAF boundaries.	Fulmer will be in the same board area as Hedgerley as well as Denham, Gerrards Cross and the Chalfonts.
Great Missenden	Great Missenden & Prestwood Revitalisation	With regard to Great Missenden Parish, the current LAF area is about right. Knotty Green and Penn Street should be part of the Beaconsfield board.	Proposal to reduce the Mid Chilterns community board area to the same geography as the existing Missendens LAF area.

3

	Group		
Hazlemere	Hazlemere Parish Council	Would like a smaller area for the community board in which Hazlemere Parish Council area would sit to ensure greater commonality of issues.	The new proposed map includes revised areas to ensure that the areas of Penn, Hazlemere, Penn and, Tylers Green are together within a new area called 'Beaconsfield and Chepping Wye'.
The Ivers	The Ivers Parish Council	Board specifically covering Iver.	Proposal to retain the two southernmost local areas as two separate community boards. Wexham & Ivers and Beeches.
	Iver Village Residents Association.	Would like a focus on Iver.	
	Richings Park Residents Association.	Whatever number is chosen, Wexham and Iver should be together but not Iver and Burnham as they are too far from each other and very different.	
The Lee	The Lee Parish Council	Needs of its residents are more closely identified with other local rural and semi-rural parishes and doubts whether its residents' needs are in fact closely aligned to residents' needs in more distant communities in, for example, Flackwell Heath, Loudwater and Forty Green.	The Lee to be included in the Chesham & Villages CB area.
Little Chalfont	Little Chalfont Parish Council	Would like to ensure that the community board boundary reflects and respects the parish boundary. Happy with the idea of being with Amersham and Chesham Bois.	Little Chalfont Parish Council to remain in the Amersham Community Board (all consultation proposals were based on not splitting individual parish boundaries so no change required).
	Little Chalfont Community Association.	Also shared concerns about parish boundaries.	
Little Marlow	Little Marlow Parish Council	Little Marlow Parish council to be in the same area as Marlow, Great Marlow, Marlow Bottom, Wooburn and Bourne End.	Proposal for Little Marlow and Wooburn & Bourne End parish councils as well as Hedsor parish meeting to join the South West Chilterns and Marlow Community Board area.
Oakley	Oakley Parish Council	Oakley Parish Council said that they wanted Berryfields parish to be in the Aylesbury community board area (and not with the Haddenham & Waddeson area).	Berryfields Parish Council joined the Waddesdon Local Area informally joined two years ago and have expressed their wish to remain part of that area. There are many synergies and examples of joint working across the Waddesdon and Haddenham LAFs.
Penn	Winchmore Hill Residents Association. Penn	Would like the parish to be in with the Amersham Board not mid-Chilterns.	The new proposed map includes revised areas to ensure that the areas of Hazlemere, Penn and Tylers Green are together within a new area called 'Beaconsfield and Chepping Wye'.
	Penn Parish Council	Preference for inclusion in the Amersham Board.	Careful consideration was given to the option of placing Penn with Amersham, however to do so would mean that residents within the Penn parish areas such
	Penn and Tyler's Green	Would like Penn and Tyler's Green to be in the same board area.	as knotty green, forty green who have a close relationship with Beaconsfield would be in a different area. It would also have other consequences such as a

4

	Residents Association.		separation of Tylers Green and Penn which also have a natural affinity.
Steeple Claydon	Steeple Claydon Parish Council	Steeple Claydon appears to be closer to/ have more links with Buckingham than Winslow	Steeple Claydon, Middle Claydon and East Claydon Parish Councils are proposed to be included within the Buckingham community board area.
Taplow	Taplow Parish Council	Suggest that Wexham and Ivers have a separate board to the Beeches area.	Revised proposal to retain the two southernmost local areas as two separate community boards. Wexham & Ivers and Beeches.
Wendover	Wendover Parish Council	WPC suggests the current LAF boundaries are maintained.	Revised map of 16 community boards proposed which includes a smaller community board around Wendover. This revision also includes alignment with the local policing area boundary, and a better alignment with the PCN Boundaries.
West Wycombe	West Wycombe Parish Council	Preferred the option of joining the NW Chilterns CB as they already work with other parish and town councils from West Wycombe to Princes Risborough and they are all affected by planning and highway decisions along the route.	West Wycombe Parish Council area is proposed to be placed in the North West Chilterns Community Board.
General	Thames Valley Police	Thames Valley Police (TVP) feedback: It would be very difficult for them to engage with Community Boards in terms of both reporting and also officer engagement if they span more than one Local Police Area (LPA). The 3 LPAs, which are based on district boundaries, Aylesbury Vale, Wycombe and Chiltern & South Bucks (the latter two districts being one LPA) cover the county and could change in the future but not before the 1st April 2020.	Where possible it is proposed to avoid crossing LPA boundaries. However the proposed board for Beaconsfield and Chepping Wye will cross the existing LPA boundary. This is because the first factor has been to design board areas that align to 'natural communities' over and above organisational administrative boundaries. It is recognised that this may present an initial operational challenge for the police in terms of participation in board activity in this specific area. We are committed to working with the police to make it as easy for them to participate as possible.
	Primary Care Networks	There was concern from the Primary Care Networks (PCNs) that the boundaries for community boards were very different to their boundaries.	It has not been possible to propose the same footprint as Primary Care Network boundaries as the 12 PCNs are based upon GP surgeries and do not align with parish boundaries, and in many cases split natural settlements such as towns and villages. However, the revised map of 16 community boards will provide a better alignment in terms of reducing the differences. In addition, we are committed to working with PCNs flexibility to ensure that the health & wellbeing needs of local communities are understood and action taken. Community boards will be empowered to work flexibility with partners on issues, including pan-board working.
	Chiltern CAB	Amersham and Chesham should in different boards.	Amersham and Chesham are in different board areas.

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Buckingham and Villages

Winslow and Villages

Wing and Ivinghoe

Haddenham and Waddesdon

Aylesbury

Wendover

Chesham and Villages

North West Chilterns

Missendens

Amersham

High Wycombe

Beaconsfield and Chepping Wye

Denham, Gerrards Cross and Chalfonts

South West Chilterns

Beeches

Wexham and Ivers

Buckinghamshire

Potential board areas
(16 areas post consultation)

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Proposed Community Board Data Set - 16.

No. of councillors is based on 3 councillors per division that is wholly or partly in the proposed area

Possible board area derived from Electoral divisions	No Parishes	Number of electoral divisions (full, part)*	Total No. of Buckinghamshire Council Councillors	Population (mid year 2017 estimates)	Parishes included in area
Buckingham & Villages	25	2,2	12	25230	Akeley CP; Barton HartshornCP; Biddlesden CP; Buckingham CP; Chetwode CP; East Claydon CP; Foscott CP; Gawcott with Lenborough CP; Hillesden CP; Hogshaw CP; Leckhampsted CP; Lilingstone Dayrell with Luffield Abbey CP; Lilingstone Lovell CP; Maids Moreton CP; Middle Claydon CP; Preston Bissett CP; Radclive-cum-Chackmore CP; Shalstone CP; Steeple Claydon CP; Stowe CP; Thornborough CP; Tingewick CP; Turweston CP; Water Stratford CP; Westbury CP
Winslow and Villages	24	1,1	6	20570	Addington CP; Adstock CP; Beachampton CP; Drayton Parslow CP; Dunton CP; Granborough CP; Great Brickhill CP; Great Horwood CP; Hoggeston CP; Little Horwood CP; Mursley CP; Nash CP; Newton Longville CP; North Marston CP; Oving CP; Padbury CP; Pitchcott CP; Soulbury CP; Stewkley CP; Stoke Hammond CP; Swanbourne CP; Thornton CP; Whaddon CP; Winslow CP
Wing and Ivinghoe	16	1,1	6	19863	Aston Abbotts CP; Cheddington CP; Creslow CP; Cublington CP; Edlesborough CP; Hardwick CP; Ivinghoe CP; Marsworth CP; Mentmore CP; Pitstone CP; Slapton CP; Watermead CP; Weedon CP; Whitchurch CP; Wing CP; Wingrave with Rowsham CP
Haddenham and Waddesdon	35	2,2	12	33398	Ashendon CP; Aston Sandford CP; Berryfields CP; Boarstall CP; Brill CP; Calvert Green CP; Charndon CP; Chearsley CP; Chilton CP; Cuddington CP; Dinton with Ford & Upton CP; Dorton CP; Edgcott CP; Fleet Marston CP;Grendon Underwood CP; Haddenham CP; Ickford CP; Kingsey CP; Kingswood CP; Long Crendon CP; Nether Winchendon CP; Ludgershall CP; Marsh Gibbon CP; Oakley CP; Poundon CP; Quainton CP; Shabbington CP; Stone with Bishopstone & Hartwell CP; Twyford CP; Upper Winchendon CP; Waddesdon CP; Westcott CP; Woodham CP; Worminghall CP: Wooton Underwood CP
Aylesbury	3	3,4	21	79539	Aylesbury CP; Buckingham Park CP; Coldharbour CP
Wendover	9	3,3	18	25824	Aston Clinton CP; Bierton with Broughton CP; Buckland CP; Drayton Beauchamp CP; Halton CP; Hulcott CP; Stoke Mandeville CP; Wendover CP; Weston Turville CP
North West Chilterns	14	3,2	15	37867	Bledlow-cum-Saunderton CP; Bradenham CP; Downley CP; Ellesborough CP; Great and Little Hampden CP; Great and Little Kimble CP; Hughenden CP; Lacey Green CP; Longwick-cum-Ilmer CP; Piddington and Wheeler End CP; Princes Risborough CP; Radnage CP; Stokenchurch CP; West Wycombe CP
Missendens	2	1,2	9	16165	Great Missenden CP; Little Missenden CP
Chesham and Villages	7	1,2	9	28314	Ashley Green CP; Chartridge CP; Chenies CP; Chesham CP; Cholesbury-cum-St Leonards CP; Latimer & Ley Hill CP; The Lee CP
High Wycombe	0	5,3	24	75306	High Wycombe (unparished area)
Amersham	4	2,3	15	25422	Amersham CP; Chesham Bois CP; Little Chalfont CP; Coleshill CP
South West Chilterns	12	3,2	15	38154	Fawley CP; Great Marlow CP; Hambleden CP; Hedsor CP; Ibstone CP; Lane End CP; Little Marlow CP; Marlow CP; Marlow Bottom CP; Medmenham CP; Turville CP; Wooburn CP
Beaconsfield and Chepping Wye	4	2,4	18	40710	Beaconsfield CP; Chepping Wycombe CP; Hazlemere CP; Penn CP
Denham, Gerrards Cross and Chalfonts	7	2,2	12	38287	Chalfont St Giles CP; Chalfont St Peter CP; Denham CP; Fulmer CP; Gerrards Cross CP; Hedgerley CP; Seer Green CP
Beeches	5	2,1	9	25738	Burnham CP: Dorney CP; Farnham Royal CP; Stoke Poges CP; Taplow PC
Wexham and Ivers	2	1,1	6	14365	The Ivers CP; Wexham CP

* 16 electoral divisions cross a board area boundary

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EqIA - Equality Impact Assessment

Step 1: Introduction

Policy or Service to be assessed:
Community boards set-up

Service and lead officer:
Sara Turnbull

Officers involved in the EqIA:
Sara Turnbull, Leone Dale

What are you impact assessing?

☐ Existing
    ✓ New/proposed
    ☐ Changing/Update revision
 	
Other, please list:
    ☐
    ☐
    ☐

Step 2: Scoping – what are you assessing?

Q1 What is the title of your service/strategy/policy/project?
Community Boards: proposals for creation of Community Boards

Q2 What is the aim of your service/strategy/policy/project?
- Enable Buckinghamshire Council councillors to make recommendations on local issues, alongside key partners such as parish councillors and other community representatives.   - Empower Buckinghamshire Council councillors and communities to influence service design and delivery on local issues.   - Facilitate communities to come together with Buckinghamshire Council councillors and partners to find solutions to local issues.
Q3 Who does/will it have an impact on? E.g. public, visitors, staff, members, partners? The proposal will affect: - All residents: this will be a new mechanism for ensuring their voices are heard; improving connections with Buckinghamshire Council Members and the new Council; and responding to identified needs of communities.   - Staff: A separate and subsequent HR staffing assessment and process will follow,

once a policy decision has been made by the Shadow Executive on the set-up of community boards.
- Members: Membership of the new community boards will include Buckinghamshire Councillors. This proposal also seeks to support elected members and help them to help their communities.
- Town and Parish Councils are proposed key participants in community boards.
- Partners: Community groups, the not-for profit sector, businesses and statutory partners will have the opportunity to become involved with community boards in their local area.

Q4 Will there be an impact on any other functions, services or policies? If so, please provide more detail

Community boards will have a significant impact for all service areas of the Council. They will provide services with opportunities to:
- Consult on major service changes;
- Gain resident and local stakeholder views and on the design and delivery of public sector services; and
- Support more effective partnership working on tackling local issues.
- Provide greater insight on issues affecting their area.

Q5 Are there any potential barriers to implementing changes to your service/strategy/policy/ project?

No.

Q6 Who else will be involved in implementing this service/strategy/policy/project?

All senior officers.
All Members.
Town and parish councils.
All key partners.

Step 3: Information gathering – what do you need to know about your customers?

Q7 What data do you already have about your service users, or the people your policy or strategy will have an impact on, that is broken down by equality strand?	
Age/Disability:	N/a
Gender re-assignment:	N/a
Race:	N/a
Religion or belief:	N/a
Sex:	N/a
Sexual orientation:	N/a

Pregnancy and maternity:	N/a
Marriage & Civil Partnership:	N/a
Other (please give full details of why this is included)	This is a corporate initiative and therefore is relevant to all residents. The implementation plan will include the development of area profiles, including demographic information to inform priority setting.

Q8 Do you need any further information broken down by equality strand to inform this EqIA?

☐ Yes
✓ No

Community boards are a mechanism for community engagement and will consider a wide-range of different issues as consultees. Equalities considerations will be considered on a case-by-case basis in regard to agenda items and local funding, as well as to maximise participation from people from all sections of local communities.

Q9 Is there any potential for direct or indirect discrimination?

☐ Yes
✓ No
☐ Don't know

If yes, please provide more detail on how you will monitor/overcome this
If don't know, please provide more information on how you will decide this

The policy document does not have potential for direct or indirect discrimination. A key part of implementation will be in proactively seeking opportunities to engage residents in different ways to maximise participation from all groups.

Step 4: Making a judgement about impacts

Q9 What impact do you consider your policy or strategy will have on each of the strands within each equality strand?	
Age:	Should community board meetings take place during the day only, there could be an impact on the ability of certain age groups to attend who typically work a full day-time job or in attend school, college or university.
Disability:	All community board meetings will need to be held in venues which are accessible to wheelchair users or others with mobility difficulties. Meetings style could impact those with a visual or hearing impairment or even those with a learning disability.
Gender re-assignment:	N/a
Race & Ethnicity :	Meetings will be held in English which could impact groups who do not use English as their first language or at all.

Religion or belief:	N/a
Sex:	N/a
Sexual orientation:	N/a
Pregnancy and maternity:	Time of day and location of meetings could have an impact on parents with young children and who do not have access to childcare.
Marriage & Civil Partnership:	N/a
Other:	N/a

Conclusion:

The introduction of community boards themselves is a high level policy initiative. The way in which this policy is implemented will impact on all residents, groups.

Ensuring participation opportunities will need to be a key consideration during the implementation planning.

As implementation progresses, issues will be reviewed and this assessment will be updated with any further issues or impacts identified. We will also consider each board locally and whether specific local arrangements can be made to accommodate identified local issues.

A consultation ran from 12 August to 30 September 2019 (Annex 1 Consultation Report). It was concluded that the underrepresentation of different groups, particularly those from less affluent backgrounds and Black and Minority Ethnic groups supports the need to reach out in different ways to maximise participation. The different views in the consultation results in regard to gender illustrate the impact that representation could have on priority setting.

A key part of the implementation planning will be in supporting community boards to maximise participation of different groups, including through a range of channels and opportunities for community engagement beyond committee style evening meetings only.

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Step 5: Recommendations (i.e. what are you going to improve/change?)

Issue	Action	Performance target (what difference will it make)	Lead Officer	Achieved
Ensuring mechanisms are in place to increase participation opportunities for residents.	Variety of participation mechanisms to engage with residents outside of meetings and promote attendance at meetings.	Evidence of improved participation from residents across the various channels.	Sara Turnbull	
Encouraging engagement from protected groups.	Each board will agree a communications & engagement plan for its work relating to its area priorities. As part of this plan consideration will be given to how different groups and opportunities for maximising involvement.	Each board has a tailored communications plan for local engagement and monitors participation levels.	Sara Turnbull	
Meetings made as accessible as possible.	All community board meeting venues to be disability accessible.	Feedback from attendees/ potential attendees. Evidence of participation to show that those who want to attend meetings are not prevented from doing so.	Sara Turnbull	
Possible impact of meeting style/ content on protected groups. E.g. visual or hearing impairments or language barriers.	It is not possible to anticipate all potential issues. Consideration will be given to responding to requests for assistance. Possible examples: • Utilisation of internal skill sets. E.g. interpreters, sign language users etc. • Pre-engage with community groups or those affected to discuss participation options. • Use technology to assist where possible.	Ensure engagement of protected groups and that the Council remains open to working with residents to find solutions where possible.	Sara Turnbull	
Impact on ability to attend the meetings – relates to time of meetings and travelling options	The following will be considered: • Variable meeting times. • Availability of meetings papers online. • Other engagement opportunities beyond meetings.	Evidence of improved participation from residents across the various channels.	Sara Turnbull	
Date:	7 November 2019			
Next review date:	31 March 2020			

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COMMUNITY BOARDS

"WORKING TOGETHER TO IMPROVE LOCAL SERVICES"

Building strong connections with communities

Responding to local needs

Improving outcomes for residents

WHO MIGHT BE INVOLVED?

Fire service

Buckinghamshire Council councillors

Residents

Healthcare Professionals

Town and Parish Councillors

Voluntary & community sector groups

Police

Young people

POTENTIAL AREAS OF FOCUS

Support for older people
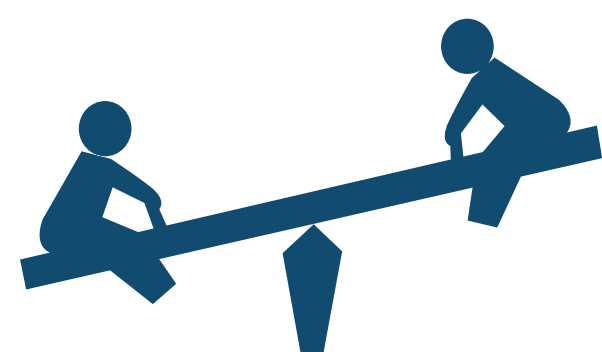
Opportunities for children & young people

Encouraging volunteering & community participation

Improving community facilities

Environmental issues

Transportation

Tackling crime

Community wellbeing

ALLOCATED FUNDING

£3.9 million*

to support local projects

(*for 2020/21)

KEY BENEFITS

Stronger connections between Buckinghamshire Council councillors and communities.

Better and more responsive public services that meet the different needs of communities.
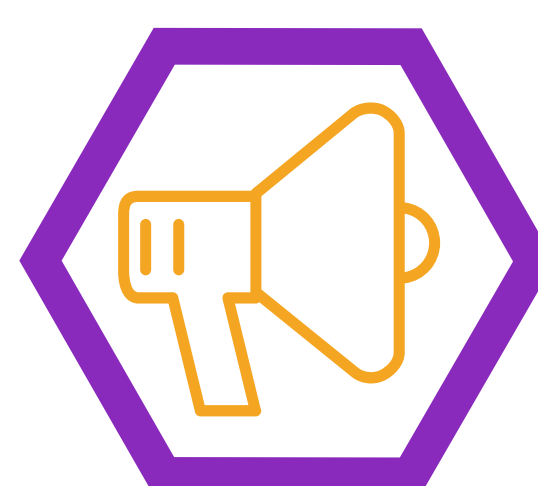
Greater resident and community involvement in decisions about how services are run locally.

16 COMMUNITY BOARDS
across Buckinghamshire

Buckingham and Villages

Winslow and Villages

Wing and Ivinghoe

Haddenham and Waddesdon

Aylesbury

Wendover

Chesham and Villages

North West Chilterns

Missendens

Amersham

High Wycombe

Beaconsfield and Chepping Wye

South West Chilterns

Denham, Gerrards Cross and Chalfonts

Beeches

Wexham and Ivers

Buckinghamshire

Potential board areas
(16 areas post consultation)

COMMUNITY BOARDS IN ACTION

LOCAL SUPPORT FOR PARENTS OF YOUNG CHILDREN

Two neighbouring community boards work together to fund a local charity to provide parent & toddler stay & play sessions in a number of villages.

IMPROVING COMMUNITY FACILITIES

The local community board worked with the town council to run a community centre. A new kitchen was installed and the centre was developed for use by a wide range of community groups.

IDENTIFYING LOCAL ISSUES FOR YOUNG PEOPLE

Working with schools and local youth groups, the Community Board invited young people to vote on which local projects should be funded, and then got them involved in co-designing a new park.

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Delivering the new
BUCKINGHAMSHIRE COUNCIL

Report for:	**Buckinghamshire Shadow Executive**
Meeting Date:	**3rd December**

Title of Report:	**Local Enterprise Partnerships Boundary Overlaps**
Shadow Portfolio Holder	**Cllr Martin Tett**
Responsible Officer	Neil Gibson
Report Author Officer Contact:	Neil Gibson negibson@buckscc.gov.uk / Deborah Stevens c-dstevens@buckscc.gov.uk
Recommendations:	**Option 1 is the preferred option as this gives the new Buckinghamshire Council a stronger link into central government through the BLEP. This will ensure that funding levered by BLEP will be spent wholly in Buckinghamshire rather than shared amongst a wider area.**
Corporate Implications:	As per the structural change orders, the membership of both the South East Midlands Local Enterprise Partnership (SEMLEP) and Buckinghamshire Local Enterprise Partnership (BLEP) will carry forward into the new council on day one. In order to meet the requirement from MHCLG to remove the overlap of membership, action will need to be taken by the Shadow Executive to give notice to one of the LEPs on behalf of the new authority. The financial Implications are set out within the report.
Options: (If any)	Option 1: Recommend Buckinghamshire Council withdraw membership from the SEMLEP the council are a member of BLEP only. Option 2: Buckinghamshire Council withdraw membership from the BLEP and remain a member of SEMLEP.
Reason:	

1.   Purpose of Report

1.1   To make a recommendation about the new authority's membership of a Local Enterprise Partnership, addressing the overlap of membership in the Buckinghamshire area between the Buckinghamshire LEP (BLEP) and the South East Midlands LEP (SEMLEP).

2.   Content of Report

2.1   All five sovereign authorities are currently members of BLEP. Aylesbury Vale is also a member of SEMLEP.

2.2   As per the structural change orders, as AVDC are a current member of SEMLEP, on 1st April 2020, this will transfer over and Buckinghamshire Council will become a member. This is the same for BLEP, which means the new authority will be a member of two LEPs.

2.3   The Government have recently written to the Local Enterprise Partnerships requesting that a plan for how to remove boundary overlaps are sent to MHCLG by 12th December 2019. (Appendix A) This means that the Shadow Executive need to address the BLEP/SEMLEP overlap ahead of vesting day.

2.4   There are two main options for the removal of the overlap, one to give notice to SEMLEP and the second to look at whether the Buckinghamshire Council should give notice to BLEP join any other LEP to create a larger partnership area.

2.5   There have been several reviews about which LEP areas Buckinghamshire could be part of. As a major area in the Oxford/Cambridge Arc, the Buckinghamshire Council could join any of the surrounding LEPs to get the benefits of being part of a wider area. However, these benefits will also be outweighed by increased competition for government funding from the other local authority members of the LEPs.

2.6   Option one is the preferred option, mainly due to the Buckinghamshire Growth Board decision.

2.7   In September 2019 the Shadow Executive were asked to consider and subsequently agreed the formation of a Growth Board for the Buckinghamshire area.

2.8   The following background was given to establishing a Buckinghamshire Growth Board.
    2.8.1   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".
    2.8.2   A Buckinghamshire Growth Board will ensure the right platform, on Buckinghamshire geography, to align the relevant public bodies and the BLEP for delivering a holistic and place-shaping approach to growth and development.
    2.8.3   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 partners (including Central Government).
    2.8.4   A case for this was discussed and supported at a member meeting in July 2019 and supported by the MHCLG as a key 'block' for the Oxford-Cambridge Arc. Going forward, Central Government will look to the Buckinghamshire Growth Board to deliver appropriate expertise and input when considering matters such

as the Autumn Comprehensive Spending Review and other Arc development.

2.9   Recorded in the decision notice of the Shadow Executive meeting was the following note:

   2.9.1   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.

2.10   With the above in mind, in order to reap the benefits of the Buckinghamshire Growth Board, the Buckinghamshire Council would need to be members of the BLEP.

2.11   On 13th November 2019, the BLEP Chairman presented this to their Board and they agreed that they would await the decision from the Shadow Executive before responding to Nadim Zahawi. Their recommendation however will be to have Buckinghamshire Council as a member of BLEP only.

3.   Financial Implications

3.1   As part of their SEMLEP membership, AVDC have benefitted from funding which has enabled the development of large regeneration schemes such as The Exchange in Aylesbury Town Centre. There has also been financial support for Enterprise Zones such as Silverstone.

3.2   At the time of this report, AVDC has no active funding bids with SEMLEP. There are however some outstanding administration elements related to the recent Exchange project which will need to be fulfilled regardless of the decision of the Shadow Executive.

3.3   This means that although the Buckinghamshire Council could lose out on some funding from SEMLEP, a removal of the boundary overlap would mean that the BLEP could lever in government funding for the whole Buckinghamshire Council area rather than be in competition with SEMLEP for funding for the Aylesbury Vale area.

3.4   The BLEP have noted the following regarding the overlap –

   3.4.1   "The rationale and benefits of the overlap removal are very clear and were set out explicitly in our original response [to MHCLG] in September 2018. These include the clear alignment of the Functional Economic Area, Travel to Work regions and areas of productivity as well as an overview of the performance and impact of the two LEPs in the area of overlap over the preceding 5 years."

4.   Legal Implications

4.1   With either option, SEMLEP/BLEP will need to receive notice of membership from the Buckinghamshire Council as per their governance arrangements to ensure that the overlap is removed.

4.2   The final decision to give notice to either of the LEPs sits with the sovereign authorities, so the recommendation is that the current membership remains until Vesting Day at which point Buckinghamshire Council will have given notice in the required time period to ensure that the new council continues as a member of only one LEP.

5.   Other Key Risks

5.1   Option two for the Buckinghamshire Council to join SEMLEP rather than BLEP carries risks that the new council will be unable to lever significant funding in future spending reviews from MHCLG, as well as being unable to fully utilise the Buckinghamshire Growth Board function.

6.   Dependencies

6.1   As outlined in the letter from MHCLG to the LEP, the BLEP are dependent the Shadow Executive in order to secure capacity grant funding.

7.   Consultation

7.1   Not applicable.

8.   Communications Plan

8.1   Once a decision is made, a communications plan will be developed.

9.   Equalities Implications

9.1   Not applicable.

10.   Data Privacy Implications

10.1   Not applicable.

11.   Next Steps

11.1   Once a decision is made, work will need to be undertaken with the relevant LEP to understand the governance arrangements and give notice from Buckinghamshire Council in a timely manner.

Background Papers	Establishment of a Buckinghamshire Growth Board Shadow Executive Report 10th September 2019.

Delivering the new
BUCKINGHAMSHIRE COUNCIL

Report for:	**Shadow Executive**
Meeting Date:	**03 December 2019**

Title of Report:	**Buckinghamshire Unitary Council Programme Update**
Shadow Portfolio Holder	Councillor Martin Tett
Responsible Officer	Rachael Shimmin, Interim Head of Paid Service, Chief Executive Buckinghamshire Council, Chief Executive Buckinghamshire County Council
Report Author Officer Contact:	Roger Goodes, Programme Manager 01296 674486; rgoodes@buckscc.gov.uk
Recommendations:	**That the update is noted**
Corporate Implications:	n/a
Options: (If any)	n/a
Reason:	This report provides an update on the progress made with the programme to establish the new unitary council for Buckinghamshire.

1.   Purpose of Report

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

2.   Executive Summary

2.1   Following meetings of the Senior Appointments Committee on the 10th and 11th October, appointments to the Corporate Management Team for the new council were confirmed. Following this the recruitment of Tier 3 managers has begun which aims to conclude by the middle of December.

2.2   Members of the Shadow Executive when they met on 22nd October 2019 confirmed a new brand for the new council and work is progressing on developing a branding strategy which will determine the approach to rebranding council assets up to and following Vesting Day on 1st April 2020.

2.3   At their next meeting on 12th November the Shadow Executive agreed a new Council Tax Reduction scheme which had been subject to a public consultation. Members also agreed a new payscale for employees of the new Council, which will apply to new

employees and existing employees taking up new positions within the council and a Devolution offer which will be piloted before it is rolled out more widely.

2.4   The public consultation on the new council's priorities and budget continues until 25th November 2019 and has already attracted nearly 2,200 responses.

2.5   Following agreement on an implementation budget of £12.8m the current positon on the budget and forecasted outturn is showing a small underspend of £24,000.

3.   Progress

Shadow Executive

3.1   At the Shadow Executive meeting on the 22nd September 2019, the Executive agreed a new brand for the new council. This had been designed by officers from across the five councils at no cost. A consultation on a shortlist of designs was then undertaken with members of the public, members and staff.

3.2   The chosen brand is below:

3.3   Officers are now developing a branding strategy which aims to take a pragmatic and cost effective approach to rebranding the assets and services of the new council.

3.4   At their meeting on 12th November the Shadow Executive agreed a new Council Tax Reduction scheme, a new payscale for employees of the new Council and a Devolution offer.

3.5   The Council Tax Reduction scheme follows a public consultation and will ensure residents across the county who require it can access help with their council tax bill.

3.6   The new employee payscale is required for new employees of the new council and for existing employees who take up new positions. As members will know all current employees will TUPE transfer across to the new council on their existing terms and conditions. They would only move to the new scheme if they chose to apply for a different job or they moved to a different job following a restructure.   Should an existing employee following a restructure move to a positon where the new terms and conditions are less favourable then their existing ones, the new scheme provides a period of pay protection.

3.7   The Devolution offer is within the Localism portfolio of work being developed for the new council. Members will recall this work contains three strands, Customer Access

Points, Devolution and Community Boards. Members have already agreed on 17 Customer Access Points which will be available from 1st April 2020 for residents to access services in person. A proposal for Community Boards is being developed following a public consultation and it is expected members will consider this when the Shadow Executive meets in December 2019.

3.8   The Devolution offer agreed at the meeting on 12th November 2019 proposes a three year programme with a phased roll out. The proposal builds on existing devolution offers available for highways and green spaces within the Wycombe area, provides support for organisations wishing to consider taking over assets or services and sets out a policy for the new council, which would be piloted prior to roll out through a series of place based pilots.

3.9   Following a decision on 10th September 2019 to establish a shadow Buckinghamshire Growth Board, the Board has now been established and held its first official meeting on the 14th November.

3.10   The Board currently comprises of Leaders of the 5 Local Authorities, the Chief Executive, the joint chairs of the Housing, Growth and Economy Board, the LEP, the CCG, and a number of central government agencies.

3.11   The Board will support an ambitious delivery programme which evidences the challenges and coordinates the response to growth in the county (as already agreed to the mid 2030's). It is also an important platform for discussing strategic growth issues and ensuring a joined up approach to delivery and meeting key objectives around sustainability, the environment, economic growth, and connectivity.

Organisational Structure

3.12   The Corporate Management Team recruitment (Tier 2) concluded with the final interviews held on 10th and 11th October 2019. Following the interviews the Senior Appointments Committee met and agreed the following appointments:

- **Sarah Ashmead** has been appointed as the Deputy Chief Executive of Buckinghamshire Council. Sarah is currently the Director of Resources and Assistant Chief Executive at Buckinghamshire County Council.

- **Richard Barker** has been appointed as the Corporate Director for Communities and has recently worked at the London Borough of Waltham Forest as their Corporate Director of Communities.

- **Joe O'Sullivan** has been appointed as the Corporate Director for Resources. Joe has undertaken a similar role within the Armed Forces and has recently worked with Warwickshire Police and West Mercia Police.

- **Gill Quinton** has been confirmed as the Corporate Director for Adult Services and Health. Gill is the current Executive Director for Communities Health and Social Care at Buckinghamshire County Council.

- **Ian Thompson** has been appointed as the Corporate Director for Planning, Growth and Sustainability. Ian is currently Corporate Director Regeneration and Economic Development / Regeneration and Local Services at Durham County Council.

- **Tolis Vouyioukas** has been confirmed as the Corporate Director Children's Services. Tolis is currently the Executive Director Children's Services for Buckinghamshire County Council.

3.13 Richard Barker and Joe O'Sullivan took up their appointments on 4th November 2019, the third external appointment Ian Thompson is expected to start in January 2020.

3.14 Sarah Ashmead as Deputy Chief Executive will also act as the monitoring officer for the new council and following her appointment has also taken over as interim monitoring officer for the Shadow Authority. Members of the Shadow Executive expressed their thanks to Cath Whitehead who had undertaken the role since the Shadow Authority was established earlier this year.

3.15 The recruitment for managers at the next level (those people who report to members of the Corporate Management Team) is now underway with posts to be appointed to no later than mid-December 2019.

3.16 Initially these posts are just being advertised internally and are open to all employees who can demonstrate they meet the essential criteria. The one exception is the post of Service Director Corporate Finance as this post will also be the statutory Section 151 officer for the new council and as a result is also being advertised externally.

Programme Boards Update

3.17 Further work has been undertaken to review the 128 critical 'must haves' which had been identified previously and which outline the critical work required to deliver the new Council. These have been agreed based on a number of criteria including what is legally required and what needs to be in place for business, political and reputational reasons.

3.18 This review has included a session with the Overview and Scrutiny Implementation Task and Finish Group. Following the review some additional 'Must Haves' have been identified, a number have been brought together, some have been removed as they are no longer necessary for Vesting Day and others renamed to more accurately reflect the work required. As a result there are now 116 proposed 'Must Haves'.

3.19 The delivery dates have also been reviewed to ensure the work necessary is delivered as early as possible before April 2020, reflecting the inevitability that with a programme as complex as this there will be some slippage and others things required that haven't been identified yet.

3.20 Following the revision to the programme governance model the Programme Board chairs together with the Programme Management Office are to carry out a further detailed review of the revised list of 'Must Haves' and a detailed summary of the 'Must Haves' following this review will be included in the next Programme Update Report.

3.21 The table below shows the current number of 'Must Haves' to be delivered in each of the remaining months until 1st April 2020. The table also shows that a number will not be delivered until after the 1st April as these are linked to the date the new council starts, as well as the date of the May 2020 election.

Completed	October	November	December	January	February	March	Post March
7	4	8	14	13	16	35	19

3.22 Progress on the delivery of the 'Must Haves' continues to progress well. A number have slipped however and are shown as 'Amber'. They all however have a plan in place to ensure they are delivered in time. The Programme Management Office continues to review progress weekly and Programme Boards at each meeting also review the progress of their 'Must Haves'.

3.23 The current overall status of the 'Must Haves' is shown below:

Completed	Red	Amber	Green
7	0	10	99

3.24 Following the detailed review to be undertaken by the Programme Boards the Implementation Plan will then be updated.

4. MHCLG

4.1 As part of the monitoring of the programme, there are regular face to face meetings with MHCLG, as well as fortnightly telephone calls.

4.2 These provide reassurance to central government on the progress of the programme and help resolve any issues with the remaining legislation that needs to be laid before parliament.

5. Implementation Budget

5.1 The Shadow Executive agreed an implementation budget for the transition period of £12.85m.

5.2 This has been allocated across the programme based on the work undertaken to identify the critical activity required to establish the new council on 1st April 2020.

5.3 The overall position against the budget remains on track. A breakdown of the budget is contained at Appendix A. The current forecast as at the end of quarter 2 is a small underspend of £24,000. There have been no requests at this stage for any draw-down against the £1m central contingency agreed as part of the budget.

6. Residents

6.1 For the majority of services, these will be available from 1st April 2020 exactly as they are now, with little or no change. The aim of the programme being to ensure there is no service distribution. However where we can we will aim to improve services and an example of this is the agreement made recently on customer access points.

6.2   This decision will ensure when the new council comes into being on 1 April 2020, Buckinghamshire residents will be able to access information, advice and support on a range of topics near where they live or work, with the access points being based at the heart of local community life in existing buildings throughout Buckinghamshire.

6.3   Though these residents will be able to get face to face help on the spot from staff who will also will be on hand to guide people, signpost them to help, support them with online services and in some locations discuss more complex issues.

6.4   Five 'access plus' centres, located in the current council offices in the county's main towns, will offer extra services from Monday to Friday for residents who have more complex enquiries.

6.5   Other council access points will operate from existing buildings, such as libraries, spread across the county stretching from Buckingham in the north to Burnham in the south. The ambition is to evolve the access points to create wider one-stop community hubs based in multi-purpose buildings at the heart of community life.

6.6   Other work planned will introduce a new single website and telephone number again aimed at making it easier for residents to access information and advice. We have appointed an external partner to help with the website development and as part of this they will be engaging with residents and local organisations for their views on what they would like to see in the new website.

7.   Communications Plan

7.1   Regular communications to all our key stakeholders continues.

7.2   A communications strategy for the run up to 1st April 2020 has been produced and work is now focussed on the detailed activities required to deliver this strategy which will ensure residents and partners know how to contact the new council and to publicise any changes to how services will be delivered. A detailed training programme for officers is also being developed which will sit alongside a comprehensive induction programme for members elected to the new council next May.

7.3   A very successful member's engagement event was held on 7 November 2019, where members were able to receive updates from workstreams on their progress and to hear from Baroness Jane Scott, who had previously led Wiltshire Council when they became a unitary council in 2009.

7.4   We also establishing a Strategic Partner Board which will meet two or three times a year. This group will bring senior leaders from across the public, private and community sectors together, allowing us to further improve the ways in which we share information, improve collaboration and keep each other informed on our priorities, direction of travel and shared objectives.

7.5   The first meeting of this group is on 9th January 2020.

8.   Conclusion

8.1   Confidence remains strong that the new council will be successfully established on 1st April 2020.

8.2   The appointment of the new Corporate Management Team will bring a fresh perspective to the programme and help ensure the work creates a strong platform for the significant improvement programme they will lead, that will follow the creation of the new council.

Background Papers	None

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Appendix A

Delivering the new
BUCKINGHAMSHIRE COUNCIL

**Unitary Implementation Budget Monitoring Report
as at Quarter 2 (30 September 2019)**
Roger Goodes PMO
Elspeth O'Neill Finance workstream lead

Implementation Budget	As at 30 September 2019			Status	Commentary
	Budget £000	Forecast outturn £000	Variance £000		
Programme Management Office	875	1,055	180	A	Additional resource brought into PMO following critical friend review. Projected overspend being managed down.
Resources Board					
Legal & Governance	798	780	-18		Legal fees identified as highest risk, but being managed within budget.
HR	1,151	1,151	0		Workstream forecasting on budget including unexpected additional costs around HR Systems/data, training and support to Head of HR.
SAP HR / Finance	1,010	1,096	86	A	Pressure forecast due to a number of posts originally scoped as internal, filled from external consultancy support; additional cost of change to cash receipting system.
Finance & Proc	459	459	0		Workstream forecasting on budget. Some capacity issues.
ICT	2,450	2,450	0		ICT programme is being managed within budget with a number of key projects underway, including Hytec on network discovery and design and Risual for a single email domain.
Customer	813	813	0		Additional funding up to £100k may be required for website changes but awaiting business case.
Civil Contingencies	10	10	0		On track
Communications	87	87	0		On track - Rebranding costs are to be brought together within the Communications budget, to be reported at next quarter
Property	776	776	0		Costs required for changes to accommodate Members and senior management team move to the Gateway included
Contingency	135	135	0		Budget forecast assumes release of the contingency held by Resources Board.
Total Resources Board	**7,690**	**7,758**	**68**	G	Overall budget is on track with risk of additional costs forecast to be met by an allocation of contingency held by Resources Board.
Communities Boards	100	100	0		Work has completed to scope the size and remit of Boards. Interim staffing arrangements being put in place.
Re-Branding	150	150	0		Branding audit progressing. Proposal agreed to centralise branding budget from end of October.
All other workstreams	330	300	-30		Pressure around CAPs £41k to be met from Communities Board. Underspend due to revised staffing for Waste support.
Communities Board	**580**	**550**	**-30**	G	Budget is on track
Re-Branding	150	150	0		Branding audit progressing. Proposal agreed to centralise branding budget from end of October.
All other workstreams	555	541	-14		On track. Includes to the support the Growth Board.
Housing Growth Economy Board	**705**	**691**	**-14**	G	Budget is on track
Redundancy / Pension Strain	2,000	2,000	0		It is anticipated that the budget for exit arrangements will be required in full.
Contingency	1,000	820	-180		Forecast reflects potential need for contingency to meet PMO resourcing.
Total Budget	**12,850**	**12,874**	**24**	G	**Budget is on track**

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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