



Cabinet agenda

Date: Tuesday 7 December 2021

Time: 10.00 am

Venue: The Oculus, Buckinghamshire Council, Gatehouse Road, HP19 8FF

Membership:

M Tett (Leader), A Macpherson (Deputy Leader and Cabinet Member for Health and Wellbeing), G Williams (Deputy Leader and Cabinet Member for Planning and Regeneration), S Bowles (Cabinet Member for Communities), S Broadbent (Cabinet Member for Transport), J Chilver (Cabinet Member for Finance, Resources, Property and Assets), A Cranmer (Cabinet Member for Education and Children's Services), C Harriss (Cabinet Member for Culture and Leisure), N Naylor (Cabinet Member for Housing, Homelessness and Regulatory Services) and P Strachan (Cabinet Member for Climate Change and Environment)

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Agenda Item

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12	Exclusion of the public (if required) 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 affairs of any particular person (including the authority holding that information)	
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Cabinet minutes

Minutes of the meeting of the Cabinet held on Tuesday 9 November 2021 in The Oculus, Buckinghamshire Council, Gatehouse Road, HP19 8FF, commencing at 10.00 am and concluding at 12.11 pm.

Members present

M Tett, A Macpherson, G Williams, S Bowles, S Broadbent, J Chilver, A Cranmer, C Harriss, N Naylor and P Strachan

Others in attendance

P Martin, R Stuchbury and S Wilson

Agenda Item

1 Apologies

Apologies were received from Sarah Ashmead, Deputy Chief Executive.

2 Minutes RESOLVED –

That the Minutes of the Cabinet meeting held on 19 October, 2021, be approved as a correct record.

3 Declarations of interest

There were no declarations of interest.

4 Hot Topics

The following hot topics were reported:

Cabinet Member for Transport

Cabinet were informed of two issues:

- The Bus Service Improvement Plan had been submitted to Government and published on the council website. <https://www.buckinghamshire.gov.uk/news/buckinghamshire-council-publishes-their-bus-service-improvement-plan/>
- Buckinghamshire Council had refused to approve lorry route applications for HS2 due to concerns about the impact of increased constructions vehicles on six routes, in particular the A413/A355 corridor. There were four outstanding

potential challenges. The Planning Inspectorate had not agreed with the Council on these challenges and advice was being taken from Counsel who believed there were strong grounds to appeal.

Cabinet Member for Climate Change and Environment

Cabinet were informed of four issues:-

- Waste collection was still unable to return to normal in Amersham and Wycombe areas as whilst the number of HGV drivers had increased there were not sufficient drivers to do the whole of the area.
- A report was being prepared for the next Cabinet meeting on the proposal to award the contract for the Household Recycling Centre Service which included operation and management. This also included numerous waste materials and services which would be consolidated into one single contract. The new contracting arrangement needed to be in place for 1 April 2022.
- A demobilisation of the existing Biffa waste collection contract in the south of the County was being undertaken with the service being provided by Veolia, providing a single service across the south. The transition of the services was working well.
- Buckinghamshire Council were hosting a regional climate change event as part of the international COP 26 conference 'Green wheels in motion' which would take place on 10 November at Silverstone Enterprise Zone showcasing a range of innovative technologies and initiatives being developed and/or deployed in Buckinghamshire to decarbonize transport.

Cabinet Member for Communities

- An urgent decision had been taken last week in relation to the Household Support Grant Fund. Buckinghamshire had been awarded £2.4 million and these funds were required to be utilised by 31 March 2022 to provide support to a broad cross section of vulnerable households including those not in receipt of benefits. Council have discretion on how to identify and support those most in need with food, energy and water bills during the winter months. Cabinet Members thanked the Helping Hands Team for the work they had carried out in this area in publicising and distributing the vouchers to vulnerable people.
- Preparations were underway for the next Proud of Bucks awards to celebrate Buckinghamshire's communities that have demonstrated caring, creative and commitment towards their local areas

Cabinet Member for Education and Skills

Children Services were currently preparing for the Ofsted Inspection and information had been collated. Regular discussions were held by senior officers and members to ensure that children and young people were receiving the best care.

Cabinet Member for Culture and Leisure

The opening of Chiltern Lifestyle Centre had unfortunately been delayed to deal with some issues from their final stages of testing. He also informed Members that the Aqua Vale Swimming and Fitness Centre in Aylesbury had just been resurfaced.

5 Question Time

Question from Councillor Robin Stuchbury to Councillor Anita Cranmer, Cabinet Member for Education and Children's Services

"In 2014 Buckinghamshire County Council's Education, Skills and Children's Services Select Committee prepared a report for Cabinet on narrowing the gap in education recognising social disadvantaged pupils and the diversity of Buckinghamshire children within education. In the 9 September, 2021, the report submitted to the Children's and Education Select Committee did not provide a breakdown of information around diversity, such as on individual social groups, vulnerable children and on all the attainment levels against their statistical cohorts within peer groups. This information would have assisted the Select Committee to question in greater detail how children in Buckinghamshire are progressing in respect to the historic problem of narrowing education attainment gaps.

Can the Cabinet Member please explain why the new local authority is changing the level of information reported and is not recognising individual social groups, their diversity, and all their attainment levels against their statistical cohorts within a peer group?"

RESPONSE from Councillor Cranmer, Cabinet Member for Education and Children's Services

"Whilst I acknowledge that the format and content of the Education Standards has been refined since 2014, the local authority continues to track and monitor attainment levels by a number of different cohorts, including those you reference in your question. Improving the education outcomes for all pupils in Buckinghamshire and closing the gap between those that achieve the most and those that do not remains a priority for the service. This includes ensuring the early identification and assessment of vulnerable children and young people, so that every child makes good progress, and no child gets left behind. The senior officers have prepared detailed information that separates attainment for the cohorts that you have referred to. We will be sharing them with you and any other interested members in the very near future. "

Question from Councillor Stuart Wilson to Councillor Gareth Williams, Deputy Leader and Cabinet Member for Planning and Regeneration, and Councillor Steve Broadbent, Cabinet Member for Transport

"Following their respective recent visits to The Wooburns, Bourne End & Hedsor, I would like to request that the Cabinet Members for Planning & Regeneration and Transport acknowledge the urgent need for a coherent Transport Strategy for the area, and given the current and future planning applications for Slate Meadow and Hollands Farm commit to immediately convening a WBEH Transport and Planning Strategy Group comprising Senior Officers, local Members, Parish Council/Meeting and local resident groups, underpinned by an accelerated Transport Evaluation

submitted for approval through the South-West Chilterns Community Board. And also to commit to take all available measures to protect the community green space at Penny's Corner in Bourne End, including the Peace Garden and Parish Council Centenary Clock, from any developer-led or Council-led transport mitigation plans and specifically to allow the Parish Council, should they wish to do so, to purchase the remaining land at Penny's Corner not under its ownership, remove it from the designation as Highway land, and preserve and maintain it for the community?"

RESPONSE from Councillors Williams and Broadbent

"I'd like to thank my fellow councillor for a very informative visit and I share his concerns for the potential impacts of the proposed development on travel in the area. However, I do not consider that there is a need to develop a specific coherent transport strategy for the area as there is already a package of measures proposed to address the forecast impacts of the developments proposed in the Local Plan.

During the preparation of the Wycombe Local Plan the transport implications of the proposed sites was examined including an assessment of the cumulative impacts as well as potential transport measures for each site with proposals put forward seeking to mitigate the impacts of those developments. This identified a package of measures taking into account the proposed development at Slate Meadow and at Holland Farm. These include:

For Slate Meadow: a link to the proposed (and safeguarded) High Wycombe to Bourne End Greenway, – which is currently at feasibility stage. In addition, the following have been secured through the planning process - upgraded bus shelters on the A4094 in close proximity to the Stratford Drive/Town Lane junction and traffic calming near the access to St Pauls C of E Combined School. It should be noted that Slate Meadow was granted outline planning permission in June 2019.

For Hollands Farm – a spine road through the site (to be delivered by the developer) plus junction capacity improvements as well as a possible diversion of a local bus service and enhancements to the footpath and cycle links to the village centre. There is a current planning application for the larger portion of the Policy BE2 site, of which the aforementioned measures (and others) are being proposed by the developer and evaluated.

All planning applications that are likely to have a significant transport impact are required to be accompanied by a transport assessment. Transport Assessments are thorough assessments of the transport implications of development, taking into consideration the cumulative impact of nearby development. This includes proposed mitigation measures, as appropriate.

In relation to the junction of Cores End Road/Station Road/The Parade (Penny's corner in Bourne End) the current planning application on Hollands includes a mitigation proposal to replace the existing mini-roundabout with a larger roundabout. This will require the relocation of the existing planting and centenary

clock, which are within the public highway. Whilst the Highway Development Management team have confirmed the acceptability of the design and junction capacity, the overall acceptability of the proposed changes will be considered by the Planning Case Officer in reaching a final view on the planning application. It should be noted that the application has been called into planning committee.

I understand that due to concerns regarding the cumulative highway impacts of these proposals, the Highways Development Management have met with the local ward members and representatives of the Parish Council. A further meeting will be set up to discuss the technical highway position on the current Hollands Farm planning application, following submission of their consultee comments recommending refusal.”

6 Forward Plan (28 Day Notice)

The Leader introduced the Forward Plan and commended it to all Members of the Council and the public, as a document that gave forewarning of what Cabinet would be discussing at forthcoming meetings.

RESOLVED –

That the Cabinet Forward Plan be noted.

7 Select Committee Work Programme

RESOLVED –

That the Select Committee Work Programme be noted.

8 Article 4 Directions to restrict permitted development rights for Commercial to Residential changes of use

In March 2020, the Government announced amendments being made to national planning legislation to introduce a new permitted development right, Class MA, to allow the conversion of commercial premises (including retail shops) into residential without the need for a planning application or any public consultation. Despite requests from Local Planning Authorities (including Buckinghamshire Council) to delay the implementation of this new legislation, Class MA came into effect on 1 August 2021.

Cabinet received a report that sought agreement for the Council to pursue an Article 4 Direction to prevent the use of Class MA in selected areas across the Buckinghamshire Council Area. The report set out the mechanics of the relevant legislation, the type of development that was automatically granted planning permission by the new permitted development rights, highlighted the potential impact on the area and the lack of any public consultation, comment or input in any way to the decisions specifically to the loss of retail premises. The report also set out a proposal for a 2 phase approach in relation how the Council would pursue Article 4 Directions in the immediate term and next phase.

The Cabinet Member for Planning and Regeneration reported that whilst Class E uses (business and commercial) existed all over the Council area, it was considered that the locations within Buckinghamshire that could be the most affected by these Permitted Development rights were within Primary Shopping frontages. Whilst an Article 4 Direction could focus on just the primary shopping frontages, consideration had been given to expanding further than just the primary shopping frontages in order to capture the 'core shopping areas'. Care would need to be taken to ensure that the Article 4 Directions covered enough of the Council area to achieve the desired outcome but remain focussed to ensure the Direction complied with the NPPF.

The Cabinet Member also referred to the timescale and that the Council was looking at the non-immediate Article 4 Direction as this would remove the Council's financial liability to compensate landowners; this would be a 12 month notice period. Before that time the Permitted Development rights would continue to apply.

During discussion the following points were noted:-

- The Leader had written to the previous Minister of Housing Communities and Local Government to express concern about the new permitted development right as it was important to regenerate town centres. Whilst there may be a case for residential just outside shopping areas and the intention of this was well meaning it would break up the high street.
- A Cabinet Member asked if the timescale was realistic and this was confirmed although it would involve a lot of officer time and would include the 12 month public consultation period.
- A question was asked about those towns which have no primary shopping frontages but should be considered due to the nature of their areas and the contribution that the retail units in those towns made to their local areas. The Cabinet Member responded that Amersham on the Hill, Iver, Wendover and Winslow had been added in.

RESOLVED –

- (1) That the report be noted.**
- (2) That Council Officers be authorised to commence Stage 1 work on a non-immediate Article 4 Direction removing the permitted development right set out in Class MA of the Town and Country Planning (General Permitted Development Order) 2015, and on the locations detailed in the Cabinet report.**
- (3) That Council Officers be authorised to commence Stage 2 of the project, as soon as resources allow, to undertake a public consultation as to whether the Council should consider imposing an Article 4 Direction to remove the permitted development right set out in Class MA of the Town and Country Planning (General Permitted Development Order) 2015.**

9 Children's Social Care Improvement Plan Progress Update

Cabinet received a report from Cabinet Member for Education and Children's

Services that provided an update on the continued impact of COVID-19 on the Service and the current progress against the Ofsted Improvement Plan. During the update the following points were noted:-

- The Chief Executive reported that in line with the majority of local authorities across the country, the service has experienced unprecedented changes in demand since the latter part of 2020. Children's Services was everyone's business whether they were elected Members or officers and the Corporate Management Team reviewed on a weekly basis the activity across the Service to ensure they had a good understanding of issues in terms of volume and also complex cases. The Council had also prioritised additional funding to respond to the increase in demand which would manifest itself in the short and longer term; by employing additional social workers and also 'grow our own'. There was also a rigorous approach to improvement in the organisation and that manifested itself through the Improvement Board, which was externally chaired and was attended by the Chief Executive and the Cabinet Member; this provided deep dive information on the quality of the service not just the numerical indicators.
- These demand changes included; volume changes in contacts into the service of just over 20%, Strategy meeting increases of 62% in the same period and an increase in child protection plans from a low of 511 to over 730.
- The general seriousness of children's circumstances and complexity of casework, particularly in relation to young people self-harming continued to be a challenge. However, the Council was coping with the increased complexity and was continuing to support those most vulnerable to achieve positive outcomes.
- The senior management team have put in place a series of actions to ensure that the Assessment teams remain able to function and ensure children and young people are kept safe. These include staffing, demand management and quality assurance.
- There were lots of checks and balances in place such as an audit plan, dip sampling, weekly check and challenge and also improvements in management oversight and consistency.
- There was evidence to be more optimistic in relation to new staff joining the service. The overseas permanent staff would make a difference and agency staff were also joining in greater numbers than before. However, current and existing staff were working incredibly long hours to maintain the service and the seriousness and disturbing nature of the casework would also have impact. Senior managers remain very mindful of these issues and would continue to provide individual and team level support.
- Work was being undertaken for the short and long term. Earlier in 2021 it was decided to recruit overseas social workers on a permanent basis to the service and they would be joining the council in the next six weeks. The Assessed and Supported Year in Employment academy programme also helped newly qualified social workers during their first year of employment and professional practice. The Council ran the programme in partnership with Bucks New Uni.

Cabinet Members paid tribute to the work of the children's social care staff who were continuing to work exceptionally hard through really tough circumstances and also drive forward service improvements to help keep children safe. In response to a question about the wellbeing of staff the Corporate Director Children's Services reported that there was open communication with the 16 social worker teams and that their emotional wellbeing was supported and they had access to services should they require it. The Leader referred to domestic violence particularly during the pandemic and concerns around children. The Corporate Director reported that they worked very closely with schools to spot any signs of abuse and take action where required. In terms of managing overseas staff they would provide support to the new recruits and provide training to the standard expected with support from managers.

Cabinet Members welcomed the report.

RESOLVED –

That the continued impact of COVID-19 on the Service and the current progress against the Ofsted Improvement Plan be noted.

10 Q2 Budget Monitoring Report

Cabinet received a report that set out the Revenue and Capital position for Buckinghamshire Council for the financial year 2021-22, at the end of Q2. An appendix provided further detail for each Portfolio and information about performance relating to overdue debts and late payments of commercial debt.

At the end of the Q2, an overall nil variance was forecast for the revenue budget 2021-22 after allowing for £4.8m of corporate mitigations. This was a favourable movement of £0.5m since Q1. The nil variance comprised:

- (i) £4.9m adverse variance on Portfolio Covid related spend (£6.7m adverse August).
- (ii) £0.1m favourable variation on Portfolio BAU (£0.9m adverse August).
- (iii) £2.8m favourable variation on Corporate Contingencies (£4.0m August).
- (iv) £0.9m favourable variation relating to Covid Sales Fees and Charges compensation scheme.
- (v) £1.1m favourable variation on Corporate Budgets, principally capital financing costs.

Figure 1 (Cabinet report) detailed high level information for each Portfolio.

The total Portfolio net revenue forecast variance was £4.8m adverse (1.1% of the total Portfolio budget). Significant risks to the Revenue forecasts had been identified, a proportion of which were likely to materialise. These and any new pressures could potentially be covered by a number of contingencies that were not yet fully committed and could be used, if required. Appendix 1 provided further detail on the revenue forecast outturn by Portfolio.

Figure 2 showed performance, by Portfolio and against savings targets, for the £13.2m of savings that had been incorporated into the 2021-22 revenue budgets.

Figure 3 provided information on the Contain Outbreak Management Fund (COMF), funding provided to local authorities to help reduce the spread of coronavirus and support local public health. Buckinghamshire was expected to benefit from £15.9m of funding spread over three financial years. The approved spend was for £6.125m in each of 2020-21 and 2021-22.

Capital Budget Outturn

Capital slippage had increased between Q1 and Q2 from 1.6% (£3.0m) to 7.9% (£14.8m). Whilst this was currently below the corporate target of 10% there was an expectation that slippage may increase further in future months because there were reduced opportunities to catch up on delays as the year progressed. Details were provide of a number of specific circumstances that had impact on the progress of capital projects. Further details for each portfolio were found in Appendix 1.

During discussion the Leader asked about forecast savings of £12.6k as opposed to the target of £13.2k and how achievable these savings were. The Service Director – Corporate Finance reported that everything was being done to achieve the targeted savings. In response to another question regarding presumptions around income, particularly in view of the pandemic, the Service Director reported that he believed that their assumptions were robust but the pressures arose with demand for social care which was unpredictable. The Leader also made reference to capital slippage and the Cabinet Member reported that some of these delays had been caused by supply chains and the pandemic.

RESOLVED –

That the current forecast outturn for the financial year 2021/22, and the associated risks and opportunities, be noted.

11 Q2 Performance Report 2021-22

John Chilver, Cabinet Member for Finance, Resources, Property and Assets introduced the report which comprised the following two items:

- The performance report, which provided details of the key performance measures reported through the corporate performance framework for 2021/22. Latest performance outturns and targets were reported alongside trend and benchmarking information, where available. The report also includes several indicators without targets for this year, that were being monitored to establish a baseline level of performance and monitor trends. Commentary was provided for each indicator explaining what was being measured, explaining the narrative behind each outturn and detailing improvement actions.
- The performance scorecard, which provided information on four key elements of performance for the Council covering Finance, Customer

Service, Performance and Human Resources indicators. These are arranged in four quadrants.

Within the performance report and performance scorecard, outturns that were performing at or better than target are classified as Green, those that were within 5% of the target were Amber and those that were more than 5% of the target were Red. At the end of Quarter 2, 84 indicators had outturns reported with a Red, Amber or Green status. Of these, 53 were Green (63%), 7 were Amber (8%) and 24 were Red (29%). Cabinet were informed that the majority of the red performance indicators had been impacted due to the Covid-19 pandemic.

Cabinet Members then provided comprehensive explanations for the performance marked as red where performance was more than 5% off the target for each of their portfolio's, these were as follows:

Leader

- Unemployment Claimant Rate – the indicator measured the unemployment claimant count in Buckinghamshire and the result was 70% of the national rate against a target of 55%. The Leader commented that he would speak with the Local Enterprise Partnership and Bucks Business First to understand the reason for being below target and what action could be taken. Work would also be undertaken with the Economic Growth and Regeneration Service via an Employability and Skills Taskforce and also through Bucks Skills Hub.
- Strategic Infrastructure projects: % profiled spend achieved – the target was 50% against the current value of 33.94%. This related to the South East Aylesbury Link Road which had been delayed because of the Compulsory Purchase Order/Side Road Order Open Space Inquiry from June to November.

Cabinet Member for Climate Change and Environment

- % of waste collected for recycling, reuse, composting or anaerobic digestion from household sources (household collection and Household Recycling Centres) – target of 60% against a current value of 53.19%. As reported earlier there was some disruption with kerbside collections due to driver shortages and food waste had been sent to disposal – energy from waste in the south administration area. Better incentives were being offered to drivers and figures were improving.
- % of Missed Bin Collections – 0.16 against a target of 0.15% this was an improvement since Q1 and a marked improvement against the previous year – this was due to introduction of a new more reliable fleet.

Cabinet Member for Communities

- % of female victims supported by IDVAs who have their risk level reduced – this target had a green RAG rating but was specifically mentioned because of the concern around domestic violence particularly its increase nationally during the pandemic. Cabinet Members noted that the Domestic Violence Strategy would be considered at the next Cabinet meeting.

Cabinet Member for Culture and Leisure

- Number of visits to main cultural venues – the target was 135,000 but the current value was 52,000. Q2 performance was an improvement against Q1 but it still fell short of the target due to social distancing measures and theatres only opening in early September. However Cabinet Members noted that the Swan Theatre in Wycombe was now back to normal and people could now sit next to each other.
- The number of visitors to Country and Town Park had exceeded the target and tribute was paid to the team who provided excellent support.

Cabinet Member for Education and Children’s Services

- % of assessments completed in 45 working days – target was 84% against current value of 66% - this was due to 53% rise in the number of assessments, an increase in the number of complex cases and also there were significant challenges in recruiting staff
- % of children with Initial Child Protection Conferences completed within 15 working days of the strategy discussion – the target was 85% against a current value of 34%. The Corporate Director for Children’s Services informed Members that the increase in demand had led to a 149% rise in the number of children subject to an ICPC during Q2 which had adversely affected performance. This has been escalated to the Chair of the Safeguarding Children’s Partnership and there was weekly monitoring overseen by the Service Director with more conference slots created. The current value was now moving in the right direction and was around 50%.
- The Leader congratulated staff on the Education Health and Care Plans being issued within 20 weeks, which had exceeded the target with the current value at 83%.

Cabinet Member for Finance, Resources, Property and Assets

- Average % of phone calls in Customer Service Centres abandoned before being answered – the target was 10% with the current value at 11.8%. The Cabinet Member reported that there had been a 10% increase in calls which had been driven by two service areas; waste and council tax. A number of improvement actions had been put in place to address this including a call back facility, web chat and self-service online options
- % of invoices paid within 30 days – the target was 95% with a current value of 81%. The Service Director Corporate Finance reported that this was a one off technical issue which was experienced when processing payments for one supplier and this would be rectified in the next quarter.

Cabinet Member for Health and Wellbeing

- Number of younger people (aged 18-64) admitted to permanent residential or nursing care homes per head of 100,000 population – the target was 7.4% against a current value of 9.2. The Cabinet Member reported that this was due to the pandemic as some care homes were not admitting people during 2020/21 which had led to additional pent up demand once restrictions were relaxed. Admissions have now fully commenced again which had led to the number of admissions being over target. Members noted that this indicator related to a small number of people therefore a swing of 2 or 3 people could push the indicator to a red RAG rating.

- % of births that receive a face-to-face New Birth Visit within 14 days by a health visitor in the quarter – this was a target of 90% with a current value of 79%. The new birth visits had gone down this quarter due to capacity within Aylesbury and Wycombe teams experiencing staff shortages as a result of the pandemic and an increase in safeguarding/vulnerable families in this period. A deep dive was completed and those outstanding were all completed by day 18. The service area were working hard to improve measures as it was important to identify whether new mothers were seen within the two week window in order to see if they were suffering from post-natal depression.

Cabinet Member for Housing, Homelessness and Regulatory Services

- Number of households living in temporary accommodation for over 12 months – the current value was 78 against a target of 32. This was an increase from Q1 where there were 76 households living in temporary accommodation. Numbers had increased due to a change in how they were recorded and the target may need to be reviewed. In addition there were a number of people needed one bedroom or three/four bedroom accommodation where demands for this type of accommodation were high.
- % of homelessness decisions taking over 56 days – the target was 40% but the current value was 52%. The Cabinet Member reported that the reason for not achieving the target was because the Housing Service had been focussed on preventing people from becoming homeless and therefore reducing the need for temporary accommodation. The service had also been experiencing additional pressures with covid-19 discretionary placements and also 834 new applications for housing advice over this period. The Housing Service was working on improving timescales with stronger performance monitoring.

Cabinet Member for Planning and Regeneration

- % of enforcement appeals allowed – the current value was 25% and the target 20%. Cabinet Members noted that the results were affected by low numbers of appeals. In the last quarter 25% of appeals were allowed – as a split decision was issued and 75% of other appeals were dismissed.
- % of major planning approvals determined in 13 weeks or with agreed extension of time – this was an amber RAG rating with a target of 80% and a current value of 77%. The Planning Team were working hard to improve results despite having a significant increase in workload. Work was being undertaken to temporarily increase resource, including retaining consultants whilst continuing to recruit permanent staff.

Cabinet Member for Transport

- % of gullies cleaned against the cyclical gully programme – the target was 95% against a current value of 72%. From June the team experienced issues regarding the national HGV driver shortage which was also exacerbated by some operatives having to isolate. Numerous mitigation measures had been put in place including increased resources. 72% of gullies had been cleared and staff were working additional hours and weekends.
- Major transport schemes: % of profiled spend achieved – the target was 50% with the current value 35.5%. After a slow start to the year most of the projects were getting back on track. Delays experienced included Westhorpe

which had slower than expected progress in National Highways approvals, A41 delay due to additional ground investigation work and Abbey Barn Lane delayed due to a modelling issue. The Team were working hard to mitigate this.

- % eligible clients who are provided with transport before the required start date, or no later than 15 working days from the date the transport assessment was completed (SEND), or all information was received to provide transport (Mainstream) – this had a target of 95% against a current value of 84%. Cabinet Members noted that the measure would be amended so that the 15 working days started from when the transport assessment was completed for Special Educational Needs and Disability clients so that measures were under the Service areas control. Changes in software due in December would also provide better information for team workflows which would help improve operational performance.

RESOLVED –

- (1) That the Council’s performance for the Quarter 2 period 2021-22 be noted.**
- (2) That the actions being taken to improve performance, where required, be noted.**

12 South East Aylesbury Link Road Phase 2 funding and delivery agreement with HS2
Cabinet received a report, as well as confidential appendices (considered in private session) and was informed that HS2 had agreed to provide funding towards the dual carriageway South East Aylesbury Link Road (SEALR) Phase 2 project. The level of funding equated to the amount it would have cost HS2 to construct the same 450m length as a single carriageway, including the roundabout at the B4443 Lower Road junction. The funding excluded the roundabout junction to the South West Aylesbury Link Road (SWALR) as HS2 would not have delivered this as part of their Stoke Mandeville Relief Road.

The South East Aylesbury Link Road (SEALR) project proposed the construction of approximately 1.7 kilometres of dual carriageway including 3 new roundabout junctions. The project was being delivered as one project but in two phases. The new road would join the A413 Wendover Road with the B4443 Lower Road (SEALR Phase 1) and the B4443 Lower Road to a new roundabout junction (Phase 2) with the Stoke Mandeville Relief Road (SMRR) and the South West Aylesbury Link Road (SWALR).

Both phases of the SEALR formed part of the Aylesbury Orbital Link Road, with the delivery of both phases of the SEALR completing a significant portion of the Aylesbury Orbital Link Road. SEALR Phase 2 had originally been designed by HS2 as a single carriageway road with no roundabout connection to the SWALR and would have formed part of the SMRR which was to be delivered by HS2. The funding and delivery agreement was the method for HS2 and Buckinghamshire Council to agree that Buckinghamshire Council would deliver Phase 2 as a dual carriageway with a roundabout connection to SWALR. Plans on the Cabinet report showed the latest

preliminary design of SEALR Phase 2.

HS2 have agreed to part-fund SEALR Phase 2 subject to a number of conditions, as detailed in the report. The funding would cover the amount it would have cost HS2 to fund SEALR Phase 2 as a single carriageway with no roundabout. In addition, HS2 would be providing funding towards a roundabout that they would have delivered on Lower Road. Within Buckinghamshire Council, the Lower Road roundabout was part of the SEALR Phase 1 scheme, and therefore monies would be appropriately allocated based on the budget agreed with the Shadow Executive in January 2020.

Members were informed that that significant negotiations had taken place between the Council and HS2 over a period of months. Further details pertaining to the negotiations were detailed at Confidential Appendix A. The HS2 funding and delivery agreement was detailed at Confidential Appendix B.

Whilst the funding and delivery agreement did not require the Council to deliver the scheme, the funding was provided to cover part of the costs of delivery and the terms of the agreement ensured that release of the HS2 funding element would be subject to the scheme being delivered within the projected timescales and to the design agreed in the agreement. There was scope within the agreement to agree changes however the Council could not use the funding if the scheme was not delivered. A Cabinet Member decision had been taken by the Leader of the Council in March 2021 giving delegated authority to proceed with preparing and submitting a planning application, progressing a detailed design, and beginning land negotiations for SEALR Phase 2.

RESOLVED –

- (1) That the funding and delivery agreement from HS2 for the SEALR Phase 2 project and the SEALR Phase 1 Lower Road roundabout be accepted.**
- (2) That the recommendations on the previous Leader decision on 19 March, 2021, to submit the SEALR Phase 2 planning application when completed be noted.**

13 Princes Risborough Southern Road Links (PR SRL) - Land Acquisition, Scheme Update and Side Roads Order

Cabinet received a report, as well as confidential appendices (considered in private session) and was informed that the Council had secured £12m from the Housing Infrastructure Fund (HIF) available to March 2023 and managed by Homes England towards the cost of phase one of the relief road, the Princes Risborough Southern Road links (PR SRL), supporting the delivery of the Princes Risborough Expansion Area. The project required the acquisition of several parcels of land to progress and deliver the proposed scheme.

The scheme had been developed to an agreed preliminary design using the previously approved £2.73m funding agreed by the Shadow Executive in November 2019. Key features of the scheme included realigning and widening Summerleys

Road (to two lanes throughout); constructing a new rail underbridge with increased headroom; providing a new signalised junction and shared cycleway/footway towards the station and constructing a new section of highway to tie into Picts Lane.

A public consultation on the design was planned for 18 November 2021. The project had undergone extensive design engineering to minimise the impact on landowners and residents. These factors were reflected in the red-line boundary for the scheme that defined the necessary land take. This included land parcels that were not owned by the Council.

The Council's aim was to secure the necessary land and access rights by private treaty. However, to enable the project to proceed to programme and make use of the HIF funding, authority was needed to make and serve a CPO, if negotiation failed. Authority to make an SRO would enable changes to the highway to be made lawfully. As such, the report's recommendations were necessary to enable the project to proceed to the current programme. Further delays would run the risk of the Council missing the HIF funding deadline, and further increase costs.

RESOLVED –

- (1) That authority be delegated to the Service Director for Strategic Transport and Infrastructure, in consultation with the Leader and the Section 151 Officer, to:
 - (i) Negotiate, agree terms and acquire the land, interests and rights (or extinguish the same) required for the Scheme by agreement and to instruct the Service Director for Legal & Democratic Services to negotiate and enter into all legal agreements necessary to facilitate any such agreements;**
 - (ii) Make any amendments, deletions or additions to the land identified in this report and the annexed Plan to be subject to a CPO if required to facilitate the delivery of the Princes Risborough Southern Road Links (PR SRL), including as a result of comments received during public consultation.****

- (2) That the acquisition of the land holdings in accordance with the terms and price set out in the confidential Appendix C be approved.**

- (3) That the making of a Compulsory Purchase Order ("CPO") under section 226 of the Town and Country Planning Act; to use the power of acquisition by agreement under s.227 TCPA 1990 (as amended) and use of powers in relation to securing new rights over land under s.13 Local Government (Miscellaneous Provisions) Act 1976, in respect of the land and interests within the area shown outlined in red on the plan annexed to the Cabinet report ("the Order Land") for the purpose of securing delivery of the PR SRL be approved.**

- (4) That the making of a a Side Roads Order(s) ("SRO") under sections 14 and**

125 of the Highways Act 1980 and all other necessary powers be approved, to:

- (i) Improve, raise, lower, stop up, divert or otherwise alter existing highways which cross or enter the route of the PRSRL or will otherwise be affected by the construction of the PRSRL or as required to deliver the PRSRL;**
 - (ii) Construct new lengths of highways for purposes connected with the alterations referred to in (a) above and delivery of the PRSRL; and**
 - (iii) Stop up private means of access and provide replacement or new means of access.**
- (5) That authority be delegated to the Service Director for Strategic Transport & Infrastructure, in consultation with the Leader and the Section 151 Officer, to take all necessary steps to implement the CPO and SRO for PRSRL including:**
- (i) Making the CPO, including serving and issuing notices and certificates in connection with the making, confirmation and implementation of the CPO;**
 - (ii) Taking all reasonable steps to promote the CPO and SRO, including promoting the Council's case at any public inquiry.**
 - (iii) To negotiate, agree terms and enter into agreements with interested parties including agreements for the withdrawal of objections to the CPO and SRO on such terms as may be appropriate.**
 - (iv) Issue notices of entry to survey or value land under the Housing and Planning Act 2016 if required and obtain any warrants from the Magistrates Court for the purpose of such entry if considered necessary;**
 - (v) Making General Vesting Declarations ("GVD") under the Compulsory Purchase (Vesting Declarations) Act 1981 and/or serve Notices to Treat and Notices of Entry following confirmation of the CPO if required;**
 - (vi) Issue and serve any warrants to obtain possession of any land acquired by the Council following execution of a GVD or service of a notice of entry if it is considered appropriate to do so;**
 - (vii) To retain and/or appoint external professional advisers and consultants to assist in facilitating the making, promotion, confirmation and implementation of the CPO and SRO, the settlement of compensation and any other claims or disputes;**
 - (viii) To undertake the land referencing of the Order Land including the preparation and service of notices in relation to the Order Land and other land under section 16 of the Local Government (Miscellaneous Provisions) Act 1976;**
 - (ix) Making and issuing the SRO including the service and publication of all requisite notices and press notices;**
 - (x) Negotiating and entering into agreements or undertakings with persons with any legal interest in the land relating to the SRO and/or CPO;**

- (xi) Making any amendments necessary to the CPO and SRO arising as a result of negotiations with affected persons, further design work or for any connected reasons to enable delivery of the PRSRL;
 - (xii) Taking any further or other action necessary to secure the making, confirmation and implementation of the SRO and CPO.
- (6) That authority be delegated to the Service Director for Strategic Transport & Infrastructure, in consultation with the Leader and the Section 151 Officer, to award the construction contract, subject to current forecast budget not being exceeded and full funding being confirmed, in accordance with the Council's Standing Orders relating to contracts; as well as agreeing appropriate maintenance arrangements.
- (7) That the following be noted:
- (i) The Princes Risborough Southern Road Links scheme as annexed to the Cabinet report.
 - (ii) That the Service Director for Strategic Transport and Infrastructure (or such other appropriate officer) will seek to acquire land affected by the scheme through negotiation and agreement. A Compulsory Purchase Order will be served on those with an interest if agreement cannot be reached. There would be no requirement to hold a CPO inquiry if all interests and objections were settled beforehand.
 - (iii) That a pre-planning consultation on the PRSRL preliminary design will be undertaken starting in November 2021.
 - (iv) That the PRSRL planning application is expected to be submitted early in 2022.
 - (v) That the scheme is being progressed on the basis that the Council recoups the cost of the £12M HIF and the £2.73M of its capital funding from developers. The remainder of the scheme funding is expected to be met by developers.

14 Proposed Property Acquisition

Cabinet received a report, as well as confidential appendices (considered in private session) and was informed that the Council owned a number of assets around the High Wycombe town centre and railway station. These assets were sites that could assist in the unlocking of regeneration of their respective areas through residential and commercial uses, specifically the Wye North Regeneration strategy (previously Eastern Quarter) which had been presented at HW Regeneration Board.

The proposed acquisition was Abbey Place, a site adjacent to existing holdings which was in an area of the town where regeneration had been proposed and plans were being developed. The acquisition would enable a strategic and proactive approach to delivering a more comprehensive scheme than simply on existing council land.

RESOLVED –

- (1) That the Service Director for Property and Assets, in consultation with the

Cabinet Member for Finance, Resources, Property and Assets, the Section 151 Officer and the Service Director for Legal and Democratic Services, to conclude negotiations, agree contracts, appoint consultants and undertake due diligence, arrange finance, exchange and complete on the freehold acquisition of Abbey Place, High Wycombe as set out in the Cabinet report and the confidential appendices.

- (2) That the Capital and Revenue budget changes associated with this acquisition be approved for inclusion in the MTFP.**

15 Exclusion of the public (if required)

RESOLVED –

That pursuant to Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting during consideration of Minutes No 16, 17, 18 and 19, on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act as defined as follows:

Minute 16 – South East Aylesbury Link Road Phase 2

Minute 17 – Princes Risborough South Road links

Minute 18 – Proposed Property Acquisition

Minute 19 – Confidential Minutes of the Cabinet meeting held on 19 October, 2021.

The items include Information relating to the financial or business affairs of any particular person (including the authority holding that information) (Paragraph 3, Part 1 of Schedule 12A, Local Government Act 1972) (The need to maintain the exemptions outweighs the public interest in disclosure, because disclosure could prejudice the Council's position in any future process or negotiations).

16 Confidential appendices to South East Aylesbury Link Road (SEALR) Phase 2

This item was undertaken in confidential session as part of Minute item 12 and details of the public discussion and the decisions taken are included within Minute number 12.

17 Confidential appendices for Princes Risborough Southern Road Links (PRSRL)

This item was undertaken in confidential session as part of Minute item 13 and details of the public discussion and the decisions taken are included within Minute number 13.

18 Confidential appendices to Proposed Property Acquisition

This item was undertaken in confidential session as part of Minute item 14 and details of the public discussion and the decisions taken are included within Minute number 14.

19 Confidential minutes

RESOLVED –

That the confidential Minutes of the Cabinet meeting held on 19 October, 2021, be

approved as a correct record.

20 Date of next meeting

The next meeting will be held at 10am on Tuesday 7 December, 2021. It was also mentioned that the Cabinet meeting on Tuesday 4 January 2022 had been moved to 10am on Thursday 6 January 2022, to fit in with an amended budget cycle.

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Buckinghamshire Council Cabinet/Leader forward plan

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

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

A further notice (the 'agenda') will be published no less than five working days before the date of the decision meeting and will be available via the Buckinghamshire Council website ([Cabinet agendas](#) / [Leader decisions](#)).

All reports will be open unless specified otherwise.

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
Cabinet 7 December 2021				
Domestic Abuse Strategy To agree the new Domestic Abuse Strategy		Councillor Steve Bowles Claire Hawkes		26/8/21

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p>Contract to award the Household Recycling Centre Service (HRC) To award the contract for the Household Recycling Centre Service to the preferred bidder. The award includes operation and management of the Household Recycling Centres on behalf of Buckinghamshire Council. The arrangements include numerous waste materials and services which are consolidated into a single contract. The new contracting arrangement needs to be in place for the service commencement date 1st April 2022.</p>		<p>Councillor Peter Strachan Gurbaksh Badhan</p>	<p>Part exempt (<i>para 3</i>)</p>	<p>22/10/21</p>
<p>Statement of Community Involvement The Statement of Community Involvement (SCI) is a document that we must produce and keep up to date to ensure effective community involvement at all stages in the planning process. It sets out how anyone who lives, works, plays or carries out business in the Buckinghamshire Council area can be involved in local planning decisions and the preparation of planning documents.</p>		<p>Councillor Gareth Williams Darran Eggleton</p>		<p>28/4/21</p>
<p>Voluntary Sector Grant Review Cabinet to review and agree final recommendations</p>		<p>Councillor Steve Bowles Claire Hawkes</p>		<p>18/8/21</p>

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
Cabinet 6 January 2022				
Council Tax Base 2022-23 To set Buckinghamshire Council's Council Tax Base for the following financial year		Councillor Martin Tett Richard Ambrose		20/7/21
Draft Budget and Capital Programme Including budget consultation analysis		Councillor Martin Tett Richard Ambrose		20/7/21
Fees and Charges 2022-23 To agree fees and charges for the forthcoming financial year		Councillor Martin Tett Richard Ambrose		20/7/21
Cabinet 15 February 2022				
Aylesbury Garden Town HIF Annual Report The £170m contract for the housing infrastructure fund in Aylesbury was signed in November 2020. This is the first annual update requested by Cabinet.		Councillor Martin Tett Robin Smith	Part exempt (para 3)	12/11/21
Budget Scrutiny 2022 report To consider the budget scrutiny report from the Budget Scrutiny Inquiry Group.		Councillor Ralph Bagge Leslie Ashton		25/11/21
Final Budget and Capital Programme For Cabinet to recommend the final budget to Council		Councillor Martin Tett Richard Ambrose		12/11/21

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
Q3 Budget Monitoring Report 2021-22 Quarterly report		Councillor John Chilver Richard Ambrose		12/11/21
Q3 Performance Report 2021-22 Quarterly report		Councillor John Chilver Matthew Everitt		12/11/21
November 2021 Leader Decisions				
Buckinghamshire Council Coat of Arms Design and registration of a new coat of arms for Buckinghamshire Council		Councillor Martin Tett Roger Goodes		20/7/21
December 2021 Leader Decisions				
A355 Amersham Road, Beaconsfield Layby Prohibition of Motor Vehicles To prevent the fly tipping of hazardous materials on two laybys located on A355 Amersham Road, Beaconsfield	Beaconsfield	Councillor Steve Broadbent Ricky Collymore		2/11/20
A40 Oxford Road / Wycombe Speed Reduction A40 Oxford Road / Wycombe Speed Reduction from 60mph to 50mph	West Wycombe	Councillor Steve Broadbent Bestman Agu		20/7/21

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
A41 PPTC Bus Lane Relocation Statutory Consultation Bus Lane relocation on the A41 Bicester Road as part of the A41 PPTC scheme.	Aylesbury North West; Stone & Waddesdon	Councillor Steve Broadbent Vanessa Silva		14/5/21
Assets of Community Value Policy To agree the Assets of Community Value Policy		Councillor Steve Bowles Katie McDonald		30/7/21
Aylesbury Garden Town Framework and Infrastructure Supplementary Planning Document – Draft for Consultation The Aylesbury Garden Town Framework and Infrastructure Supplementary Planning Document is a requirement of the Vale of Aylesbury Local Plan to support the delivery of the Aylesbury Garden Town. The Supplementary Planning Document sets out the strategic infrastructure delivery schedules for the physical, green and social infrastructure required for the Garden Town. It also outlines the funding and delivery programme.	Aylesbury East; Aylesbury North; Aylesbury North West; Aylesbury South East; Aylesbury South West; Aylesbury West	Councillor Gareth Williams Simon Meecham		25/11/21
Better Lives Strategy 2022-2025 The strategy for adult social care in Buckinghamshire		Councillor Angela Macpherson Clare Capjon		26/8/21
Budget Adjustments to the Approved Capital Programme To approve changes to the Approved Capital Programme		Councillor John Chilver Sue Palmer		14/9/20

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p>Business Case for the recommissioning of The Vines (respite service for Children and Young People) To agree the Business Case for the recommissioning of The Vines - a six bedded unit providing residential short breaks to disabled young people aged 11 – 19 years old with behaviours that challenge which is due for renewal on 1st April 2022. This is for a 2 year contract with one year extension.</p>		Councillor Anita Cranmer Tracey Ironmonger	Part exempt (<i>para 3</i>)	18/8/21
<p>Childcare Sufficiency Assessment Report annually to elected members on how the duty to secure sufficient childcare is being met. The report will be made available and accessible to childcare providers and parents.</p>		Councillor Anita Cranmer Richard Nash		26/8/21
<p>Choice and Charging Policies Adult Social Care policies</p>		Councillor Angela Macpherson Tracey Ironmonger		17/9/20
<p>D-AGT1 Aylesbury Garden Town - South Aylesbury - Supplementary Planning Document D-AGT1 South Aylesbury is an adopted mixed use allocation in the Vale of Aylesbury Local Plan. The Local Plan requires a site-specific Supplementary Plan Document for this allocation; in the form of masterplan to set out clear and detailed advice for place-making. This key decision is to seek the Leaders approval to consult the public on the draft masterplan.</p>	Wendover, Halton & Stoke Mandeville	Councillor Gareth Williams Simon Meecham		1/11/21

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
Devolution Pilot 2 To agree the devolution pilot scheme		Councillor Steve Bowles Claire Hawkes		8/10/21
Gerrards Cross Waiting Restrictions Report to be written with recommendations upon the conclusion of a statutory consultation on waiting restrictions proposed in Gerrards Cross.	Gerrards Cross	Councillor Steve Broadbent Ricky Collymore		12/7/21
High Wycombe Junction Protection Restrictions Report on a Statutory Consultation proposing waiting restrictions in the High Wycombe area. A recommendation will be made in the report after taking the responses received into account	Abbey; Booker, Cressex & Castlefield	Councillor Steve Broadbent Ricky Collymore		26/8/21

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p>High Wycombe Transport Strategy and High Wycombe Local Cycling and Walking Infrastructure Plan (LCWIP) Consultation Request for agreement to conduct public consultation on the draft High Wycombe Transport Strategy and High Wycombe Local Cycling and Walking Infrastructure Plan (LCWIP) once engagement has been undertaken with local members.</p>	<p>Abbey; Booker, Cressex & Castlefield; Chiltern Villages; Downley; Flackwell Health, Little Marlow & Marlow South East; Hazlemere; Penn Wood & Old Amersham; Ridgeway East; Ridgeway West; Ryemead & Micklefield; Terriers & Amersham Hill; The Wooburns, Bourne End & Hedsor; Totteridge & Bowerdean; Tylers Green & Loudwater; West Wycombe</p>	<p>Councillor Steve Broadbent Suzanne Winkels</p>		<p>14/5/21</p>

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
Highway Safety Inspection Policy Update to the existing Highway Safety Inspection Policy		Councillor Steve Broadbent Keith Carpenter		30/6/21
Highways Development Management commuted sums Highways Development Management last updated our commuted sums in 2006, this is a proposal to update these not only in line with inflation but to use a slightly different format.		Councillor Steve Broadbent Lee Steadman		15/10/20
Household Waste Collection Policy Document South Bucks Area To make minor changes to waste collection policies in the south of Buckinghamshire to harmonise the service delivered.		Councillor Peter Strachan Martin Dickman		20/7/21
Interim Tree Risk Management Strategy Approval of an interim tree risk management strategy with respect to trees that Buckinghamshire Council manages		Councillor Peter Strachan David Sutherland		5/10/20
Land off Amersham Road Development Brief - Consultation Consultation on the draft development brief for the allocated housing site identified as HW8, Land off Amersham Road, in the adopted Wycombe District Local Plan	Hazlemere	Councillor Gareth Williams Chris Schmidt-Reid		1/10/21

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p>Network Hierarchy Review Our Network Hierarchy drives our maintenance operations. It is important that the hierarchy reflects the needs, priorities and actual use of the network and that this is kept up to date. This review will update the hierarchy and suggest amendments to reflect changes to the use of the network since it was adopted and last updated.</p>		<p>Councillor Steve Broadbent Keith Carpenter</p>		25/11/21
<p>Prohibition of Motor Vehicles - Stocklake and Broughton Lane, Bierton To formalise the new carriageway layout at Stocklake and Broughton Lane, Bierton. The carriageways have been realigned and now has sections where motor vehicles are physically unable to access. The proposed Traffic Regulation Order will formalise the restrictions on motor vehicle movement.</p>	Aston Clinton & Bierton	<p>Councillor Steve Broadbent Ricky Collymore</p>		2/11/20
<p>Town & Parish Charter To agree the Town and Parish Charter</p>		<p>Councillor Steve Bowles Kate Walker</p>		15/10/20
<p>Tree Planting Programme - Year 1 Sites To agree the progression of sites for the first year of the tree planting programme</p>		<p>Councillor Peter Strachan Edward Barlow</p>	Part exempt (<i>para 3</i>)	14/5/21

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p>Support to the Provider Market To seek approval for support to ensure the care market continues to be able to respond to the needs of Buckinghamshire residents.</p>		<p>Councillor Angela Macpherson Tracey Ironmonger</p>	<p>Part exempt <i>(para 3)</i></p>	<p>6/4/21</p>
<p>Vale of Aylesbury Plan - Design Supplementary Planning Document The purpose of the Design Supplementary Planning Document is to ensure that new development across Aylesbury Vale is of the highest quality and that it responds appropriately to its context and is inclusive and sustainable. The Design Supplementary Planning Document sets out clear principles and objectives that aim to inspire developers and designers and assist landowners, developers, applicants and planners in the process of delivering high quality and well designed development.</p>		<p>Councillor Gareth Williams Simon Meecham</p>		<p>25/11/21</p>
<p>Wycombe Resource Zone The proposed approach to decommission the Wycombe Resource Zone service</p>		<p>Councillor Steve Bowles Gideon Springer</p>		<p>12/11/21</p>

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
January 2022 Leader Decisions				
<p>Liston Road, Marlow, raised uncontrolled crossing point As part of Lidl's planning approval 21/05488/FUL for the Removal of an existing boundary wall and erection of part single/part two storey side/rear and single storey rear extensions with new trolley bay and bollard. Planning Condition 3 requires them to Install a pedestrian crossing facility on Liston Road. In fact there is already an uncontrolled crossing point in this location, but the planning drawings require the new one to be on a raised table. It is the raising element that requires this additional element of consultation.</p>	Marlow	Councillor Steve Broadbent Ian Sharp		25/11/21
<p>Station Road, Quainton - Proposed Traffic Calming Build Out Barwood Homes propose to fully fund and construct a Traffic Calming Build Out on Station Road, Quainton. This is to facilitate the widening of the existing footway to 1.5m beside No.17 Station Road. Works would be carried out via a Section 278 Legal Agreement.</p>	Great Brickhill	Councillor Steve Broadbent Darryl Bonsor		22/10/21

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
February 2022 Leader Decisions				
<p>Steeple Claydon school The governing board of the school have launched a consultation with their local community on a proposal that they change the way they manage the Early Years provision in the school. If agreed the proposal would mean that a qualified teacher would lead the provision. Currently as allowed under Department for Education regulations the provision is overseen by a committee of school staff and governors. The initial consultation runs until 17 September. If there is support for the proposal the school would then publish a statutory notice giving people four weeks to comment on, support or object to the proposal. If agreed the school's age range would change from 4-11 years of age to 2-11.</p>	Grendon Underwood	Councillor Anita Cranmer Andrew Tusting		30/6/21
July 2022 Leader Decisions				
<p>Aston Clinton - Traffic Calming Vertical traffic calming and speed limit reduction</p>	Aston Clinton & Bierton	Councillor Steve Broadbent Daniel Pearson		19/3/20

Individual Leader decisions (in consultation with the Cabinet Member) are not discussed at meetings – a report is presented to the Cabinet Member and the Leader will decide whether to sign the decision.

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

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

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

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

Paragraph 1 - Information relating to any individual

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

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

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

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

Paragraph 6 - Information which reveals that the authority proposes:

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

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

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

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

Democratic services, Buckinghamshire Council, The Gateway, Gatehouse Road, Aylesbury, Buckinghamshire HP19 8FF 01296 382343
democracy@buckinghamshire.gov.uk

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Select Committee Work Programmes 2021/22

Children’s and Education Select Committee (Chairman: Patricia Birchley, Scrutiny officer: Katie Dover)

Date	Topic	Description & Purpose	Lead Officer	Contributors
20 January 2022	Buckinghamshire Safeguarding and Children’s Partnership Annual Report	To receive and to give feedback on the annual report of the Buckinghamshire Safeguarding and Children’s Partnership.	Palvinder Kudhail	Anita Cranmer, Palvinder Kudhail
	Fostering, Adoption and Special Guardianship Orders	To provide members with an overview of the placement options for looked after children, as well as sharing the progress made against our Placement Sufficiency Strategy and the current challenges we face.	Palvinder Kudhail	Anita Cranmer, Palvinder Kudhail
	Education Standards Board Report	To share the key information relating to educational outcomes for Children & Young People in Buckinghamshire for the academic year 2020-21.	Richard Nash Simon James	Anita Cranmer
	Rapid review scoping paper	To agree the approach to a rapid review group on the recruitment and retention of social workers	Katie Dover	Mark Dormer, Katie Dover
10 March 2022	OFSTED inspection update TBC	<i>Timing of this item to be confirmed</i>	Richard Nash	Anita Cranmer, Richard Nash

Communities and Localism Select Committee (Chairman: Mimi Harker, Scrutiny officer: Leslie Ashton)

Date	Topic	Description and Purpose	Lead Officer	Contributors
16 December 2021	Community Support Team and Helping Hands model	For members to hear about and consider the projects being taken forward by the Community Support Team, including the Helping Hands model.	Claire Hawkes, Gill Harding	Steve Bowles, Claire Hawkes, Gill Harding , Heart of Bucks
	Devolution	To receive an update and provide feedback on the delivery of the devolution programme.	Claire Hawkes	Steve Bowles, Claire Hawkes
22 February 2022	Visitor Economy	To receive an overview of the plans to promote the visitor economy in Buckinghamshire. Member will have the opportunity to discuss and suggest opportunities and how promotion could be more widespread.	Lisa Michelson	Clive Harriss, Lisa Michelson
	Domestic Abuse	To receive an update on the work of the domestic abuse board and key areas of work, including violence against women and girls.	Claire Hawkes	Steve Bowles, Claire Hawkes
13 April 2022	TBC			

Finance and Resources Select Committee (Chairman: Ralph Bagge, Scrutiny officer: Leslie Ashton)

Date	Topic	Description & Purpose	Lead Officer	Contributors
9 December 2021	WorkSmart Strategy	For members to receive an update and provide feedback on the WorkSmart Strategy and delivery plans to include any possible update on future office accommodation.	Sarah Ashmead, Sarah Murphy-Brookman	John Chilver, Sarah Ashmead, Sarah Murphy-Brookman, John Reed (property aspect)
	Better Buckinghamshire	For Members to receive a progress update and overview of the Better Buckinghamshire programme and review savings against targets to date.	Sarah Ashmead	John Chilver, Sarah Ashmead, Roger Goodes, Matthew Everitt, Richard Ambrose
	Budget Performance Monitoring Q2	To review the quarter 2 budget monitoring report.	Richard Ambrose	John Chilver, Richard Ambrose
	Budget Scrutiny Inquiry scoping paper	For members to agree the approach to the budget scrutiny inquiry taking place in January 2022.	Leslie Ashton	Ralph Bagge, Leslie Ashton
10 – 14 January 2022	Budget Scrutiny		All Corporate and Service Directors	Cabinet Members, Deputies, Corporate and Service Directors
17 February 2022	Overall Property Strategy	For members to understand the Council's overall property strategy and to receive an overview of council access points, their customer usage and plans to utilise council property for other purposes.	John Reed	John Chilver, Tim Butcher, Ian Thompson, John Reed
	Update on external property companies	To receive an update on performance of the Council owned external property companies and future plans (may require confidential session).	John Reed	John Chilver, Ian Thompson, John Reed
	12 month update on budget scrutiny recommendations	To receive an update on the progress of the budget scrutiny recommendations made in January 2021.	Richard Ambrose	Martin Tett, John Chilver, Richard Ambrose

	Budget Performance Monitoring Q3	To review the quarter 3 budget monitoring report.	Richard Ambrose	John Chilver, Richard Ambrose
7 April 2022	TBC			

Growth, Infrastructure and Housing Select Committee (Chairman: David Carroll, Scrutiny officer: Kelly Sutherland)

Date	Topic	Description & Purpose	Lead Officer	Contributors
9 December 2021	Planning Enforcement	To assess progress to date with the new policy & structure.	Steve Bambrick	Gary Hall – Deputy CM
	Buckinghamshire Local Plan	High level overview for members – setting out stages of development and timescales.	Steve Bambrick	Gareth Williams, Steve B
	Infrastructure Plan/ CIL & S106 considerations	Timing of this item still TBC	Steve Bambrick	Gareth Williams, Steve B
17 February 2022	MHCLG pilot Planning Design Code	To review the code ahead of public consultation.	Steve Bambrick	Gareth Williams, Steve B
	Digital Infrastructure	For members to understand and feedback on the next steps for digital infrastructure in Bucks including broadband rollout.	Lisa Michelson	Martin Tett, Steve B
	Homelessness Strategy	For members to understand the long-term plans and provide feedback.	Nigel Dicker	Mark Winn – Dep CM Strategy must be in place by 31 st March
	Town Centre regeneration – to include smaller towns and villages	To look at town centre regeneration and understand and provide input on work and projects being undertaken.	Lisa Michelson	Jocelyn Towns
	Princes Risborough Relief Road	To receive details of the issues raised during the public consultation.	Joan Hancox	Gareth Williams, Joan
7 April 2022	Buckinghamshire Local Plan – Update	For members to assess progress made to date on the Local Plan.	Steve Bambrick	Gareth Williams, Steve B

	Skills discussion	To assess the development of the strategic partnership on skills with DWP. <i>BC looking to develop a strategic partnership with DWP on skills. Also what can BC do as a major employer.</i>	Lisa Michelson	Martin Tett, Lisa
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Health and Adult Social Care Select Committee (Chairman: Jane MacBean, Scrutiny officer: Liz Wheaton)

Date	Topic	Description & Purpose	Lead Presenters	Contributors
To be scheduled - depending on timeframes, this item may require a special meeting	Buckingham Primary Care provision	<p>To review the results from the consultation on proposed changes to primary care provision in Buckingham.</p> <p>Consultation launched on 23rd August and closes on 16th November.</p>	Representatives from Swan Hill Practice and the CCG	
3 rd February	Buckinghamshire Healthcare NHS Trust - Community Hubs	To discuss BHT's proposal around Thame and Marlow community hubs, as part of its strategy to develop care closer to home	Representatives from BHT (tbc)	
	Buckinghamshire Healthcare NHS Trust	Review progress in the areas of concern raised in the HASC's statement in relation to the Trust's Quality Account 2020/21.	Representatives from BHT (tbc)	
	Better Lives Strategy	<p>This strategy was launched in 2018 and was a 3-year strategy so due to be refreshed in 2021. Opportunity for the Committee to evaluate the effectiveness of the strategy and review the plans for the refreshed strategy.</p>		

	Support for Carers/Staff Wellbeing	The HASC undertook a one-day inquiry into support for carers in October 2018. A previous Committee reviewed the progress in implementing the recommendations after 9 months so this item could look at the latest situation. In light of Covid-19, the Committee could also hear from Buckinghamshire Council and Buckinghamshire Healthcare NHS Trust about staff wellbeing and the support services available for key workers.	Angela Macpherson, Cabinet Member Neil Macdonald, Chief Executive, Buckinghamshire Healthcare NHS Trust	Gill Quinton, Corporate Director Lisa Truett and John Everson, Commissioning Managers (ASC) TBC – representative from BHT’s health & wellbeing team	
24 th March	ICS	ICS Strategy due to be finalised by April 2022 so an opportunity to review and feedback on the plans (from a local, place perspective).	Presenters to be confirmed but to include: Chair, ICS Accountable Officer for the ICS Managing Director, ICP		

Transport, Environment and Climate Change Select Committee (Chairman: Bill Chapple, Scrutiny officer: Chris Ward)

Date	Topic	Description & Purpose	Lead Officer	Contributors
20 January 2022	East West Rail	To be provided with the updated position on the EWR projects and impact on Buckinghamshire.	Dr Laura Leech Reps from: EWR Alliance EWR Company Network Rail	CM Steven Broadbent DCM Peter Martin
	Local Nature Recovery Strategy	For members to hear and feedback on the work to develop and produce a plan to help mitigate the impact of climate change.	David Sutherland Ed Barlow	CM Peter Strachan
	Integrated Household Waste Recycling Centre Contract	For Members to hear the new contract arrangements.	Martin Dickman Gurbaksh Badhan	CM Peter Strachan
	Work Programme	Note and update if necessary	Scrutiny Officer	Chairman Bill Chapple
10 March 2022	HS2 Update	Update from HS2 and Bucks council officers.	Dr Laura Leech	CM Steven Broadbent DCM Peter Martin
	Sustainable transport	To provide information on schemes to improve the road network and encourage sustainable travel in Buckinghamshire e.g. electric vehicles, active travel options and area transport strategies.	Joan Hancox / Rob Smith	CM Steven Broadbent
	Tree Planting	To provide members with details on the tree planting initiative including tree maintenance.	David Sutherland Ed Barlow	CM Peter Strachan
	Climate Change Strategy	To receive updated information on emission reductions.	David Sutherland / Ed Barlow	CM Peter Strachan

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Report to Cabinet

Date:	7 th December 2021
Title:	Domestic Abuse Strategy 2021-2024
Cabinet Member(s):	Cllr Steve Bowles, Cabinet Member for Communities
Contact officer:	Claire Hawkes, Service Director Localities and Strategic Partnerships
Ward(s) affected:	All
Recommendations:	To approve the Buckinghamshire Domestic Abuse Strategy; and to approve the allocation of the domestic abuse grant proposed in Appendix 2.
Reason for decision:	Under Part 4 of the Domestic Abuse Act 2021 all councils are required to publish a Domestic Abuse strategy.

1. Content of report

- 1.1 One in 20 adults are estimated to experience domestic abuse every year equating to almost 21,000 people a year in Buckinghamshire or 57 people every day. It is a crime which disproportionately affects women, however it can happen to anyone anywhere irrespective of sexuality, religion, gender, ethnicity, income or age.
- 1.2 Often hidden from view, at home and out of sight, the impact of domestic abuse is far-reaching and long lasting, causing a ripple effect into all parts of a person's life. It can be devastating on physical and mental health with serious consequences for children witnessing domestic abuse. The pandemic has had an immeasurable impact with it being branded as an "epidemic beneath the pandemic".
- 1.3 Buckinghamshire has many excellent statutory and voluntary sector services working well together but we know we can do more.
- 1.4 We welcome the new Domestic Abuse Act. We want Buckinghamshire to be a place where as few people as possible are affected by domestic abuse, but those who are can get help and live the lives they want. Making people feel safe requires a co-ordinated response from government, local authorities, partners, and the public.

- 1.5 The act places new duties on the local authorities. One of which is to establish a local Domestic Abuse Board. In Buckinghamshire this falls under the umbrella of the Safer Buckinghamshire Board.
- 1.6 The multi-agency Board helped co-design a strategy (appendix 1) and will oversee an action plan to commission and deliver support to victims and their children within safe accommodation services. Everyone's situation is different, and a one-size-fits-all approach to domestic abuse does not work. This high-level strategy seeks to take an ambitious holistic approach to how we want to develop and improve domestic abuse services over the next 3 years.
- 1.7 In drafting the strategy, the Board considered research from the 2021 Director of Public Health's annual report, the 2021 needs assessment and consultation feedback.

2. Other options considered

- 2.1 The production and delivery of this strategy is a statutory duty set out under section 4 of the Domestic Abuse Act 2021. By publishing a strategy on our webpages before January 2022 we are compliant with the duty.

3. Legal and financial implications

- 3.1 Buckinghamshire has received £850,000 from the government for specific elements of the new statutory duties. A high-level overview of the proposed distribution of these funds can be seen in Appendix 3. More detailed allocations will be formed following the development of SMART action and delivery plans. This funding, along with the Police and Crime Commissioner's funding commitment, provides an opportunity to accelerate our domestic abuse work. It enables us to reset our work plans and commissioning activity to focus on new innovative collaboration which puts us as best in class.
- 3.2 However, this level of funding has not been guaranteed by Government, although there has been an indication that similar levels of funding will be provided next financial year, no commitment has been made about subsequent years. We will not be made aware of future grants until after the next Comprehensive Spending Review.
- 3.3 Domestic abuse can impact a person's life significantly. Home Office (2019) analysis highlighted the economic and social costs of domestic abuse of over £66b. A robust domestic abuse strategy will support all service areas of the Council and also the work of our statutory partners.

4. Local councillors & community boards consultation & views

- 4.1 Domestic abuse is a critical area and plans will require support from across a wide range of council services. The Cabinet Members for Communities, Housing, Children's, Adults and Health have highlighted their commitment in the foreword section of the strategy.
- 4.2 The draft strategy and needs assessment were published on Your Voice Bucks with a short survey to gather initial views both from services, partners and providers. A link to the survey was distributed through the community board networks.
- 4.3 Two task and finish groups were held with members of the Domestic Abuse Board as well as a number of follow up conversations with key partners and council services.
- 4.4 The Communities & Localism Select Committee were offered the opportunity to respond both via the survey and through a briefing session.
- 4.5 The overwhelming response to the draft strategy was positive. Some changes were made in response to the feedback to better reflect the need to consult with marginalised groups, emphasise the need to provide services which meet all the emotional and physical needs of victims and their children, and to ensure that all services and agencies within Buckinghamshire worked together to deliver the desired outcomes of the strategy.

5. Communication, engagement & further consultation

- 5.1 In addition to the above, the views of the Partnership 'Joint Chairs' group were sought. This group brings together Chief Officers and Chairs of Buckinghamshire's statutory partnerships who highlight that domestic abuse is a common theme running across all partnership areas. The group welcomed the approach and the final version demonstrates their commitment to collaborate in this critical area.
- 5.2 Representatives from Domestic Abuse Team at Department for Levelling Up, Housing, and Communities attended the first meeting of Buckinghamshire Domestic Abuse board and commented on the positive approach, citing the draft as good practice. Representatives of the Domestic Abuse Commissioner's Office have also commented on the proactive approach taken.

6. Next steps and review

- 6.1 Subject to the approval of the strategy, work will swiftly begin to form detailed SMART action plans. To help continue to understand the local action needed, community board chairs will be invited to attend workshops to discuss the needs assessment and the development of local action plans. The new localism model enables local

conversations and public facing messaging. This is particularly important with a crime that often goes unreported and one that we wish to raise public awareness with.

- 6.2 The Domestic Abuse Board will monitor action plans reporting into the Safer Bucks Board as this links to Priority 4 of the Safer Bucks Plan. The Strategy will be refreshed every 3 years.

7. Background papers

- 7.1 Buckinghamshire Domestic Abuse Strategy (appendix 1)
- 7.2 Proposed High level funding allocation (appendix 2)
- 7.3 [Domestic Abuse Needs Assessment 2021](#)

8. Your questions and views (for key decisions)

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

Domestic Abuse Strategy

2021 - 2024

Taking a zero tolerance approach to domestic abuse -
there's no excuse



Working together to develop and improve
domestic abuse services in Buckinghamshire

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- 5** What Next?
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If you are a victim of domestic abuse it is not your fault. You are not to blame and you are not alone. Help is available.

In an emergency, always call 999.

If you can't speak, call 999 and press 55; please stay on the line, listen to the call handler and answer questions, either by pushing buttons or coughing; the call handler will do everything they can to determine your location so they can deploy officers to you; if you can say one thing, please say your address.

If it's a non-emergency, you can call 101 or [make a report online](#) on the website.

If you don't want to speak to the police, the [National Domestic Abuse Helpline](#) is free and open 24 hours a day on 0808 2000 247.

Or you can contact:

[Aylesbury Women's Aid](#): 01296 436827

[Wycombe Women's Aid](#): 01494 461367

[AV & MK Sexual Assault and Abuse Service](#):
01296 719772

[Rape and Sexual Assault Support Service \(South Bucks\)](#): 01494 462222 or

[RSASS \(South Bucks\) Asian Women's Helpline](#): 07528 245304

If you feel at risk of harming yourself or others, the Samaritans are always available on 116 123. In an emergency, call 999 or go to your nearest A&E department.

1. FOREWORD

One in 20 adults are estimated to experience domestic abuse every year, equating to almost 21,000 people a year in Buckinghamshire or 57 people every day. It is a crime which disproportionately affects women, however it can happen to anyone anywhere irrespective of sexuality, religion, gender, ethnicity, income or age.

Often hidden from view, at home and out of sight, the impact of domestic abuse is far-reaching and long-lasting, causing a ripple effect into all parts of a person's life. It can be devastating on physical and mental health with serious consequences for children witnessing domestic abuse. The pandemic has had an immeasurable impact with it being branded as an 'epidemic beneath the pandemic.'



In Buckinghamshire we are taking a zero tolerance approach and feel ending domestic abuse is everyone's business.

In Buckinghamshire we are taking a zero tolerance approach and feel **ending domestic abuse is everyone's business**. Making people feel safe requires a thorough co-ordinated response from government, local authorities, partners and the public. Everyone's situation is different, and a one-size-fits-all approach does not work, but if we can talk about it, we can start to make the change.

Understanding what domestic abuse is and how it impacts on individuals, families and communities is crucial to ensuring that high-quality and cost-effective services are delivered.

We have a strong collaborative ethos across Buckinghamshire with many excellent statutory and voluntary sector services working well together, but we know we can do more. The Buckinghamshire Domestic Abuse Board, as part of Safer Buckinghamshire Partnership, is looking to strengthen and coordinate our responses across our services.

Recognising the high level of unreported abuse taking place, and that people in different circumstances are impacted by domestic abuse in different ways, it is important that we work together. We need to strengthen our collective knowledge of unreported abuse and ensure services are accessible as early as possible and can meet individual needs.

We were pleased to see the Domestic Abuse Act received Royal Assent on 29 April 2021; this gives more resources to tackle this critical issue. With the new duties we are now publishing our intentions to drive forward a three-year strategy for victim support and safe accommodation. The Act and the introduction of a Domestic Abuse Commissioner is important to help raise awareness and ensure the advocacy continues.

We want Buckinghamshire to be a place where as few people as possible are affected by domestic abuse, but those who are can get help to end the abuse and go on to live the lives they want.

This strategy is about how we want to develop and improve domestic abuse services over the next three years. Underpinned by a SMART action plan, this document sets out our commitments which have been informed by a review of the effectiveness of current practice and the changing national context alongside qualitative and quantitative data from a range of contributors.

A key element is the voice of survivors, children and young people and professionals. Every voice counts and it is important we continue to listen and respond to feedback in order to make real progress.

None of us can do this alone; our partnership is vital. It is only by working together that we can hope to develop our understanding, approach and provision in such a way that we increase the safety and life chances of everyone in Buckinghamshire.



Steve Bowles
Cabinet Member
Communities



Angela Macpherson
Deputy Leader
Cabinet Member
Health and Wellbeing



Arif Hussain
Deputy Cabinet Member
Community Safety



Nick Naylor
Cabinet Member
Housing, Homelessness
and Regulatory Services



Anita Cranmer
Cabinet Member
Education & Children's
Services

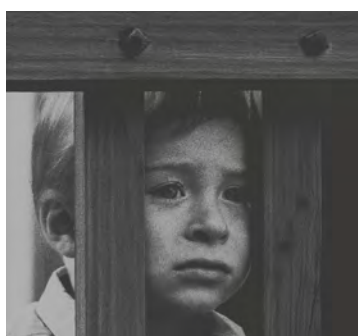
2. BEING EVIDENCE-BASED

This strategy has been informed by listening to the voices of survivors of domestic abuse, children and young people as well as professionals.



Survivors:

- Accessible information about services (languages and formats)
- Targeted communications
- Effective signposting
- Simplified referral pathways for the whole family
- Refuges that meet specific cultural needs
- Increased support in finding safe alternative accommodation



Children and young people:

- To be safe and feel safe
- To feel heard
- Range of tailored support
- Peer support - for children to be able to talk to others their age who are going through the same thing
- Children and young people as victims
- Young people/young adults as direct victims



Professionals:

- Tailored services
- A 'one stop shop'
- Wider promotion of what is available
- Development of pathways and rapid response services
- Regular training for frontline staff
- Support to recognise an abusive relationship
- Safe space to disclose
- Improved offer of housing solutions
- Post-abuse support
- Accessible perpetrator programmes that bring meaningful change

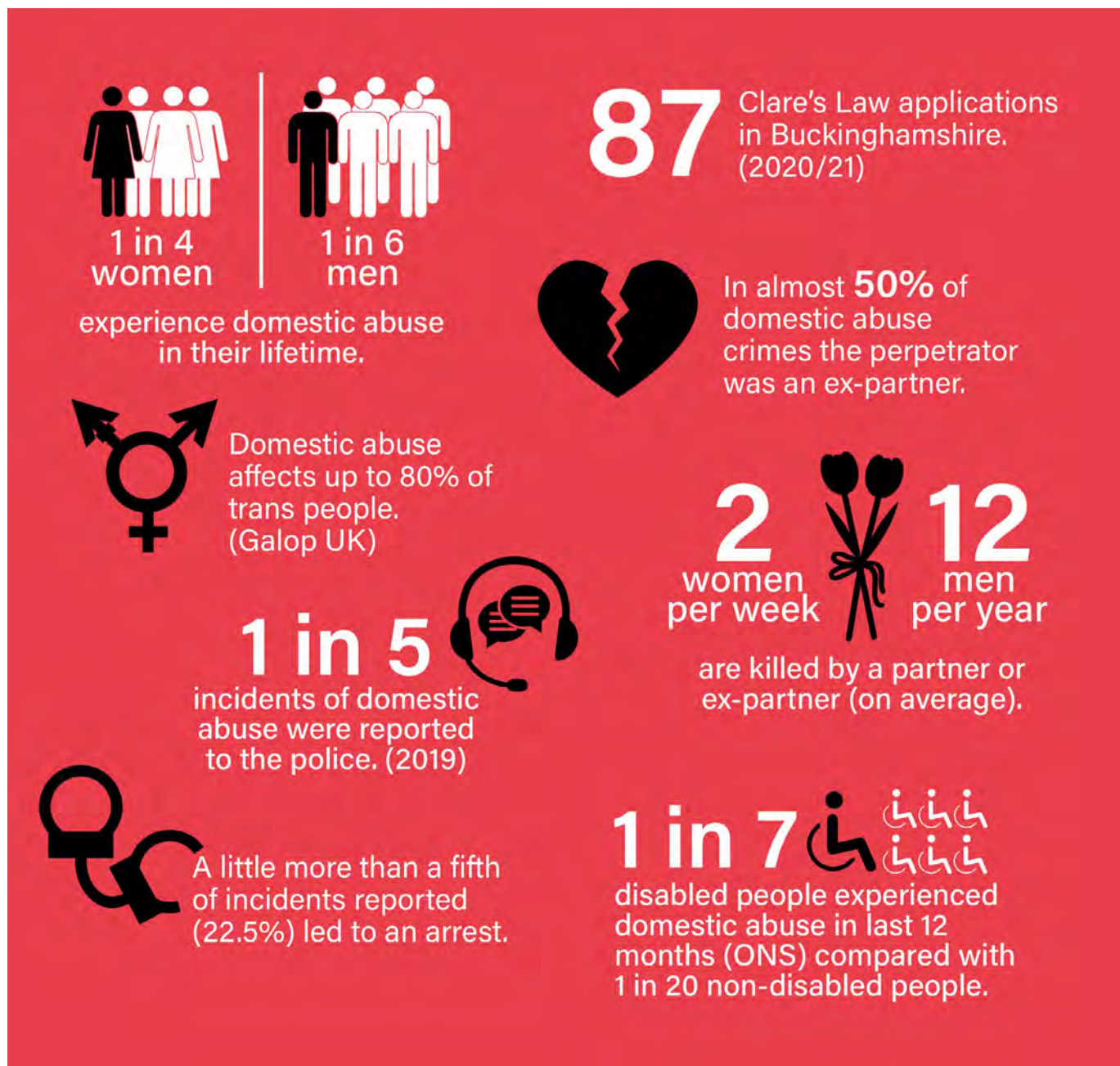
Particular thanks go to:

- Thames Valley Black, Asian, Minority Ethnic and Refugee (BAMER) Project for focus group discussions.
- Children's Services colleagues for support on hearing children's and young people's voices.
- Sue Moulder and Heather Darker for interviewing 76 professionals including health, police, probation, education, adult and children's social care and housing.
- Dr Jane O'Grady, Buckinghamshire Council's Director of Public Health, for her Annual Report 2021 and recommendations (along with the Public Health team) for the Joint Strategic Needs Assessment (JSNA).
- Business Insight and Intelligence team for supporting the refresh of the needs assessment.
- All members of the Shadow Buckinghamshire Domestic Abuse Board for their insight and ideas in shaping our work towards the new duties.

National Context

Domestic abuse is committed against someone to exert power and control over them. It can be committed by a current or former partner, or family member, and disproportionately affects women.

Abuse could be sexual, emotional, and economic abuse, or psychological abuse and coercive behaviour, all of which may or may not be accompanied by physical violence.



Domestic abuse is often a 'hidden' issue which presents challenges to understanding the full extent of the subject. Although statistics are helpful in giving an indication of how far-reaching domestic abuse is, reported statistics will be much lower than actual abuse levels, and estimates may mask under-reporting within certain minority ethnic groups and other minoritised communities, as well as mask significant barriers for victims to reach out for help.

It is estimated that the Lesbian, Gay, Bisexual and Transgender (LGBT+) community may experience domestic abuse 1.6 times more frequently than the Cisgender and Heterosexual community.

Understanding the prevalence of domestic abuse and recognising the devastation it can cause on both an individual and their family as well as for the economy, the government has responded by publishing a new [Domestic Abuse Bill](#) and appointing a [Domestic Abuse Commissioner](#).

Other current legislation includes the [Domestic Violence Disclosure Scheme](#), also known as 'Clare's Law'. This is named after Clare Wood, who was murdered in 2009 by her ex-partner who had an undisclosed history of violence against women. The scheme gives members of the public a formal mechanism to enquire about the information the police hold on a person in relation to domestic abuse offences and convictions (The Right to Ask), as well as giving police the power to disclose information to a member of the public to prevent a crime from happening (The Right to Know).

Local Context

Domestic abuse is prevalent in all communities and all areas of our county. Approximately **21,000 adults in Buckinghamshire will experience domestic abuse each year; that's 57 people EVERY DAY.**

There are disproportionately more female victims (71%) than male (29%) with over half of all victims (56%) being aged between 18 and 40 years of age.

There are 544,000 people living in Buckinghamshire, with an estimated 21,000 incidences of domestic violence and abuse occurring each year within the county.

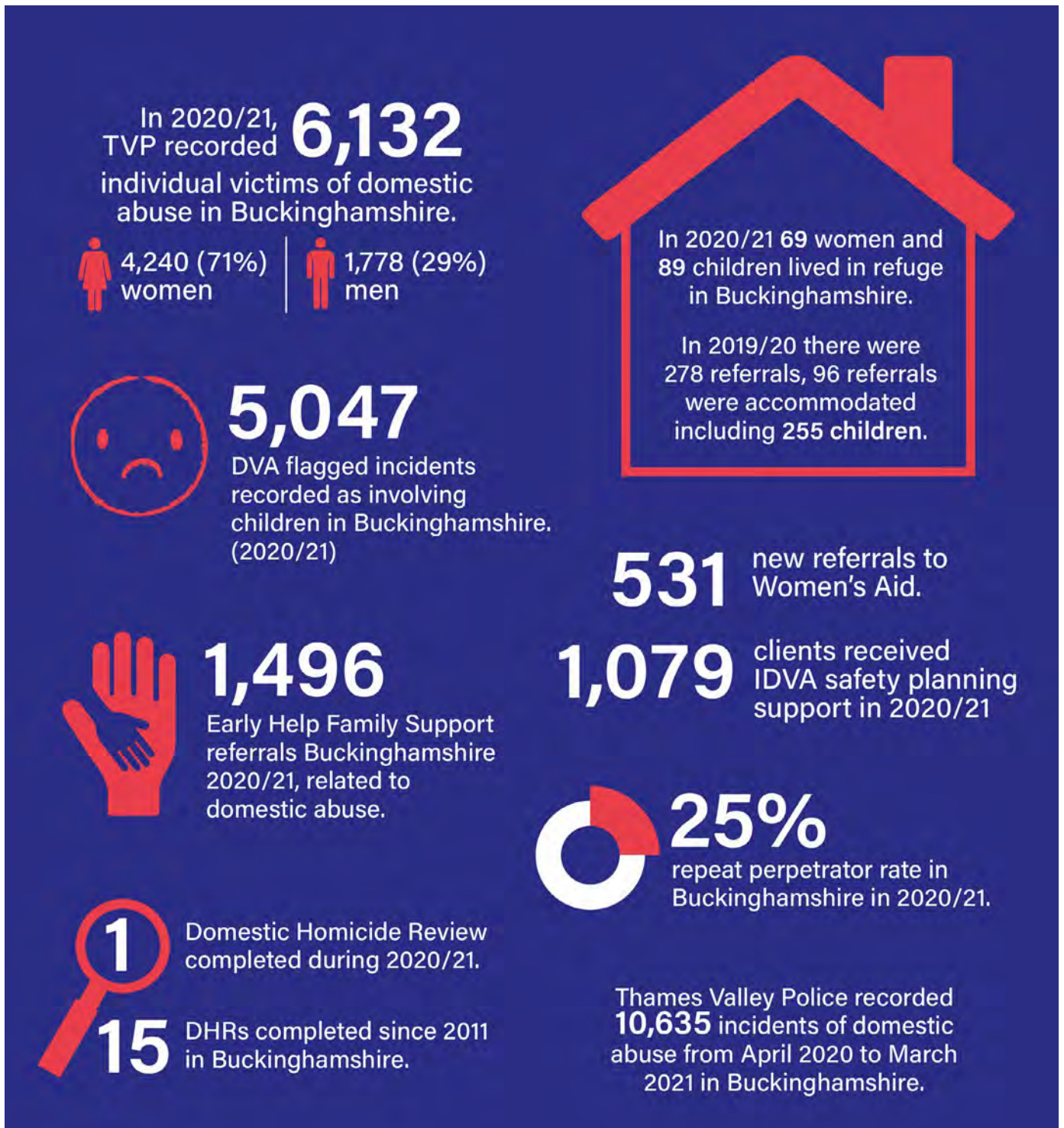
6,132 people in Buckinghamshire directly reported domestic incidents to the police in 2020/21. The Thames Valley Police recorded over 10,500 occurrences relating to domestic abuse in that time. This shows that domestic abuse is chronically under-reported, and that a significant number of disclosures are from third parties rather than the victims.

Police records show 3,212 recorded domestic abuse perpetrators in 2020/21, this demonstrates that there are a significant number of repeat victims of domestic abuse who are being victimised by the same perpetrators.

Of these 10,500 incidents, nearly half (5,047) recorded children being present. In Buckinghamshire it is estimated that 21,800 children and young people may be living with a perpetrator of domestic abuse, with children and young people now classified as victims under the Domestic Abuse Act 2021.

In 2020-2021 there were 2,443 referrals to Children’s Social Care in Buckinghamshire with domestic abuse as a factor and 1,446 Early Help Family Support referrals. Whilst the above data example does not reflect actual numbers of children and young people impacted, in relation to incident statistics it illustrates a significant shortfall in specialist support provision currently available for children and young people outside of Refuge accommodation.

Domestic abuse can sometimes, extremely tragically, result in death. Between 2011 and 2020, there were 15 domestic homicide reviews in Buckinghamshire and 39 across the Thames Valley area. In these reviews it was found that 4 of the victims had taken their own life by suicide. This coincides with statistics that 16% of people experiencing domestic abuse consider or attempt suicide and 13% self harm.



Emerging Needs

Domestic abuse is multifaceted and will require a multidimensional approach to tackle it.

We need to consider our approach to violence against women and girls, whilst also understanding the complexity of domestic abuse and the different and evolving types of abuse and offences within it. These include sexual abuse and violence, emotional abuse, economic abuse, tech abuse, psychological abuse and coercive behaviour, female genital mutilation, forced marriage and 'honour based' violence, as well as emerging issues around digital abuse and social media abuse (with offences such as stalking, harassment, hacking, malicious communications and revenge porn) and identity abuse in the LGBT+ Community.

We also need to understand that domestic abuse affects all ages, all gender identities and all levels of society and cultures, including those with physical or learning disabilities, those relying on care and support (for example those suffering with dementia or those in residential or community care) older adults and even professionals within our own local government authority services.

This strategy takes evidence from:

- A refreshed needs assessment.
- The recommendations within the Director of Public Health annual report.
- Lessons learnt from over 15 Domestic Homicide Reviews.
- Feedback from engagement sessions.
- National and local data.
- Best practice examples.
- We have identified several emerging needs in Buckinghamshire.
- Overly complicated referral pathways.
- Inconsistency or misdirection of referrals.
- A lack of appropriate provision for LGBT+ people, male victims and people from minority ethnic groups or other minoritised communities.
- Need for accessible and effective perpetrator programmes.
- Capacity of Safe and Relevant Accommodation.

The Domestic Abuse Bill was signed into law on 29 April 2021 and is set to provide further protections to the millions of people who experience domestic abuse, as well as strengthen measures to tackle perpetrators. From this the Department for Levelling Up, Housing and Communities (DLUHC) secured £125 million to cover the cost of new duties placed upon local authorities.

Buckinghamshire has received £850,000 from the government for specific elements of the statutory duties. This, along with the Police and Crime Commissioner's commitment, provides an opportunity for a review and reset of our current work plans and commissioning activity as well as an opportunity to accelerate our domestic abuse work, focussing on new, class leading and innovated cross-agency collaboration, putting those we support at the very heart of what we do.



Listening to the barriers

'Being passed from agency to agency, having to retell my story again and again, it was so frustrating I almost gave up.'

'I kept thinking something really bad had to happen before anyone would help.'

'I didn't think I would be believed.'

'I thought I was alone and just blamed myself.'

'I felt I was trapped because of finances and there was no way I could live independently.'

'Because you don't know what support is available you don't know how to ask for it.'

Who is at greater risk of suffering Domestic Abuse?

Tools such as the DASH risk checklist (Domestic Abuse, Stalking and Harassment and Honour Based Violence) help trained health and social care professionals and the police to assess the risk level of domestic abuse victims.

The checklist identifies vulnerabilities such as mental ill health, financial dependency and disability. High and medium risk victims receive support from independent domestic violence advisors (IDVA), and may be referred to a multi-agency risk assessment conference (MARAC). Domestic abuse can happen to anyone, anywhere, any time, however we know that some people are more likely to be victims of domestic abuse due to their unique characteristics or vulnerabilities.

Disability

Around 14% of disabled adults experienced domestic abuse, compared with 5% of adults without disabilities in 2018 to 2019. Disabled men are twice as likely to experience domestic abuse compared to non-disabled men. Disabled women are more than twice as likely compared to non-disabled women (17% and 7%). National and local data suggest that either disability is not recorded by services, or that disabled victims are not accessing them.

Learning disability

National data suggests that 1 in 5 (19%) people with a learning disability experienced domestic abuse of some kind in the last year (2019 to 2020).

Mental ill health

Domestic abuse and mental ill health are commonly associated. Research suggests that women with mental health problems are 3 times more likely to experience domestic abuse, and women experiencing domestic abuse are 3 times more likely to develop mental health problems.



Women experiencing domestic abuse are three times more likely to develop mental health problems.

Older people

Older people are affected by domestic abuse. Police data for Buckinghamshire in 2019 to 2020 showed that 9% of victims of known age were 61 years or older. However this age group only made up 4.5% of IDVA service users in the same year. Older people may be more vulnerable to coercive control (including economic abuse) given their dependence on family and carers as they age. They may be unwilling or unable to disclose, recognise or leave abusive relationships due to age-related conditions such as dementia.

Ethnicity

Ethnicity is not well recorded in relation to domestic abuse. Recent Police data shows that in Buckinghamshire, in 70% of cases the victim's ethnicity was not recorded. Domestic abuse is also commonly under-reported in ethnic minorities. Although domestic abuse is experienced by people from all ethnic origins, cultural values and norms can affect people's perceptions of and responses to domestic abuse. For people from some ethnic minority backgrounds, these may include fear (of not being believed, of being exposed, of the criminal justice system), victim-blaming culture, and failure to recognise abuse. Honour and shame are highly important concepts in certain cultures, and the consequences of dishonouring family or community by disclosing abuse are significant.

Gypsy, Roma and Traveller communities

There are limited data around domestic abuse in the Gypsy, Roma and Traveller communities. However, as in other communities, community members and workers have noted domestic abuse as a serious and long-standing problem. The domestic abuse charity One Voice 4 Travellers estimated as many as 3 in 4 women from these communities experience domestic abuse at some point in their lives.

Sexual orientation and gender identity

National statistics do not report domestic abuse by sexual orientation or gender identity. However, studies suggest that between 25% and 40% of lesbian, gay and bisexual people report one or more domestic abuse incidents in their lifetime. This rises to between 28% and 80% for trans people.

An NSPCC survey in UK schools suggested that 44% of teenagers with same-sex partners had experienced some form of physical partner violence, increased from 20% for those in heterosexual relationships.

Domestic abuse victims identifying as lesbian, gay, bisexual, transgender, or another definition of their sexuality or gender identity are known to present with higher levels of risk and complex needs compared to non-LGBT+ people, such as mental health problems, self-harm and drug and alcohol misuse. They also face unique issues such as being victim to threats of 'outing' about sexual orientation and gender identity; and 'identity abuse' which may include withholding of medication or clothing relating to their sexual or gender identity.



Domestic abuse victims identifying as lesbian, gay, bisexual, transgender, or another definition of their sexuality or gender identity, are known to present with higher levels of risk and complex needs.

3. OUR STRATEGIC PRIORITIES

In Buckinghamshire we take a Zero Tolerance approach.

Our overall aim is to end the prevalence of domestic abuse. We want to make sure that the right help, intervention and support is available, that fewer victims and their children reach crisis point, and that any harm caused is significantly reduced or prevented altogether.

If we are to realise this vision, domestic abuse must become everyone’s business. This strategy is a call to action for us all over the next three years to work together to make Buckinghamshire a safe place.

The purpose of this strategy is to set out our partnership approach to ending domestic abuse in Buckinghamshire. It has been developed, and its delivery will be overseen by the Buckinghamshire Domestic Abuse Board, along with being underpinned by a SMART action plan.

It proposes 4 new ongoing priorities, whilst also recognising a strategy must be a living document, flexing to respond to new opportunities and challenges.

These 4 priorities and their commitments are for all people irrespective of gender, gender identity or gender reassignment, age, disability, ethnicity, religion, sexual orientation, marriage or civil partnership and pregnancy or maternity, whilst recognising the intersectionality of all these characteristics.

This will be reflected within our equalities impact assessments and our action plan.

Our priorities:



1. Early intervention and prevention.



2. Effective services that meet the needs of victims and their families.



3. Tackling perpetrators to reduce reoffending.



4. Supporting professionals to make a difference.



OUR PRIORITIES

1. Early intervention and prevention

Sadly, domestic abuse continues to be a crime that people do not feel they can report. Individuals and families may live with domestic abuse for a significant period of time and suffer a multitude of incidents before asking for help.

Together, we must change this. We must talk and educate about domestic abuse and look out for our friends, colleagues, neighbours and communities to support victims and reduce the tolerance for behaviour that has lifelong impacts on health and wellbeing.

This priority focuses on prevention and enabling appropriate interventions as early as possible, as well as proactively educating, raising awareness and promoting services.

Commitments under this priority are:

We will be proactive in communications

- Deliver a programme of public-facing campaigns and culturally relevant communications which raise awareness of abuse in all its forms, how it is everyone's business and educate on how to get support from local and national services. This will be driven by data to focus on specific locations and populations.
- White Ribbon seasonal campaigns, Ask Ani codeword schemes and heightened coverage around key sporting events (Such as the Football World Cup '22). Information will be consistently available in a range of accessible formats and languages, with the use of digital platforms, community and universal settings to offer help or signpost to specialist services.
- We want anyone affected by domestic abuse to know that it is ok to talk about it and know where to access support - we will listen, we will give you choices, we will support you to be in control.
- Enable friends, colleagues, family and neighbours to be aware of what domestic abuse is and be confident to reach out to those experiencing it safely and know what services are available locally. Engaging audiences in bystander training.

We want to increase numbers of people disclosing domestic abuse to services (including demographics we believe are most underrepresented). Professionals need to be aware of services available and their referral pathways to support quicker access to help that is needed. We will aid this through cross-agency training.

Ensure a wide range of support is available at the earliest opportunity which can be tailored to individual needs. This will also include 'during' and 'post' abuse support offers to help rebuild lives through multi-agency working, learning from the innovative pilot in adult social care which sees a multi-agency front door.

Promote and increase the use of the [Domestic Violence Disclosure Scheme](#) (Clare's Law) to allow early identification of potential risk.

A 'Tell Us Once' Referral Pathway, limiting the amount of times a victim has to revisit their trauma by retelling their ordeal, as well as developing a Safeguarding Information Sharing agreement between partners across Buckinghamshire.

Prevention Through Engagement in Schools as prevention starts with changing attitudes. Developing a toolkit for primary and secondary schools, delivering positive relationship education with children and young people from an early age in order to raise their awareness, understand healthy relationships (especially those who themselves are in sexual relationships) and to not tolerate unhealthy behaviour.

Develop a comprehensive service map to maintain a clear overview of service provision, to ensure that the development of provision meets changing needs within the community and that we are able to quickly identify any gaps in service.

Empowering victims through ensuring a range of support networks are available for victims and children to access as part of their journey to move forward and recover from domestic abuse. Survivors value peer support groups and programmes; however, they are not widely available.

We will work with businesses to ensure that they have access to employer toolkits and information on how to support staff members who may disclose abuse. All partner organisations on the Domestic Abuse Board will be class leading as an exemplar employer, helping guide the way and ensuring upskilling, education and awareness within their workforce.

Understanding the uniqueness and potential complexities of LGBT+ communities, male victims, minority ethnic groups and other minoritised communities, older adults, children and young people, allowing a better understanding of how abuse may be presented by those individuals and establishing communication tools and best practices to overcome barriers to reporting, ensuring early intervention and referrals to relevant services.



OUR PRIORITIES

2. Effective services that meet the needs of victims and their families

Domestic abuse has a devastating effect on families, children and our local communities.

With recent government research showing that domestic abuse costs society £66 billion a year, we have a commitment to continue to work together, across all agencies and sectors, to provide effective and fit for purpose services to tackle domestic abuse.

This priority focuses on making sure services across Buckinghamshire are engaged, informed and responsive and are meeting the unique, individual needs of all victims and their families.

Commitments under this priority are:

All agencies will review service provision and support, focusing on reducing barriers to reporting, identifying how best to reach and engage with minority ethnic groups and other minoritised communities and ensuring that support services available meet all the complex needs of victims.

The commissioning and provision of services will be informed by the views of those who have been affected by domestic abuse or are at significant risk of it. Victims are the experts in domestic abuse.

Through our community boards we will be vocal about the issue of domestic abuse. We will give families, friends and colleagues the information and skills they need to support people when they are concerned about them and signpost to where they can get specialist help and support to prevent harm. We welcome working closely with communities to strengthen community enabling and community capacity to support those who have experienced, or are experiencing, domestic abuse.

Take a 'whole family' approach – families do not operate in silos so neither should we. Engaging with the whole family means more opportunity to make people safer sooner, including looking at how perpetrators are managed in, or can be removed from, the family dynamic, creating long-term changes not short-term fixes. Where there are signs of abuse including adolescent to parent abuse, we want to ensure that families are supported to address this behaviour. This will be through access to programmes, including a focus on child victims (especially those sexually harmed) for rehabilitation and behavioural change to positively influence adult behaviours. We will also include support programmes for pregnant or postpartum women.

It was clear from speaking to survivors that recovery from abuse is a long and difficult journey, both emotionally and practically. **We will continue to develop longer term support mechanisms** using the voice of those affected to shape provision. Support services will also look at trauma informed health, welfare and legal options for the whole family, as well as the reflective 'Distance Travelled' model to monitor outcomes.

Specialist Support - Provision of services for LGBT+ communities, male victims, minority ethnic groups and other minoritised communities, older adults and those in need of, or receiving social care support. We will provide services from an expert understanding of the victims' unique needs, understanding and overcoming barriers to reporting, to facilitate and engage with effective, long-term support.

Understand the needs of those who need access to safe accommodation and ensure a wide range of safe accommodation options are available for victims, survivors and their children, including collaboration with registered providers to help facilitate urgent moves and management transfers for both those within Buckinghamshire and whose original residence was located out of county. DLUHC define Relevant and Safe Accommodation as:

- Refuge accommodation
- Specialist safe accommodation for BAME, LGBTQ+, and disabled victims and their children
- Dispersed Accommodation
- Sanctuary Schemes
- Move-on and second stage accommodation
- Other forms of domestic abuse emergency accommodation

Complete a comprehensive needs analysis of housing (refreshed at least every 3 years) which includes a focus on economic abuse and housing – where research has highlighted specific examples relating to mortgages and other debts secured to private owned property.

All victims of domestic abuse will be prioritised as high risk under the housing priority need (not related to DASH risk grading) using the Whole Housing Approach component parts. We will also explore what provisions are currently available in Buckinghamshire and identify gaps.



OUR PRIORITIES

3. Tackling perpetrators to reduce reoffending

In Buckinghamshire between 2020-21 there were 3,212 recorded domestic abuse perpetrators. This is a 13% increase on the 2,839 of the same period the previous year.

72% of perpetrators of known gender were male (aligning with the disproportionate 71% of victims being female) and 64% of perpetrators of known age were 40 years old or under. Perpetrators can be children as well as adults and research and local professionals tell us that teen-to-parent and teen-to-teen domestic abuse occurs locally, highlighting the need for education and behavioural rehabilitation.

Without a focus on the perpetrators we will not be able to prevent domestic abuse or effectively maintain safety for victims. It is vital that we understand more about perpetrators if we are to understand how to prevent abuse and change their behaviour. It is also important to understand that some victims do not see themselves as victims, and that victim engagement, education and support is critical in tackling perpetrators and reducing reoffending.

There is limited evidence for this area of work however best practice will be sought from criminal justice agencies and research and academic evaluation.

Commitments under this priority are:

Develop a multi-agency (risk management) approach to working with perpetrators to reduce and prevent repeat domestic abuse, including increasing the number of cases that progress through the criminal justice system.

Develop an improved approach to dealing with perpetrators which includes equipping frontline professionals with the skills to engage and work with them.

Work with probation services to gain valuable insight from their expertise and experiences, utilising this information to adapt and inform current and new perpetrator prevention services.

Address the issue of perpetrator plans being seen as a 'quick fix' and raise awareness that real change comes from getting to the source of offending. Increase referrals both voluntary and compulsory into perpetrator plans and raise awareness of 'disguised compliance' where a perpetrator may go along with a risk reduction plan for an ulterior motive (such as securing child visitation).

Go further in working with perpetrators in both prevention and bringing them to justice.

This includes engaging with victims and offering support services around providing police with statements and securing support of police/criminal action, as without this, criminal charges can be difficult to achieve.

Review and increase the use of protection orders, including Domestic Violence Protection Orders, FGM Protection Orders and Forced Marriage Protection Orders, as an effective tool for limiting perpetrators' actions. Along with this look at perpetrator accommodation policies to avoid unnecessary rehousing of victims and minimise risk of orders being breached due to perpetrators being of 'No Fixed Abode'.

Promote and increase the use of the [Domestic Violence Disclosure Scheme \(Clare's Law\)](#).

Work with schools to educate early on acceptable relationships behaviours, family dynamics and an understanding of where support services are available.

Work with minority ethnic groups and other minoritised communities, groups and cultures to increase perpetrator engagement, through understanding of perpetrator circumstances and causes, but also through education, increased awareness and a reduction of risk to individuals to identify, challenge and report abusive behaviour without fear.

Raise awareness of abuse pertaining to Family Courts and work with service providers for victim care around the Family Courts process. The Domestic Abuse Act 2021 highlights new legislation that perpetrators cannot cross-examine victims in Family Court, however abuse outside of the Family Court environment can still take place, such as harassment, threats and coercive behaviour around child visitation and child custody. **We will explore ways to improve the criminal justice pathway and court room experience, including family court**, in line with the Code of Practice for Victims of Crime and New Witness Charter

Work with all services that have regular contact with victims and survivors of domestic abuse to ensure that they are systematically assessing risk and are using the preferred risk assessment tool: DASH RIC. We will ensure that services take up appropriate training in risk assessment and have a good understanding of how to respond, including the aforementioned proposed Safeguarding Information Sharing agreement between partners across Buckinghamshire.

Undertake work to ensure compliance with the Safe Lives national quality assurance framework for MARACs, with the aim of developing a more systematic approach to the identification of who is at risk, what risks they face and from whom, and how the risk can be reduced or removed.

Explore options to address the needs of women offenders with a history of domestic abuse. This will include the **consideration of community-based alternatives to a custodial sentence** to divert vulnerable women away from crime and tackle the root causes of their offending.



OUR PRIORITIES

4. Supporting professionals to make a difference

This priority focuses on strengthening collaboration and improving the way we work together. This includes ensuring frontline professionals work together well with local authority services and local charities to safeguard children, young people and adults.

Domestic abuse ties in to a number of other elements and offences, including substance misuse. The relationship between domestic abuse and substance misuse is a complex one, both for perpetrators as a cause or catalyst to abuse, and victims as a coping mechanism for the suffering experienced. It will be important to understand the links with substance misuse to domestic abuse, poor mental and physical health, as well as the impact on surrounding family, taking steps to address these.

We will promote a more cohesive approach to tackling domestic abuse, working together to achieve our collective aims. It is important that we proactively approach integrated, cross-agency working across all services and sectors.

Commitments under this priority are:

All agencies to reaffirm their commitment to working together to provide co-leadership, pool resources, and take a more strategic and effective response in meeting our collective aims.

Senior leaders across the sectors will become Domestic Abuse Champions signalling their intent and helping to convey the aspirations within this document back to their organisations. We will also increase the diversity within the champions scheme to reflect the diversity of those affected by domestic abuse.

Agencies and professionals need to feel equipped to handle disclosures of domestic abuse sensitively to minimise the risk to the victim. **We will be committed to cross-agency training** to enable domestic abuse to be identified and responded to swiftly. We will work together to have multi-agency workshops as well as cross-agency scenario-based training that challenges harmful attitudes, language and behaviour. We will promote both online based and evidenced based training for key stakeholders and frontline workers, to better equip frontline professionals with the skills required. We will work with DWP and other agencies to provide training and information on financial abuse and how to identify and support those at risk.

Look at training for all key partners and agencies to understand the uniqueness and potential complexities of LGBT+ communities, male victims, minority ethnic groups and other minoritised communities, older adults, children and young people, allowing a better understanding of how abuse may be presented by those individuals and establishing communication tools and best practices to overcome barriers to reporting, ensuring safe referral to effective and relevant services.

Tackle the root causes of domestic abuse to break the cycle. Victims, perpetrators and their children need to be identified early and provided with the appropriate level of support to break cycles of domestic abuse and overcome the impact it has on their lives. We will focus on prevention and early intervention to decrease demand on crisis services (and in the short term maximise rapid response services that are available) utilising a multi-agency reporting dashboard to identify where services may be at capacity and need further support.

Improving systems – Every contact counts and we will make sure that when requests come in about keeping children or adults safe they get shared with the right people as early as possible. We will improve coordination particularly on high-risk cases and cases with multiple incidents, utilising a cross-agency case management system, alongside the aforementioned proposed Safeguarding Information Sharing agreement between partners across Buckinghamshire.

Continue streamlining victim pathways which are fully understood by all frontline staff and can support all victims without prejudice. This will include the creation of a 'Tell Us Once' referral pathway; a single referral pathway minimising risk of cases and multiple/repeat incidents being missed and reducing the number of times someone has to revisit their trauma as they tell their story. This will allow effective triaging and help ensure timely, responsive delivery of services, which will be aided by specialist Domestic Abuse Triage Officers.

Both children's social care and adults social care highlight the prevalence of domestic abuse in the referrals they receive. **We will work with social workers to understand missed opportunities and identify where abuse isn't being identified**, reported or referred, to affect positive changes.

Give staff in all key agencies better tools, advice and understanding to carry out effective safety planning, risk management (DASH assessment tool) and support work with the families they are already involved with. Ensuring people understand when it is right to refer on or to work together, empowering families to be resilient and independent.

Survivors have advised us of barriers preventing access to services that we need to respond to. **We will collectively identify and act on the gaps in service provision** from the needs assessment with an additional focus on those with protected characteristics.

A victim's story is more powerful than numbers. We will continue to **capture survivors' voices and constantly learn from their experiences**.

4. DOMESTIC ABUSE ACT

The Domestic Abuse Bill includes statutory definition of domestic abuse, raising awareness of domestic abuse and the requirement of monitoring local responses to domestic abuse.

Under Part 4 of the Domestic Abuse Act 2021 all councils are required to convene a Domestic Abuse Partnership Board, carry out a needs assessment, prepare and publish a relevant strategy from the assessment, commissioning support to victims of domestic abuse and their children within safe accommodation services in our area.

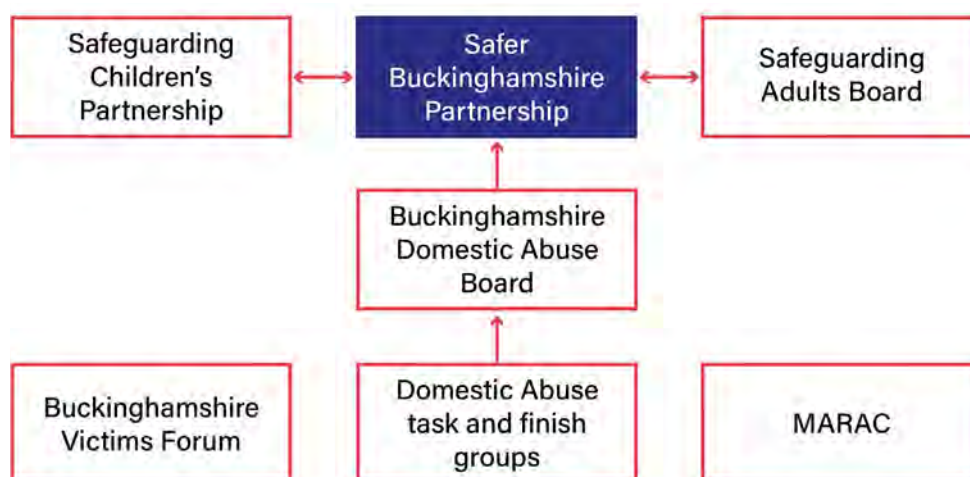
The newly established Buckinghamshire Domestic Abuse Board will oversee plans for compliance with the new duty and look to strengthen work linked to the wider support services available for all those affected by domestic abuse in Buckinghamshire.

The Board will help drive forward the 4 key strategic priorities through programmes of work that address gaps highlighted within the needs assessment and learn from partner agencies, survivor voices and from domestic homicide reviews so tragedies in future can be prevented.

An operational subgroup will be established to lead key deliverables. Progress will be regularly reported to the Buckinghamshire Domestic Abuse Board, who in turn will keep the Safer Buckinghamshire Board updated on outcomes and escalations.

The Domestic Abuse Board membership:

- (Chair) Deputy Chief Executive Buckinghamshire Council and Chair Safer Buckinghamshire Board.
- Member lead, Deputy Cabinet Member for Communities.
- Representatives from the local authority including children's, adults, public health, housing and community safety.
- Charity and voluntary sector organisations.
- Health care services.
- Policing and criminal justice.
- Liaison with survivors of domestic abuse (adult, young people and children) and current service users, focussing particularly on reflections of distance travelled.



5. WHAT NEXT?

What success looks like

The purpose of the strategy is to set out our partnership approach to ending domestic abuse in Buckinghamshire. Our strategy is ambitious, and rightly so, as we seek long-term safety in homes, relationships, community and society. We have strong foundations to build on but none of us can do it alone, our partnership is vital. Survivor-focussed outcomes will be central to our action plan, and our class-leading strategy and services will have those affected by domestic abuse at the heart of everything we do.

The Domestic Abuse Board will meet quarterly, monitoring progress against a detailed action plan and the strategy will be reviewed in full every three years.

As well as being compliant with all statutory duties, outcomes and successes we would like to see are:

- A domestic abuse preventative model adopted across the partnership.
- Domestic abuse awareness and understanding healthy relationships (including sexual relationships and sexual violence) as an integral part of education in schools, colleges and universities.
- More perpetrator programmes including increased monitoring of perpetrators.
- Work places and employers taking a proactive approach with employer toolkits, training and communications.
- Increased availability of refuge places for non female victims throughout the authority, as well as utilisation of non-refuge safe and relevant accommodation.
- All services taking responsibility for, and understanding the role they play, in relation to improving responses in relation to domestic abuse.
- Better informed professionals and consistent, easily accessible information (language and format) about domestic abuse across all services.
- An increase in the number of people engaging with services beyond the initial referral.
- More successful domestic abuse prosecutions and increased use and awareness of the Domestic Violence Disclosure Scheme (Clare's law).
- A mapped and utilised referral pathway to support for victims engaging with the Criminal Justice System, and support through Family Courts.
- Services to help facilitate safe and relevant accommodation for those wishing to stay in their own homes, using tools such as the Sanctuary Scheme.
- All services having a commitment to cross-agency management of risk and delivering improved outcomes for victims, children and perpetrators.
- Utilising a wide range of distribution models to have a consistent 'Zero Tolerance' communications plan with effective publicity.
- Reduction in repeat victimisation to prevent further abuse for victims and families.
- Pathways that consider the whole family (including the management or removal of perpetrators) in referrals, triage and support.

- Specialist services in place (with accessible and relevant information) for minority ethnic groups and other minoritised communities, male victims, older adults, children and young people.
- Utilisation of the reflective 'Distance travelled' model as a way of monitoring successes and effectiveness of all services.
- Continued, trauma informed service developments, through knowledge that a victim's story is more powerful than numbers and that victims are the experts on domestic abuse.

Accountability and governance

Domestic abuse is an ever evolving issue, with changes in society, economy and even technology having a significant impact on both victims and current and potential perpetrators.

This strategy is designed to be flexible in order to adapt to changing needs and national guidance.

The Domestic Abuse Board is responsible for the implementation of this strategy. It will oversee its effectiveness, action plans and direct funding commitments, monitoring progress and deploying working groups as needed.

The strategy is underpinned by an action plan that will be championed by each partner within the Buckinghamshire Domestic Abuse Board. Actions developed will be directly linked to our identified outcomes and commitments with each agency committing to ensure that they have effective mechanisms in place that contribute to its delivery.

Feedback from those who use interventions and services will form a vital part of service development, our commissioning and our monitoring procedures. We will work to ensure that the voice of survivors, of families affected by domestic abuse and of perpetrators who have interacted with our services, informs and continually improves our provision.

The Domestic Abuse Board will provide annual monitoring reports to the Safer Buckinghamshire Partnership, the Police and Crime Commissioners Office, and Safeguarding Boards, setting out progress against our vision and identified outcomes.

This strategy is warmly welcomed by the Partnership 'Joint Chairs' group which brings together Chief Officers and Chairs of Buckinghamshire's statutory partnerships:

- Safer Buckinghamshire Community Safety Partnership Board
- Children's Partnership
- Adult Safeguarding Board
- Health and Wellbeing Board

Across each board, there are several shared priorities which relate to safeguarding communities and improving health and wellbeing. Throughout these shared priorities, domestic abuse is a prevalent theme.

This is a critical time with the introduction of the landmark Domestic Abuse Act 2021 . This strategy highlights our dedication to victims within Buckinghamshire and to those coming in from out of the county, ensuring those we support are safe, protected, and empowered to rebuild their lives. Together we can achieve real, sustainable progress to tackle domestic abuse with Zero Tolerance. **There's no excuse.**

signature

Rachael Shimmin

Chief Executive, Buckinghamshire Council

signature

Sir Frances Habgood

Chair, Buckinghamshire Safeguarding Children Partnership & Buckinghamshire Safeguarding Adults Board

signature

Sarah Ashmead

Deputy Chief Executive, Buckinghamshire Council
Chair, Safer Buckinghamshire Partnership

signature

Angela Macpherson

Deputy Leader, Buckinghamshire Council
Cabinet Member, Health & Wellbeing
Chair, Health & Wellbeing Board

signature

Gill Quinton

Corporate Director, Health and Adult Social Care,
Buckinghamshire Council

signature

Richard Nash

Corporate Director, Children's Services, Buckinghamshire Council

signature

Dr James Kent

Executive Lead, Buckinghamshire, Oxfordshire & Berkshire West Integrated Care system. Accountable Officer, Buckinghamshire Clinical Commissioning Group

signature

Neil Macdonald

Chief Executive, Buckinghamshire Healthcare NHS Trust

signature

Mike Loebenberg

Chief Superintendent, Thames Valley Police
Vice Chair, Safer Buckinghamshire Partnership



The following links provide Government Guidelines around Local Authority Commitments:

- [Delivery of Support](#): to victims in safe accommodation services.
- [Statutory Guidance](#): for the Domestic Abuse Act.
- [Statutory guidance framework](#): controlling or coercive behaviour in an intimate or family relationship.

For more information about Buckinghamshire's Domestic Abuse Board or any information in this strategy please email: DomesticAbuseProjectTeam@buckinghamshire.gov.uk

In partnership with and supported by:



Appendix 2

High level spending plan

Buckinghamshire has received funding of £858,000 in 2021/22 as a one off grant to support the new duties. The grant conditions set out that this funding is specifically for the funding of projects and services directly related to the Duty for Safe and Relevant Accommodation.

Based on the priorities in the draft strategy, a proposed outline of spend is set out below. This will be refined as more detailed SMART project plans underpin the strategy.

Specialist support minoritized groups	£139,998
Specialist family/children and young people support	£150,000
Family immersive technology support	£50,000
Flexible fund for no access to refuge	£100,000
Triage workers x 2	£88,000
Male victims service	£90,000
Perpetrator service	£50,000
Cross agency scenario-based training	£20,000
Multi agency case management system	£55,000
Back office infrastructure including project officers	£116,000
Total	£858,000

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Report to Cabinet

Date:	7 December 2021
Reference number:	n/a
Title:	Adoption of the Statement of Community Involvement (SCI)
Cabinet Member(s):	Gareth Williams, Cabinet Member for Planning and Regeneration
Contact officer:	Rosie Brake
Ward(s) affected:	All wards
Recommendations:	To adopt the Statement of Community Involvement (SCI)
Reason for decision:	The SCI is a statutory document that sets out how the Council will consult the public and other bodies on how they can get involved in planning issues, including the Local Plan and planning applications. Section 17 (8) (a) of the Planning and Compulsory Purchase Act 2004 requires that the SCI be adopted by resolution of the local planning authority as a local development document.

1. Executive summary

- 1.1 The Statement of Community Involvement (SCI) is a document that we are required to produce and keep up to date to ensure effective community involvement at all stages in the planning process. The Council consulted on a draft SCI from February to April 2021. The SCI has been updated to respond to the feedback from the consultation and this updated version is being put forward for adoption by the Council.

2. Content of report

- 2.1 The SCI explains when, how, and for what reasons the community will be able to participate in planning issues. These include plan making (local plans), Supplementary Planning Documents, neighbourhood plans, planning applications, and planning enforcement. The main aim of the SCI is to make consultation and involvement in planning more transparent, accessible, collaborative, inclusive and consistent.
- 2.2 As a minimum, we will comply with any legislation that is currently in force or comes into force in the future. These legal requirements are therefore included as actions that 'we will' do in the SCI as opposed to ones that 'we may' do. It is however recognised that there needs to be a flexible approach to engagement depending on the scale, subject matter and sensitivity of the matter in hand.
- 2.3 We received around 700 responses to the consultation, a mixture of Your Voice Bucks submissions and direct emails. There were more than 140 identical responses generated from a campaign by the Beaconsfield Society.
- 2.4 A Statement of Consultation has been prepared which sets out the main issues raised and the Council's response to those issues. These are covered in more detail below.
- 2.5 A number of main issues were raised in the consultation. The most important are summarised below.
 - a) Increasing the number of commitments that we 'will' rather than 'may' make. Respondents felt that the Council should commit to more in terms of involving the public. Consequently, we have moved more of the 'we may' commitments into the 'we will' category. The intention of the 'we may' category is to set out a menu of options that we will draw on to allow us to tailor engagement and make proportionate use of Council resources.
 - b) Being clear on our commitments on planning notifications. Currently there is varying practice across the Council area and in our attempt to capture this we gave the impression that any kind of notification was in the 'we may' category. A separate project within Planning is preparing a Neighbour Consultation procedure note which will provide detailed guidelines for the use of planning notices, neighbour letters and a range of other measures to increase awareness and inclusion. We have added this commitment to the 'we will' category.
 - c) Concern that the Council is not committing to consultation on a draft Local Plan. Under the proposals set out in the [Planning White Paper](#), a draft Local Plan stage does not exist, however there continues to be considerable uncertainty about the scale and timing of any reforms. Under the current

system, a programme that included a draft Plan consultation would not deliver an adopted Local Plan by 2025. The longer it takes the Council to adopt a new Local Plan, so the risks to the Council increase, in terms of having up-to-date plan coverage of the Council area. Nevertheless, given the ongoing uncertainty about any planning reforms, and the strength of public feeling on this matter, we have included a commitment to consulting on a draft Local Plan under 'we will'. This may be conducted in stages as we are conscious that public interest is most closely focused on which sites are proposed for development.

- d) We also received a number of useful suggestions about how we can improve involvement, and have added some of these.

3. Other options considered

Not to adopt the updated Statement of Community Involvement

- 3.1 It is currently a statutory requirement to prepare and keep up to date an SCI, and review it every 5 years. Without adopting a new SCI, the Council would have to continue to rely on the old SCIs from the legacy councils, some of which are more than 5 years old. The Council would therefore not be complying with the law. Secondly, the lack of a single SCI would fail to meet the Council's aim of moving forward as a single Council and single Local Planning Authority.
- 3.2 It is not yet clear whether the Government's proposed planning reforms will abolish the requirement for an SCI, or change its form and role. Since these reforms still appear to be some way off, it is prudent for the Council to adopt an SCI that is compliant with the current system.

4. Legal and financial implications

- 4.1 Finance – no specific financial implications identified. It is considered that this SCI is a realistic use of available resources. Resourcing of delivery will vary across the different services affected:
 - a) For Development Management and Enforcement, this is included in their Business As Usual plans and practices
 - b) For Planning Policy development, this is sourced from planning policy budgets, including the Local Plan budget. It may include commissioning of work internally (Comms / graphics) and externally
 - c) The Planning policy staff complement includes a Neighbourhood Planning Officer. The Council receives [grants](#) which contribute to the delivery of the Council's neighbourhood planning duties.

- 4.2 Section 17(8)(a) of the Planning and Compulsory Purchase Act 2004 (“the PCPA 2004”) provides that any local development document must be ‘adopted by resolution of the local planning authority’. The SCI is a local development document and while it does not set out planning policies, it does set out the policy which the Council will follow when consulting the public and other public bodies on the Local Plan and associated documentation.
- 4.3 It is important to note that if the Council does not undertake the specific commitments set out in the SCI then it could then be subject to legal challenge.

5. Corporate implications

- 5.1 The SCI supports the Council’s Corporate Plan priority of ‘Strengthening our Community’ by taking on an inclusive approach and working with the Town and Parish Councils.
- 5.2 In terms of equalities, the SCI seeks to encourage everyone affected by planning issues to be involved and more specifically, aims to include "hard to reach groups" such as young people, ethnic minorities, disabled people, Gypsies and Travellers and Travelling Showpeople in planning issues, as far as is practicable. We have updated our Equalities Impact Assessment, and have included recommendations within the SCI, enhancing inclusion for groups with specific needs.
- 5.3 As indicated above in 2.5(b), the Council intends to prepare a Neighbour Consultation Procedure Note for planning applications. An Equalities Impact Assessment to fully assess the impact and effectiveness of all the potential options in this area will be undertaken as part of the formulation of the Procedure Note.

6. Local councillors & community boards consultation & views

- 6.1 The SCI affects all wards and consequently there is not a ‘local’ focus for the decision. Members were made aware of the SCI as part of the Buckinghamshire Local Plan briefing meeting on 25th February 2021.

7. Communication, engagement & further consultation

- 7.1 The draft SCI was made available on ‘Your Voice Bucks’ during the consultation period. We wrote to key stakeholders sending them a link to the Statement of Community Involvement and asking them if they wished to comment on its contents. Key stakeholders include Town and Parish Councils, local authorities who have strong links to Buckinghamshire, developers and landowners in the area, the local amenity groups and societies, Community Boards, MPs and statutory consultation bodies.

- 7.2 The consultation process was supported by the Communications Team through press releases, member newsletter, articles, etc.

8. Next steps and review

- 8.1 Once adopted, as soon as reasonably practicable, we will make the SCI available on the Council's website. We will write to everyone who asked to be updated about the SCI to let them know that the final version has been adopted.
- 8.2 Depending on the final Neighbour Consultation Procedure Note, the SCI may require updating later to refer to the details in the final Note.

9. Background papers

- 9.1 The final SCI, Statement of Consultation and Equalities Impact Assessment are attached as Appendices to this report.

10. Your questions and views (for key decisions)

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

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Statement of Community Involvement

Last updated: 15 October 2021

Version: 1.5

Author: Rosie Brake, Margret Haggerty

Online version: <https://www.buckinghamshire.gov.uk/insert-link-to-policy>

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Introduction

What is a Statement of Community Involvement?

The Statement of Community Involvement (SCI) is a document that we must produce and keep up to date to ensure effective community involvement at all stages in the planning process. It sets out how anyone who lives, works, plays or carries out business in the Buckinghamshire Council area can be involved in local planning decisions and the preparation of planning documents.

The SCI explains when, how, and for what reasons you will be able to participate in planning issues. These include plan making, neighbourhood plans, planning applications, and planning enforcement.

On 1 April 2020, Buckinghamshire Council was created as a unitary local authority. It was formed from the former Aylesbury Vale, Chiltern, South Bucks and Wycombe district councils and Buckinghamshire County Council. The former councils each had their own SCI, this SCI will replace those and set out how we will be involving the community as Buckinghamshire Council.

Why is the Statement of Community Involvement relevant?

We recognise that planning affects people's daily lives, as the decisions we make shape the place we live and work in. As a result, we want to involve communities as early in the process as possible.

There are many benefits of involving communities in planning matters, these include:

- a greater focus on **local needs and priorities**;
- planning decisions are informed by **local knowledge**;
- **increased community understanding** of how planning policies are developed and how they are linked to other council documents;
- creates a sense of **ownership** of key policy documents;

- **removes barriers** (physical, language or social) and gives communities access to information and opportunities to voice their needs and opinions; and
- it creates **accountability** by generating a wider interest in monitoring outcomes.

As our residents and business community, we want you to feel empowered to get involved with planning should you wish.

We aim to make consultation and involvement in planning transparent, accessible, collaborative, inclusive and consistent. We will do this through the methods set out in this SCI.

In the sections that follow we set out what the law says we must do and a range of other options that we will most likely choose to do to enhance our engagement with you. For these other options, we use the word 'may' do. We may well do a lot, or all, of the 'mays' but there will be occasions when it may not be practicable or appropriate to do all of them.

Vision and Principles

Our principles for involving communities

As a minimum, we will comply with any legislation that is currently in force or comes into force in the future. This includes any national legislation in an emergency situation, such as the coronavirus pandemic.

We will tailor our approach where needed for specific issues, audiences and the scale of proposals, so that it is fit for purpose for the subject being consulted on, making it easier for people to take part. For example, where proposals have a local or limited impact, then we will seek to more closely involve those most affected. When we are planning for a large area, or thinking about choices which might affect the majority of Buckinghamshire, then we will engage comprehensively.

Our main principles of involving the various communities in the planning process are set out below:

- encouraging our communities to **contribute** by providing opportunities to put their ideas forward where there is scope to influence our decisions;
- we will be **transparent** and clear about the planning process, what is being proposed and the scope to influence;
- we will use a **variety of methods** to make it easier for people to take part in the planning process, this will be appropriate to the subject being consulted upon;
- we will design engagement exercises to be **accessible**;
- we will encourage better **inclusion** of everyone affected by a planning matter, making the effort to include “hard to reach” groups such as young people, ethnic minorities, disabled people, Gypsies and Travellers and Travelling Showpeople;
- we will **make information available** that is appropriate and understandable, raise awareness of planning matters and ensure people are kept up to date. All data stored and published will be compliant with our data protection policy;

- we will analyse carefully and, where appropriate, **provide clear feedback** for participants after an engagement exercise within a published timescale. This will include changes we have made as a result of comments;
- we will protect Buckinghamshire’s residents by **redacting** sensitive information before it is made public, such as personal addresses, phone numbers, email addresses, and dates of birth. Where we are able to we will also redact statements which we consider may cause offence to individuals or the wider community; and
- we will encourage **appropriate representations** (comments), by only accepting comments that are relevant to the subject being consulted on. No profanities, or statements considered derogatory or offensive to persons sharing a protected characteristic (such as disability, race, religion and others) will be accepted. If your representation is rejected, you will be notified of the reason for this once it has been processed.

Your Council, Your Way

We want residents to be at the heart of what we do. There are lots of different ways for people to get involved in shaping the new Council’s knowledge, plans, policies and planning decisions. We have sought to include all of these in our Statement of Community Involvement.

More information on our values and how these are delivered through our services can be found in the Council’s [Corporate Plan](#).

Equalities

As required by [law](#), this document has been drafted to have regard to the need to eliminate unlawful discrimination, harassment and victimisation and to advance equality of opportunity and foster good relations between different groups.

We have prepared an Equalities Impact Assessment of this SCI to make sure we have considered these duties in relation to planning. We have included its recommendations below.

This SCI has also used the [Web Content Accessibility Guidelines](#).

More detail on the Council's equalities commitment is set out in the Council's [Corporate Plan](#).

Digital

Buckinghamshire Council is committed to delivering a digital planning service. We are working with the MHCLG and other authorities to improve our service through digital innovation and technology, including the use of emerging digital tools. Using these tools alongside our familiar face-to-face and written methods, we aim to reach a wider range of people, in greater depth, while making planning more accessible, transparent, and efficient.

Planning for the future of Buckinghamshire

Our plans for the future of Buckinghamshire will be set out in the Buckinghamshire Local Plan. A Local Plan shows where development can happen, and where it needs to be carefully controlled.

The Local Plan is the prime consideration when determining planning applications unless material considerations indicate otherwise. A material consideration is a matter that should be taken into account in deciding a planning application or an appeal.

In August 2020, the Government published a [Planning White Paper](#) on reforms to the planning system. We expect further legislation and guidance to follow during 2022 or later. This could significantly change the way that we prepare Local Plans and how we engage on them. This section of the SCI is based on the current approach but we may need to update this when any new legislation comes in.

Documents we produce

Local Plan

Local Plans, including those relating to minerals and waste, set out the main planning strategy and policies for their area.

Supplementary Planning Documents

Supplementary Planning Documents (SPDs) provide more detailed guidance to further explain the policies and proposals set out in Local Plans.

Other documents

We may prepare other development briefs and guidance which are not formal SPDs, and we may also carry out consultation on these documents.

Local Development Scheme

The Local Development Scheme (LDS) shows what Local Plans the Council is preparing, and the timetable we expect to follow. It does not however include neighbourhood plans, supplementary planning documents or other guidance documents.

Community Infrastructure Levy

Community Infrastructure Levy (CIL) is a charge which can be levied by local authorities on new development in their area. CIL charging schedules have been adopted in the Chiltern, South Bucks and Wycombe areas. The situation in Aylesbury Vale is under review following the [Planning White Paper's](#) proposal to abolish CIL.

How you can get involved in the Local Plan

A Local Plan currently goes through several main stages:

1. Plan preparation
2. Plan publication stage and submission for examination
3. Plan examination
4. Publication of recommendations – Inspector's report stage
5. Plan adoption

The list below shows the range of consultees the Council engages with, but it is not an exhaustive list.

- national statutory bodies and agencies (e.g. Highways England, Natural England, the Environment Agency, Historic England, etc.)
- other local authorities (as appropriate)
- parish and town councils, and Community Boards
- service providers of all kinds, including the emergency services, utility companies and health providers
- national organisations such as the National Trust
- local organisations and societies such as civic amenity groups
- businesses and economic groups including the Local Enterprise Partnerships
- environmental stakeholders, e.g. Chilterns Conservation Board, wildlife trusts
- groups who are less likely to be heard (hard to reach groups), and groups with a specific role in equalities

- individuals (who have asked to be notified)
- house builders / agents / landowners / housing associations
- schools and youth groups

Plan preparation stage

Typically, this stage includes a sequence of engagement exercises, both formal and informal, leading to the preparation of the Plan for the publication stage.

There is continuing uncertainty over the reforms envisaged in the [Planning White Paper. When we know more we may need to update our commitments here to comply with any changes to the law.](#)

We will:

- write to consultees to say we intend to produce a Local Plan and invite them to say what issues they think the Plan should cover;
- advertise our intention to produce a Local Plan, including a notification on the Council's website, so that the public and organisations may register their interest;
- use a specific platform online so that people can get involved interactively;
- consult on the entirety of a draft Local Plan. We may do this in stages, for example, consulting on sites separately from development management policies;
- hold engagement events, for example, exhibitions and briefings – face-to-face or online;
- engage with town and parish councils and other stakeholders, for example, through workshops and forums;
- issue information through press releases; and
- use social media.

We may:

- prepare Plain English summaries of technical reports;
- create online surveys; and
- prepare newsletters, leaflets and response forms, where appropriate.

Plan publication stage and submission for examination

At the Publication stage, we will publish the draft Plan and must invite comments on it. We pass these directly to the Planning Inspector for their consideration through the examination process.

We will:

- publish notification on the Council's website that the Publication Plan (the version that the Council considers ready for Examination) is being consulted on;
- get in touch directly with consultees to let them know of the proposed Publication Plan;
- invite comments on the Publication Plan for a minimum of six weeks from the date of publishing;
- clearly set out how people and organisations can make valid representations (comments);
- prepare a consultation statement which sets out how we have taken account of people's comments during the plan preparation stage in preparing the Publication Plan;
- make all statutory publication documents available, including the [consultation statement](#) either electronically and/or in paper form, for inspection at all of the council offices/ hubs;
- make paper copies of the plan document available at the main libraries;
- issue a press release; and
- use social media.

We may:

- produce further publicity such as posters, leaflets or newsletters; and
- undertake briefings with town and parish councils and other stakeholders either online or in person.

Plan examination stage

We will:

- get in touch directly with all those who made representations at the Publication stage of the date, time and place of the hearings, and the name of the person appointed to hold the examination;

- at least six weeks before the first hearing, give details on the Council's website and at main council offices of the date, time and place of the hearings and the name of the person appointed to hold the examination; and
- make examination documents available on the Council's website.

We may:

- use social media.

Publication of recommendations – Inspector's report stage

We will:

- make the Inspector's recommendations report available for inspection at the main council offices and hubs, in libraries and on the Council's website;
- notify all those who requested to be informed of the Inspector's recommendations report; and
- issue a press release.

We may:

- use social media to inform people.

Plan adoption stage

This is when we confirm that a development plan document has statutory status and full weight can be given to it in the determination of planning applications and appeals.

We will:

- make available the Local Plan, Adoption Statement and the Sustainability Appraisal and Habitat Regulation Assessment reports at the main council offices and hubs, in libraries and on the Council's website;
- send a copy of the Adoption Statement directly to those who asked to be notified; and
- issue a press release.

We may:

- use social media to inform people that the Local Plan has been adopted.

How you can get involved in the preparation of Supplementary Planning Documents (SPDs)

There are three types of SPD that the Council prepares:

- Site or area specific (e.g. Development Briefs)
- Design Guidance
- Topic based policy guidance (e.g. affordable housing)

The process of preparing SPDs is simpler than that of Local Plans because they are not subject to public examination.

The process involves:

1. Early engagement and preparation of a draft SPD
2. Consultation on the draft SPD
3. Adoption

Early engagement and preparation of a draft SPD

We will:

- identify specific groups and individuals who are likely to have an interest in what the SPD will say;
- undertake a targeted engagement process with those groups and individuals to explore issues and options; and
- produce a draft statement of consultation setting out who we have engaged with in preparing the draft SPD, the issues raised and how we have addressed those issues.

We may:

- invite views from the general public through surveys or by notifications on our website inviting comments or through social media channels.

Consultation on the draft of the SPD

We will:

- publish the draft SPD for consultation on our website, together with the required supporting documentation and make paper copies available to view at the main council offices; and
- issue a press release telling people about the consultation.

We may:

- make paper copies of the draft consultation SPD and supporting documentation available at other council offices or the main libraries, as appropriate;
- produce further publicity such as posters, leaflets or newsletters;
- hold exhibitions, workshops or forums, face-to-face or online; and
- use social media to inform people that the consultation is taking place.

After the consultation,

We will:

- consider the representations received;
- update the statement of consultation document, setting out the main issues raised and how we have addressed those;
- amend the SPD, where we consider that it is appropriate to do so, to reflect the point raised in the representation.

SPD adoption

We will:

- publish the adopted document, the amended consultation statement and adoption statement by making them available to view at the main council offices, and on the Council's website; and
- send a copy of the Adoption Statement directly to those who asked to be notified.

We may:

- issue a press release;

- make paper copies of the adopted document available at other council offices and appropriate libraries; and
- use social media.

Planning for the future of your Neighbourhood

Neighbourhood Planning gives communities the ability to shape their local area and enables them to develop a planning strategy that can help ensure that they get the right type of development for their neighbourhood.

Once a neighbourhood plan is 'made' (adopted), it becomes part of the development plan for the area and carries significant weight in deciding planning applications.

More information on neighbourhood planning can be found on the [GOV.UK website](https://www.gov.uk).

If you want to make a neighbourhood plan

There are formal stages required by legislation when developing a neighbourhood plan, these stages are:

1. Designating the neighbourhood area
2. First draft of the neighbourhood plan (Pre-Submission version)
3. Final draft of the neighbourhood plan (Submission version)
4. Examination
5. Referendum
6. Adoption

More information on how to prepare a neighbourhood plan can be found in the [neighbourhood plan toolkit](#).

Our legal duties to groups making a neighbourhood plan

We are required by [law](#) to offer help and advice to groups producing neighbourhood plans. This includes:

- providing policy guidance to support the neighbourhood planning process;
- advice on methods of public consultation and engagement;

- advice on how to publicise the proposed plan to the community, how to consult and publicise; and
- advice on the availability of [grant funding](#) for neighbourhood planning groups.

This is in addition to our commitments during the individual plan stages.

Designating the neighbourhood area

We will:

- publicise the application on our website;
- determine applications for neighbourhood areas;
- for unparished areas, we will consult on applications for neighbourhood area designation for a minimum of 6 weeks and publicise the consultation on our website; and
- provide a paper copy of the application at the nearest council office.

We may:

- in discussion with the neighbourhood body, amend the boundary of the neighbourhood area if it is inappropriate (for example, if it includes parts of other parishes that have not consented to their inclusion); and
- for unparished areas, provide a paper copy of the application at other council offices and main libraries.

First draft of the neighbourhood plan (Pre-submission version)

We will:

- support the preparation of a Strategic Environmental Assessment (SEA) screening report of the emerging neighbourhood plan;
- advise on the consultation process and who to consult;
- comment on the draft neighbourhood plan; and
- publicise the consultation on our website.

We may:

- arrange for a Habitat Regulation Assessment (HRA) screening report to be prepared; and

- provide a paper copy of the Pre-Submission Plan at the council office and / or main library nearest to the neighbourhood area.

Final draft of the neighbourhood plan (Publication version)

We will:

- consult on the Publication version (the Submission Plan) for a minimum of 6 weeks;
- publish the plan on our website;
- provide a hard copy of the plan and supporting documents at the nearest council office for inspection; and
- collate all responses and prepare them for submission to the examiner.

We may:

- publish the comments received on our website;
- summarise the comments received for the examiner; and
- provide hard copies of the plan at other council offices and main libraries.

Examination

We will:

- liaise with the neighbourhood planning group to appoint an examiner;
- publish details of the examination on our website;
- pass any representations made at the Publication stage to the examiner;
- manage and fund the process of the examination;
- act as a key contact for the examiner;
- answer any questions raised by the examiner; and
- publicise the examiner's report on our website.

We may:

- notify consultees; and
- provide the examiner with a summary of the main issues raised in the representations.

There may be instances where we disagree with the Examiner's findings. If this is the case, clear reasons would need to be given for going against the Examiner's recommendations, and we would discuss any modifications with the neighbourhood planning body. Additional consultation would also need to take place.

Referendum

We will:

- arrange and fund the referendum, provided there are no Covid-19 restrictions in place;
- publish information about the neighbourhood plan;
- give notice that a referendum is taking place; and
- publish the results of the referendum.

Adoption

We will:

- 'make' (i.e. adopt) the plan, subject to the outcome of the referendum;
- publish the decision to 'make' a neighbourhood plan on our website; and
- notify all individual and organisations who asked to be notified.

Planning for new development

We are responsible for determining planning applications, this includes applications for:

- changes to your home;
- new houses and businesses;
- changing a building from one use to another;
- new schools, roads, pathways and infrastructure; and
- new sites for minerals and waste developments.

We are not responsible for [Nationally Significant Infrastructure Projects](#) (NSIPs), such as changes to the motorway, HS2, East-West Rail, etc. More information on these can be found on the [GOV.UK website](#).

How we make decisions on planning applications

What we must consider

Decisions on planning applications must be made in line with the Development Plan (Local Plans, Neighbourhood Plans, etc.), unless there are 'material considerations' that indicate otherwise.

Material considerations can include but are not limited to: parking, traffic, noise, design, appearance and materials, effects on listed buildings or conservation areas, and policies in the [National Planning Policy Framework](#)

Anything relevant to making the decision can be a material planning consideration, however in general it relates to matters in the public interest rather than private matters (e.g. the value of an adjoining property would not be a material consideration.)

How long we have to decide

The time periods for determination are set out in [law](#).

The time limit is usually:

8 weeks for most planning applications

13 weeks for 'major' (larger) developments

16 weeks for applications that need an [Environmental Impact Assessment](#).

If more time is needed to determine an application, an 'extension of time' can be privately agreed between the planning officer and the applicant.

If we fail to determine the application in time, the applicant can appeal to the Secretary of State against 'non-determination'.

More information on how applications are determined is set out on the [GOV.UK website](#).

How and when we will involve you in the planning application process

The Council offers a range of discretionary planning advice services, to help people understand whether they need planning permission, and what information they need to provide. We encourage site promoters to be open about their proposals, but it is up to the site promoter to agree whether these discussions can be made public.

Please note that the content of this Statement of Community Involvement does not relate to HS2 planning applications as these applications are dealt with under different legislation.

Before the application is submitted

We will:

- encourage applicants to consult the community where relevant.

We may:

- liaise with town and parish councils and local Community Boards, where relevant

Once the application is submitted

We will:

- make planning applications and the supporting documentation available to view on [our website](#);
- consult upon applications as set out in [law](#);
- notify town or parish councils of relevant applications in their area, inviting comments;
- notify neighbourhood forums with a 'made' neighbourhood plan of relevant applications in their area, inviting comments;
- for most types of application, either:
 - display a planning notice on or near the application site; or
 - post letters to neighbours adjoining the application site.

We are currently reviewing our approach here and an outcome of this review will be to provide a Neighbour Consultation Procedure Note. This will set out the Council's approach to the use of planning notices, neighbour letters and any other measures we plan to use to ensure local people have an opportunity to take part in consultation on applications in an inclusive way.

We may:

- publish a press notice;
- consult with other organisations such as the Environment Agency, Natural England etc. where applicable;
- encourage people to set up notifications for applications through the Council's website; and
- publicise a weekly list of planning applications via public channels.

During the determination process

We will:

- publish relevant documents on our [website](#) as soon as practicable;

- invite comments on applications, which we are happy to receive by letter, email, or through our [website](#);
- consider the issues raised in response to the application; and
- if the application is considered at Planning Committee, provide applicants, town and parish council representatives, and those who have commented on a planning application, an opportunity to register to speak at Planning Committee.

Due to the volume of representations received it is simply not possible to acknowledge or enter into correspondence regarding all the representations submitted. You can however be assured that all relevant matters raised are fully taken into account.

Representations from local people are very important in highlighting material planning considerations. Then ultimately applications are determined in accordance with current legislation, development plan policy and all the material considerations identified.

After we have made a decision

We will:

- publish the decision notice and officer report on our [website](#);
- Inform the applicant of the decision, usually by email; and
- publish any relevant appeal documents on our [website](#) or on the Planning Inspectorate (PINS) website.

If the planning decision has been appealed

If the applicant does not agree with our decision they have the right to appeal to the Planning Inspectorate, in these cases anyone can submit comments directly to PINS for consideration.

More information on how to comment on appeals can be found on the [GOV.UK website](#).

Dealing with unauthorised development

Sometimes, development goes ahead without planning permission, or without meeting all of the specified planning conditions, this is known as 'unauthorised development'. When this happens, our planning enforcement team will investigate and, where appropriate, take formal enforcement action.

How we make decisions on unauthorised development

We will undertake our enforcement duties as set out in our [Enforcement and Monitoring Plan](#).

You can view more information on the planning enforcement process and the types of actions available with unauthorised development on [GOV.UK's website](#).

How and when we will involve you in enforcement matters

If you suspect a breach of planning control, you can report concerns via the Council's [website](#).

An overview of the service and what you can expect from this process is set out in the Council's [Enforcement and Monitoring Plan](#) and the [Planning enforcement complaint customer experience path](#)

Equalities: recommendations

Groups with specific needs include:

- people with mobility difficulties, or who can't get out of the house, including the elderly
- people with sight loss
- people who don't have access to the internet, or lack confidence with online methods
- people whose first language isn't English
- people with learning difficulties

These groups could have difficulty with:

- accessing consultations and engagement events
- seeing or understanding planning notices
- making contact or sending us responses

There are a number of ways we can support involvement for these groups:

- ensure that venues are accessible and where possible wheelchair-friendly
- arrange online events and conversations as well as 'real-life' events
- provide material both online and in paper form
- make it clear that translation of key documents can be requested
- provide material in a range of formats and font sizes
- include a postal address and telephone number in our communications, as well as an email contact
- send letters to neighbours or carers where appropriate
- use social media, newsletters, magazines and press releases where possible
- notify specific organisations such as those for the blind, elderly, disabled or ethnic minority groups
- keep a register of people who need special notification (e.g. by email or letter)
- use Plain English as far as possible

We will draw on this range of options to support the activities we have set out above.

Glossary

Design Guidance - Sets out the characteristics of well-designed places and illustrates how to achieve in practice, well-designed places that are attractive, enduring and thriving.

Draft plan – A complete version of a development plan document that can be subject to minor changes after consultations.

Development Briefs and guidance - Set out potential land uses, extent and kind of development, the constraints of sites, open space and access arrangements to inform development proposals for the areas.

Development Plan: Statutory documents that set out the Local Planning Authority's policies and proposals to guide or promote the development and use of land and buildings in the authority's area.

Examination (Local Plans) - Consideration of public views on a proposed Local Plan, held before an Independent Planning Inspector who has been appointed by the Secretary of State to determine whether the plan is 'sound' and can recommend changes to the Local Plan.

Examination (Neighbourhood Development Plans) – Consideration of public views on a proposed NDP, held by an independent Examiner to determine whether the NDP meets the basic conditions and other requirements set out by law.

Habitats Regulations (HR) – Stages of assessment required by law under the Habitats Regulations (Conservation of Habitats and Species) Regulations 2017, to be carried out on any development project that has the potential to affect the protected features of a habitats site (for example a European protected site) before deciding whether to undertake, permit or authorise such projects.

Independent examiner – An examiner with relevant experience and qualifications who is independent of the Local Planning Authority and Parish Council or Neighbourhood Forum, appointed by the Local Planning Authority to examine whether the neighbourhood plan meets the 'Basic Conditions' and other relevant legal requirements (for example, consultation).

Inspector's report - A report issued by a planning inspector concerning the planning issues debated at the independent examination of a Local plan. These reports will be binding upon the Local Planning Authority.

Legislation - A law or a set of laws that has been passed by Parliament, also known as an Act of Parliament or statute. This takes precedence over any other source of law. Legislation is also used to describe the act of making a new law.

Local Plan – Statutory development document that guides decisions on future development proposals and addresses the needs and opportunities of the area. It is also used in deciding planning applications and other planning related decisions.

Local Planning Authority (LPA) - Local Government body with statutory planning powers to exercise urban planning functions within their area. Buckinghamshire Council is a Local Planning Authority.

Made – The word used to describe a Neighbourhood Plan that has been through examination and/or referendum and has been accepted to be included as part of the Local Development Plan Document.

Main council offices

- The Gateway, Gatehouse Road, Aylesbury HP19 8FF
- Walton Street Offices, Walton Street, Aylesbury HP20 1UA
- King George V House, King George V Rd, Amersham HP6 5AW
- Queen Victoria Road, High Wycombe HP11 1BB

MHCLG - Ministry of Housing, Communities and Local Government. MHCLG is the UK Government department for housing, communities and local government in England.

Neighbourhood Forum - An organisation or group empowered to lead the neighbourhood planning process in a neighbourhood area where there is no town or parish council. A group or organisation must apply to the local planning authority to be designated as a neighbourhood forum.

Planning Inspectorate (PINS) - The Planning Inspectorate is a joint executive agency of the Ministry of Housing, Communities and Local Government (MHCLG). The Inspectorate works on behalf of the Secretary of State for Housing, Communities and Local Government (England), to deal with planning appeals, national infrastructure planning applications, examinations of local plans and other planning-related and specialist casework in England and Wales.

Redacting - Editing a document to conceal or remove information, deemed to be confidential or sensitive, before publication.

Referendum - A public vote held to decide a single issue, such as public voting carried out in the making of a Neighbourhood Development Plan, by those living and carrying out business in the neighbourhood area.

Strategic Environmental Assessment (SEA) - A process which requires the identification and evaluation of the impacts a plan is likely to have on the environment and by which environmental considerations are required to be fully integrated into the preparation of certain plans.

Sustainability Appraisal (SA): A process used to assess the impact of a plan, project or strategy on the economy, community and environment. The aim of the process is to minimise any adverse impact by suggesting ways to avoid or reduce the impacts. Undertaking a sustainability appraisal of the Local Plan is a statutory requirement of the Planning and Compulsory Purchase Act 2004. An SEA can be incorporated into an SA report where both assessments are required.

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Statement of Consultation

Statement of Community Involvement

Last updated: 15 October 2021

Version: 2.0

Author: Rosie Brake, Margret Haggerty

Online version: <https://www.buckinghamshire.gov.uk/insert-link-to-policy>

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1. Introduction

On February 16 2021, we consulted on our [draft Statement of Community Involvement](#) (SCI). This had become necessary because on 1 April 2020, the former Aylesbury Vale, Chiltern, South Bucks and Wycombe district councils and Buckinghamshire County Council came together to form one unitary council; Buckinghamshire Council. We therefore sought to have a single SCI which will replace each of the former councils' SCIs.

There is no requirement in planning law to consult on an SCI. However, because its adoption is a key decision process, we took the opportunity to invite views on the draft SCI from the public and all interested parties.

The Council wrote directly to all public bodies and organisations to alert them of the consultation. It was also advertised on the Council's website, through the West area planning bulletin, the Members' update, and on social media. A press release was also issued. Our social media results show that the campaign had a wide reach with good numbers of click-throughs.

The different sections of the SCI which we invited views on are;

- Vision and Principles
- Planning for the future of Buckinghamshire:
 - The Local Plan
 - Supplementary Planning Documents (SPDs)
- Planning for the future of your Neighbourhood
- Planning for new development
- Dealing with unauthorised development

The consultation ended on 6 April 2021 and all responses have been carefully considered. We have responded to some of your comments and have made some important changes as a result of your comments to the consultation. These are set out in the various sections of this document.

2. Overview

We received nearly 700 responses to the draft Buckinghamshire Statement of Community involvement (SCI). We have carefully analysed and given full consideration to all the responses we received in the preparation of this consultation statement.

Table 1: Respondent Types

Types of Respondents	Percentage number of responses %
Private individuals	56%
Parishes	1.6%
Local authorities	0.3%
Interest groups	1.9%
Online platform 'Your Voice Bucks'	38%

More than a third of the email responses from private individuals (36%) were almost identical. These were generated from a single campaign.

Some key issues were frequently raised;

- Increasing the number of commitments that we 'will' rather than 'may'
- Being clear on our commitments on planning notifications

Other issues include:

- People felt that the detailed commitments within the SCI do not live up to the ambitions set out in the vision and principles section
- The digital agenda and concern for those who cannot access or understand the computer.

We received many good ideas for improvement which, if we had included them all within the SCI itself, would have made it very long. We don't want to lose sight of them though, so we have recorded a range of these here for reference under 'Other suggestions'.

In this document, we provide a summary of the consultation responses we received and capture the main issues raised. The document does not cover

comments made which are outside the scope of the SCI. We have also set out the changes we have made in response to the main issues.

3. Main issues

3.1. Vision and Principles: feedback

Points raised include:

- There was general concern that the Council should commit to more in the 'we will' sections of the document. This would increase the Council's commitment to transparency and involvement.
- There was concern that a move to online operation would disadvantage those without access to, or confidence with, computers and the internet.
- There was a desire to understand more about the Council's approach to tailoring engagement.
- That we should 'always' provide "clear feedback to participants" after engagement exercises and not only 'where appropriate'
- The legacy SCI from Chiltern and South Bucks is held up as a preferred approach and there is desire to see the council exceed the minimum standard required by law
- There was concern that because we have specified "*where there is scope to influence our decisions*" that this statement creates a loop hole where the council may be able to deny the public such scope
- That our stated commitment to inclusion is not reflected in our approach on the Local Plan and planning for new development processes.

3.1.1. Council Response

In our draft SCI we set out what the law says we must do which we labelled 'we will'. In addition, we added a range of other options that we will most likely do to enhance our engagement with you. For these other options, we used the word 'may'. With the range of options for engagement, we have provided, we will use the method or methods that are most appropriate and proportionate to the planning matter being consulted on. We may well do a lot or all of the 'mays' but there will be occasions when, it may not be practicable or appropriate to do all of them. However, given your concerns, we have increased the number of firm commitments 'we will' do.

In August 2020, the Government published the planning white paper '[planning for the future](#)'. It proposed reforms to the planning system to streamline and modernise the planning process. It proposed introducing a digital system to make plans map-based and accessible online.

We recognise that not everyone is confident with technology or has access to technology. We have added an assurance to this section to say that we will

deploy digital methods alongside our traditional face-to-face and written methods.

The council has different methods of approach to engaging with the public. These are; verbal communications, printed and/or written materials and electronic methods. Of these methods, there are several options. During consultation, we will use the engagement options that are most suited for the project we are consulting on enabling us to tailor our approach to reach a wider range of the community that is most affected by the project.

After formal consultations, we usually prepare a consultation statement which sets out how we have taken account of people's comments. For other types of engagement, particularly where this is informal, we may not report specifically on each activity we undertake.

The SCIs from the legacy authorities, including Chiltern and South Bucks, take a similar approach by setting out the minimum standard required by law and then adding other methods that may be used. The new SCI although worded differently, is more explicit in categorising the minimum standard required by law, additional firm commitments and further methods/approaches that may be used to achieve wider engagement.

The council will not consult for the sake of consulting. Within planning processes, there will be opportunities for people to influence and contribute at an early stage where it is possible for the council to review feedback and make appropriate changes accordingly. We will be clear about why we are consulting as well as what people can and cannot influence. The Council is constrained by the law and national policy which means it is not always within the Council's gift to fulfil people's expectations.

We will encourage everyone who wish to have their say to do so and more specifically, aim to include "hard to reach groups" such as young people, ethnic minorities, disabled people, Gypsies and Travellers and Travelling Showpeople in planning issues, as far as is practicable. We will ensure people are aware of ways to get involved by providing information that is appropriate and understandable, raising awareness about the subject, and ensuring that people are kept up to date on the process. Our consultations will be designed around stakeholders needs.

As part of our Equalities Impact Assessment, we have considered the groups where we may need to adapt our approach to ensure their inclusion. This has generated a range of recommendations which we can draw upon for engagement. These have been included as a new section within the revised SCI.

3.2. Planning for the future of Buckinghamshire: the Local Plan feedback

Points raised include

- The statement: "...and will reach out to other groups and agencies as appropriate", is vague and unclear
- The council should increase the commitments made and make all options firm commitment, i.e. we should move more commitments from 'we may' into 'we will'
- Concern that the Council is not committing to consultation on a draft Local Plan
- Six weeks for consultation on the Publication version of the Plan is inadequate

3.2.1. Council Response

We have removed the text to eliminate any ambiguity and have set out a specific non exhaustive list of the consultees we engage with.

We have increased our commitment in the 'we will' section, by committing to:

- hold engagement events, for example, exhibitions and briefing, either face to face or online
- engage with town and parish councils and other stakeholders, for example, through workshops and forums
- use a specific online platform so that people can get involved interactively
- create opportunities for comment on any sites or zones under consideration by the Council for development before the Council publishes the final plan to be submitted for examination
- use social media

Under the proposals set out in the [Planning White Paper](#) proposal 8, a draft Local Plan stage does not exist, however there continues to be considerable uncertainty about the scale and timing of any reforms. Given the ongoing uncertainty about any planning reforms, and the strength of public feeling on this matter, we have included a commitment to consulting on a draft Local Plan under 'we will'. This may be conducted in stages as we are conscious that public interest is most closely focused on which sites are proposed for development.

Six week is the least amount of time we will run a consultation, as currently specified by the law. However, the Planning White Paper suggests that all plan making stages will have a fixed length. There are certain situations as it stands

today when we would extend the consultation period. For example, if the consultation runs during the summer holiday.

3.3. Planning for the future of Buckinghamshire: Supplementary Planning Documents feedback

Points raised include:

- The Council should commit to more in the 'we will' sections
- There is concern that invitation of views from the public should not be optional in the early engagement stage
- The requirement for environmental screening should be mandatory
- The Council should commit to holding events, exhibitions and briefings at the consultation stage
- The Council should advertise the adoption of SPDs through a press release and social media.

3.3.1. Council response

We have increased the commitments in the 'we will' section by committing to issuing a press release when consulting about the draft SPD.

We have also added the commitment to 'we will' consider representations received, update the statement of consultation, and amend the SPD where we consider that it is appropriate to do so.

The requirement for environmental screening will vary according to the scope and subject matter of the SPD. Since it is of less relevance to community involvement, this commitment has been removed from the SCI to make it consistent with the Local Plans section.

Again, the scope and subject matter of the SPD will inform the engagement approach – we will definitely engage, but this will depend on the context. For example, during the Covid lockdown it would not have been possible for us to hold face-to-face events.

It may not be proportionate to issue a press release about SPD adoptions. You can sign up for alerts through the [Council website](#) on key decisions like these.

3.4. Planning for the future of your Neighbourhood: feedback

Points raised include:

- Concern that the Council can amend the boundary of a neighbourhood area

- Concern that the Council has the right to disagree with the Examiner's findings
- The link between Neighbourhood Planning and the Buckinghamshire Local Plan needs to be made clearer, to ensure consistency

3.4.1. Council response

In supporting neighbourhood plans, the Council is keen to work with parishes, town councils and neighbourhood forums in a way that maximises the neighbourhood plan's chance of success at Examination, by meeting the basic conditions.

The SCI has been updated to explain why the Council might amend the boundary of a neighbourhood area – this may happen when the neighbourhood area does not coincide with the parish boundary. This would be done in discussion with the neighbourhood body.

Similarly, disagreement with the Examiner's findings would be discussed with the neighbourhood planning body, and we have added this to clarify. Sometimes, neighbourhood planning bodies are disappointed with the Examiner's findings. If we support the body's views, this creates the opportunity for the Council to intervene with the Examiner on their behalf.

The Council is conscious of potential conflict between neighbourhood plans and any emerging new plan. We will make sure this is considered as we go through the plan-making process. Because of the uncertainty created by the Government's proposed intentions to revise the planning system, we wait to see how this will work in practice.

3.5. Planning for new development: feedback

Points raised include:

- People would like conversations between the Council and developers to be more transparent
- There was concern that the SCI appeared to say that only town and parish councils with a 'made' neighbourhood plan would be alerted to applications within their areas
- There was great concern that the Council appeared not to be committing to any kind of neighbour notification of applications
- People would like to know more about how objections have been taken into account in determining planning applications: they would like to understand how standards are set for the decision-making process
- There was concern that parish and town councils do not have the ability to 'call-in' applications to the relevant planning committee

3.5.1. Council response

We have added a paragraph to the SCI which explains that discussions with developers are confidential unless the developer agrees that they can be made public. We do encourage openness on the part of the developer but cannot compel this.

Regarding notification of applications, the SCI was attempting to group all town and parish councils, together with those other bodies that happen to have a 'made' neighbourhood plan, but it read as if the 'made' plan applied to the town and parish councils too. We have clarified this commitment by separating out the two commitments.

Since the Council was created from a number of different planning authorities, there remains some inconsistency of approach to neighbour notifications. In attempting to cover this range of approaches, by putting this commitment into the 'we may' section it looked as if we might not do any neighbour notification at all, which is unlawful. We are preparing a Neighbour Consultation procedure note which will provide detailed guidelines for the use of planning notices, neighbour letters and a range of other measures to increase awareness and inclusion. We are therefore including our commitment to prepare this note in the 'we will' section.

We have also added some text to explain why we can't enter into correspondence on comments submitted about applications, but also offer assurance that these are taken into account alongside other all the other matters.

Calling-in of applications to committee is not covered by this SCI, but by the Council's constitution. However, the Council has recognised the role of parish and town councils in this instance, and since 1 July 2021 has enabled parish and town councils to request a call-in.

3.6. Dealing with unauthorised development: feedback

Points raised include:

- Provide lists of outstanding cases (e.g. by parish)
- Feedback results to the person who submitted the complaint
- Inform neighbours about enforcement issues
- Provide the ability to submit complaints by phone or letter

3.6.1. Council response

We have added a link in the SCI to the Council's web page [Planning enforcement complaint customer experience path](#), which sets out what people can expect when they submit a complaint.

You can subscribe to the Council's Public Access system to receive alerts on particular cases. You can also use the Public Access system to list cases by parish or ward. However, only cases where we take formal action are available here. Enquiries that result in investigations are confidential.

We currently provide feedback at key stages of our investigation – i.e. when we take action, or close the case. We are currently investigating how to make our communication more self-service and customer friendly (similar to reporting fly-tipping). We register and acknowledge initial enquiries, giving the name and details of the case officer, and the investigation reference.

We do not notify neighbours of enforcement investigations as a matter of course. This is because enforcement action is discretionary and the team have delegated authority to take action where appropriate.

We accept complaints via letter. If someone phones in a complaint, we will aim to complete the online form on behalf of the caller. We do not accept anonymous complaints.

4. Other suggestions

Our intention with the SCI is for it to be a clear and concise summary of our approach. We received a number of other helpful comments and we record a range of them here for reference, rather than incorporating them all into the SCI itself.

- Give us more time and educate us better; allow more local representation for local planning issues
- Send more letters; post meetings and events onto local social media sites; use local magazines
- Bring all planning applications into one place on the council's web site
- There should be 'Planning Champions' in each community to represent individuals or groups to communicate the Local Plan and ensure community involvement
- Build on your online access; make more of it online so that documents, photos are permissible and already submitted documents can have comments and mark-up applied; greater use of interactive maps, customised alerts, planning updates etc.
- Build an online dashboard similar to FixMyStreet where I can input my home address and see at a glance all developments that may impact my home
- Notify me of all planning meetings and make videos of them available on Zoom
- Collaborate better and open up the process. Use us to help give advice and communication with our local communities and help them to feel empowered to make a difference to how their community develops
- Use platforms like [Nextdoor](#) to publicise development plans
- I'm young. I want to do everything with an app
- I would be willing to be on a planning board
- I'd like to see more planning matters discussed at Community Boards, which should be encouraged to organise events at which local people can have plans explained to them and be encouraged to give their views

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Equality Impact Assessment (EqIA) Screening Template

April 2020

Proposal/Brief Title: Statement of Community Involvement

Date: 22/10/2021 – update (current draft)

Type of strategy, policy, project or service: Community involvement policy

Please tick one of the following:

- Existing
- New or proposed
- Changing, update or revision
- Other (please explain)

This document is the first for Buckinghamshire Council and supersedes the former District and County Council SCIs.

This report was created by

Name Rosie Brake

Job Title: Planning Policy Team Leader

Email address: Rosie.Brake@buckinghamshire.gov.uk

Briefly describe the aims and objectives of the proposal below:

The Statement of Community Involvement is a statutory document that sets out how Buckinghamshire Council will consult the public and other bodies, who have an interest in planning matters in Buckinghamshire, in the planning process.

What outcomes do we want to achieve?

1) Screening Questions

1.1 Does this proposal plan to withdraw a service, activity or presence? No

Please explain your answer: No, the planning service and its duties will remain as they currently are.

1.2 Does this proposal plan to reduce a service, activity or presence? No

Please explain your answer: No, however as the position of the Statement of Community Involvement for the new authority differs from the legacy councils there may be differences between old and new practices.

1.3 Does this proposal plan to introduce, review or change a policy, strategy or procedure? Yes

Please explain your answer: This SCI will set out the methods in which communities are engaged across Buckinghamshire for a variety of planning matters. This will therefore necessitate changes in procedure in order to align those used previously by the legacy Councils.



Equality Impact Assessment (EqIA) Screening Template

April 2020

1.4 Does this proposal affect service users and/or customers, or the wider community? Yes

Please explain your answer: This SCI sets out our commitments and optional actions as to how the Council will involve people in planning matters

1.5 Does this proposal affect employees? No

Please explain your answer: This policy does not impact employees directly, however colleagues in the planning service will be expected to adhere to the commitments set out in this Statement of Community Involvement.

1.6 Will employees require training to deliver this proposal? No

Please explain your answer: The commitments of this SCI are in line with our current means of service delivery.

1.7 Has any engagement /consultation been carried out? Yes

Please explain your answer: The draft SCI was consulted on between 16 February – 6 April 2021.

2) Are there any concerns at this stage which indicate that this proposal could have negative or unclear impacts on any of the group (s) below? (*protected characteristics). Please include any additional comments.

A) **Age* Yes** – the elderly may have less access / less confidence using online methods; they may have difficulty getting out of the house

B) **Disability* Yes** –

- a. people with impaired vision may not be able to see displayed notices / read consultation material;
- b. people with mobility difficulties may not be able to get out of the house, or access planning events;
- c. people with learning disabilities may have difficulty understanding notices and documents.

C) **Gender Reassignment* No**

D) **Pregnancy & maternity* No**

E) **Race & Ethnicity* No**

F) **Religion & Belief* No**

G) **Sex* No**

H) **Sexual Orientation* No**

I) **Marriage & Civil Partnership* No**

J) **Carers No**

K) **Rural isolation No**

L) **Single parent families No**

M) **Poverty (social & economic deprivation) No**

N) **Military families / veterans No**

O) **Gender identity No**

Additional comments (please indicate which of the protected groups you are commenting on):



Equality Impact Assessment (EqIA) Screening Template

April 2020

Whilst it is not anticipated that there will be any specific negative consequences on protected groups, we are aware that in order to advance equality of opportunity to participate in consultations may require extra actions to be taken where reasonable (see below)

As a result of this screening, is an EqIA required?

(If you have answered yes to any of the screening questions or any of the group (above), a full EqIA should be undertaken)

Yes

No

Briefly explain your answer:

EqIA Screening Sign off

Officer completing this Screening Template: Emily Hadley Date: 12/02/2021; updated **Rosie Brake** 5 August 2021

Equality Lead: Natalie Donhou Morley Date: 2/11/2021

Service Director Steve Bambrick Date: (To be added)

Buckinghamshire Corporate Board sign off (if required) (Please insert name) Date: (Please insert Date)

Please continue to the next page to complete a full EqIA.

EqIA – Full Equality Impact Assessment

Step 1: Introduction

Policy or Service to be assessed: Statement of Community Involvement – adoption version

Service and lead officer: Planning and Environment, Rosie Brake

Officers involved in the EqIA: Emily Hadley

What are you impact assessing?

Existing

New/proposed

Changing/Update revision

Other, please list:



Equality Impact Assessment (EqIA) Screening Template

April 2020

Step 2: Scoping – what are you assessing?

What is the title of your service/strategy/policy/project? Statement of Community Involvement

What is the aim of your service/strategy/policy/project? To set out how the Council will consult the public and other bodies on how they can get involved in planning issues, including the Local Plan and planning applications.

Who does/will it have an impact on? E.g. public, visitors, staff, members, partners? Public and other stakeholders.

Will there be an impact on any other functions, services or policies? If so, please provide more detail. No.

Are there any potential barriers to implementing changes to your service/strategy/policy/project? No.

Step 3: Information gathering – what do you need to know about your customers and making a judgement about impacts

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: None

Gender re-assignment: None

Race: None

Religion or belief: None

Sex: None

Sexual orientation: None

Pregnancy and maternity: None

Marriage & Civil Partnership: None

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

Yes

No

This will affect the total population for Buckinghamshire Council area and it is therefore considered that no further breakdown will be required at this stage.

If yes, list here with actions to help you gather data for the improvement plan in Step 5

Is there any potential for direct or indirect discrimination?



Equality Impact Assessment (EqIA) Screening Template

April 2020

X Yes

No

If yes, please provide more detail on how you will monitor/overcome this – The potential for such discrimination is not yet fully known however it is anticipated that any potential will be highlighted as part of the consultation and improvements can then be considered and implemented where possible as part of the improvement plan detailed below.

A successful consultation will require sight of the consultation by the public and stakeholders, therefore issues regarding reach e.g.:

- display of public notices not coming to the attention of blind people and those who are not able to go outside easily
- content of notices (language barriers) (ease of understanding),
- replying to a consultation (different formats, use of technology – are they available for non-internet users, range of methods and available for those with health issues or disabled) will need to be considered as part of the process.

Conclusion:

The SCI is for all those who live, work and carry out business in Buckinghamshire and anyone else who has an interest in planning matters in the council area, regardless of any equalities characteristics. The principal consideration is that Council engagement on planning matters is accessible to all, by employing a range of means of communication and following accessibility guidelines in all our publications. These principles are embedded within the SCI itself, which sets out this range.

Step 4: Improvement plan – what are you going to change?

We have updated the SCI to take account of the issues identified. Since the SCI sets out the principles of the Council’s engagement on planning matters, rather than specific engagement exercises, we have added a number of options to the SCI that the Council will draw upon when developing engagement activities. These options are set out in the table below.

Issue	Action	Performance target (what difference will it make)	Lead Officer	Achieved
Access to consultation – public notices – how to have maximum number of people see the notice	Consider: <ul style="list-style-type: none"> - letters to affected properties - notifications to organisations 	Reduce potential for missed consultation by members of public in protected groups. Increased consultation and feedback	Various	Ongoing, as part of business as usual and for successive engagement exercises



Equality Impact Assessment (EqIA) Screening Template

April 2020

Issue	Action	Performance target (what difference will it make)	Lead Officer	Achieved
	<ul style="list-style-type: none"> - list of hard to reach people (opt in only) - different formats - font size <p>Prepare – a Neighbour consultation procedure note</p>		Mark Aughterlony	Scheduled for end 2021
Language barriers	<p>Consider notices and consultation – ensure alternative formats notified and available or obtainable where possible</p> <p>Prepare – a Neighbour consultation procedure note</p>	As above	Various Mark Aughterlony	Ongoing, as part of business as usual and for successive engagement exercises Scheduled for end 2021
Ease of response	<p>Consider response options for accessibility for all groups e.g. telephone, in person, internet, software conversation.</p> <p>Prepare – a Neighbour consultation procedure note</p>	As above	Various Mark Aughterlony	Ongoing, as part of business as usual and for successive engagement exercises Scheduled for end 2021

As implementation will not necessarily apply to all cases, this has the potential to be discriminatory and therefore further procedures and guidance will need to be considered on how to do this consistently.

EqIA approved by: Natalie Donhou-Morley

Date: 2/11/2021

Next review date: 2/11/2022



Report to Cabinet

Date:	7 th December 2021
Reference number:	N/A
Title:	Contract to award the Household Recycling Centre Service (HRC)
Cabinet Member(s):	Peter Strachan , Cabinet Member for Environment and Climate Change
Author:	Martin Dickman , Service Director Neighbourhood Services (Martin.Dickman@buckinghamshire.gov.uk)
Contact Officer:	Gurbaksh Badhan , Head of Strategic Waste Management and Enforcement (Gurbaksh.Badhan@buckinghamshire.gov.uk)
Ward(s) affected:	All Wards (link to find your councillor)

There is a confidential appendix (Appendix 1, Tender Evaluation Report) which is exempt by virtue of paragraph 3 of Schedule 12A of the Local Government (access to Information) (Variation) Order 2006 because it contains information relating to the financial or business affairs of a particular person

Recommendations:

1. To proceed to award the contract for the Household Recycling Centre Service to the preferred bidder (Bidder B).
2. The Director of Property and Assets, in consultation with the Cabinet Member for Finance, Resources, Property & Assets, is authorised to finalise, agree, exchange and complete the lease documentation.

3. That authority is delegated to the Head of Strategic Waste Management and Enforcement to undertake all necessary appropriate steps in relation to the award and execution of this contract.
4. To note that MTFP funding for the HRC new service contract of £250k in 22/23 and going up to £300k by 24/25 has been included within MTFP proposals for the current 3-year MTFP.

Reason for decision:

Contracting arrangements for the management of the Household Recycling Centre Service includes management of waste materials, haulage, management of associated assets are required to be in place to meet business critical activities which Buckinghamshire Council currently undertakes to discharge its legal compliance duties. To note:

1. The spend value of the service contract means there is a compliance requirement related to Public Contracts Regulations 2015; and
2. The Council has a statutory duty to provide Household Recycling Centres under the Environmental Protection Act (EPA) 1990. These contracting arrangements are required to be in place to meet business critical activities.

1. Executive summary

- 1.1 The new contracting arrangement needs to be in place for the service commencement date 1st April 2022. The contract consolidates numerous waste materials and service into a single contract.
- 1.2 The contract term will be five years with an option to extend up to a further five years (total term up to ten years). The contract commencement date is 1st April 2022, with options to extend up to 31st March 2032. Year six of the contract is the sole right of the Council to extend thereafter by mutual consent.
- 1.3 Bidder B has been selected as the preferred bidder as their solution has been identified as the most economically advantageous in accordance with the published evaluation, criteria, weightings and methodology.

2. Content of report

- 2.1 The new contracting arrangement needs to be in place for the service commencement date 1st April 2022. The contract includes the provision of the following arrangements:
 - Operate and manage the Household Recycling Centres (HRC), deliver the HRC service in accordance with the Waste Access and Acceptance Policy (WAAP),

for further details see <https://www.buckscc.gov.uk/media/4515713/waste-access-and-acceptance-policy-waap-apr-2021.pdf>

- To proactively assist customers to segregate, deposit and recycle waste safely and unload customer vehicles.
- The management and sale of reuse items received at the HRCs, which will be provided through the bidder's direct partnering arrangements.
- The contract performance target is to achieve an overall minimum annual recycling, reuse, composting target of 68%.
- The Council has aspirations to reach a performance target of 73% or more over the future contract term. This will form part of ongoing considerations including value for money as this could be at an additional cost to the Council.
- The bidder will manage batteries, gas cylinders and Waste Electrical Electronic Equipment in accordance with the relevant Producer Compliance Scheme. The bidder may need to consider Deposit Return Schemes and Extended Producer Responsibility Schemes as examples of future Producer Compliance Schemes that relate to the Resources and Waste Strategy.
- The bidder is required to contribute to the improvement of the economic and social well-being of Buckinghamshire, in line with The Public Services (Social Value) Act 2012. This includes, but not limited to:
 - Ensuring employment opportunities are promoted and made available.
 - Targeting people living in Buckinghamshire from priority groups for employment opportunities; and
 - Developing apprenticeships, with a focus on priority groups.
- The bidder is required to provide solutions, to be agreed with the Council, to engage, explore and support the activities of charitable and community organisations as a minimum. This includes, but not limited to:
 - promoting reuse and recycling;
 - a customer service plan (includes a dedicated staff member to undertake communication activities across all HRCs which align strategically to the Council's waste communications); and
 - a community stakeholder liaison plan (for example local area forums / community boards, socially disadvantaged and community groups) and facilitate visits for Council members, members of the public,

parish councillors, community groups, schoolteachers and pupils (and their parents) to the HRCs.

- The future contracting arrangements include the management, transfer and treatment of a range of materials including but not limited to; paper, cardboard, glass, asbestos, inert waste (soil and hardcore), textiles, metal, household chemicals and plastics from the nine HRCs located across the administrative boundary to commence 1st April 2022.
- The future contracting arrangements include the management, transfer and delivery from the nine HRCs located across the administrative boundary of residual, green, bulky and wood waste to the Council's separate treatment and disposal contracting arrangements.
- The future contracting arrangements include repair and maintenance obligations for HRC assets which include plant, equipment, and vehicles and the nine HRCs across the administrative boundary.
- The future contracting arrangements include flexibility for the provision of lifecycle replacements of plant, equipment and vehicles.
- The future contracting arrangements provides flexibility to increase and decrease the number of HRCs including opening and closing times should the Council require at a future point in time.
- The future contracting arrangements include provisions for optimising vehicle routing for all nine HRCs. Also, considers minimising the carbon footprint of transporting numerous waste materials, which form part of the bidder's solution and to the Council's separate treatment and disposal contracting arrangements.
- Future flexibility, if required, to manage, store and bulk kerbside collected food waste at one or more HRCs. The Council, under a separate contract, will arrange for the transfer of the food waste to treatment facility(ies).
- The award of the contract continues to enable Buckinghamshire Council to consider future transformational opportunities for Waste Management services. The term of the contract provides flexibility to extend for up to a further five years, which continues to provide medium to long term strategic aims to be achieved.

3. Procurement Process and Evaluation Approach

- 3.1 The procurement process was undertaken by a multi-disciplined project team with representatives from Council staff including Legal, Finance, Property and Strategic

Waste Management and Enforcement and Procurement. Due to the complexities of the project additional external advisors were also appointed; Sharpe Pritchard (legal), Resource Futures (waste technical) and New Networks (financial). The procurement was undertaken as a Competitive Dialogue (CD) process in order to identify the most economically advantageous solution. A detailed evaluation has been conducted, please refer to Appendix 1. The tender documents and all subsequent clarifications raised by the Council and bidders were managed through the Council’s e-sourcing system.

- 3.2 The CD process involved two-stages – pre-submission and final tender. Both stages enabled clarification dialogue meetings to be held with bidders and enabled bidders to raise clarification questions to the Council’s project team. The Council set out its positions on key commercial matters within the tender documents. Where necessary the Council revisited some commercial matters to reach acceptable commercial terms. All meetings were held on-line via Microsoft Teams as Covid-19 lockdown restrictions were in place.
- 3.3 The evaluation approach and methodology was agreed by the project executive in consultation with the project team. This remained the same throughout the tender documents. The total evaluation score for each bid is derived from adding the weighted Quality score and weighted Price score to provide a total score to identify the most economically advantageous tender (MEAT) and the preferred bidder. For further details see Table 1, Table 2, Table 3 and the financial evaluation methodology section below.

Table 1: Evaluation Criteria

Evaluation Area	Weighting
Quality	60%
Finance	40%
Total	100%

Quality Evaluation Methodology

- 3.4 The Method Statement Questions all had weightings attached to them to reflect their relative importance (Table 2) to the Council (including the project team). This information was provided to bidders.

Table 2: Method Statement weightings

Criteria weighting (%)	Sub-Criteria Weighting (%)
Method Statement 1 – Contract Management - 20%	MS 1.1 Staffing and sub-contractors - 6%
	MS 1.2 Contract Management Portal (CMP)/Information and data management - 6%
	MS 1.3 Liaison with the Council and Stakeholders - 2%

	MS 1.4 Business Continuity including Emergency Closure and Opening Plan - 6%
Method Statement 2 – Health and Safety - 5%	Not applicable
Method Statement 3 – Contract Mobilisation & Expiry Plan – including Early Termination - 5%	Not applicable
Method Statement 4 – HRC Management - 30%	MS 4.1 Management of HRCs - 9%
	MS 4.2 Security of the HRCs and associated Plant, Equipment - 2%
	MS 4.3 Provision, repair and maintenance of Vehicles, Containers, Plant and Equipment - 6%
	MS 4.4 Transportation and transport management - 8%
	MS 4.5 Operation of HRCs’ WAAP - 5%
Method Statement 5 – Materials Management Plan – including Recycling/increased Diversion and Treatment & Disposal - 25%	MS 5.1 –Materials marketing and end destinations of all Waste streams and on- going management of the agreements/arrangements - 6%
	MS 5.2 – Management and minimisation of Contamination of the Waste streams - 4%
	MS 5.3 –Recycling and Reuse through operational Diversion Incentive/s and other methods and for maximising Diversion from Disposal - 7%
	MS 5.4 –Adherence to Producer Compliance Schemes and other relevant Legislation - 4%
	MS 5.5 –Disposal and Treatment of Non-Hazardous Waste and Hazardous Wastes - 4%
Method Statement 6 – Customer Care - 5%	Not applicable
Method Statement 7 – Communications - 3%	Not applicable
Method Statement 8 – Social Value - 3%	Not applicable
Method Statement 9 – Environmental Management - 4%	Not applicable

3.5 In addition to the weightings there was an agreed scoring methodology used to evaluate the bidders Method Statement responses. Table 3 provides the scoring methodology.

Table 3: Summary of Scoring Methodology

Rating	Definition	Score
Excellent	The response provides sufficient information to assess the quality of the answer, with excellent Evidence provided within the response. The Bidder will provide an excellent quality service against this criterion being assessed, with no concerns regarding delivery. The response demonstrates activities and methods that will be certain to provide Added Value. The answer is excellent in all respects.	5
Good	The response provides sufficient information to assess the quality of the answer, with good Evidence provided within the response. The Bidder will provide a good quality service against this criterion being assessed, with no concerns regarding delivery. The answer is good in all respects.	4
Acceptable	The response provides sufficient information to assess the quality of the answer with some reasonable Evidence provided within the response. The Bidder will provide an acceptable quality of service against this criterion being assessed, but with three or fewer minor concerns.	3
Minor Concerns	The response provides sufficient information to assess the quality of the answer but with a lack of provision of Evidence and /or contains several minor concerns regarding the Bidder's response. The answer provides only a low level of confidence that the Bidder will provide an acceptable quality of service against this criterion.	2
Major Concerns	The response provides sufficient information to assess the quality of the answer but with a significant lack of provision of Evidence and one or more major concerns regarding the Bidder's response. The answer does not give confidence that the Bidder will provide an acceptable quality of service against this criterion.	1
Unacceptable	The response does not meet the requirements of the specific individual criterion being assessed. It does not provide sufficient information and there is a significant lack of Evidence and / or the response contains several major concerns. The answer does not give confidence that the Bidder has the ability, understanding, experience, skills, resources or quality measures required to provide the service.	0

3.6 Each sub-criterion (or criteria where there was no sub-criteria) was evaluated using the 0-5 scoring system. The weighted quality score for each criterion was calculated as:

$$\text{Method Statement score} / \text{maximum criterion score (i.e. 5)} \times \% \text{ criterion weighting} = \text{weighted quality score}$$

3.7 Each weighted quality score for each criterion was added together and multiplied by 60% to provide the overall weighted quality score.

Financial Evaluation Methodology

- 3.8 The tender documents published how bidders would be scored related to their price submissions.
- 3.9 The nominal Annual Service Costs includes, but not limited to the following: management of all HRCs, all transport movements, brokering of contract waste, some additional services including Bill of Quantity rates, and income is included as a net figure of the total cost of the service. The Net Present Cost is calculated by discounting the Annual Service Costs of the evaluated services for each Contract Year from 1st April 2022 using the nominal Treasury Discount Rate of 6.09%.
- 3.10 Each bidder's price score was obtained by dividing the lowest Net Present Cost of all bidders by the bidder's Net Present Cost being evaluated. The result was then multiplied by 100 to obtain the price score for the bidder being evaluated. This approach is represented by the equation below:

$$\text{Price score for Bidder} = (\text{Lowest price} / \text{Bidder price being evaluated}) \times 100$$

- 3.11 Each bidder's price score was multiplied by 40% to provide the weighted price score for each bidder.

Evaluation Process

- 3.12 The submitted tender documents were subject to compliance checks as set out in the tender documents.
- 3.13 There were two separate evaluation teams - Quality Evaluation Team (QET) and Finance Evaluation Team (FET). Both evaluation teams raised a number of clarification questions with bidders during the evaluation process and this was managed through the Council's e-sourcing system. The price submissions were not available to the QET to ensure that price did not influence the quality evaluation.
- 3.14 Resource Futures, the Council's external technical advisors, ensured that the quality evaluation and process complied with the evaluation methodology. The process involved evidencing that the evaluation descriptors, the scoring and final moderation reflected the evaluation methodology.
- 3.15 Buckinghamshire Council's financial team, who were not part of the project team, ensured that the financial evaluation and process complied with the financial evaluation methodology.
- 3.16 The Council's external legal advisors ensured that the quality and financial evaluation process and methodology complied with Public Contracts Regulations 2015.

4. Other options considered

4.1 Other options are:

- a) The 'Do nothing' option is not recommended as no contracting arrangements will be in place beyond 31st March 2022 (all current contract extensions have been utilised).
- b) The 'Do minimum' option is the preferred option. The Council has a statutory duty to provide service for Household Recycling Centres. The contract term will be from the 1st April 2022 to the 31st March 2027, there is an option to extend for up to a further 5 years to 31st March 2032.
- c) The 'Alternative Option' is:

Award to the alternative bid that was submitted; however, the bid was considered in both technical and financial evaluations and it did not represent overall Value for Money (VfM). Further, if the Council did award the contract to the alternative bidder this would not be in compliance with the published tender award criteria and would be at risk of challenge under the procurement regulations or by judicial review, therefore this is not the recommended option.

5. Legal and financial implications

Financial implications

- 5.1 The Council is likely to need to invest in plant, equipment and vehicles as part of life cycle replacements to continue to deliver VfM. If the Council considers it appropriate to deliver higher aspirational performance targets for reuse, recycling and composting, for example but not limited to climate change, there are envisaged service cost changes which may require the Council to invest. This will be monitored and reviewed as part of the Council's Medium-Term Financial Plan (MTFP).
- 5.2 The extension periods (apart from the first extension period, which is the Council's sole right), are by mutual agreement. The contract will be monitored and managed in line with the Council's requirements to consider repair and maintenance costs for plant, equipment and vehicles and asset management of the nine Household Recycling Centres to deliver VfM. Extension periods will be considered as part of wider considerations to optimise VfM which will be monitored and reviewed as part of the Council's MTFP.
- 5.3 The Council may wish to consider some opportunities and further optimisation to support delivery and whole system costs throughout the contract period.
- 5.4 The Net Present Cost (NPC) of the Contract value over the five-year contract period for Bidder B is £15,045,707. The estimated Contract value over a potential ten-year

contract period for Bidder B would result in an NPC of £28,546,979, with Contract years 6-10 based upon inflation of 2.5% p.a. from Contract Year 5.

5.5 All costs assumed include a baseline service, forecast waste volumes and contract inflation. Should the Council require additional services from time to time (additional people, containers etc) then there will be further costs. These should be monitored and reviewed as part of the Council’s Medium-Term Financial Plan.

5.6 Table 4 shows the Council’s Medium-Term Financial Plan (MTFP) position.

Table 4: MTFP Summary

New Growth / Base budget pressures		2022/23	2023/24	2024/25	Commentary
Service area	Reason for / description of change	£000's	£000's	£000's	
Household Recycling Centres	Waste: HRC new service contract (range £300k - £500kpa).	250	275	300	Increased contract costs due to the current contract costs being competitive. New contract costs assume a baseline service cost, forecast waste volumes and contract inflation

5.7 The contract will be awarded prior to 31 March 2022, with a service commencement date 1st April 2022. There are MTFP implications for this HRC tender award given the variances identified between the winning bidder's costs and the available budgets over the MTFP period. Should the proposals be approved as part of the MTFP process, the growth pressure will be addressed accordingly. Where MTFP growth approval is pending or not given, the Service will have to absorb the pressure through alternative savings elsewhere within operations. All costs assumed include a baseline service, forecast waste volumes, and contract inflation. Should the Council require additional services from time to time (additional people, containers etc) then there will be further costs. These should be monitored and reviewed as part of the Council’s Medium-Term Financial Plan.

5.8 As the service is a statutory service the contract has to be awarded otherwise there would not be any service provision in place from 1st April 2022. If the MTFP bid is not successful, the costs the scope of the service provision would need to change for example, closing at least 2 HRCs, reducing the days that some of the HRCs operate and increase fees and charges. Detailed work has not yet been undertaken but would be undertaken if the funding was not secured.

5.9 The preferred bidder (Bidder B) solution provides suitable contracting arrangements, enabling the Council to achieve an acceptable balance between Value for Money (VfM) and service provision throughout the term of the Contract. It's recommended that any one-off net saving would be held within the Council's agreed waste reserve to ensure the continued financial resilience for the service.

Legal implications

5.10 Specialist legal advice to support the project has been provided by external legal advisors, Sharpe Pritchard, alongside the Council's in-house legal advisor, who confirm:

- i) The Council, as the Waste Disposal Authority, has a duty under the Environmental Protection Act (EPA) 1990, to provide Household Recycling Centres within the administrative boundary.
- ii) The Council has conducted the procurement for the management for the Household Recycling Centre service in accordance with the Public Contracts Regulations 2015 (as amended) ("2015 Regulations") using the Competitive Dialogue procedure, under which the Council entered into dialogue with bidders, in order for the Council to identify solutions capable of meeting its needs.
- iii) The contract has been drafted by Sharpe Pritchard with the input from the wider Council team and some amendments agreed with bidders through clarifications. The Council's external legal advisors, Sharpe Pritchard will work with the Council and its wider team to confirm commitments and terms submitted in the final tender of the preferred bidder and finalise the terms of the contract as permitted under the Public Contracts Regulations 2015 Reg 30. Sharpe Pritchard will prepare the contract documents for the Council and the Contractor to execute.

Corporate implications

- **Property**

Property implications have been considered and a lease agreement including repair and maintenance obligations will be in place. Any retained responsibilities are detailed in the leases.

- **HR**

Not directly for Council employees, there may be indirect implications through contracted services.

- **Climate change**

Buckinghamshire Council have a Climate Change and Air Quality Strategy which includes reducing waste and increasing recycling as one of its goals. This is a core business-as-usual requirement in the management and operation of the HRC service.

The Household Recycling Centre Service contract has an overall performance target to achieve reuse, recycling and composting target of 68%. This will contribute to the Climate Change and Air Quality Strategy goals.

The future contract has an aspirational reuse, recycling and composting performance target of 73% or more. However, this aspirational target will form part of ongoing considerations including value for money as this could be at an additional cost to the Council.

In Monthly and Annual Reports, Bidder B is required to record and report the measurement of performance against agreed carbon metric baselines, which will be established during the contract mobilisation period. Bidder B is required to demonstrate agreed improvement against targets over the Contract period. This includes any changes to environmental legislation.

- **Sustainability**

There is a requirement for the Contractor to reduce the environmental impact of the services provided during the contract term. The solutions align with both the proximity principle and reducing vehicle emissions therefore reducing transportation requirements i.e. carbon, including optimising vehicle routing and how the various waste materials are managed.

The future contracting arrangements require the bidder to manage recyclable and non-recyclable waste delivered to the HRC's through the most appropriate route. Bidder B is required to deliver performance through reuse, recycling, composting and diversion from disposal (landfill and treatment).

- **Equality**

Equalities requirements in relation to the Contractor's own employees is a legal obligation to comply with. The Contractor is obliged to comply with the Equalities Act and suitable provisions form part of the contract. The service is provided under the Council's Waste Access Acceptance Policy (<https://www.buckscc.gov.uk/media/4515713/waste-access-and-acceptance-policy-waap-apr-2021.pdf>). An Equality Impact Assessment has been completed, please see Appendix 2.

- **Data**

A Data Protection Impact Assessment (DPIA) full assessment will be undertaken. A Screening Questionnaire has been completed (please see Appendix 3). There are no envisaged implications, however a full assessment and specific associated assessments (CCTV) will be undertaken during the mobilisation period, no data will be processed under the new contract until 1st April 2022. The assessment will include the specific details of the preferred bidder (Bidder B) and adherence with Council process and procedures.

- **Value for Money (VfM)**

A competitive procurement process has been undertaken. The recommendation provides an acceptable balance between VfM and service provision requirements compared to alternatives.

6. Local councillors & community boards consultation & views

6.1 A formal consultation is not applicable.

7. Communication, engagement & further consultation

7.1 The procurement process has not impacted on the Household Recycling Centre service and was not expected to do so, therefore not considered appropriate during the procurement phase. However, the HRCs are a frontline service, stakeholders have been mapped and key messages prepared in readiness for contract award.

7.2 Awarding the contract moves the project into a public sphere. Once the contract has been awarded the Council will work with the preferred bidder to prepare a press release to publicly announce the contract highlighting the benefits to the Council, Contractor, local residents and environmental performance.

7.3 After the contract award, key internal stakeholders will be kept informed and updated on progress of mobilising the new contract and the demobilisation of the existing contract.

7.4 Post contract award the Council will work with the preferred bidder to prepare a full communications plan covering the first year of the contract and key dates and/or events. Communications delivery will start prior to the contract commencement date to ensure stakeholders are informed and reassured about service continuity. Guidance on the above has been sought from the Communications team and this work has been included in the team's forward planning.

8. Next steps and review

8.1 Following the decision being made the following next steps will be actioned:

Next Steps	Indicative Date
Clarification and Evaluation of Final Tenders followed by internal governance processes This period includes:	28 th July 2021 – 13 th December 2021
Cabinet meeting	7 th December 2021
Contract Award	13 th December 2021 (Subject to contract and expiry of procurement standstill period)

Contract Mobilisation and Demobilisation (including confirmation of final commitments and contract execution)	24 th December 2021 – 31 st March 2022
Contract Commences	1 st April 2022
Contract Monitoring & Management	Ongoing
Regular review of the Contract as part of Contract Management (ongoing)	Minimum annual health check review

9. Background papers

9.1 The following background papers are included with this report:

Appendix 1 for Contract to award the Household Recycling Centre Service (HRC) – Confidential Tender Evaluation Report

Appendix 2 for Contract to award the Household Recycling Centre Service (HRC) - Equality Impact Assessment

Appendix 3 for Contract to award the Household Recycling Centre Service (HRC) - DPIA Screening Questionnaire

Your questions and views (for key decisions)

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



Equality Impact Assessment (EqIA)

The Public Sector Equality Duty (PSED) was introduced as part of the Equality Act 2010, which protects people from discrimination in the workplace, in the provision of services and in wider society.

The duty requires all public bodies to have due regard to the need to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people

Public bodies demonstrate this due regard in different ways, including producing robust equality impact assessments when considering changes to policies and services.

An EqIA enables us to check the potential impacts on residents and employees of our policies, services and projects. It's an opportunity to challenge how we currently do things.

Carrying out an EqIA should not create extra work; it should be part of your normal service planning process. Most of the information required should already be available to you through other work already undertaken e.g. service user monitoring, analysis of complaints and national research.

The purpose of an EqIA is to *take account* of equality as plans develop, to promote and assist the consideration of equalities issues arising in plans and proposals and to ensure that where possible adverse or disproportionate impacts are minimised and positive impacts are maximised. As such where possible an EqIA should be started at the outset of a project/proposal and continually be developed and reviewed until a final proposal is adopted. An EqIA should be used to ensure decision makers have all the information they need regarding potential impacts to ensure they have due regard to the Public Sector Equality Duty when making judgements.

Carrying out EqIAs should be an integral part of policy or service development/change and larger projects may need more than one EqIA if different areas are impacted by the change.

Any project that requires consultation will automatically require an EqIA.

All approved and signed EqIAs are recorded in a central register. Please email your completed draft EqIA to equalities@buckinghamshire.gov.uk. Previous EqIAs can be made available for information upon request. For any questions or if you require support in completing your EqIA please contact Maria Damigos and Natalie Donhou Morley directly.



Equality Impact Assessment (EqIA)

Part A (Initial assessment) - Section 1 - Background

Proposal/Brief Title: **Contract to award the Household Recycling Centre Service (HRC)**

OneDrive link to report/policy:

Related policies:

Date: 22nd September 2021

Type of strategy, policy, project or service:

Please tick one of the following:

- Existing
- New or proposed
- Changing, update or revision
- Other (please explain)

This assessment was created by:

Name: Gurbaksh Badhan

Job Title: Head of Strategic Waste Management and Enforcement

Email address: Gurbaksh.Badhan@buckinghamshire.gov.uk

Briefly describe the aims and objectives of the proposal below:

Contracting arrangements for the management of the Household Recycling Centre Service includes management of waste materials, haulage, management of associated assets are required to be in place to meet business critical activities which Buckinghamshire Council currently undertakes to discharge its legal compliance duties. To note:

1. The spend value of the service contract means there is a compliance requirement related to Public Contracts Regulations 2015; and
2. The Council has a statutory duty to provide Household Recycling Centres under the Environmental Protection Act (EPA) 1990. These contracting arrangements are required to be in place to meet business critical activities.

There are no changes to the service provisions currently offered to the public.



Equality Impact Assessment (EqIA)

What outcomes do we want to achieve?

The new contracting arrangement needs to be in place for the service commencement date 1st April 2022. The contract consolidates numerous waste materials and service into a single contract.

The contract term will be five years with an option to extend up to a further five years (total term up to ten years). The contract commencement date will be 1st April 2022, with options to extend up to 31st March 2032.

The preferred bidder (Bidder B) will provide a solution which delivers value for money compared to landfill and energy from waste disposal / treatment costs.

The preferred bidder (Bidder B) shall also comply with the Equality Act 2010 Code of Practice on Employment and the Equality Act 2010 Code of Practice on Equal Pay (the "Codes") (or any replacement guidance and/or publication) issued by the Equality and Human Rights Commission at all times. These requirements form part of the contracting obligations.

The HRC service will be provided in accordance with the Waste Access and Acceptance Policy (WAAP), for further details see <https://www.buckscc.gov.uk/media/4515713/waste-access-and-acceptance-policy-waap-apr-2021.pdf>

There are no changes to the service provisions currently offered to the public.

Does this proposal plan to withdraw a service, activity or presence? Yes/No

Please explain your answer:

No - The Council has a statutory duty to deliver the HRC service and there are no changes to the service provision. Bidder B will provide operational solutions to deliver the service in accordance with their Tender submission. This will include partnering, brokering arrangements, management, transfer and treatment of a range of materials including but not limited to; re-use, paper, cardboard, glass, asbestos, inert waste (soil and hardcore), textiles, metal, household chemicals and plastics from the nine Household Recycling Centres (HRCs) located across the administrative boundary to commence 1st April 2022.

The bidder is required to contribute to the improvement of the economic and social well-being of Buckinghamshire, in line with The Public Services (Social Value) Act 2012. This includes, but not be limited to ensuring employment opportunities are promoted and made available, targeting people living in Buckinghamshire from priority groups for employment opportunities and developing apprenticeships, with a focus on priority groups.



Equality Impact Assessment (EqIA)

Bidder B 's proposal identifies specific targets such as school leavers, long term unemployed and local people, and goals are to be finalised during mobilisation. This EqIA will be updated prior to contract commencement.

Does this proposal plan to reduce a service, activity or presence? Yes/No

Please explain your answer:

No - This is a contract award for a statutory service. As agreed by Cabinet in April 2020. Please see link below:

[Report for Household Recycling Centre \(HRC\) Service - Procurement Project](#) PDF 875 KB

[Appendix 1 for Household Recycling Centre \(HRC\) Service - Procurement Project](#) PDF 470 KB

[Appendix 3 for Household Recycling Centre \(HRC\) Service - Procurement Project](#) PDF 570 KB

[Appendix 4 for Household Recycling Centre \(HRC\) Service - Procurement Project](#) PDF 520 KB

Does this proposal plan to introduce, review or change a policy, strategy or procedure?
Yes/No

Please explain your answer:

No - This is a contract award for a statutory service. As agreed by Cabinet in April 2020. Please see link below:

[Report for Household Recycling Centre \(HRC\) Service - Procurement Project](#) PDF 875 KB

[Appendix 1 for Household Recycling Centre \(HRC\) Service - Procurement Project](#) PDF 470 KB

[Appendix 3 for Household Recycling Centre \(HRC\) Service - Procurement Project](#) PDF 570 KB

[Appendix 4 for Household Recycling Centre \(HRC\) Service - Procurement Project](#) PDF 520 KB

Does this proposal affect service users and/or customers, or the wider community? Yes/No

Please explain your answer:

No - No specific changes are planned, which would affect service users and/or customers or the wider community.

Does this proposal affect employees? Yes/No

Please explain your answer:

No - Not directly for Council employees, there may be indirect implications through contracted services.



Equality Impact Assessment (EqIA)

Will employees require training to deliver this proposal? Yes/No

Please explain your answer:

No – All employees working on this proposal are trained and able to complete any requirement sufficiently.

Has any engagement /consultation been carried out, or is planned in the future? Yes/No

Please explain your answer:

No - No specific changes are planned that would require engagement / consultation. The Council has a statutory duty to deliver this service.

Section 2 - Impacts

Please highlight potential impacts (including unintended impacts or consequences) for each protected characteristic*/equality groups below. Where there are negative or positive impacts please give more details of the impact. Where the impacts are unclear please explain why.

Age*				
Positive	Negative	Unclear	None	

Details:

Disability*				
Positive	Negative	Unclear	None	

Details:

Pregnancy & maternity*				
Positive	Negative	Unclear	None	

Details:

Race & Ethnicity*				
Positive	Negative	Unclear	None	

Details:

Marriage & Civil Partnership*				
Positive	Negative	Unclear	None	



Equality Impact Assessment (EqIA)

Details:

Religion & Belief*

Positive	Negative	Unclear	None
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Details:

Sex*

Positive	Negative	Unclear	None
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Details:

Sexual Orientation*

Positive	Negative	Unclear	None
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Details:

Gender Reassignment*

Positive	Negative	Unclear	None
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Details:

Gender identity

Positive	Negative	Unclear	None
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Details:

Carers

Positive	Negative	Unclear	None
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Details:

Rural isolation

Positive	Negative	Unclear	None
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Details:

Single parent families

Positive	Negative	Unclear	None
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Equality Impact Assessment (EqIA)

Details:

Poverty (social & economic deprivation)

Positive	Negative	Unclear	None
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Details:

Military families / veterans

Positive	Negative	Unclear	None
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Details:

The preferred bidder (Bidder B) shall also comply with the Equality Act 2010 Code of Practice on Employment and the Equality Act 2010 Code of Practice on Equal Pay (the “Codes”) (or any replacement guidance and/or publication) issued by the Equality and Human Rights Commission at all times. These requirements form part of the contracting obligations therefore it is expected that there will be no impacts on the groups.

Section 3 – Is a full assessment required?

If you have answered yes to any of the initial assessment questions in section 1 of this eqia, or have indicated a negative or unclear impact in section 2, it is likely you will need to complete part B of the EqIA form. Should you need guidance as to whether a full EqIA is needed at this time please contact Maria Damigos or Natalie Donhou Morley before continuing.

Following completion of part A, is part B completion required?

- Yes
- No
- Not required at this time

Explain your answer:

There are no defined changes. The Council has a statutory duty to deliver the HRC service and there are no changes to the service provision. Bidder B will provide operational solutions to deliver the service in accordance with their Tender submission. This will include partnering, brokering arrangements, management, transfer and treatment of a range of materials including but not limited to; re-use, paper, cardboard, glass, asbestos, inert waste (soil and hardcore), textiles, metal, household chemicals and plastics from the nine Household Recycling Centres (HRCs) located across the administrative boundary to commence 1st April 2022.

The bidder is required to contribute to the improvement of the economic and social well-being of Buckinghamshire, in line with The Public Services (Social Value) Act 2012. This



Equality Impact Assessment (EqIA)

includes, but not be limited to ensuring employment opportunities are promoted and made available, targeting people living in Buckinghamshire from priority groups for employment opportunities and developing apprenticeships, with a focus on priority groups.

The HRC service will provided in accordance with the Waste Access and Acceptance Policy (WAAP), for further details see <https://www.buckscc.gov.uk/media/4515713/waste-access-and-acceptance-policy-waap-apr-2021.pdf>

Contract documents have been prepared by a cross disciplined team including internal and external legal representatives. The contractual requirements are compliant with equality legislation.

Section 4 – Sign off (Only complete when NOT completing Part B)

Officer completing this assessment: Gurbaksh Badhan Date: 21st October 2021

Equality advice sought from: Maria Damingos Date: 23rd July 2021

Service Director sign off: Martin Dickman Date: 21st October 021

CMT sign off (*if deemed necessary by Service Director*) sign off: (Please insert name) Date: (Please insert Date)

Next review Date: 1st March 2022 (Prior to service contract commencement date)

If required please complete part B (full assessment)

Part B (Full assessment) - Section 5 – Further information

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

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

Section 6 - Information gathering – what do you need to know about your customers and making a judgement about potential impacts on them?

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 protected characteristics* and equality groups (non-statutory)?

Guidance note (delete after completion)

This will be more important for negative or unclear impacts identified in Section 2 above.



Equality Impact Assessment (EqIA)

National data and research can be useful in identifying barriers, issues and areas where equality is likely to be a priority. These include Research undertaken by the Equality & Human Rights Commission, research undertaken by trades unions, commissioned research and reports, census data, labour force surveys

Institutional data such as ethnic monitoring data, surveys, consultations, and complaints and grievances can be used to identify local data.

Please also consider 'missing data' as this may be indicative of discriminatory practice.

Once all available data has been gathered, it should be examined to check whether there is evidence of any of the following: lower take up/participation rates by disadvantaged groups generally, lower take up/participation by certain groups, eligibility criteria which disadvantages groups, access to services being reduced or denied to people, people facing increased difficulty as a result of a policy/practice, a policy/practice resulting in reduced benefits for equality groups.

Age*:

Disability*:

Pregnancy and maternity*:

Race*:

Marriage & Civil Partnership*:

Religion or belief*:

Sex*:

Sexual orientation*:

Gender re-assignment*:

Gender identity:

Carers:

Rural isolation:

Single parent families:

Poverty (social & economic deprivation):

Military families / veterans:

Do you need any further information broken down by protected characteristic or equality group to inform this EqIA?



Equality Impact Assessment (EqIA)

- Yes
- No

If yes, list here to help you gather data for the action plan in Section 11

Section 7 – Negative effects, impacts or consequences

Is there any potential for or actual direct or indirect discrimination or a disproportionate effect on a protected group or equality group?

- Yes
- No
- Not sure at this time

What are the potential negative effects, impacts or consequences and how have, or may, they arise:

Section 8 – Proposals to remove or minimise negative effects, impacts or consequences

How is it proposed to mitigate or minimise the negative effects, impacts or consequences identified in Section 7?

Section 9 - Other factors to take into consideration:

Section 10 - Conclusion:

Section 11 - Action Planning

Actions to be taken to address negative effects, impacts or consequences and maximise positive impacts	Potential Outcomes	Lead	Timescales

Section 12 - Monitoring Arrangements

What are the plans to monitor the actual and/or final impact? (The EqIA will help anticipate likely effect but final impact may only be known after implementation)



Equality Impact Assessment (EqIA)

What are the proposals for reviewing and reporting actual impact?

Section 13 - Part A and B Sign off – (If Part B has not been completed please complete Section 4)

Officer completing Part A and B assessment: (Please insert Name(s)) Date: (Please insert Date)

Equality advice sought from: (Please insert name) Date: (Please insert Date)

Service Director sign off: (Please insert name) Date: (Please insert Date)

CMT sign off (if deemed necessary by Service Director) sign off: (Please insert name) Date: (Please insert Date)

Next review date:

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Buckinghamshire Council

Data Protection Impact Assessment Screening Questionnaire

Service Area: Strategic Waste Management and Enforcement

Project/Activity: Household Recycling Centre Service

Date: 05/11/2021

What is a Data Protection Impact Assessment (DPIA)? A DPIA is a process which assists the Council in identifying and minimising the privacy risks of new projects, services or policies. The DPIA will help to ensure that potential problems are identified at an early stage, when addressing them will often be simpler and less costly. A DPIA enables an organisation to systematically and thoroughly analyse how a particular project or system will affect the privacy of the individuals involved.

With this in mind please begin by completing the screening questions below

	Category	Screening question	Yes/No
1.1	Identity	Will the proposed activity involve the collection of new information about individuals? <i>i.e. information you have not previously collected/recorded before</i>	No
1.2	Identity	Will the proposed activity compel individuals to provide information about themselves?	No
1.3	Multiple organisations	Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information?	No
1.4	Data	Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?	No
1.5	Data	Does the proposed activity involve using new technology which might be perceived as being privacy intruding for example biometrics or facial recognition?	No
1.6	Data	Will the proposed activity result in you making decisions or taking action against <u>individuals</u> in ways which could have a significant impact on them?	No
1.7	Data	Is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For example health records, criminal records, or other information that people are likely to consider as private?	No
1.8	Data	Will the proposed activity require you to contact individuals in ways which they may find intrusive?	No

The HRC service will require a new [Electronic Surveillance DPIA](#) to be put in place as part of the contract mobilisation period and prior to any new data processing 1st April 2022. The existing HRC service DPIA and specific other associated assessments (CCTV) are at least 2 years old therefore these are required to be reviewed as part of the new contracting arrangements.

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