



Cabinet agenda

Date: Tuesday 13 September 2022

Time: 10.00 am

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

Membership:

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

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Agenda Item	Page No
1 Apologies	
2 Minutes	5 - 22

To approve as a correct record the Minutes of the meeting held on 12 July 2022.

3 Declarations of interest

4 Hot Topics

5 Question Time

Question from Councillor Robin Stuchbury to Councillor Steve Broadbent, Cabinet Member for Transport and Councillor Peter Strachan, Cabinet Member for Planning and Regeneration

“The section 106 agreement for the Osier Way development has designated part of the £840,000 funding for a specific route upgrade on the A421 and A413 to dual – 2 lane standard carriageway, which predetermines the question of the outcomes of the Buckingham transport study to be undertaken this autumn, the results of which were being submitted to the Town Council and other parishes in early 2023. This project funding has now been included in the signed section 106 agreement which implies that the study will be concentrating on the implementation details of an agreed scheme not the feasibility of alternatives. Buckingham Town Council is in the process of reviewing and updating its Neighbourhood Plan and as I understand it would definitely prefer to discuss such matters thoroughly before decisions are taken and funds committed. In what way does the Cabinet Member consider that pre-empting the results of a survey and not consulting the local Council until some months after a decision is made is in the spirit of the Town and Parish Charter, which is to enable Parish and Town Councils to contribute to the planning process and to work together with Buckinghamshire Council ? I look forward to a positive and engaging way forward within your response.”

6 Forward Plan (28 Day Notice) 23 - 36

7 Select Committee Work Programme 37 - 50
For Cabinet to note the Select Committee Work Programme.

8 Change to the Household Recycling Centre (HRC) service model from nine to ten sites 51 - 124

9 Highways Service - Term Consultancy Contract Award 125 - 136

10 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)

- | | | |
|-----------|---|------------------|
| 11 | Confidential minutes of 12 July 2022 | 137 - 138 |
| 12 | Confidential appendix for Highways Service - Term Consultancy Contract Award | 139 - 150 |
| 13 | Date of next meeting
11 October 2022 at 11am | |

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Cabinet minutes

Minutes of the meeting of the Cabinet held on Tuesday 12 July 2022 in The Oculus, Buckinghamshire Council, Gatehouse Road, Aylesbury HP19 8FF, commencing at 10.00 am and concluding at 1.01 pm.

Members present

M Tett, Cllr A Macpherson, G Williams, S Bowles, S Broadbent, J Chilver, A Cranmer, P Strachan and M Winn

Others in attendance

M Dormer, P Martin, S Morgan and R Stuchbury

Agenda Item

1 Apologies

There were none.

2 Minutes

RESOLVED –

That the Minutes of the meeting held on 7 June 2022 be approved as a correct record.

3 Declarations of interest

There were none.

4 Hot Topics

The following topics were raised:

Deputy Leader and Cabinet Member for Climate Change and Environment

The Cabinet Member provided an update on household waste collections in the south of the Council area that had for many weeks been problematic due to the re-organisation of rounds with the new contract. The Cabinet Member again apologised to residents and advised that as of Monday there were less than 100 missed bins still left in the system. It was expected that the service would be back to business as usual by next week.

The Leader, on behalf of the Council, also apologised to all those residents who had been affected by missed collections.

Cabinet Member for Transport

The Cabinet Member referred to the decision taken by Cabinet a few months ago to apply to the Department of Transport for a Designation Order to enforce moving traffic offences. The Cabinet Member was pleased to announce that the Council was one of a handful of councils to have received these powers in the first tranche of approvals. The Council would now proceed with the procuring of cameras and would begin using these powers at the 14 identified sites across Buckinghamshire from December.

Cabinet Member for Planning and Regeneration

The Cabinet Member provided an update on the call for more brownfield sites. The Council's two previous calls for brownfield sites had produced around 330 sites. At present the number of sites submitted through these calls for brownfield sites significantly underachieved the amount of land anticipated to be required in order to meet the housing requirements as set out in the Local Plan. Whilst on 13 June the Council expanded the call for brownfield sites to a call for all sites, the Council maintained its strong brown before green aspiration and encouraged all and any brownfield sites to be submitted as part of the current call. The current call for all sites was due to last until 11 September, following which the appropriateness and deliverability of all the submitted sites would be assessed.

The Cabinet Member reported that in June this year, the Government published up-to-date enforcement statistics for the financial year ending March 2022 and that these showed that Buckinghamshire was the 5th most active authority in England in relation to issuing Planning Enforcement notices and the number one most active authority outside of Greater London. In April, the Council also took the first direct action as an authority clearing five caravan pitches from a site in Little Chalfont. The Leader added that the Council had also made some significant decisions about enforcement in the north of the county, particularly the north of Buckingham area and stressed the importance of ensuring that people were aware that there were consequences if they breached planning control rules.

Nominations were currently open for the Buckinghamshire Design Awards 2022. These bi annual awards have been running for nearly 30 years and celebrate well designed new places and spaces that help make Buckinghamshire the best place to live, raise a family, work, and do business. More information was available on the Council's website (Design Awards).

Cabinet Member for Communities

The Cabinet Member reported that 3 more wardens had joined the street wardens team at the beginning of July. There were now 6 street wardens to undertake enforcement work and deal with anti-social behaviour (ASB) issues in Aylesbury and High Wycombe Town Centres.

The Public Space Protection Order consultations for Aylesbury Town Centre, Buckingham Town Centre, West End Road High Wycombe, Winslow and Steeple

Clayton closed this Monday (11 July) having run for four weeks. The consultations were undertaken to give stakeholders, councillors and community members the opportunity to comment on the current orders in place and would inform the decision on whether to review, amend or extend the provisions contained within them.

With regards to the Grants Review, the first meeting of the Grants Member Task and Finish Group took place on 23 June. This group would be overseeing phase 2 of the Corporate Grants Review, which would be looking at how the Council funded voluntary sector organisations to ensure a consistent approach across services.

The Cabinet Member provided an update on Helping Hands and the Household Support Fund. The Council had used just over £1.5m of the current Household Support Fund, which would run until 30 September. These funds had enabled the Council to support approximately 12,000 eligible young people during the May half term. During the summer holiday period, the Council would be distributing a £50 digital supermarket voucher for each eligible child. The Council was still awaiting clarification on the further extension to the Household Support Fund announced by the Government in May, but work continued through the Financial Insecurity Partnership to develop approaches to build financial resilience across Buckinghamshire residents. Thanks were expressed to the Helping Hand team for their excellent work.

Cabinet Member for Homelessness and Regulatory Services

The Cabinet Member reported that severe weather emergency provisions had been implemented to support rough sleepers during the current extreme hot weather. This included the provision of any additional support that rough sleepers might need during this period. It was noted that the Customer Access Points in the Council's offices had been made available during opening hours to anyone who needed to find shelter off the streets and access to water. Detailed messaging had been cascaded to Town and Parish Councils and Members regarding rough sleepers and extreme hot weather over the summer. The Cabinet Member advised that if someone found themselves sleeping rough or if someone saw anyone sleeping out on the streets of Buckinghamshire, they could contact Street Link online or phone 0300 500 0914. If someone saw anyone they believed to be under the age of 18 and/or were concerned about the health or welfare of anyone sleeping rough, they should call 999.

With regards to the extreme hot weather, the Leader also stressed the importance of using all possible forms of communication to advise residents, especially the vulnerable, on what to do in the extreme weather. The Chief Executive advised that the NHS have significant amounts of advice in relation to what we all should do, particularly those people who were older or vulnerable, in incidences of extreme weather. The Council had already put information out through social media and Richard Barker, Corporate Director for Communities, would be chairing a meeting later today to consider what more might be done, taking advice from the Director of Public Health.

The Council undertook a workshop last week with local registered providers to discuss how the Council and providers could best work together to maximise affordable housing delivery across Buckinghamshire. Council officers from housing, planning and property & assets attended the session and the feedback from the discussions was being reviewed to identify options and opportunities to develop the Council's joint working arrangements with registered providers going forward.

5 Question Time

Question from Councillor Robin Stuchbury to Councillor Peter Strachan, Cabinet Member for Planning and Regeneration and Councillor Steven Broadbent, Cabinet Member for Transport

“As part of the Buckingham Transport Strategy and the A421 Corridor, Buckingham Town Council will be starting the process of developing and updating the neighbourhood plan in line with current development plans. Will the Council and the Cabinet Member for Transport and the Cabinet Member for Planning and Regeneration be consulting and working in partnership with the Town Council at the earliest opportunity on a feasible route for the A421 Corridor sharing detailed advice bearing in mind previous historical discussions relating to the A421 & A413 Roundabout and the Council's legal obligations including carrying out site visits and ensuring the needs of local residents will be taken into account?”

RESPONSE from Councillor Broadbent:

Thank you for this question Cllr Stuchbury. We welcome the update to the Buckingham Neighbourhood Plan to take account of the revised development plans in the area following the adoption of the Vale of Aylesbury Local Plan.

In reference to the A421 corridor itself, you and other local ward members along the route have been involved in discussions with the Council's Transport Strategy team who are preparing to undertake a technical study to assess the A421 corridor and its links into the neighbouring areas (especially towards Milton Keynes, Bicester, Silverstone Enterprise Zone and the new station planned for Winslow). This would naturally include the A421/A413 roundabout.

This study aims to assess and appraise the efficiency of the road corridor for all modes of travel (cycling, buses as well as cars and freight) and then subsequently identify costed measures that will ensure that the route is robust enough to support future growth and expected increase in traffic. The study is due to commence in Autumn 2022. The Transport Strategy team will report back on the recommendations made to the Buckingham Town Council, and other parish councils along the route, when the study is completed (expected early 2023). We will include the Town Council's views when determining next steps for this work.

This is a relatively high level strategic study and as such there are no specific scheme proposals upon which to consult local residents. It is important that the timing of public consultation is appropriate to the situation and so when any measures identified by this study are taken forward into design and feasibility, there will be a public consultation exercise with the views of local residents taken into account at this stage.

Question from Councillor Susan Morgan to Councillor Chilver, Cabinet Member for Accessible Housing and Resources and Councillor Tett, Leader of the Council

“The Growth, Infrastructure and Housing Select Committee on 5 July referred this matter back to Cabinet to consider the results of the public consultation before any decision was confirmed. In my opinion, the consultation itself was flawed. Only a small boundary of houses surrounding the Bucks CC Sports and Social Club were asked to take part in the public consultation and yet, residents from a much wider area are affected by this decision. It's noted in the report that while Stoke Mandeville Parish Council were consulted they have yet to make a legal and formal decision in support/against development on this land. In the emerging Stoke Mandeville Neighbourhood Plan this site is listed as Local Green Space and for the first 2 years after closure residents were allowed to access this space until it was fenced off in March 2020. However, the Leader stated at the last Cabinet meeting that this land was not, nor had ever been, public open space. Cabinet should make sure that this land is formally changed in the emerging Stoke Mandeville Neighbourhood Plan before making a decision or this will hugely affect any planning decision.

Cabinet is requested to consider a proposal given to residents by Stoke Mandeville Parish Council at their last meeting, to come up with a new business plan by September, incorporating the additional 700 houses that have been built since the club closed, and delay any decision on this land until October 2022 to give the residents an opportunity to either prove or disprove whether this is a viable option? This would also give the Cabinet Member time to complete a more detailed comprehensive public consultation.”

RESPONSE from Councillor Chilver:

The Cabinet report on this proposal has been referred back to Cabinet, together with the Consultation report Summary and is covered on today's agenda. This follows on from the input at Select Committee. The paper asks for authority to submit an outline planning application with the intention of bringing forward a mixed development of affordable housing for local people and market housing around a green open space. Although the report looks at an affordable housing provision of 30%, there is an opportunity that the percentage of affordable housing could be as high as 60%, that would be decided upon in a subsequent delivery report. There are also plans for a community sports and leisure facility.

You state that in your opinion the consultation process was 'flawed'. I would disagree. A Local leaflet drop was undertaken and, in addition, there was a wider

consultation process. This has been set out in the Response summary report in the Cabinet report. Furthermore, posters were displayed on all the Parish Council's 8 notice boards, including the Eskdale Community Centre, in addition to a link to the consultation process being included on the Stoke Mandeville Parish Council Website, and finally on launch day a news press release was sent to local media including the Bucks Herald, the Bucks Free Press and Greatest Hits Radio.

In terms of future consultation, if Cabinet decide an application should be submitted, there will be a further statutory round of publicity by the Council as Local Planning Authority, both on site and in the press. This will afford an opportunity for the Community to submit their comments on the application to the Local Planning Authority. Furthermore, all local Members and statutory consultees will be consulted by the Local Planning Authority during the planning application process.

The Council has been in consultation with Stoke Mandeville Parish Council for some months and the proposed emerging masterplan is a reflection of those discussions. Although the Council hopes the site will be allocated in the emerging Buckinghamshire Local Plan, it is acknowledged it is not yet formally adopted. The Cabinet will need to consider if the consultation with the Local Community as set out in this response and the papers before Cabinet are sufficient to support the report recommendations. One point for Members to consider will be the letter from Stoke Mandeville Parish Council agreeing that they will not designate the site as green open space.

With regard to the claim that this site has been publicly accessible open space, since the time the site operated as a Council owned Sports and Social Club for staff and family of the former County Council, it did so as a members club. During that time and since it has remained fenced and not available for public use. The only new substantial fencing was to separate the temporary NHS trust car park to prevent Hospital staff accessing the remainder of the site in 2021. The site has never been dedicated public open space.

Regarding the emerging Stoke Mandeville Neighbourhood Plan, and the weight would carry once adopted in consideration of a planning application, it would be a significant consideration, but as can be seen from the information provided, considerable Consultation has occurred which is informing the paper before Cabinet.

Finally, the Planning Process will take some time and if a viable alternative business plan is produced by the local community in the Autumn, it can be submitted and would be considered by Members.

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 Children and Education Select Committee review of recruitment and retention of social workers

Councillor M Dormer, Chairman of the Review Group, attended the meeting to present the findings and recommendations of the rapid review set up in November 2021 by the Children’s and Education Select Committee to investigate the issues relating to the difficulties of recruiting and retaining both trainee and qualified social workers. This was both a local and national issue and related to the demand for social workers exceeding the available supply. In order to explore the issues relating to this thoroughly, the rapid review group had undertaken research and interviewed senior officers, social workers and their managers to explore areas that might be addressed to ameliorate the situation at Buckinghamshire.

The recruitment and retention of social workers had been a key issue for local authority Children’s Services departments for over ten years and it had been well documented by various national organisations with statistics relating to the issue published annually by central government. Through interviews and research the review group assessed such influencing factors as competition, pay and employment packages, agency versus permanent recruitment, development opportunities, welfare issues and quality of leadership.

From the early stages of the review the group decided that the focus should be on the child protection area of social work as there had been a 60% increase in child protection workloads since the Covid pandemic. Turnover rates of staff in child protection were particularly high and agency workers, although relied upon to fill team vacancies, created a substantial impact on the permanent staff when they left.

The group gained the views of social workers and officers which highlighted areas of need detailed in the recommendations, which included career progression, thorough support for social workers through supervision and good management, the need for a closely aligned HR function, and a review of IT and administrative support to encourage more streamlining of processes. Appendix 1 provided further context to the Select Committee’s recommendations.

Councillor Dormer thanked the other councillors on the review group and all the officers who took part in the review. In response to a question on whether the affordability of living in Buckinghamshire had an impact on recruitment, Councillor Dormer explained that this was raised, but that a number of social workers actually lived outside of Buckinghamshire and travelled in. He added that there were recommendations which would go towards meeting some of the additional costs of living in Buckinghamshire. With regards to exit interviews, Councillor Dormer confirmed that this should be two interviews; one with a team manager and one with HR.

Cabinet thanked the review group for their comprehensive report on such an important issue. The Cabinet Member for Education and Children's Services then presented Cabinet's draft response to the recommendations as set out and circulated to Members. The Cabinet Member welcomed the well thought out recommendations and explained that the recommendations had been responded to with either a 'yes' or 'in part' and that they were either being implemented, would be implemented or had been implemented.

In the discussion which followed, the Cabinet Member set out the timelines for implementation. With regards to improvements to technology, it was noted that during the last 2 years, significant improvements had been made to the case management system and that these changes had been made in consultation with front line workers across the service. It was recognised there was more to do on this, and plans were in place to improve this further.

In response to a question on whether there was enough pastoral care for social workers, the Corporate Director for Children's Services explained that pastoral care and support was a high priority and that staff had access to a range of health and well-being support.

Cabinet stressed the importance of ensuring that social workers feel valued and appreciated for the extremely important work that they do.

RESOLVED –

- 1) That the Select Committee and Review Group, as well as the supporting officers, be thanked for their work and subsequent recommendations.**
- 2) That Cabinet's responses to the review, as set out and circulated to Members, be AGREED.**

Note: a complete breakdown of the scrutiny recommendations and Cabinet's responses can be found [here](#).

8 Post Ofsted Inspection Action Plan

In December 2021, Ofsted conducted their Inspecting Local Authority Children's Services (ILACS) reinspection of services for children in need of help and protection, children looked after and care leavers. This inspection found that Buckinghamshire was no longer 'Inadequate', and the overall judgement of Children's Services was 'requires improvement to be good'. The Ofsted's report highlighted examples of strong practice across the service and also where improvements were required. A number of recommendations were made as set out in the Cabinet report.

As a result of the continued improvement of services, the revised Statutory Direction issued to Buckinghamshire in July 2018 had been lifted and Buckinghamshire had now entered a period of 'support and supervision', in line with all authorities who exit formal intervention. The service would continue to use its existing Quality Assurance Framework and Check & Challenge process to review practice and

monitor progress on a regular basis. Action Leads would also provide six weekly updates that would consider progress alongside Performance and Impact Reporting (including data trends, quality assurance and key performance indicators). Progress against the plan would also be a standing item on each Improvement Board agenda.

In the discussion which followed, Members welcomed the Action Plan, which would help the Council achieve its aspiration that Children's Services be rated at least good at the next Ofsted inspection. It was stated that there was no room for complacency and that it was vital that the service continues to improve. The Leader encouraged anyone who had any concerns which could impact this journey of improvement to contact either the Cabinet Member or himself.

In response to a question about how the Action Plan would be monitored and how accountability would be assured, the Cabinet Member explained that the Improvement Board would maintain oversight of the progress being made against the Ofsted recommendations and other improvements required across the service. John Coughlan, CBE, would continue to be the Independent Chair of the Board.

The Corporate Director for Children's Services assured Members that there was a significant Quality Assurance Framework in place to monitor progress and review practices, which included the carrying out of formal auditing processes. The weekly Check and Challenge afternoons, which involve a thorough examination of a sample of a specific team's work, have also continued to be carried out.

Further information was sought on the work of the Corporate Parenting Panel, including a request for the work programme of the Panel to be shared with Members. The Cabinet Member updated Members on the work of the Panel, including how the voices of children in care would be heard at Panel meetings.

With regards to the national issue of the recruitment and retention of social workers, the Chief Executive stated that Senior Management were in contact with the Department for Education to highlight and raise issues of concern on this subject. Given the increasing level of need in the community, the Council would in due course need to consider how it worked with children to make sure that it was utilising what was a relatively finite resource of social workers.

In relation to the role of HR in the improvement of Children's Services, the Chief Executive stated that HR and all of the Council's support services were absolutely committed to improving this service for children and although the Council's HR services like all its other services were undergoing some form of structural review, this would not slow down or stop the acceleration of the support for this service in thinking through how the Council could further work to stabilise the social worker resource which was so critical to the outcomes for young people.

RESOLVED –

That the content of the Post Ofsted Inspection Action Plan submitted to Ofsted following the December 2021 inspection be NOTED.

9 Buckinghamshire Levelling Up Framework

While outcomes for people living in Buckinghamshire were some of the best in the country there were also parts of the county where residents experienced significant hardship. The Council, in discussion with partners, had been exploring the potential for a local approach to ‘levelling up’ within Buckinghamshire designed to address disparities of outcomes experienced by particular communities within the county and promote community wellbeing and increased productivity. The proposed framework (“Opportunity Bucks – Succeeding for All”) attached at Appendix 1 to the Cabinet report was designed to set the context for this approach, establish a shared ambition and a programme of work to tackle the underlying issues.

At the full Council meeting in April 2022, Members had committed to producing a report on Levelling Up within 3 months which set out the initial plans for taking action to secure long term change.

The “Opportunity Bucks – Succeeding for All” framework would be underpinned by a programme of work focused on five themes:

- Education and Skills.
- Jobs and career opportunities.
- Quality of our Public Realm.
- Standards of Living.
- Health and Wellbeing.

Initially, the focus of the programme would be on 10 wards, as listed in section 2.4 of the Cabinet report, which were in parts of Aylesbury, High Wycombe and Chesham that experienced particular challenges in terms of outcome.

Local action plans to tackle the five themes would be developed for each area through engagement with the communities, led by the Community Boards. Each plan would need to be designed in a way that added value to existing activity in the area. Depending on progress there could be opportunities to extend the programme to include other areas in the future, and this consideration would form part of the regular monitoring and evaluation.

A ‘Levelling Up’ Programme Board, chaired by the Chief Executive, had been established to bring partners together to help drive the development and delivery of the programme. This was a multiagency board reporting into the Growth Board, chaired by the Leader. As set out in Appendix 1, a series of metrics would be tracked regularly and reported to Cabinet in order to assess progress and impact.

In the discussion which followed, Cabinet welcomed the recommendations in the

report which would enable the Council and its partners to come together with communities and draw upon collective resources to enhance opportunities and promote community well-being and in the long term improve the life of those residents within those communities. The important role that partnership working would play in the delivery of the programme was emphasised.

A comment was made on the need to push government centrally on projects especially around infrastructure to help tackle deprivation in Buckinghamshire. The Leader confirmed that the “Opportunity Bucks – Succeeding for All” framework would also form part of the negotiations with the Government on a County Deal for Buckinghamshire which would aim to secure more investment in Buckinghamshire.

In relation to the theme ‘Quality of the Public Realm’, a comment was made that as well as the big town centres, there were also local smaller centres in the 10 wards which could also benefit from improvement. A suggestion was made that on page 9 of the Framework, under the financially stretched header, 16% could be increased to 22% if urban adversity was included. A further suggestion was made that it might be useful to also reference the issue of relative poverty in the Framework.

In response to a question regarding who would be invited to attend the conference to launch the programme, Sarah Ashmead (Deputy Chief Executive) explained that in principle the Council would like to open the conference up to more councillors than just those from the 10 wards, but that this would be dependent on the capacity of the venue.

Cabinet thanked the Deputy Chief Executive, and the team for this important piece of work.

RESOLVED –

- (1) That the proposals for a Buckinghamshire Levelling Up Framework be AGREED.**
- (2) That the programme ‘Opportunity Bucks – Succeeding for All’ be SUPPORTED.**

10 Town & Parish Charter

Town and Parish Councils (T&PC’s) were the grass roots of local government in Buckinghamshire. Following the establishment of the new Buckinghamshire Council Members wanted to take the opportunity to strengthen the relationship between all tiers of local government. There had been an ongoing programme of work to create a document that outlined this commitment and articulated some key areas to help cement a strengthened relationship.

This work had involved extensive engagement with local councils, members and had been supported by an independent consultant. Following this work, the recommendation was to produce a document which set out a framework for how Buckinghamshire Council would work with local councils going forward. The

document entitled 'The Town and Parish Charter' was attached at appendix 1 to the Cabinet report. Underpinning the Charter was an Action Plan attached as Appendix 2 to the Cabinet report.

The Action Plan would establish mechanisms for accountability and how the charter would be embedded within the Council and in the ongoing relationship with local councils. It also addresses a number of areas for improvement. The Partnerships, Policy and Communications team within the Deputy Chief Executive's directorate would act as the lead service in implementing the Action Plan and building on the existing relationship to ensure effective partnership and joint working between the two tiers of local government. However, this would not replace existing relationships and arrangements for engagement and consultation with local councils on specific service issues.

Officers would monitor the progress of the action plan and review the Charter on an annual basis ensuring consultation with Buckinghamshire councillors and town and parish councils. Any key changes to the Charter itself would be brought back to Cabinet for approval.

In the discussion which followed, Cabinet stressed the importance of having a strong relationship with Town and Parish Councils and welcomed the Charter which would demonstrate and embed the Council's commitment to effective working with Town and Parish Councils across the Council.

With regards to communication with Town and Parish Councils, it was noted that regular parish liaison meetings between the Council and Town and Parish Councils were being held virtually to share information and consider shared opportunities. The Cabinet Member agreed to look into whether face to face meetings to aid communication could be held moving forwards. The Cabinet Member also agreed to look into the possibility of establishing a dedicated parish liaison role within the Council, but explained that this would be dependent on the budget.

The Cabinet thanked Simon Garwood (Senior Policy Officer) and the team for all their hard work in producing the Charter.

RESOLVED –

- (1) That the proposed Charter outlining the Buckinghamshire Council's commitment to working with Town and Parish Councils across the county be ADOPTED.**
- (2) That the Action Plan supporting the delivery of the commitments in the Charter be NOTED.**

11 Biodiversity Net Gain

Cabinet considered a report on the new requirement to provide biodiversity net gain as part of the planning system. The Environment Act 2021 had introduced a new mandatory requirement for biodiversity net gain in the planning system, to ensure

that all new developments increased biodiversity by a minimum of 10%, with this requirement coming into effect from late 2023. A draft Biodiversity Net Gain Supplementary Planning Document (SPD) explaining how biodiversity net gain could be achieved in Buckinghamshire was attached to the Cabinet report for consideration and adoption. Having a SPD would aid in implementation of the biodiversity net gain requirements.

The Council had been developing a Biodiversity Net Gain scheme that aims to provide a one-stop shop for developers, enabling them to discharge their offsite biodiversity net gain obligations through financial contributions. By potentially offering a locally operated scheme to provide net gain offsets, the Council was aiming to help ensure that biodiversity net gain offsets would support habitat creation and restoration on a strategic scale within Buckinghamshire. However, this scheme would not be available until further clarification was provided by the Government through the publication of detailed guidance on the implementation of Biodiversity Net Gain by Local Authorities. Whilst work would continue to develop the proposed scheme, this would be brought back to Cabinet separately after taking into account government guidance once published. The attached SPD could be adopted without the above scheme being in place.

In response to a question as to how the 10% gain would be judged, the Head of Climate Change and Environment explained that the Environment Act included a baseline of January 2020 so local planning authorities could go back to the evidence base from that time and use that as the judgement of what the net gain would need to look like. There was a range of evidence which could be used including, for example, aerial photography of what was there at that time. Moving forward, more accurate data from those sites would become available which would make it more robust.

It was noted that the Environment Act 2021 stated that the net gain would be delivered preferably on-site, or if that was not possible off-site or as a last resort via a new government statutory biodiversity credits scheme. In response to concern being expressed that the biodiversity net gain could be delivered outside of Buckinghamshire, Cabinet were advised that the amount of net gain would be increased the further away it was to be delivered from the site which would make it more expensive and so there would be an incentive to deliver it on-site or as close to the site as possible. Cabinet were of the opinion that biodiversity net gains should be delivered in Buckinghamshire so that Buckinghamshire residents could benefit from them.

RESOLVED –

That the Biodiversity Net Gain Supplementary Planning Document (SPD) be ADOPTED.

12 Corporate Performance Indicators 2022-2023

Cabinet received a report detailing the key performance indicators and targets being

proposed for reporting to Cabinet in 2022/23. If agreed, reporting against these indicators would commence for Quarter 2. The proposed key performance indicators and the associated targets, as set out in appendix 1, had been agreed within each Directorate and with each portfolio holder. They would be reviewed on an annual basis in accordance with the Corporate Performance Framework.

Cabinet considered the KPIs and targets for 2022/23 and discussed whether they provided a satisfactory range of indicators to evidence the key Council objectives for 2022/23, would evidence outcomes that Cabinet wished to achieve, and that the targets were stretching but achievable, in line with latest benchmarking (where available).

RESOLVED –

- (1) That the Key Performance indicators for 2022/23 be AGREED.**
- (2) That the associated targets for 2022/23 be AGREED.**

13 Q1 Budget Monitoring Report 2022-23

The report set out the overview of the financial Revenue and Capital outturn position for Buckinghamshire Council for the financial year 2022/23 as at quarter 1. This was the first budget monitoring report for the new financial year and came at a time when the Council was experiencing significant financial pressures due to the current economic situation and the high levels of inflation.

The forecast Revenue outturn position for 2022/23 was an adverse variance of £3.8m, 1% of Portfolio budgets. Appendix 1 provided detailed information on the revenue forecast outturn by Portfolio. £19.2m of savings were incorporated into the approved 2022-23 Revenue budgets.

At this early point in the year, Portfolios were forecasting that the Capital Programme would be managed to the agreed budget level (with no forecast variance). However, the current exceptional level of inflation and the risk that shortages of building materials could further drive up prices and cause delays and slippage in the programme would have a significant impact on what could be delivered within the approved budget for the year. It has been agreed that a moratorium would be put in place on uncommitted capital schemes (excluding rolling maintenance programmes) whilst an urgent review of the impact of inflation was carried out and the capital programme was re-prioritised via a Member and Officer Task and Finish group. Urgent sign off measures would be put in place to ensure that key schemes could commence before the review was complete.

The Cabinet discussed the issues around the current exceptional level of inflation. David Skinner, the newly appointed Section 151 Officer, explained that the Council's Medium Term Financial Plan (MTFP) was being updated in terms of revised inflation assumptions. The MTFP, as it develops over the next few months, would need to respond to any rise in inflation and suitable mitigations would need to be considered as part of the planning process.

RESOLVED –

- (1) That the report, including the risks and opportunities contained within it, be NOTED.**
- (2) That the drawdown of £1.5m from the “Mitigating Future Financial Risks” Reserve be APPROVED, to fund the unconsolidated element of the 2022/23 pay award as approved by the Senior Appointments & Pay Committee (SAPC).**
(Note: This can be funded from reserves as it is a one-off element and will not be incorporated into the base budget going forwards.)

14 Proposed residential development at the site of the former Buckinghamshire County Council Community Sports and Social Club Land

Cabinet considered a report on 7 June 2022 seeking approval to submit an Outline Planning Application for a proposed residential development at the site of the former Buckinghamshire County Council Community Sports and Social Club land. Cabinet had resolved that approval to submit an Outline Planning Application for the proposed residential development at the site of the former Buckinghamshire County Council Community Sports and Social Club land be agreed.

Cabinet’s decision had been called in by Councillor Christensen and been supported by 23 Councillors. The call-in and pre-planning consultation document had been considered at a meeting of the Growth, Infrastructure and Housing Select Committee on 5 July, which had referred the decision back for further consideration by Cabinet relating to the pre-planning consultation document before any decision was taken.

Cabinet considered a further report and during discussions the Leader asked all Cabinet Members individually to confirm that they had read and considered the pre-planning consultation document on the former Buckinghamshire County Council Community Sports and Social Club land that was included with the agenda papers. All Cabinet Members confirmed that they had done this.

Cabinet’s attention was also drawn to the letter from the Chairman of Growth, Infrastructure and Housing Select Committee, a letter from the Chairman of Stoke Mandeville Parish Council and a letter from the Chair of Stoke Mandeville Neighbourhood Plan Steering Group, which were all included with agenda papers.

The Cabinet Member for Accessible Housing and Resources reconfirmed the verbal report which he provided to the last Cabinet meeting which stated that whilst there was local opposition to the loss of open green space and to building houses on the site, there had been no public right of access and much of the site had been fenced off since the club closed. These plans would bring the site back into community use with over 40% of open green space, which could include a full size football pitch to the south of the site designated as community sports provision. The Cabinet

Member stressed the need to balance the responses of all local stakeholders, including the support which had been received from local members as was set out in the report, and support from Stoke Mandeville Parish Council and Stoke Mandeville Neighbourhood Plan Steering Group, referring to the letters which had been included in the agenda papers.

The Cabinet, whilst understanding the strength of local feeling against the Outline Planning Application, recognised the benefits of the proposed plans in delivering on the Council's affordable housing commitments, bringing the site back into community use with new sporting facilities and improving local traffic flows. The Leader referred to one of the manifesto commitments which was to look at surplus property from the legacy councils to see which sites could be used for affordable and key worker housing. Although the report looked at an affordable housing provision of 30%, there was an opportunity that the percentage of affordable housing could be as high as 60%. The importance of providing good quality well designed affordable housing for local people and key workers was stressed.

The Cabinet Member for Accessible Housing and Resources stated that in terms of future consultation, if Cabinet decided an application should be submitted, there would be a further statutory round of publicity by the Council as Local Planning Authority, which would afford the Community a chance to submit their comments on the application to the Local Planning Authority. All local Members and statutory consultees would be consulted by the Local Planning Authority during the planning application process.

Following re-consideration of the Cabinet report, the pre-planning consultation document and feedback and the information in the confidential part of the agenda, it was –

RESOLVED –

- (1) That the Service Director for Property and Assets, in consultation with the Cabinet Member for Accessible Housing and Resources, be authorised to instruct the submission of an Outline Planning Application consisting of up to 100 residential units including 30% affordable Housing, a new road link between Booker Park School and Lower Road, an increase in size of the existing access road to Lower Road and the provision of a sports and leisure area for community and school use.**
- (2) That it be NOTED that this site is Council owned land and provides an opportunity to provide services to the benefit of Buckinghamshire residents, such as affordable and keyworker housing in excess of statutory requirements and homes for clients of adults and children's services that cannot be imposed on privately owned development sites.**
- (3) That, should an outline planning application be successful, the Service Director for Property and Assets, in consultation with the Cabinet Member for Accessible Housing and Resources and relevant service Directors and Heads of Service, be authorised to develop a draft and bring forward a**

proposed detailed development scheme for further consideration by Cabinet.

Note: The Leader requested that the Growth, Infrastructure and Housing Select Committee be informed of Cabinet's decision and outcome of the meeting.

15 Highways Term Maintenance Contract - Award

The procurement project team, with support from other disciplines from across the Council and externally, had made positive progress with the delivery of the new Highways operating model and the associated procurement activity and were on programme to deliver these key contracts for the Council.

One of these contracts was the appointment of a new Term Maintenance Contractor. The Cabinet report paper, and the confidential Appendix 1, reported on the outcome of the procurement exercise and recommended the award of contract to the preferred bidder with the most economically advantageous tender in accordance with the agreed assessment model for quality and price.

The Term Maintenance Contract was a key component of the new Highway service contracts and awarding it would enable the smooth transfer to the new operating model for the Highways Service and ensure business continuity. It would reflect value for money and was lower than current costs on a like for like basis.

In the discussion which followed, the Cabinet Member stressed the robustness of the procurement process. It was noted that the Council had used an external independent multidisciplinary team of specialists to support the Council's procurement project team to ensure that outcomes were being met.

In response to a question regarding competition, the Cabinet Member referred to section 2.2 of the report and stated that the competitive nature of the process has helped to secure value for money and innovation. Following the Market Engagement Day, in which 57 organisations attended, 7 initial returns were received. This, the Cabinet Member explained, was a large amount for the industry.

The Cabinet Member stated that a key focus going into the procurement exercise was to improve the service and that this would include communication with all stakeholders, including residents, members and town and parish councils.

In response to a question about the current contract and programme of works, the Cabinet Member explained that the Council was working actively to ensure that standards remained at the same level and that the work programme for the year would be delivered. The Cabinet Member assured Cabinet that there would be effective monitoring of the new service.

Members discussed the confidential appendix in private and asked a variety of questions around the tender evaluation including links around local employment

and upon returning to public session it was –

RESOLVED –

- (1) That progress made to date on the procurement of the new Highways Services Contracts be NOTED.**
- (2) That the award of the Highways Term Maintenance contract to the preferred bidder be AGREED, as detailed within confidential Appendix 1.**

16 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 17 and 18 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 18 – Highways Term Maintenance Contract – Award

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).

17 Confidential appendix - Proposed residential development at the site of the former BCC Sports and Social Club land

This item was taken in public.

18 Confidential appendix for Highways Term Maintenance Contract

This item was undertaken in confidential session as part of Minute item 15 and details of the public discussion and the decisions taken are included within Minute number 15.

19 Date of next meeting

The next meeting would be held at 10am on Tuesday 13 September 2022.



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 13 September 2022				
Highways Term Consultancy Contract - Award To agree the contract award for the TCC (Term Consultancy Contract) for the Highway's Service.		Councillor Steve Broadbent Kevin Goad	Part exempt (<i>para 3</i>)	8/6/22

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p>Change to the Household Recycling Centre (HRC) service model from nine to ten sites</p> <p>Proposed change to the Household Recycling Centre (HRC) service model. The proposed changes to be reflected in the draft HRC Waste Acceptance and Access Policy (WAAP) and HRC service contract.</p>	Ridgeway West; The Risboroughs	Councillor Gareth Williams Martin Dickman		11/8/22
Cabinet 11 October 2022				
<p>Adult Social Care Update</p> <p>To provide an update on the current challenges and issues in relation to adult social care services in Buckinghamshire</p>		Councillor Angela Macpherson Clare Capjon		16/6/22
<p>Children's Services Update</p> <p>Bi-annual report detailing the national and local developments across the Children's Services Directorate</p>		Councillor Anita Cranmer John Macilwraith		30/8/22
<p>Director of Public Health Annual Report 2021-2022</p> <p>To approve the Director of Public Health Annual Report (DPHAR) 2021-2022 which addresses cardio vascular disease and its impact on inequalities in Buckinghamshire.</p>		Councillor Angela Macpherson Dr Jane O'Grady		16/6/22
<p>Safer Buckinghamshire Board Annual Report 2021/22</p> <p>To receive the annual report 2021/2022 of the Safer Buckinghamshire Board (the Community Safety Partnership for Buckinghamshire)</p>		Councillor Steve Bowles Dr Jane O'Grady		27/7/22

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p>Special Free School Application In response to the growing demand in the number of children with an Education, Health and Care Plan, the Service has developed a SEND Education Sufficiency Plan to increase the number of school places that will offer children and young people a challenging curriculum within an environment that promotes learning and development, in line with their individual needs and abilities. In order to assist with this, it is recommended that Cabinet endorses the application to the DfE as part of the central free schools' programme, to develop a new free school within the county.</p>	Aston Clinton & Bierton	Councillor Anita Cranmer John Macilwraith, Simon James	Part exempt <i>(para 3)</i>	30/8/22
<p>Youth Justice Strategic Plan 2022-2023 The Buckinghamshire Youth Justice Strategic Plan 2022-2023 provides details of progress made against agreed outcomes for Children and Young People. It outlines priorities, alongside potential future challenges for the partnership over the coming year. It also highlights the partnership arrangements and budget position for the Youth Offending Service Partnership.</p>		Councillor Anita Cranmer John Macilwraith		30/8/22
Cabinet 15 November 2022				
<p>Horns Lane, High Wycombe Delivery options for development of 50 residential houses</p>	Booker, Cressex & Castlefield	Councillor John Chilver John Reed	Part exempt <i>(para 3)</i>	30/6/22

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
Housing Infrastructure Fund Strategic Update Anticipation of contractual update to the Grant Funding Agreement.	Aston Clinton & Bierton; Aylesbury East; Aylesbury South East; Aylesbury South West; Aylesbury West; Stone & Waddesdon	Councillor Martin Tett Robin Smith	Part exempt <i>(para 3)</i>	15/8/22
Q2 Budget Monitoring Report 2022-23 Quarterly report		Councillor John Chilver Dave Skinner		30/8/22
Q2 Performance Report 2022-23 Quarterly report		Councillor John Chilver Matthew Everitt		30/8/22
SEALR (South East Aylesbury Link Road) Update Project update for the South East Aylesbury Link Road.	Aylesbury South East; Wendover, Halton & Stoke Mandeville	Councillor Martin Tett Richard Lumley	Part exempt <i>(para 3)</i>	25/5/22
Woodlands In Principle CPO Seeking authority to proceed with an In-Principle CPO (compulsory purchase order) process	Aston Clinton & Bierton	Councillor John Chilver John Reed	Part exempt <i>(para 3)</i>	17/1/22

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
Woodlands strategy for negotiated acquisition Recommendations to Cabinet regarding the freehold interest in the Woodlands development site.	Aston Clinton & Bierton	Councillor John Chilver John Reed	Part exempt (<i>para 3</i>)	17/1/22
Cabinet 6 December 2022				
Education Accessibility Strategy This strategy provides detail on the responsibilities of the Council and maintained schools, for ensuring all Children & Young People are able to access education, focusing on how to ensure those with disabilities are not disadvantaged.		Councillor Anita Cranmer Nichola Beagle		11/8/22
Cabinet 5 January 2023				
Buckinghamshire Education Strategy 2022 - 2027 The Buckinghamshire Education Strategy is a refresh of the Education and Skills Strategy that was approved in 2018. Following initial collaboration and engagement and a public consultation process, the Education Strategy has been shaped and developed with a focus on 5 key priority areas in order to further improve educational provision for children and young people in Buckinghamshire.		Councillor Anita Cranmer Simon James		8/6/22
Kingsbury & Market Square, Aylesbury The regeneration of two historic town centre spaces. The aim is to make these spaces more accessible and attractive, giving priority to pedestrian use.	Aylesbury North	Councillor John Chilver, Councillor Peter Strachan John Reed	Part exempt (<i>para 3</i>)	22/4/22

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
September 2022 Leader Decisions				
Aston Clinton - Traffic Calming Vertical traffic calming and speed limit reduction	Aston Clinton & Bierton	Councillor Steve Broadbent Daniel Pearson		19/3/20
Aylesbury A41 Woodlands Roundabout Funding allocation for future works delivered in conjunction with developers.	Aston Clinton & Bierton	Councillor John Chilver David Pearce, Robin Smith	Part exempt <i>(para 3)</i>	15/8/22
Aylesbury Grid Reinforcements - New Primary Decision relating to progressing the Aylesbury Grid Reinforcement scheme design in South West Aylesbury.	Aylesbury South East; Wendover, Halton & Stoke Mandeville	Councillor Martin Tett David Johnson	Part exempt <i>(para 3)</i>	3/5/22
Bedfordshire, Luton and Milton Keynes Integrated Care Partnership To agree Buckinghamshire Council representation on the Bedfordshire, Luton and Milton Keynes Integrated Care Partnership (BLMK ICP)		Councillor Angela Macpherson Gill Quinton		16/6/22
Biodiversity Net Gain Fees / Charges Decision to establish new fees / charges in relation to biodiversity net gain		Councillor Peter Strachan Edward Barlow		8/8/22

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p>Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Partnership (BOB ICP) Joint Committee (Decision to be taken) Approval for the Buckinghamshire, Oxfordshire and Berkshire West Integrated Care System (BOB ICS) to establish an Integrated Care Partnership through a Joint Committee</p>		<p>Councillor Angela Macpherson Gill Quinton</p>		8/6/22
<p>Bucks Big Society Bank Loan Agreement Seeking agreement to extend the Bucks Big Society loan agreement</p>		<p>Councillor Steve Bowles Gail Hudson</p>		8/8/22
<p>Budget Adjustments to the Approved Capital Programme To approve changes to the Approved Capital Programme</p>		<p>Councillor John Chilver Sue Palmer</p>		14/9/20
<p>Burcott Lane, Bierton Waiting Restrictions Report on a Statutory Consultation proposing waiting restrictions in Burcott Lane, Bierton. A recommendation will be made in the report after taking the responses received into account</p>	Aston Clinton & Bierton	<p>Councillor Steve Broadbent Leigh Brown</p>		3/5/22
<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>		<p>Councillor Anita Cranmer Tracey Ironmonger</p>	Part exempt (para 3)	18/8/21

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p>Childcare Sufficiency Assessment Annual report detailing how the duty to secure sufficient childcare in Buckinghamshire is being met. The report will be made available and accessible to childcare providers and parents.</p>		<p>Councillor Anita Cranmer</p> <p>Simon James, John Macilwraith</p>		30/8/22
<p>Eastern Link Road, Aylesbury Current Business Case for delivery</p>		<p>Councillor Martin Tett</p> <p>Robin Smith, John Callaghan</p>	Part exempt <i>(para 3)</i>	30/8/22
<p>Extension of Public Space Protection Orders Decision and result of Public Consultation report in relation to 6 PSPOs recommended for extension.</p>		<p>Councillor Steve Bowles</p> <p>Gideon Springer</p>		27/7/22
<p>Gerrards Cross Waiting Restrictions Report to be written with recommendations upon the conclusion of a statutory consultation on waiting restrictions proposed in Gerrards Cross.</p>	Gerrards Cross	<p>Councillor Steve Broadbent</p> <p>John Pateman</p>		12/7/21
<p>Haddenham Parking Restrictions Scheme proposing to introduce parking restrictions on Tibbs Road, Haddenham.</p>	Bernwood	<p>Councillor Steve Broadbent</p> <p>Daniel Pearson</p>		24/3/22
<p>Harmonisation of Pest Control Fees The harmonisation of policy and fees regarding which residents are able to access subsidised pest control treatment.</p>		<p>Councillor Mark Winn</p> <p>Jacqui Bromilow</p>		30/8/22

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>Self-Build and Custom Housebuilding Register The Council is required to keep a register of persons seeking to acquire land to build a home within its area. The legacy planning authorities of Buckinghamshire maintained separate self-build registers and so there is a need to consolidate a new approach for BC. The Council has a duty to meet the demand on the register. As such, a local connection test is recommended to focus the register on local needs. Administration fees will further focus registrants with a genuine interest in settling/remaining in Buckinghamshire.</p>		<p>Councillor Peter Strachan Margret Haggerty</p>		27/7/22
<p>Station Road, Quanton - Proposed Traffic Calming Build Out Barwood Homes propose to fully fund and construct a Traffic Calming Build Out on Station Road, Quanton. 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	<p>Councillor Steve Broadbent Darryl Bonsor</p>		22/10/21

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>
October 2022 Leader Decisions				
<p>Bierton Traffic Calming Public consultation is to be carried out on a traffic calming scheme along the A418 through Bierton. The proposals include; narrowings, chicanes, build-outs, and pedestrian, cycle, and bus stop improvements. Public consultation and the delivery of a traffic calming scheme was secured as a s106 obligation of the nearby Kingsbrook development.</p>	<p>Aston Clinton & Bierton</p>	<p>Councillor Steve Broadbent Christine Urry</p>		<p>25/5/22</p>
<p>Domiciliary Care Procurement Vehicle Decision to go out to tender to procure domiciliary care services for adults in Buckinghamshire.</p>		<p>Councillor Angela Macpherson Erica Taylor</p>	<p>Part exempt <i>(para 3)</i></p>	<p>2/3/22</p>
<p>Fair Cost of Care To agree the council's Fair Cost of Care proposal for submission to the Department of Health & Social Care. The submission covers care homes for people aged 65+ and domiciliary care for people aged 18+. The Fair Cost of Care is one of the key measures to support the government's Social Care Reforms</p>		<p>Councillor Angela Macpherson Tracey Ironmonger</p>	<p>Part exempt <i>(para 3)</i></p>	<p>8/7/22</p>

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p>Procurement of care services within Hazlemere Lodge and St James</p> <p>To approve the business case for the procurement of care services within Hazlemere Lodge Care Home and St James Extra-Care setting</p>		<p>Councillor Angela Macpherson</p> <p>Tracey Ironmonger</p>	Part exempt (para 3)	8/7/22
<p>Russet Street/Worcester Street, Berryfields, Aylesbury – Prohibition of Motor Vehicles Traffic Regulation Order</p> <p>Proposal to introduce a ‘Prohibition of Motor Vehicles’ Traffic Regulation Order (TRO) on Russet Street/Worcester Street, Berryfields, Aylesbury.</p>	Stone & Waddesdon	<p>Councillor Steve Broadbent</p> <p>David Cairney</p>		16/6/22
December 2022 Leader Decisions				
<p>CYP Integrated Therapies</p> <p>Recommission of the Buckinghamshire Children and Young People's Integrated Therapies service</p>		<p>Councillor Anita Cranmer</p> <p>Marie-Claire Mickiewicz</p>	Part exempt (para 3)	30/6/22
<p>CYP Integrated Therapies Strategy</p> <p>Sign off of CYP Integrated Therapies Strategy</p>		<p>Councillor Anita Cranmer</p> <p>Marie-Claire Mickiewicz</p>	Part exempt (para 3)	30/6/22
February 2023 Leader Decisions				
<p>All-age Autism Strategy</p> <p>To agree the All-age Autism strategy for Buckinghamshire</p>		<p>Councillor Angela Macpherson</p> <p>Simon Brauner-Cave</p>		11/5/22

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 2022/23

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

Date	Topic	Description & Purpose	Lead Officer	Contributors
8 September 2022	Early Help Strategy and Impact of Family Support Service	To receive an update on the Early Help Strategy	Simon James Gareth Morgan	Simon James Anita Cranmer John Macilwraith
	Participation Strategy for Young People 2022-2025	To receive an update on the Participation Strategy for Young People 2022-2025	Richard Nash/John Macilwraith/Gareth Morgan	John Macilwraith/Richard Nash Anita Cranmer
3 November 2022	Update on Children’s Mental Health (CAMHS to present)	To receive an update on service provision following the increased demand post-Covid	Richard Nash/John Macilwraith	CAMHS representative Anita Cranmer John Macilwraith
	Children Missing from Education	For the Select Committee to receive a report on children missing from education, and in particular vulnerable children and those with EHCP, traveller children	Gareth Drawmer	Gareth Drawmer John Macilwraith
	Buckinghamshire Safeguarding Children’s Partnership Annual Report	To receive an annual report 2021/22 from the Partnership Chairman	Richard Nash/Francis Habgood/John Macilwraith	Chairman of the Partnership John Macilwraith
26 January 2023	Education Standards Report	For the Select Committee to receive the assessment outcomes for the years 2021/22 for children and young people in Buckinghamshire	Simon James	Simon James Anita Cranmer John Macilwraith
	Education Strategy 2022-27	To receive an update on the agreed Strategy	Simon James	Simon James Anita Cranmer John Macilwraith

	Update on progress of recommendations on Social Worker recruitment & retention report	For the Select Committee to receive an update on departmental progress against the recommendations in the rapid review group's report	Richard Nash	Richard Nash Anita Cranmer
	Update on Progress of SEND Written Statement of Action	The first update following the report to 30 th June 22 Select Committee on the SEND inspection	Richard Nash	Richard Nash John Macilwraith
23 March 2023	Fostering and Adoption Service	To receive an overview of the service and hear progress through 2021/22	Palvinder Kudhail	Anita Cranmer Richard Nash John Macilwraith
	MacAlistair report – independent review of children's social care	Information report update	Palvinder Kudhail	Palvinder Kudhail
	Out of County Placements	To update the committee on the current challenges with regards to out of county placements	Richard Nash/John Macilwraith	John Macilwraith

Communities and Localism Select Committee (Chairman: Mimi Harker, Scrutiny officer: Kelly Sutherland)

Date	Topic	Description and Purpose	Lead Officer	Contributors
5 October 2022	Library Strategy	Early engagement discussion on the developing Library Strategy	David Jones	Clive Harriss
	Update on Chiltern Lifestyles Centre	The Select Committee will receive an update on the Chiltern Lifestyles Centre after its first full year of operation.	Sophie Payne	Clive Harriss
	Support to Guests from Ukraine & Afghanistan	The Select Committee will review the support that the Council has put in place to support guests from the Ukraine.	Sarah Ashmead	Steve Bowles, (on leave) Arif Hussain? Sarah Ashmead
22 November 2022	HS2 (TBC)	A discussion with HS2 focussing on their engagement with communities impacted by construction and the opportunities available through their community investment funding.	Laura Leech	Steve Bowles Peter Martin
	Devolution (TBC)	The Select Committee will receive an update on devolution of services and assets and assess how effectively the Council has delivered devolution at pace.	Matt Everitt?	Steve Bowles
	Community Board Review – 6-month progress report	The Select Committee will review the progress of work on implementation of recommendations made in the Community Board review report which was presented to Cabinet on 10 th May 2022.	Roger Goodes/ Wendy Morgan-Brown	Steve Bowles
8 th February 2023	Violence against Women and Girls	The Select Committee will review how the Council and Partner organisations are working together to prevent violence against women and girls.	Gideon Springer	Zahir M for Public Health
	Film Office	Members will learn about the work of the newly established Buckinghamshire Film Office.	Ruth Bryant	Clive Harriss, Sophie P, Ruth Bryant

19 April 2023	Community Resilience Update (TBC)	Members will receive an update from the Resilience Service on their work with town and parish councils to strengthen community resilience.	Vince Grey	Steve Bowles, Vince Grey, Lloyd Jeffries
	Town and Parish Charter	Members will receive an update on the implementation of the Town and Parish Charter Action Plan.	Simon Garwood	Steve Bowles, Roger Goodes, Simon Garwood

Finance and Resources Select Committee (Chairman: Ralph Bagge, Scrutiny officer: Chris Ward)

Date	Topic	Description & Purpose	Lead Officer	Contributors
22 September 2022	Budget Inquiry 2022 Recommendations: 6-month review	To receive an update on the process of the budget scrutiny recommendations made in January 2022	David Skinner	Martin Tett
	Council Tax and Business Rates	To receive a report updating on Revenue & Benefits with a focus also on collection rates and debt	David Skinner Clive Jones	John Chilver
	Employee Experience	To receive a report regarding new starters, managers, employee sentiment and staff survey data	Sarah Murphy- Brookman Sarah Keyes	John Chilver
1 December 2022	Budget Performance Monitoring Q2	To review the Quarter 2 Budget Monitoring Report	David Skinner	John Chilver
	Q2 Performance Report 2022-23	To review the Quarter 2 Performance Report	Matthew Everitt Holly Pedrick	John Chilver
	Commercial Investments and Loans	To consider a report on the council's commercial investments and loans	David Skinner Mark Preston	John Chilver
	Customer First	To receive an update on the programme	Sarah Murphy- Brookman	John Chilver Tim Butcher
	Work Smart Programme	To receive an update on the programme	Sarah Murphy- Brookman John Reed	John Chilver
	External Property Companies	To consider a six-month update report.	John Reed	John Chilver
	Budget Scrutiny Inquiry Group Scoping Paper	The Committee will discuss the budget scrutiny inquiry group proposals.	Chris Ward	Ralph Bagge Martin Tett
9 – 13 January 2023		Budget Scrutiny	All Corporate and Service Directors	Cabinet Members, Deputies, Corporate and Service Directors

23 February 2023	Budget Inquiry 2022 Recommendations: 12-month review	To receive an update on the process of the budget scrutiny recommendations made in January 2022	David Skinner	Martin Tett
	Budget Performance Monitoring Q3	To review the Quarter 3 Budget Monitoring Report	David Skinner	John Chilver
	Q3 Performance Report 2022-23	To review the Quarter 3 Performance Report	Matthew Everitt Holly Pedrick	John Chilver
6 April 2023	External Property Companies	Report on the performance and business plans of the Council's companies: AVE, Consilio, London Road Management Company, and Buckinghamshire Advantage	John Reed	John Chilver
	External Company Governance Annual Update	To receive a report following one year of the new governance arrangements with the external property companies	John Reed	John Chilver

Growth, Infrastructure and Housing Select Committee (Chairman: David Carroll, Scrutiny officer: Tom Fowler)

Date	Topic	Description & Purpose	Lead Officer	Contributors
6 October 2022	National Model Design Code Pilot	Buckinghamshire Council was chosen as one of 16 local authorities to pilot the National Model Design Code, which has been introduced to encourage quality design and to allow some local influence over design to preserve local character. The Select Committee will receive a report on how this pilot is progressing and review any key findings.	Ed Barlow, Rebecca Hart	Peter Strachan,
	Local Plan Update	Members will receive an update on progress with the development of the Buckinghamshire Local Plan.	Darran Eggleton	Peter Strachan, Darran
	Affordable Housing (TBC)	Members will receive an update on the Council's approach to delivery of Affordable Housing, following Cabinet's adoption of an Interim Affordable Housing Position Statement in May 2022. This statement set out the Council's plans for encouraging more Affordable Housing in the county including the possibility of delivering affordable residential properties on Council owned sites.	Nigel Dicker	John Chilver, Peter Strachan?, Nigel Dicker
1 December 2022	Local Plan Update	Members will receive an update on progress with the development of the Buckinghamshire Local Plan.	Darran Eggleton	Peter Strachan, Darran
	Member Engagement in Planning – 6-month progress update	The Select Committee will review the progress of work on implementation of the 6 recommendations made in the Member Engagement in Planning review which was presented to Cabinet on 1 st March 2022.	Steve Bambrick/Chrissy Urry	Peter Strachan, Steve Bambrick
	Regeneration Framework Update (TBC)	An opportunity for members to be updated on progress with the Regeneration Framework.	Lisa Michelson	
	Aylesbury Garden Town (TBC)	The Select Committee will receive an update on progress with Aylesbury Garden Town.	Lisa Michelson	

16 February 2023	Local Plan, LTP and Infrastructure Plan – How do these crucial plans link together? **	An opportunity for members to understand and discuss the synergies between the emerging Local Plan, Local Transport Plan and Infrastructure Plan.	Steve Bambrick, Darran Eggleton, Richard Lumley,	Peter Strachan, Steve Broadbent, Martin Tett?
	Planning Enforcement Plan review and update	The Select Committee will review the effectiveness of the Planning Enforcement Plan in light of an up to date performance report.	Darran Eggleton	Gary Hall, Darran
6 April 2023	Member Engagement in Planning – 12-month progress update	The Select Committee will review the progress of work on implementation of the 6 recommendations made in the Member Engagement in Planning review which was presented to Cabinet on 1 st March 2022.	Steve Bambrick/Chrissy Urry	Peter Strachan

Health and Adult Social Care Select Committee (Chairman: Jane MacBean, Scrutiny officer: Liz Wheaton)

Date	Topic	Description & Purpose	Lead Presenters	Contributors
22 September 2022	Winter System planning	For the Committee to hear from system leads on the Winter Plan for this year.	Caroline Cappell,	Representatives from Adult Social Care, Buckinghamshire Healthcare NHS Trust, Primary Care and Community Pharmacists.
	Primary Care Networks (PCN) Inquiry	For Committee Members to discuss and agree the inquiry report on the development of Primary Care Networks in Buckinghamshire. The report will then be presented to Cabinet and key health partners.	Cllr Jane MacBean (Chairman of the Inquiry) Cllr Phil Gomm Cllr Carol Heap Cllr Howard Mordue Cllr Alan Turner Cllr Julia Wassell	
	Area for next inquiry/review	Possible areas for the next inquiry/review to be discussed in more detail by the Committee in-light of forthcoming Committee work.	All Committee Members	

17 November 2022	Buckinghamshire Healthcare NHS Trust's (BHT) Clinical Strategy and Estates Strategy	<p>The Committee reviewed BHT's clinical strategy in its early stages in February 2022. Five themes are identified in this strategy – the services under each theme are due to start the reconfiguration process in early 2023. This item provides an opportunity for Members to hear more about the plans under each theme.</p> <p>This item to also include an update on BHT's Estates Strategy.</p>	TBC	
	Buckinghamshire Healthcare NHS Trust's Business Case for Supporting Sustainable Intermediate Care (TBC)	At its February 2022 meeting, the Committee reviewed the progress in the development of the community hubs in Marlow and Thame. As part of this review, Members remain concerned about the provision of services for people who are fit to be discharged from Hospital but need further support services. The Committee will hear more about the business case for supporting intermediate care.	TBC	
	Director for Public Health Annual Report	For the Committee to review and discuss the Director for Public Health Annual Report.	Dr Jane O'Grady	

9 February 2023	System-wide approach to tackling obesity	Following a 2018 HASC Inquiry into child obesity, the Committee heard at its November 2021 meeting about the work underway to develop a system-wide approach to tackling obesity. This item will be an opportunity for Members to review the progress being made in this area.	TBC	
	Dementia	Item to be developed in light of any refreshed Government strategy on Dementia. This issue has already been identified as part of Adult Social Care's refreshed Better Lives Strategy. The Committee will hear about the progress made in developing services to meet the needs of people with dementia and their carers and review how this delivers against the national agenda.	TBC	
20 April 2023	PCN Inquiry – 6 month recommendation monitoring	For the Committee to receive a progress report on the implementation of the recommendations made in the HASC's Inquiry into Primary Care Development in Buckinghamshire.	TBC	

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

Date	Topic	Description & Purpose	Lead Officer	Contributors
8 September 2022	Flooding	To receive an update and consider the effectiveness of flood mitigation measures including SUDS. An update on gully clearance will also be provided.	Karen Fisher Vikki Keeble Dave Roberts Sian Thomas	Gareth Williams Steve Broadbent
	Tree Protection	To consider how trees are protected in the county with measures such as Tree Protection Orders, engagement with communities, Parishes and planning.	Ed Barlow	Gareth Williams
	Veolia Waste Contract & Round Reorganisation	To receive a report on the Veolia contract including the impact and improvements following the round reorganisation	Martin Dickman Richard Barker Simon Anthony	Gareth Williams
3 November 2022	Climate Change & Air Quality Strategy: Annual Review	To review the strategy one year after its implementation.	Ed Barlow Alexander Beckett	Gareth Williams
	School Transport	To receive an update on the service including SEND transport and PTBs	Sara Turnbull Neil Beswick Cheryl Platts	Steve Broadbent
	Electric Vehicle Action Plan	The Action Plan will be the council's plan to increase EV charging infrastructure in Buckinghamshire, in support of its commitment to net zero carbon by 2050.	Hannah Joyce Richard Lumley	Steve Broadbent Gareth Williams Peter Strachan
	Inquiry Report: Pollution in Buckinghamshire's Rivers and Chalk Streams	To consider the inquiry report before it is submitted to Cabinet.	Chris Ward	Robert Carington
2 February 2023	East West Rail	To receive an update on the project	Dr Laura Leech Richard Lumley	Steve Broadbent Peter Martin EWR Reps

	Public Transport	To receive a report including progress on Demand Responsive Pilots	Richard Barker Sara Turnbull James Loader	Steve Broadbent
	Overall Performance on Waste Collection	To consider the last six months of performance.	Martin Dickman Richard Barker	Gareth Williams Veolia Reps
30 March 2023	HS2	To receive an update on the project	Dr Laura Leech Richard Lumley	Steve Broadbent Peter Martin HS2 Reps
	New Highways Model	To hear details regarding the mobilisation of the new Highways model	Richard Barker Kevin Goad David Farquhar	Steve Broadbent
	Air Quality Monitoring in Buckinghamshire	To provide an overview of air quality monitoring across the county	Ben Coakley	Gareth Williams

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Report to Cabinet

Date:	13th September 2022
Title:	Change to the Household Recycling Centre (HRC) service model from nine to ten sites
Cabinet Member(s):	Gareth Williams , Cabinet Member for Climate Change and Environment
Contact officer:	Gurbaksh Badhan , Head of Strategic Waste Management and Enforcement (Gurbaksh.Badhan@buckinghamshire.gov.uk)
Ward(s) affected:	Ridgeway West Councillor Shade Adoh Councillor Robert Carrington Councillor Carl Etholen The Risboroughs Councillor Gary Hall Councillor Alan Turner Councillor Matthew Walsh
Recommendations:	It is recommended that Cabinet approves the following recommendations to take effect from the date the decision is taken unless otherwise stated: 1. Agree the revised Waste Access and Acceptance Policy (WAAP) Appendix 1. 2. Agree for Bledlow HRC to open in November 2022 or earlier if operationally possible. To operate on 5 days a week, with closing days being Wednesdays and Thursdays (Option F).

- 3. To introduce charging non-Buckinghamshire users for waste acceptance and access for all waste types using Bledlow HRC.**
- 4. The Director of Property and Assets, in consultation with the Cabinet Member for Accessible Housing and Resources, is authorised to finalise, agree, exchange, and complete the lease documentation.**
- 5. To delegate authority to the Director of Neighbourhood Services in consultation with the Cabinet Member for Climate Change and Environment, to maintain service level agreement(s) and/or enter agreement(s) with any other neighbouring authority. This is to share costs for their residents using Buckinghamshire HRCs on a fair basis.**
- 6. That authority is delegated to the Head of Strategic Waste Management and Enforcement to undertake all necessary appropriate steps in relation to the Household Recycling Centre contract by executing a Deed of Variation.**
- 7. To note that the financial implications associated with the recommendations above are contained within the Council's Medium Term Financial Plan.**

Reason for decision:

1. The Council's Household Recycling Centre (HRC) service is provided under the Environmental Protection Act 1990 (EPA 1990) Section 51.
2. The recommendation proposes to introduce charges to non-Buckinghamshire residents, in accordance with powers set out in Paragraph 51(3) of the EPA 1990, rather than prohibit use of the HRC amenities. To date the neighbouring Local Authority Oxfordshire County Council has not been amenable to enter into Service Level Agreements, therefore Buckinghamshire Council is able to introduce charges for non-Buckinghamshire residents, for waste acceptance and access for all waste types, who may use Bledlow HRC site.
3. Recommendation 5 proposes some flexibility to enable Service Level Agreements to be put in place with any neighbouring authority over time including Oxfordshire County Council. Any such changes will then be reflected at a future point in time.
4. To agree the revised draft Waste Access and Acceptance Policy (WAAP) Appendix 1, which aligns to the recommendation. The revisions include changes from a nine site

HRC model to a ten site HRC model, introduce non-Buckinghamshire resident charges for waste acceptance and access for all waste types using Bledlow HRC, Bledlow HRC to offer a 5 day service (closing days Wednesday and Thursday). All other aspects of WAAP would be applicable at Bledlow HRC in line with other HRCs in Buckinghamshire.

5. The Council has an existing HRC service contract in place with FCC Waste Services (UK) Ltd. An increase in the number of HRCs can be included in the contract by undertaking a Deed of Variation and will also require a lease to be put in place for the Bledlow HRC.

1. Executive summary

- 1.1 This report outlines a proposal to change the HRC service model and HRC contract from a nine site model to a ten site model.
- 1.2 It is proposed to open Bledlow HRC 5 days a week, non-Buckinghamshire residents being charged for waste acceptance and access for all waste types and Buckinghamshire Council residents, and other aspect of the service is provided in line with WAAP Appendix 1.

2. Content of report

- 2.1 Buckinghamshire County Council introduced changes to the Household Recycling Centre service on 1st April 2019. This was a difficult decision made in the short term, due to the financial pressures the Council faced and the requirement to secure a balanced budget. The service changes included three HRCs opening 5 days (closing Wednesday and Thursday), Bledlow HRC was closed and introduced non-household waste charging at all HRCs.
- 2.2 Due to future growth demands near the Princes Risborough area there is a growing demand for HRC provision. The long-term aspiration would be to build a new HRC closer to the Princes Risborough area. However, a replacement site has considerable lead in times, typically five years or more. This is due to the complexities such as land acquisition, development control (i.e. the planning process), procurement and construction phase. Therefore, in the short to medium term the Council could consider to open Bledlow HRC.
- 2.3 The Council has awarded a HRC service contract that commenced on 1st April 2022 to FCC Waste Service (UK) Ltd. The contract term is from 1st April 2022 until 31st March 2027 with options to extend up to 31st March 2032 (5 years + 5 years). Year six of the contract is the sole right of the Council to extend, thereafter it is by mutual consent. The contract provides the flexibility to increase or decrease the number of HRCs including opening and closing times should the Council require.
- 2.4 Since Bledlow HRC closed in April 2019, the normal HRC annual customer surveys have been undertaken across the nine HRCs and postcode data is captured. The review of

this postcode data indicates that former users of the Bledlow HRC predominantly use two other HRCs with the vast majority using High Heavens HRC. It is reasonable to assume waste volumes and some users may change from using High Heavens and Aylesbury HRCs back to Bledlow HRC. However, some Buckinghamshire residents may continue to use High Heavens and Aylesbury HRCs for their own convenience and ease.

2.5 Over the past three years, waste volumes across nine HRCs has reduced by approximately 42%, please see Table 2. From the patterns and trends, it is reasonable to assume there will be a reduction of waste volume which may be seen at Bledlow HRC as has been seen across the nine HRCs, please see Appendix 4. As can be seen in Appendix 4, the most comparable HRC to use when making assumptions for predicting future usage and performance for Bledlow HRC is **Burnham HRC ('proxy site') due to:**

- Similar tonnage, performance, and composition of waste before the Bledlow HRC site closed.
- Similar numbers of users.
- Similar make up of users in terms of ratio of Buckinghamshire residents and out of county use (in Burnham from Slough and from Oxfordshire in Bledlow).

2.6 Considering point 2.5 above, it is clear that all HRCs operate as part of a wider network which are managed by a single service provider. There are financial and business continuity implications by having a standalone HRC operated by any other party/organisation other than the Councils HRC contractor. Therefore, it is in the Council's interest for FCC Waste Service (UK) Ltd to operate Bledlow HRC including value for money.

2.7 The recommendation proposes to introduce charges to non-Buckinghamshire residents, in accordance with powers set out in Paragraph 51(3) of the EPA 1990, rather than prohibit use of the HRC amenities. The neighbouring Local Authority Oxfordshire County Council has previously not been amenable to enter into Service Level Agreements with the Council. Therefore, the Council may wish to consider putting in place direct charges for non-Buckinghamshire residents, for waste acceptance and access for all waste types, to be administered at Bledlow HRC site.

2.8 The Council is able to increase the number of HRCs in its contract with FCC Waste Services (UK) Ltd. This would require a negotiated contract change formalised by way of a Deed of Variation and a lease being put in place for Bledlow HRC.

Proposed changes to Waste Acceptance Access Policy (WAAP) to include Bledlow HRC (change from nine HRC sites to ten HRC sites) please see Appendix 1

2.9 To change from nine HRCs to ten HRC sites there will be some specific policy changes needed including enabling Bledlow HRC to accept non-Buckinghamshire residents. The proposed recommendations in this report have been reflected in a draft WAAP, please refer to Appendix 1. Below is a summary of the proposed updates:

- Number of HRCs – ten site model - **updated**
- Access to the Council’s HRC – **updated**
- HRC opening hours, days, weekday planned closures for some sites – **updated**
- Non-Buckinghamshire households – **updated**
- Controls for cross border use to be managed part through direct administrative arrangements with neighbouring local authorities and part through the charging of non-household waste – **updated**
- Type of E-permit – **remains**
- Control of vehicles accessing HRCs – **remains**
- Vehicle restrictions and acceptance of some waste types at specific sites – **updated**
- Charging for some types of waste, including construction and demolition waste (also known as non-household), entering HRCs – **remains**
- Charging non-Buckinghamshire users for waste acceptance and access for all waste types – **new (charging table C4)**
- A concession for non-Buckinghamshire users (Oxfordshire residents), who require a larger vehicle to accommodate their disability - **new**
- Charities / Parish Council restrictions – **remains**
- Kerbside & Street Scene (former legacy councils) use of designated HRCs – **updated**
- Enforcement – **updated**

Compliances

2.10 The Bledlow Ridge HRC has an existing planning consent, and no changes are proposed.

2.11 The Bledlow Ridge HRC has an existing environment permit to enable the site to be operated. The environment permit is held by FCC Waste Services (UK) Ltd the Council’s HRC contractor.

2.12 The Bledlow Ridge HRC does not have the necessary permissions to accept trade (commercial) waste or the infrastructure e.g. a weighbridge to manage trade waste. In line with four other Buckinghamshire HRCs, that do not accept trade (commercial) waste, control measures will be put in place to stop trade waste entering the site.

Estimating the users that may return to Bledlow HRC

- 2.13 Historically, before the Bledlow HRC site closed in April 2019, 32-35% of total users were from the Oxfordshire area. Since April 2019, all nine HRC sites have seen a lower volume of users, please see Appendix 4.

Table 1: User numbers for Burnham and Bledlow HRC

User numbers				
HRC	2017/18	2018/19	2019/2020	2020/21
Burnham	116,000	110,652	61,824	49,149
Bledlow	97,000	103,977	Site closed – No actual data assumes Burnham HRC user numbers 61,824	Site closed – No actual data assumes Burnham HRC user numbers 49,149
Percentage difference compared to the previous year for Burnham HRC	N/A	- 4.6% reduction	- 44% reduction	- 20.5% reduction

Cross Border Usage

- 2.14 It is recognised that, in some locations, the network of Buckinghamshire HRCs is more convenient for non-Buckinghamshire residents to access compared to similar facilities within their own administrative area. The Council is not encouraging “out of area” users to use its Household Recycling Centres. Restricting non-Buckinghamshire users would introduce inconvenience to Buckinghamshire residents (for example there may be increased queuing whilst waiting for residency checks), risk of increased conflict with site staff and incurs additional staffing costs.
- 2.15 Based on a 2-year average, using December 2016 and December 2017 customer survey postcode data, on average, 22.99% of Burnham HRC users come from the Slough area.
- 2.16 Based on customer survey postcode data from December 2019, June 2020, July 2021, and December 2021, there has been a reduction of Slough residents using Burnham HRC of -7.5%. The proportion of Slough area residents that used Burnham HRC has reduced to 15.49% of total users.

2.17 Considering points 2.14 – 2.17, it is reasonable to assume that Bledlow HRC is likely to have a lower number of non-Buckinghamshire residents (circa 20%). Some Buckinghamshire residents may continue to use High Heavens HRC and Aylesbury HRC for convenience and ease. Therefore, a robust analysis is not achievable due to the combined journeys, choices which individuals make and personal preferences (customer habits/behaviour).

Historic waste volumes

2.18 Over the past three years there has been reduced total waste volumes across all HRCs by approximately 42%, please see Table 2.

2.19 Appendix 4 shows waste volumes for each of the nine HRCs from 2018/19 to 2021/22.

Table 2: Total waste volume across the HRC network

Yearly difference in total waste volume (tonnes)				
HRCs tonnage	2018/19*	2019/20**	2020/21	2021/22
Total Tonnage for the HRC network	80,928	46,992	44,521	47,333
Percentage difference compared to 2018/19		-41.9%	-45% (equates to 3.1% reduction on previous year)	-41.5% (equates to 3.5% increase on previous year)

*2018/19 is a ten site HRC model and before any service changes were introduced and it can be seen the volume of waste was high.

** 2019/20 onwards is nine site HRC model there remains a significant reduction in waste volume.

2.20 If the proposals for opening Bledlow HRC are implemented during 2022/23, this will be a partial opening year.

2.21 As shown in Tables 2 and 3, Burnham HRC is the suitable proxy site for Bledlow HRC opening assumptions. 2023/24 will be the first full year and therefore there are assumptions in the modelling. Please refer to Appendix 4 for further details.

Table 3: Waste volume assumptions for Bledlow HRC (*please note, numbers are rounded to the nearest tenth*)

Waste volumes assumed for Bledlow HRC								
HRC	2018/19 (actual)	2019/20 (actual)	2020/21 (actual)	2021/22 (actual)	2022/23 *Forecast for a partial year Option 1	2022/23 **Forecast for a partial year Option 2	2023/24 *Forecast for a full year Option 1	2023/24 **Forecast for a full year Option 2
Bledlow	5,708	139	N/A	N/A	1,437	1,795	1,942	2,426
Burnham	5,008	2,658	2,274	2,511	2, 584		2,617	

***Option 1 – Bledlow HRC opening part way through the year and assumes Buckinghamshire residents only.**

****Option 2 – Bledlow HRC opening part way through the year and assumes Buckinghamshire and non-Buckinghamshire residents using the site.**

Charges for non-Buckinghamshire users

- 2.22 To date Oxfordshire County Council has not been amenable to enter into direct administrative charges from one public body to another. Therefore, the Council needs to consider how to manage non-Buckinghamshire residents using the Bledlow HRC or the site is to be solely for the use of Buckinghamshire residents only.
- 2.23 Please see financial Table 4a and 4b. The cost for operating Bledlow HRC is the same irrespective of non-Buckinghamshire residents being able to use the site. This is because there would still need to be meet and greet operatives performing residency checks at the entrance, administering the permit scheme (Buckinghamshire residents), non-household waste charging and deter traders using the site. Therefore, non-Buckinghamshire residents using Bledlow HRC will not be permitted to obtain an e-permit, which would help to reduce the potential risk for trade abuse.
- 2.24 The recommendation proposes to introduce charges to non-Buckinghamshire residents for waste acceptance and access for all waste types using Bledlow HRC. This is in accordance with powers set out in Paragraph 51(3) of the EPA 1990, rather than prohibit use of the HRC amenities. Please see legal implication Section 4 for further details.
- 2.25 Whilst charging will be introduced directly for non-Buckinghamshire residents at Bledlow HRC for the foreseeable future, there may be changes at a later point in time. The recommendation delegates authority to the Director of Neighbourhood Services

to enter into administrative agreement(s) with neighbouring authorities if their residents use Buckinghamshire's HRCs and contribute to the costs.

- 2.26 The proposed pricing schedule for non-Buckinghamshire users considers vehicle sizes, carrying capacity, different waste streams costs, trade waste prices and operating and administrative costs of the site. For example, a large van with maximum carrying capacity would be charged for general waste £367.60, inclusive of VAT, per visit. A summary of the proposed charges is provided below, the range reflects small vehicles to large vehicles including vans. For further detail please refer to the draft WAAP Appendix 1 (Table C4).
- 2.27 A concession for non-Buckinghamshire users (Oxfordshire residents) who require a larger vehicle to accommodate their disability has been considered in relation to section 29(2) of the Equality Act. For further information please refer to 5.5 of the report, draft WAAP Appendix 1 (section A5.5), also Table C4 and Equalities Impact Assessment (EqIA) Appendix 2.
- **General waste** from £28.92 up to £367.60 per visit. All figures are inclusive of VAT.
 - **Green waste** from £22.34 up to £145.49 per visit. All figures are inclusive of VAT.
 - **Mixed recycling waste** from £25.96 up to £169.20 per visit. All figures are inclusive of VAT.
 - **Non-household waste** charges would also be applicable as set out in WAAP Table C1.

3. Other options considered

- 3.1 **Option A: Do nothing. Bledlow HRC to remain closed** – not recommended. The service model needs changing to reflect further housing growth on a short to medium term basis for the Unitary Council.

Option B: Open Bledlow HRC 5 days a week for garden waste only.

Option C: Open Bledlow HRC 7 days a week for garden waste only.

Option D: Open Bledlow HRC 7 days a week, for Buckinghamshire Council residents and other aspect of the service is provided in line with draft WAAP Appendix 1.

Option E: Open Bledlow HRC 5 days a week, for Buckinghamshire Council residents and other aspect of the service is provided in line with draft WAAP Appendix 1.

Option F: Do minimum. Open Bledlow HRC 5 days a week. The site opens for Buckinghamshire Council residents and other aspect of the service is provided in line

with draft WAAP Appendix 1. Non-Buckinghamshire residents being charged for waste acceptance and access for all waste types.

3.2 **Option F: Do minimum is the recommended option.** Meets the Council's future needs – short to medium term decision whilst an alternative site is found. There is a significant lead in time of a minimum of 5 years – compliance etc.

- 5 days a week service. Closing on Wednesdays and Thursdays.
- Non-Buckinghamshire residents being charged for waste acceptance and access for all waste types using Bledlow HRC.
- Buckinghamshire residents provided with a service in line with other HRCs in Buckinghamshire.
- Service provider, a third party, including third sector – not recommended. The Bledlow HRC is provided under the Environmental Protection Act 1990 (EPA 1990) Section 51. The Council has awarded a service contract to FCC Waste Services (UK) Ltd and any additional HRCs forms part of that contract.
- The HRC network enables Buckinghamshire residents to use any HRC. Movements of users, volumes of waste and business continuity is considered as a whole across all HRCs and the HRC contract.

4. Legal and financial implications

Legal Implications

4.1 The Council's HRC service is provided under the Environmental Protection Act 1990 (EPA 1990) Section 51. Section 51 requires the Waste Disposal Authority (WDA) to arrange for places to be provided at which residents may deposit household waste and for the disposal of any waste deposited. The arrangements should secure that each place is:

- (a) situated within the area or so as to be reasonably accessible to persons resident in its area;
- (b) available at all reasonable times (including at least one period on the Saturday or following day or each week, except the 25th December or 1st January); and
- (c) available for the deposit of household waste free of charge by residents.

However, the arrangements may restrict the availability of specified places to specified descriptions of waste.

- 4.2 The WDA may also include arrangements for the HRCs provided under s.51 to be available for the deposit of household or other controlled waste by other persons on such terms as to payment (if any) as the authority determines.
- 4.3 Household waste is defined in the Controlled Waste (England and Wales) Regulations 2012. Construction and demolition waste is defined as industrial waste, regardless of whether it is produced from domestic premises or not.
- 4.4 The Local Authorities (Prohibition of Charging Residents to Deposit Household Waste) Order 2015 prohibits WDAs from charging its own residents; to enter or exit an HRC, or deposit household waste at an HRC. There is however no such prohibition in respect of non-residents and so the Council is able to charge non-residents entry and exit fees and also for the deposit of all types of waste.

Legal implications have been considered please refer to the WAAP in Appendix 1 for further details.

Financial Implications

- 4.5 The recommended service changes are within the Council’s Medium Term Financial Plan 2022/23.
- 4.6 Please see Table 4a and 4b below for the cost of change, the proposed operating cost of the Bledlow HRC site and capital costs.
- 4.7 The recommendations will provide a more acceptable balance between Value for Money and service provision levels, compared with other options considered.
- 4.8 All costs assumed include a baseline service, forecast waste volumes, and contract inflation. This will be monitored and reviewed as part of the Council’s Medium-Term Financial Plan (MFTP).

Table 4a: Cost of change and proposed operating costs for Bledlow HRC site.

Revenue Costs	2022/23	2023/24	2024/25	2025/26
	£000’s	£000’s	£000’s	£000’s
Bledlow HRC opens 5 days a week (Closed Wednesdays and Thursdays)	250	270	280	290
Bledlow HRC opens 7 days a week	399	431	447	463
Re-opening and set-up costs (one off costs)	110	N/A	N/A	N/A

Table 4b: Capital cost of change and proposed operating costs for Bledlow HRC site.

Capital Costs	2022/23	2023/24	2024/25	2025/26
	£000's	£000's	£000's	£000's
Excavator costs	180	N/A	N/A	N/A
Welfare cabins*	135	N/A	N/A	N/A

**Captured within the current approved Capital MTFP programme.*

Note: all costs provided in Table 4a and 4b are estimates and subject to change depending on when the Bledlow HRC site opens. This is due to a number of reasons including lead in times for placing plant equipment orders and recruiting staff.

5. Corporate implications

5.1 Property

The Council's estate is managed through the Corporate Landlord function. By reinstating the service, the Council will mitigate costs risks which would have been met by the Corporate Landlord. By returning the site into operational use, meets the Council's objectives to minimise holding vacant property within the Council's wider portfolio.

Property implications have been considered and a lease agreement in line with the other HRC sites including repair and maintenance obligations will be in place.

5.2 HR

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

5.3 Climate change

The Household Recycling Centre Service contract has an overall performance target to achieve reuse, recycling, and composting target of 68%. By increasing the HRC service model to ten sites has no impact on the contract performance target, as waste will move from other sites to Bledlow HRC. The change will continue to contribute to the Climate Change and Air Quality Strategy goals.

The HRC contract has an aspirational reuse, recycling, and composting performance target of 73% or more. 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).

In Monthly and Annual Reports, the Contractor is required to record and report the measurement of performance against agreed carbon metric baselines, to demonstrate agreed improvement against targets over the Contract period. This includes any changes to environmental legislation.

5.4 Sustainability

There is a requirement for FCC Waste Services (UK) Ltd 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 HRC contract requires FCC Waste Services (UK) Ltd to manage recyclable and non-recyclable waste delivered to the HRCs through the most appropriate route, FCC Waste Services (UK) Ltd is required to deliver performance through reuse, recycling, composting and diversion from disposal (landfill and treatment).

5.5 Equality

An Equalities Impact Assessment (EqIA) has been undertaken which does not show the need for a full EqIA assessment please see Appendix 2. An issue has been identified and mitigated which removes any negative effects by introducing a concession for non-Buckinghamshire users using Bledlow HRC only, who need a larger vehicle to accommodate their disability.

WAAP Appendix 1 has been updated to incorporate this concession and how it will work. Final details will be updated in WAAP prior to the Bledlow HRC site opening and published.

5.6 Data

A Data Protection Impact Assessment (DPIA) full assessment has been undertaken please see Appendix 3. There are no envisaged implications and is in adherence with Council process and procedures.

5.7 Value for money

The recommendation provides an acceptable balance between value for money (VfM) and service provision requirements compared to other options considered.

6. Local councillors & community boards consultation & views

6.1 Local members including those representing Ridgeway West where Bledlow HRC would be located and The Risboroughs where most site users reside have been engaged. Bledlow Parish Council have also been engaged. Feedback from this engagement has been broadly supportive of the proposed changes. Councillors were keen to ensure the implications on local traffic were monitored and managed by the Council and action taken if necessary.

Clarification was also sought on how long the site may be needed, with a concern that housing growth would lead to the site reaching capacity before a new site could be opened. An officer from the project team provided an overview of the assumptions and estimated visitor numbers highlighting that the usage numbers are anticipated to be manageable and that there would be sufficient capacity in the medium term. It would be significantly lower compared to 2019 when the site closed. Officers will also update the communication plan to help residents visit the site at quieter periods, taking care when driving on local roads and respecting the rural setting of the site. Suggestions made by Councillors to ensure the site and operator is a 'good neighbour' will be reviewed if the proposals are approved.

6.2 The North West Chilterns Community Board covers both the Bledlow site and the Risborough area and will be engaged immediately post the decision.

7. Communication, engagement & further consultation

7.1 It is considered a formal consultation is not applicable in this case. There is extensive evidence of the impact on the local area of having Bledlow HRC operating. The consultation ran as part of the Service Review in 2019 also provided a substantial understanding of local resident's views on the site (mostly supportive to keep the site open). The decision to close the site was a difficult decision made by the legacy council for the short term, due to the financial pressures the Council faced and the requirement to secure a balanced budget. We are also engaging with local members prior to implementation to identify any potential concerns that may need further consideration and/or mitigation.

7.2 The decision will be communicated promptly, and a high-level communications plan implemented. This will be completed with detailed methods of engagement, please see section 8 for further details. Stakeholders include:

- Residents
- Parish, Town and elected Members
- Buckinghamshire Council Internal Teams
- FCC Waste services (UK) Ltd
- Local Media
- Neighbouring Local Authorities

7.3 As part of informing the detailed implementation plan for opening Bledlow HRC, consideration may also be given to establishing a focus group to include the neighbours within the immediate vicinity to the Bledlow HRC. This may help consider localised amenity concerns of nearby neighbours/residents, help communicate the detailed plans for opening Bledlow HRC and consider feedback if further suitable mitigation measures may be needed.

8. Next steps and review

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

Next step	Indicative date
Cabinet meeting	13 th September 2022
Complete a Deed of Variation (DoV/Contract change) and put a lease in place.	September – October 2022
Key Implementation activities	
Prepare site for operational use: <ul style="list-style-type: none"> • installation of CCTV, web cams, digital connectivity. • general repair and maintenance e.g install welfare cabins, install site signage, line painting, drainage cleaning and cut back vegetation etc. • Place plant and equipment orders and a logistical movement of containers from the other nine HRCs into Bledlow HRC. • FCC Waste Services Ltd (UK) to recruit and train HRC staff. 	September – October 2022
External traffic management plan <ul style="list-style-type: none"> • It is reasonable to assume foreseeable customer demand during the first few weeks when Bledlow HRC opens. This may lead to external traffic queuing on the highway. An external traffic management plan will be put in place for a period of 3-4 weeks. • This will help to support and stabilise the site in the initial weeks. This will also help mitigate possible nuisance which may be caused to nearby neighbours within the immediate vicinity of the site. 	September – October 2022

<p>The Communication plan will run from the decision through to the opening of the site. The plan will target the local area and likely users of the site focussing on key messages:</p> <ul style="list-style-type: none"> • Opening date & regular opening days • What to expect on site • Informing non-Bucks users about new charges 	<p>September – October 2022</p>
<p>Proposed earliest opening, due to a number of reasons including timescales for site preparation for operational use, lead-in time for placing plant and equipment orders and recruiting staff.</p>	<p>November 2022 or earlier if operationally possible.</p>

9. Background papers

9.1 The following background papers are included with this report:

Appendix 1: DRAFT Waste Access and Acceptance Policy WAAP September 2022

Appendix 2: Change to the Household Recycling Centre Service (HRC) – Equality Impact Assessment

Appendix 3: Change to the Household Recycling Centre Service (HRC) – Data Protection Impact Assessment

Appendix 4: User numbers and waste volumes from 2018-2022 – nine HRC model

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



Buckinghamshire Council Household Recycling Centres

Waste Access and Acceptance Policy (WAAP)



Date: 13th September 2022

Table of Contents

1. Introduction	3
2. Context.....	4
3. Statutory Requirements	6
4. Access to the Council's HRCs.....	10
5. Enforcement.....	12
6. Declaration.....	13
7. Records and Data Protection Act	13
8. Equalities Act 2010	13
9. Compliments and Complaints	13
Appendix A – Details of HRCs operations.....	15
A1. HRC Opening Hours and Days	15
A2. Buckinghamshire HRC Users	15
A3. Town and Parish Councils	16
A4. Charity and other voluntary / non-registered organisations.....	16
A5. Non-Buckinghamshire households.....	16
A6. Traders / Commercial users	19
A7. Vehicular Access Criteria.....	20
A8. Banned Vehicles	23
A9. Chargeable construction and demolition waste, other non-household waste and non-Buckinghamshire residents	23
A10. Waste Electronic-Permits (e-permits) for Buckinghamshire and Slough residents	24
A11. Types of e-permit	25
Appendix B – Waste exemptions and restrictions.....	27
B1. Waste Acceptance Criteria.....	27
B2. Alternative disposal arrangements for waste not accepted or for which a charge is levied	27
B3. Hazardous Waste.....	28
B4. Asbestos.....	28
Appendix C – Pricing schedules for non-Buckinghamshire resident users, disposal of construction and demolition waste and for Trade waste	30

1. Introduction

- 1.1 The purpose of this document is to set out Buckinghamshire Council's (the Council) approach to the disposal of waste at its Household Recycling Centres (HRCs). This policy¹ details the following:
- Opening days and hours;
 - Permitted users of the sites;
 - Access criteria, including permitted vehicles; and
 - Waste electronic-permits (e-permits).
- 1.2 The appendices include further details relating to categories of waste, exemptions, and restrictions and charging schemes.
- 1.3 The principles of this policy are to:
- Help protect the environment by promoting waste prevention and waste minimisation messages;
 - Provide cost effective facilities for disposal of waste that are sustainable (includes consideration of fly-tipping) and maximise the re-use and recycling of waste;
 - Provide sustainable waste management solutions in a cost-effective manner for Buckinghamshire Council taxpayers.
- 1.4 This policy applies to waste disposal activities within the administrative boundary of Buckinghamshire Council (which excludes Milton Keynes).
- 1.5 This policy is made in accordance with the main legislative frameworks which include the following:
- The Environmental Protection Act (EPA) 1990
 - The Controlled Waste (England and Wales) Regulations (CWR) 2012
- 1.6 In addition, this policy takes account of statutory and non-statutory guidance and best practice including:
- Energy from Waste: A guide to the debate: Department for Environment Food & Rural Affairs (DEFRA, 2014)
 - Our Waste, Our Resources: A Strategy for England: Department for Environment Food & Rural Affairs (DEFRA, 2018)

¹ The WAAP was introduced in October 2006 and has been regularly reviewed and updated accordingly.

- 1.7 Finally, this policy sits alongside other Buckinghamshire policies relating to waste, as follows:
- Joint Waste Strategy for Buckinghamshire 2014-2020².
 - The Buckinghamshire Minerals and Waste Local Plan 2016-2036 (adopted July 2019)³.
 - Buckinghamshire Council Fly-tipping Enforcement Policy⁴

2. Context

2.1 As part of its overarching Waste Strategy and its principle of helping to protect the environment by prevention and minimisation of waste, the Council seeks to prevent and reduce waste in accordance with the following waste hierarchy. The Council encourages Buckinghamshire residents to support this waste hierarchy which ranks the various waste management options in order of environmental impact. This is the basis of Buckinghamshire Council's Waste Management communication plan. The waste hierarchy is based on environmental foot printing, it sits within the wider circular economy approach to managing resources and is widely accepted by experts in the waste industry:



Figure 1: Waste Hierarchy

2.2 Prevention and minimisation - The most effective way of reducing our environmental footprint is by preventing and minimising the amount of waste we create in the first place. Residents are encouraged to do this by, for example, shopping smart and home composting.

² <https://www.recycleforbuckinghamshire.co.uk/media/1691/joint-waste-strategy-2014-20.pdf>

³ <https://www.buckinghamshire.gov.uk/planning-and-building-control/planning-policy/minerals-and-waste/>

⁴ <https://www.buckinghamshire.gov.uk/waste-and-recycling/waste-policy-documents/fly-tipping-enforcement-policy/>

- 2.3 Re-use - We can re-use many items ourselves; alternatively, there are numerous re-use opportunities that exist in Buckinghamshire. These are good places to contact other people and organisations that may have use for unwanted items, for example charity shops and online re-use forums. The Council has re-use shops at Aston Clinton and High Wycombe HRCs and re-use items are accepted at all of the Council's HRCs. HRC staff will make decisions on whether items are re-useable or not. Site staff, users and visitors are not authorised to sell or barter. The only sales permitted at HRCs are those from HRC re-use shops.
- 2.4 Recycle - Many items can be recycled, and the Council provides collection services for recycling materials from residents' kerbside. The Council provides HRCs for residents to recycle items which may / may not be accepted through kerbside collection schemes. Further information can be found on the Council's website⁵ and digital 'Waste Wizard' tool⁶ which helps residents to decide what to do with different types of waste to encourage more recycling.
- 2.5 Energy recovery - the Council has invested in energy recovery through its Energy from Waste facility at Greatmoor. The facility thermally treats up to 350,000 tonnes of residual waste per annum generating electricity transferred into the national grid. This waste comprises of both household and commercial waste that would otherwise be disposed of in landfill sites.
- 2.6 In accordance with the principle to provide cost effective facilities for disposal of waste that are sustainable and maximise re-use and recycling of waste, the Council has taken in to account its current population, geographic factors, and future housing growth.
- 2.7 Buckinghamshire covers an area of around 1,565km². The total population of Buckinghamshire is 547,060 (2020). The population is projected⁷ to increase by 19,300 (3.5%) from 2020 to 2030. This figure could be higher if new dwellings continue to be built in the administrative area. There is, on average, 350 residents for every km² in Buckinghamshire.
- 2.8 The Council makes provision for re-use, recycling, treatment, and disposal of a wide range of household waste across its HRC network. There are also a number of voluntary and third sector organisations that provide networks for re-use of unwanted household items.

⁵ <https://www.buckinghamshire.gov.uk/waste-and-recycling/>

⁶ <https://www.recycleforbuckinghamshire.co.uk/waste-wizard/>

⁷ Data sourced from the Office of National Statistics

2.9 The Council is required to produce development plans which set out planning policies for the local area. These plans also allocate areas for future development and identify areas that should be protected from development.

The development plans usually include:

- Local plans
- Mineral and waste plans⁸
- Neighbourhood plans⁹

The plans provide allocations and supporting policies to develop future HRCs closely aligned to future growth areas.

2.10 In the long term it is recognised there is planned to be considerable future growth within the administrative area. This matter will be considered by the Council in order to plan for HRC site betterment for the medium to long term.

3. Statutory Requirements

3.1 The Council's HRC service is provided under the EPA 1990, section 51 as follows:

- (1) It shall be the duty of each waste disposal authority to arrange —
 - (b) For places to be provided at which persons resident in its area may deposit their household waste and for the disposal of waste so deposited;
- (2) The arrangements made by a waste disposal authority under subsection (1) (b) above shall be such as to secure that—
 - (a) Each place is situated either within the area of the authority or so as to be reasonably accessible to persons resident in its area;
 - (b) each place is available for the deposit of waste at all reasonable times (including at least one period on the Saturday or following day of each week except a week in which the Saturday is 25th December or 1st January);
 - (c) Each place is available for the deposit of waste free of charge by persons resident in the area;But the arrangements may restrict the availability of specified places to specified descriptions of waste.
- (3) A waste disposal authority may include in arrangements made under subsection (1) (b) above arrangements for the places provided for its area for the deposit of household waste free of charge by residents in its area to be

⁸ [Buckinghamshire Minerals and Waste Local Plan \(buckinghamshire.gov.uk.s3.amazonaws.com\)](https://www.buckinghamshire.gov.uk/s3.amazonaws.com)

⁹ [Neighbourhood plans | Buckinghamshire Council](#)

available for the deposit of household or other controlled waste by other persons on such terms as to payment (if any) as the authority determines.

3.2 As part of its principle of reducing the cost of waste disposal to Buckinghamshire taxpayers, the Council reviewed the number of HRCs that are necessary to ensure they are cost effective and at a place that is reasonably accessible. In determining the number and location of sites, the Council has taken account of the following:

- drive times for residents to their nearest sites and alternatives (county-wide)
- haulage and waste transfer logistics
- cost per tonne of running each site
- possible fly-tipping impacts
- estimated savings compared to other options
- visitor numbers
- future housing growth (and ability for each site to handle this growth)
- legislative compliances
- deliverability
- traffic counters
- waste tonnages & trends
- service costs
- benchmarking against other HRC services
- industry best practice
- annual Buckinghamshire HRC customer satisfaction surveys

This list is not exhaustive; it provides an overview of the scope of information used to help inform the decisions taken.

3.3 Household waste means waste from a domestic property which is used wholly for the purpose of living accommodation, a caravan situated on a caravan site, a residential home, education premises and certain hospitals and care homes. The Controlled Waste (England and Wales) Regulations (CWR) 2012 provide a definition of Household Waste and those categories that can be subject to a collection charge if collected from the property and a disposal charge if brought to an HRC. Household waste for which no disposal charge can be levied is as follows:

- Articles of household waste, including those which exceed 25kg in weight or does not fit into the receptacle provided for collection from the home;
- Garden waste;
- Dead domestic pets;
- Waste oil or grease;
- Asbestos, where this is waste from a domestic property not connected to construction or demolition works;

- Waste from premises used wholly or mainly for public meetings;
- Clinical waste and offensive waste produced at a domestic property, a caravan or a vehicle or vessel used wholly for the purposes of living accommodation;
- Waste from a residential hostel;
- Waste from a charity shop selling donated goods originating from domestic property, but only for that waste that originated from a domestic property; and
- Waste from premises occupied by a community interest company or charity or not for profit body which collects goods for re-use or waste to prepare for re-use from domestic property, but only for that waste that originated from a domestic property.

3.4 A disposal charge can be levied for the following categories of household waste:

- Waste from a charity shop selling donated goods, but only to the extent that the waste originated from a non-domestic property;
- Waste from premises occupied by a community interest company or charity or not for profit body, which collects good for re-use or waste to prepare for re-use, but only to the extent that the waste originated from non-domestic property;
- Litter and refuse collected under section 89(1)(f) of the EPA 1990;
- The non-residents user charging regime flows from an interpretation of The Local Authorities (Prohibition of Charging Residents to Deposit Household Waste) Order 2015, which prohibits a charge being levied to Buckinghamshire residents within the administrative area. Non-Buckinghamshire resident users can be charged. This charge is for non-resident users entering and exiting the HRCs. For further details please refer to paragraph A5.3.
- Waste from a residential home or land belonging to or wholly or mainly used in connection with a residential home;
- Waste from premises forming part of a university, school, or other educational establishment, but subject to paragraph 4(8) of the CWR 2012 Regulation; and
- Waste from a penal institution.

3.5 Construction and demolition waste arising from works at domestic premises constitutes industrial waste. Further details of what the Council classifies as construction and demolition waste are provided in Table 1 below. The Council has agreed to accept construction and demolition waste from domestic properties at its HRCs on payment of a reasonable charge to cover the cost of dealing with and disposing of this type of waste.

3.6 Table 1 provides a non-exhaustive list of examples of the types of materials which the Council will accept free of charge at HRCs, and those for which charges can be levied.

Table 1 – Categories of waste which will/will not be accepted free of charge to Buckinghamshire residents within the administrative area to the HRCs

Materials which are accepted <u>free of charge</u>	Materials for which <u>charges can be levied</u>
<p>All household waste delivered by residents to the HRCs, including but not limited to:</p> <ul style="list-style-type: none"> • Small recyclables: • Cardboard; • Paper; • Cans; • Glass; • Plastic bottles; • Drinks cartons / Tetra-pak; • Textiles and shoes; • Books; • Green (garden) waste; • Metal; • Large and small electrical domestic appliances; • Hazardous household wastes: • Chemicals; • Paint; • Fridges and freezers; • Televisions and monitors (CRT); • Fluorescent tubes; • Batteries (domestic and vehicle); • Dense plastics; • Carpet; • Mattresses; • Furniture; • Black-bag waste containing general waste 	<p>Waste resulting from construction and demolition waste:</p> <ul style="list-style-type: none"> • Fence and shed panels; • Ceramic tiles (all types); • Bathroom suites; • Doors and windows; • Fitted kitchen units; • Roofing materials including felt, guttering and tiles; • Inert material such as rubble, concrete, bricks and roof tiles; • Plaster and plasterboard; • Laminate flooring; • Wooden floorboards and skirting boards; • Asbestos resulting from construction or demolition works; • Soil from construction works, including landscaping activities; • Any other building materials; <p>Other:</p> <ul style="list-style-type: none"> • Tyres

3.7 Clinical waste – as an alternative to disposal at an HRC, the Council collects clinical waste free of charge from domestic premises, for further details please see the Council’s website. For this reason, this waste will not be accepted at the HRCs.

3.8 Domestic Pets (for example, cats and dogs) – as an alternative to disposal at an HRC, for further details please see the Council’s website. This is the responsibility of the owner. For this reason, this waste will not be accepted at the HRCs.

4. Access to the Council's HRCs

- 4.1 This section details the location of the Council's HRCs and some of the user groups who may use the sites. It also describes the restrictions controlling access that apply to HRC sites. Further detail is provided in Appendix A.
- 4.2 There are ten HRCs located across Buckinghamshire as shown in Table 2.

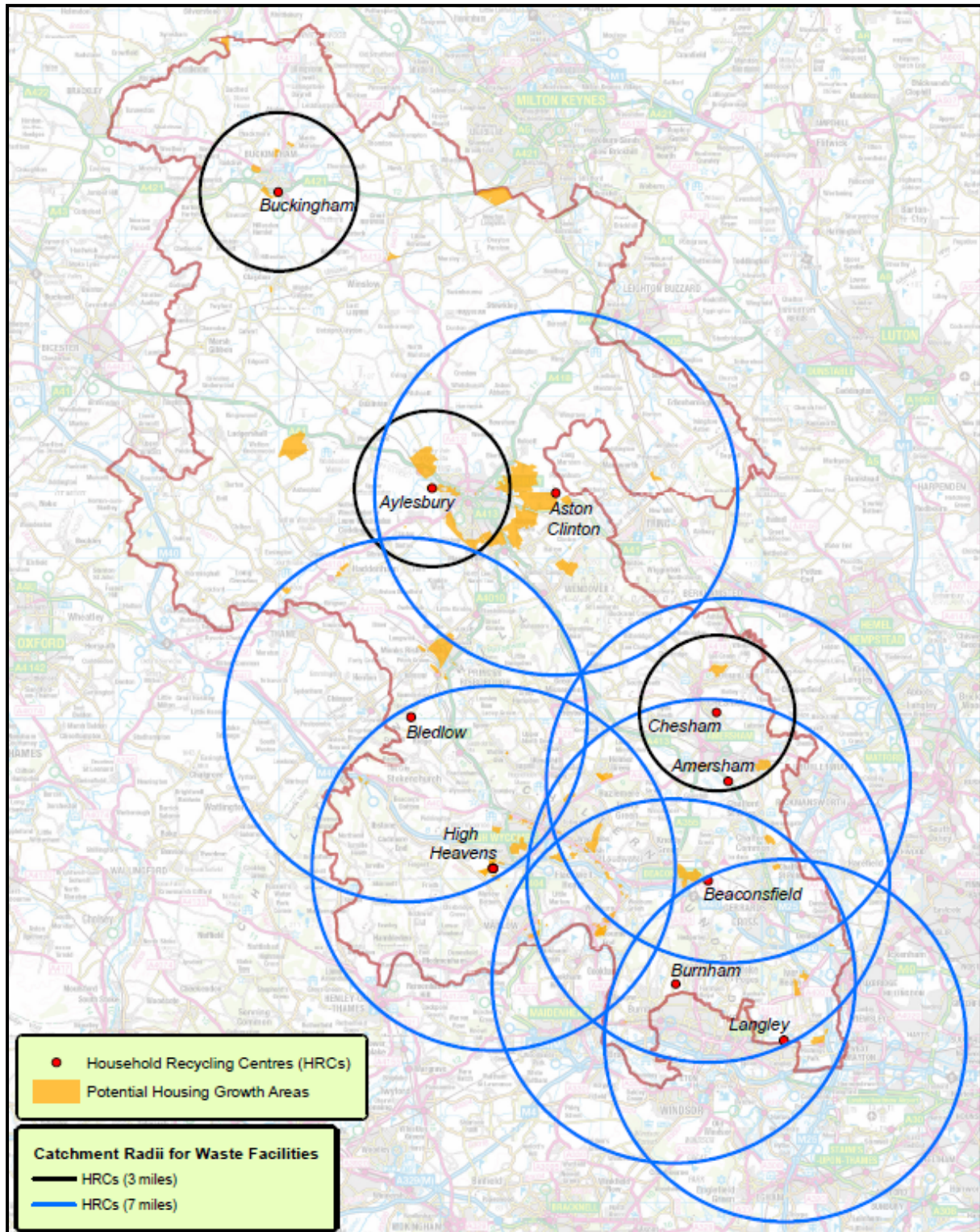
Table 2- Locations of 10 HRC sites within Buckinghamshire

Buckinghamshire Council HRC Sites
Amersham HRC , London Road East, HP7 9DT
Aston Clinton HRC , College Road North, HP22 5EZ
Aylesbury (Rabans Lane) HRC , Rabans Close, Rabans Lane, HP19 8RS
Beaconsfield HRC , A40 London Road, Lower Pyebushes, HP9 2XB
Bledlow Ridge HRC , Wigans Lane, Bledlow Ridge, High Wycombe, HP14 4BH
Buckingham HRC , Yonder Slade, Buckingham Industrial Park, MK18 1RZ
Burnham HRC , Crowpiece Lane, SL2 3TG
Chesham HRC , Latimer Road, HP5 1TL
High Wycombe HRC , High Heavens, Clay Lane, Booker, SL7 3DJ
Langley HRC , Langley Park Road, SL3 6DD

The geographical location of each HRC is shown in Figure 2 below which also indicates areas of proposed housing growth and an indication of the catchment area that each HRC serves. This is split into urban (3-mile catchment) and rural (7-mile catchment) sites.

Figure 2 – The current HRC network distribution model and potential future household growth - 10 HRCs

(Catchment radii range is based on Waste & Resources Action Programme (WRAP) HWRC guidance [2016])



5. Enforcement

- 5.1 The HRC staff will make a decision as to whether charges¹⁰ should be applied or access should be refused. If the decision is that a charge should be levied, which the resident refuses to pay or the individual is not entitled to dispose of waste at the HRC, the individual must leave the site with the waste.
- 5.2 All HRC staff receives bespoke training relating to this policy, with a particular focus on the areas around charging for non-household waste. This supports a consistent application of working practices across all the HRC sites. Training of staff will be refreshed and updated at regular intervals as appropriate.
- 5.3 Buckinghamshire residents can appeal a HRC staff's decision to apply charges for the disposal of non-household waste or trade waste by writing to: Buckinghamshire Council, Strategic Waste Management and Enforcement, Walton Street Offices, Aylesbury, HP21 1AU or emailing waste_strategy@buckinghamshire.gov.uk
- 5.4 Any breach of this policy by users of the Council's HRCs will be reported to Buckinghamshire Council Strategic Waste Management and Enforcement, which may lead to investigation and prosecution should an offence deem to have been committed.
- 5.5 Automatic Number Plate Recognition (ANPR) systems are installed at the Council's HRCs for the purpose of the prevention and detection of crime. Information obtained from these may be used to aid enforcement agencies in their investigations. CCTV and webcams are also installed for safety, security, and site monitoring. For the purpose of safety, security and investigations site staff may wear body cameras whilst engaging with residents, traders, and other site users.
- 5.6 The Council **will not** refund non-household waste charges and non-Buckinghamshire resident charges if it believes that the charges have been correctly applied by HRC staff.
- 5.7 Depositing waste outside of designated drop-off or disposal points / containers at any HRC may constitute an offence of fly-tipping and will be investigated by Buckinghamshire Council Strategic Waste Management and Enforcement for possible prosecution. The approach to enforcing fly-tipping or related offences will follow that as set out in the Buckinghamshire Council Fly-tipping Enforcement

¹⁰ <https://www.buckinghamshire.gov.uk/waste-and-recycling/>

Policy¹¹ in respect of fly-tipping and ancillary offences. Further details on fly-tipping can be found on the Council website¹².

6. Declaration

6.1 HRCs will continue to operate a system whereby they may ask any user to complete a Declaration Form. By completing the form, the user confirms that the waste is from their home and not related to a trade or business activity. Charges for disposal of non-household waste and non-Buckinghamshire users will still apply.

6.2 The information recorded on the Declaration Forms will be recorded by the Council's Waste Management Services to review and investigate any suspected misuse and further action may be undertaken.

7. Records and Data Protection Act

7.1 The Council collects personal data as part of its e-permit scheme and declaration process, and through customer surveys, operation of CCTV, body cameras and ANPRs systems at HRCs. The Council will use this information to review site usage and ensure compliance with this policy. Details may also be shared with the Environment Agency and other law enforcement agencies for the purpose of carrying out a statutory function or prevention or detection of crime. A detailed Data Privacy Impact Assessment has been undertaken and is available.

8. Equalities Act 2010

8.1 The Equalities Act 2010 aims to prevent disability discrimination and provide protection for disabled people under the law. It also says that people must not be discriminated against or harassed because they are mistakenly perceived to be disabled. This includes legal rights for disabled people accessing goods, services, and facilities. A detailed Equality Impact Assessment has been undertaken and is available.

9. Compliments and Complaints

9.1 The Council and our partners continue to aspire to keep Buckinghamshire thriving and attractive; hence we are always seeking new ways of improving customer experience through customer compliments, comments, or complaints.

9.2 We will investigate complaints and acknowledge compliments and comments.

¹¹ <https://www.buckinghamshire.gov.uk/waste-and-recycling/waste-policy-documents/fly-tipping-enforcement-policy/>

¹² <https://www.buckinghamshire.gov.uk/waste-and-recycling/>

9.3 Contact details are provided on information boards at each HRC site and details of the formal complaints process is published on the Council website¹³.

DRAFT

¹³<https://www.buckinghamshire.gov.uk/your-council/contact-us/>

Appendix A – Details of HRCs operations

A1. HRC Opening Hours and Days

- A1.1 Buckinghamshire HRCs are open 7 days a week, except Christmas Day, Boxing Day, and New Year's Day. Aylesbury (Rabans Lane), Bledlow, Burnham and Chesham HRCs offer a 5-day service and are closed on Wednesday and Thursday each week.
- A1.2 Access to HRCs for all users and visitors is only permitted during opening days and hours.
- A1.3 Site opening hours in the summer (1st April - 30th September) are between 9:00am and 6:00pm and in the winter (1st October - 31st March) are between 9:00am and 4:00pm. (Aylesbury) Rabans Lane, Bledlow, Burnham and Chesham HRCs offer a 5-day service and are closed on Wednesday and Thursday each week.
- A1.4 Site opening days and times are published on the Council's website¹⁴, site notices, and site boards and available through the on-site literature.
- A1.5 The Council's HRCs have webcams installed at all sites; this allows customers to plan their visit to our sites using real-time information and see how busy the sites are¹⁵.
- A1.6 Users will be asked to leave the site by closing time and will be advised 10 minutes before closing as they enter the site.
- A1.7 HRCs may close in exceptional circumstances, such as severe weather, essential maintenance, and unplanned / emergency events.

A2. Buckinghamshire HRC Users

- A2.1 HRCs within Buckinghamshire are primarily provided for Buckinghamshire residents to dispose of household waste. The Council will permit disposal of prescribed other types of waste, subject to payment of a charge. Details of the charges levied are set out later in this policy.
- A2.2 Landlords should note that waste produced from properties that are rented out and disposed of, by or on behalf of the landlord, is classed as commercial waste and, as such, must be disposed of through a legitimate commercial waste collection / disposal provider and charges are applicable.

¹⁴ <https://www.buckinghamshire.gov.uk/waste-and-recycling/household-recycling-centres/>

¹⁵ <https://www.buckinghamshire.gov.uk/waste-and-recycling/household-recycling-centres/>

A3. Town and Parish Councils

A3.1 Town and Parish Councils will have access to designated HRCs to deposit specific waste types. These arrangements will be agreed in advance with the Council. All other site access and material restrictions will apply.

A4. Charity and other voluntary / non-registered organisations

A4.1 All charities wishing to use the Council's HRCs for the first time must be registered as licensed waste carriers prior to accessing any HRC. Registration requirements can be viewed online¹⁶ or by calling the Environment Agency (England) helpline on 03708 506506.

A4.2 Charities must show their waste carriers licence or exemption (as applicable) when disposing of waste at a Council HRC.

A4.3 Charities will be required to apply for an e-permit via the Council web portal¹⁷.

A4.4 Charities will have to enter into an agreement with the Council prior to using the HRCs. In order to use the HRC, the charity must be located in Buckinghamshire, use will be limited to non-hazardous household waste items and charges will be applied for construction and demolition and other waste types such as tyres. Charities cannot dispose of hazardous waste such as electrical items, oils, chemicals, or asbestos.

A5. Non-Buckinghamshire households

A5.1 It is recognised that in most cases residents will use HRCs that are closest to their household; hence there will be some cross-border use of HRCs.

A5.2 The Council may set up Service Level Agreements with neighbouring authorities for cross-border access to ensure the costs of provision of the HRC are shared fairly. Whether there is an agreement or not, non-Buckinghamshire Council area residents will be subject to the same restrictions and charges as Buckinghamshire Council area residents.

A5.3 Where a Service Level Agreement does not exist with neighbouring authorities, those out-of-county (non-Buckinghamshire users) may be refused access or further charges will be levied at any point in time. See Table 3 for further details.

¹⁶ <https://www.gov.uk/register-renew-waste-carrier-broker-dealer-england>

¹⁷ <https://www.buckinghamshire.gov.uk/waste-and-recycling/business-and-charity-waste/>

A5.4 Oxfordshire residents can use Bledlow HRC if required, for an access and acceptance charge. Oxfordshire residents will be unable to use any other Buckinghamshire HRCs and will be refused access. Charges for Oxfordshire resident to use Bledlow HRC can be found in Table C4.

A5.5 A concession for Oxfordshire residents who require a larger vehicle to accommodate their disability has been considered in relation to section 29(2) of the Equality Act which prohibits discrimination in relation to the provision of services.

How will the concession work?

The user would apply for a digital form (details are yet to be confirmed), in advance of their visit. The user will be asked for proof of the need for a larger vehicle. Council officers will approve the concession and issue the digital authorisation to the user before they visit the site.

The user should present the digital authorisation to site staff upon request. The user will be charged based on the approximate volume of waste instead of vehicle size. This would be an estimate by site staff, site staff decision will be final.

Examples of concessions:

1. A user has a large vehicle to accommodate their wheelchair, they only need to dispose of 5 black bags which only quarter fill the large car.

This user is likely to receive a concession and charged the site visit access and acceptance rate of a small car.

2. A user has a small van to accommodate their disability, the van is full of garden waste. No space is taken up with equipment to help accommodate their disability.

This user is unlikely to receive a concession and charged the site visit access and acceptance rate of a small van.

A5.6 Prior to the Bledlow HRC site opening, this policy will be updated, and details set out on the process for applying for the concession.

Table 3 – Materials for which charges can be levied to non-Buckinghamshire residents

Materials for which charges can be levied to non-Buckinghamshire residents
<p>All waste delivered by non-Buckinghamshire residents including but not limited to:</p> <ul style="list-style-type: none"> • Small recyclables: • Cardboard; • Paper; • Cans; • Glass; • Plastic bottles; • Drinks cartons / Tetra-pak; • Textiles and shoes; • Books; • Green (garden) waste; • Metal; • Large and small electrical domestic appliances; • Hazardous household wastes: • Chemicals; • Paint; • Fridges and freezers; • Televisions and monitors (CRT); • Fluorescent tubes; • Batteries (domestic and vehicle); • Dense plastics; • Carpet; • Mattresses; • Furniture; • Black-bag waste containing general waste; • Fence and shed panels; • Ceramic tiles (all types); • Bathroom suites; • Doors and windows; • Fitted kitchen units; • Roofing materials including felt, guttering and tiles; • Inert material such as rubble, concrete, bricks and roof tiles; • Plaster and plasterboard; • Laminate flooring; • Wooden floorboards and skirting boards; • Asbestos resulting from construction of demolition works; • Soil from construction works, including landscaping activities; • Any other building materials;

Other:

- Tyres

A6. Traders / Commercial users

- A6.1 The Council does not have a duty to accept waste from commercial sources and / or traders, hence all waste deposits from trade activities will be chargeable. A pricing schedule for specific trade waste streams is set out in Appendix C (Table C3).
- A6.2 Traders, for the purpose of this policy, are people or organisations who engage in any kind of commercial business.
- A6.3 All traders must be registered as licensed waste carriers prior to accessing the Council HRCs. Registration requirements can be viewed online¹⁸ or by calling the Environment Agency (England) helpline on 03708 506506. Details of charges can be found on the Council website¹⁹.
- A6.4 For the purpose of Section 34 of EPA 1990 Duty of Care; traders are required to fully describe and accurately declare the nature of all waste being deposited and show their waste carriers licence at the HRCs prior to accessing the Council HRCs.
- A6.5 Traders are required to comply with their own Duty of Care and pay for all waste deposited according to the published charging scheme. Traders must self-separate and deposit waste into the relevant containers for re-use, recycling, treatment, or disposal. The Council HRCs reserve the right to refuse entry and / or recover additional costs should this duty not be fulfilled.
- A6.6 Traders are only permitted access to use the chargeable Trade Waste Service which is provided at the following HRCs: Aston Clinton; Aylesbury (Rabans Lane)²⁰; Beaconsfield; High Wycombe; and Amersham. Only these sites have the necessary legal compliances in place. Vehicle size limit is up to 7.5 tonne due to site capacity considerations. HRC staff complete and provide Duty of Care documents to traders using the chargeable Trade Waste Service.
- A6.7 In order to manage traffic at our HRCs traders will normally be permitted to visit HRCs Monday to Friday only. This will be subject to regular review and change as required. The Council reserves the right to refuse entry to traders at peak times and other instances in the interest of householders.

¹⁸ [Register or renew as a waste carrier, broker or dealer - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/register-or-renew-as-a-waste-carrier-broker-or-dealer)

¹⁹ <https://www.buckinghamshire.gov.uk/waste-and-recycling/business-and-charity-waste/>

²⁰ Rabans Lane (Aylesbury) is closed on Wednesday and Thursday

- A6.8 Certain wastes are not accepted from traders, and these include air conditioning units, lead acid (vehicle) batteries, chemicals, commercial fridges / freezers, commercial fridge-freezers, computer monitors, fluorescent tube lights, gas bottles, oil, TVs, and tyres.
- A6.9 Cash and cheque payments are not accepted at any HRC. Charges are reviewed annually or as needed including in line with legislation. Trade Waste Service charges are available on Trade Waste Service sites and published on the Council website²¹.

A7. Vehicular Access Criteria

- A7.1 The Council requires Buckinghamshire and Slough residents to obtain an e-permit (which is free of charge) in advance when certain vehicles are to be used to dispose of waste. This ensures that the Council can monitor the amount of household waste deposited by residents and identify any potential abuse by individuals who are running commercial businesses. All HRCs are fitted with Automatic Number Plate Recognition (ANPR) devices which will be used to monitor vehicle movements to help assess whether there is any exploitation and unusual frequency of visits by the same vehicle to the HRC network.
- A7.2 Access to HRCs is limited to cars, small trailers (see Figures 3 and 4) and vans.
- A7.3 Any householder may deposit their own household waste at a HRC in a car, including 4x4s, SUV and MPVs with or without a single axle trailer (maximum trailer size 1.2m long x 0.9m wide, up to 60cm high with a cover and excluding tow bar). No e-permit is required.
- A7.4 Any householder may bring their own household waste to a HRC in a commercial vehicle, provided the vehicle has no more than four wheels. An e-permit is required when a householder uses a commercial vehicle to deposit household waste.
- A7.5 A commercial vehicle is defined as a van, pick up, minibus (with 8-11 seats), flat back or similar, which have no more than 4 wheels.
- A7.6 Any householder may bring their own household waste to a HRC using any vehicle WITH a single or twin axle trailer that is bigger than 1.2m long x 0.9m wide (maximum trailer size 2.4m long x 1.2m wide, up to 60cm high with a cover and excluding tow bar). An e-permit is required.

²¹ <https://www.buckinghamshire.gov.uk/waste-and-recycling/business-and-charity-waste/#dispose-of-your-own-business-waste>

- A7.7 Due to site capacity, vehicles with trailers larger than 1.8m long x 1.2m wide may only visit the following HRCs: Aylesbury (Rabans Lane); Amersham; Aston Clinton; Beaconsfield; and High Wycombe (maximum trailer size 2.4m long x 1.2m wide, up to 60cm high with a cover and excluding tow bar). An e-permit will be required.
- A7.8 Where a householder has hired a commercial vehicle, they must bring their hire documents when visiting a HRC site.
- A7.9 Any other type of vehicle not covered above will not be permitted access into HRCs.
- A7.10 Any householder can only enter sites to deposit waste on foot if they have a valid e-Permit. Householders may not park outside sites and walk in.
- A7.11 All children under the age of 12 and pets must remain in the vehicle when visiting an HRC. Children under the age of 17 should be accompanied by a responsible adult, who should supervise them at all times.

Figure 3 - Trailer sizes accepted at HRCs due to site capacity

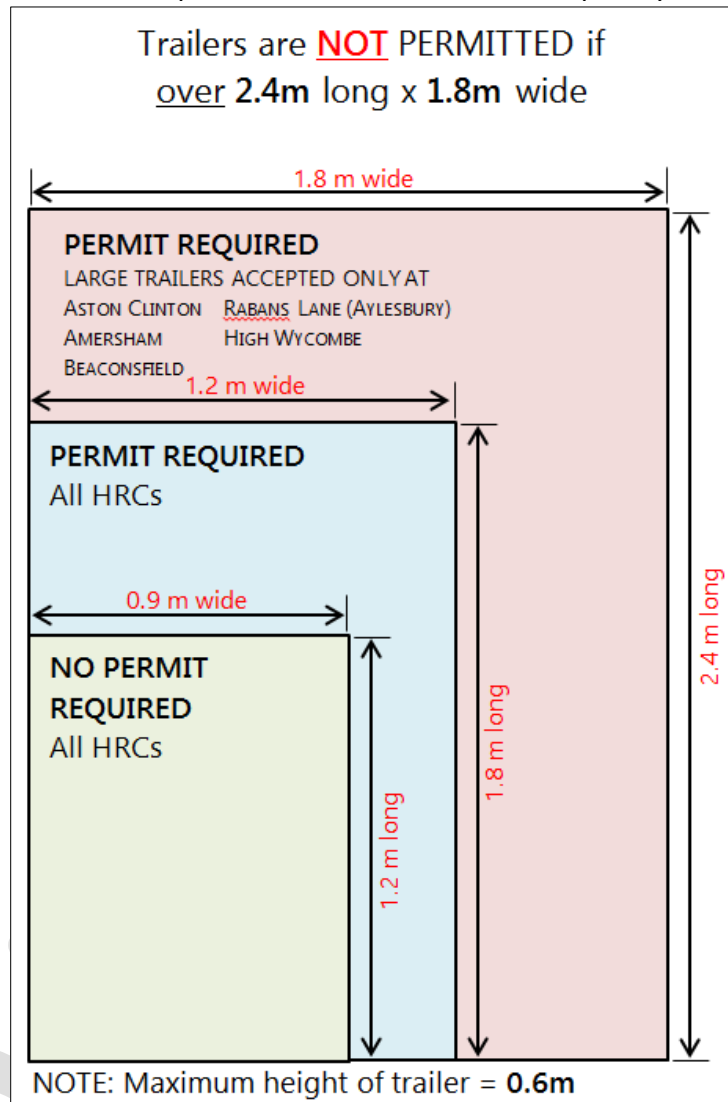
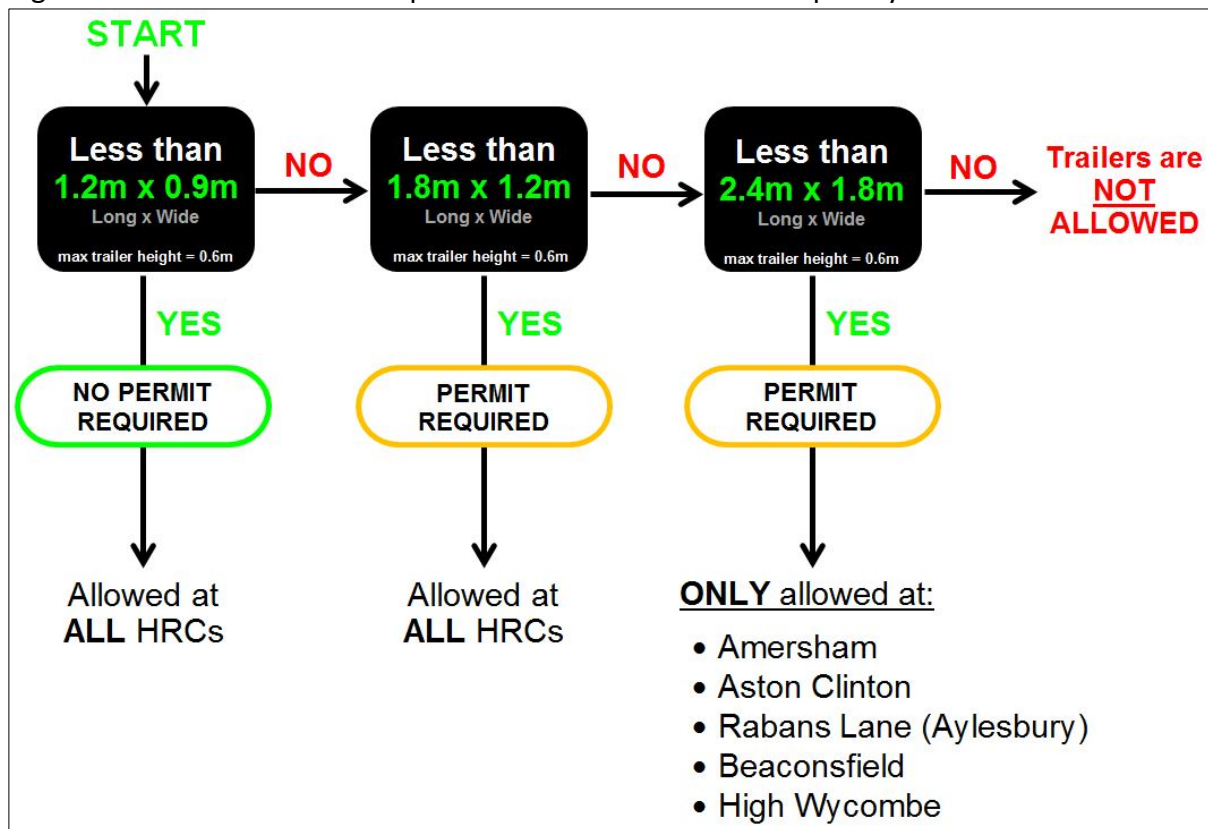


Figure 4 - Trailer sizes accepted at HRCs due to site capacity



A8. Banned Vehicles

A8.1 For commercial waste, safety, site size and capacity reasons some vehicles are not allowed into any Council HRC. The following vehicles will not be permitted access to any HRC:

- Any vehicle carrying trade waste, unless paying to use any Council Trade waste HRC
- Any vehicle with more than 4 wheels unless at a Council Trade waste HRC
- Any vehicle weighing more than 7.5 tonnes
- Any trailer larger than 2.4m long x 1.8m wide
- Any vehicle with a tipper or tipping tail lift mechanism
- Horseboxes
- Tractors

A9. Chargeable construction and demolition waste, other non-household waste and non-Buckinghamshire residents

A9.1 Chargeable construction and demolition waste includes asbestos, plasterboard, ceramic tiles, soil and hardcore, and wood waste derived from construction and demolition activities, including but not limited to, internal and external doors, kitchen units and worktops, windows, laminate flooring and floorboards, door

frames, garden sheds, fence panels and posts, outbuildings, and any construction wood waste. Charges also apply to disposal of tyres.

- A9.2 Charging non-Buckinghamshire users for waste acceptance and access for all waste types for all HRCs.
- A9.3 No cash payments will only be accepted, only debit/credit card or pre-payment cards.
- A9.4 Appendix C (Tables C1, C2, C3 and C4) details the pricing schedule for non-Buckinghamshire users, construction and demolition waste and sets out the charges for the construction and demolition type waste and non-household waste – charges to be reviewed as a minimum annually or due to changes in legislation. Due care and consideration has been undertaken and acting in good faith.

A10. Waste Electronic-Permits (e-permits) for Buckinghamshire and Slough residents

- A10.1 The permit scheme was introduced as the Council recognises that some householders may wish to use commercial type vehicles to bring in household waste.
- A10.2 The scheme does monitor commercial vehicles onsite and excessive waste quantities being delivered.
- A10.3 'e-permit' means an electronic permit, which must be obtained from the Council before visiting an HRC²².
- A10.4 e-permits will be provided at no cost.
- A10.5 e-permits will be sent electronically to the user in the form of an email containing a QR code. This QR code must be presented to HRC site staff on entry to HRC (either in electronic or paper format) for validation.
- A10.6 Households wishing to apply for an e-permit will need to create an account using their personal information. Once an account has been created, householders will be able to apply for subsequent e-permits by logging into their waste permit account and requesting the relevant e-permit.

²² <https://www.buckinghamshire.gov.uk/waste-and-recycling/household-recycling-centres/when-you-need-a-waste-permit/>

- A10.7 Without a valid e-permit, users will be refused entry to site.
- A10.8 Should users who have already been refused entry continue to attempt to enter the site to deposit their waste, site staff will record and pass their details to the Council for enforcement investigation.
- A10.9 To ensure traffic flow at HRCs is as quick as possible, e-permit applications must be completed online²³ prior to attending the site.
- A10.10 E-permit applications can be made at any time of the day.
- A10.11 Householders who do not have internet access can apply for an e-permit using the internet facilities available at their local library or by phoning the Council contact centre on 0300 131 6000.
- A10.12 The Council contact centre is open Monday-Thursday 9:00am-5:30pm and Friday 9:00am-5:00pm, excluding Bank Holidays.
- A10.13 The e-permit service is not available to traders (see Appendix A6 for details of the Council chargeable Trade Waste Service).
- A10.14 The e-permit service is not available to Oxfordshire residents (see Appendix A5 for details of the Council's charges applicable for non-Buckinghamshire users).

A11. Types of e-permit

- A11.1 There are three types of e-permit which users (excluding traders) may apply for:
- Commercial vehicles and trailers e-permit
 - Access on foot e-permit
 - Asbestos waste e-permit

Table 4 - e-permit summary

E-permit type	Justification criteria	E-permit validity	Restrictions
Commercial vehicles and trailers	A commercial vehicle is defined as a van, pick up, minibus (with 8-11 seats), flat back or similar. Any trailer larger than 1.2m long x 0.9m wide.	Valid for 31 days (1 st application), then 90 days (subsequent applications).	Banned vehicle list • a vehicle with more than 4 wheels unless at a Council Trade waste HRC

²³ <https://www.buckinghamshire.gov.uk/waste-and-recycling/household-recycling-centres/when-you-need-a-waste-permit/>

	<p>Permitted to bring all household waste types including general waste, recyclables, electrical items (note limit of 2 items per year for fridges, freezers, TVs, and computer monitors) and non-household waste in any volume.</p> <p>Note that charging for non-household waste applies; see Appendix A9 for more details.</p> <p>Charities must register for this type of permit regardless of type of vehicle.</p>		<ul style="list-style-type: none"> • a vehicle weighing more than 7.5 tonnes • a trailer larger than 1.8m long x 1.2m wide, up to 60cm high with a cover and excluding tow bar • a vehicle with any mechanical lifting device fitted • horseboxes • tractors <p>Charging for non-household waste applies; see Appendix A9 for more details.</p> <p>Charities can only bring non-hazardous household waste (see Appendix A4 above) and charges apply for non-household waste.</p>
Access on foot	Using the HRC on foot, without a vehicle	Valid for 31 days (1 st application), then 90 days (subsequent applications).	Charging for non-household waste applies (see Appendix A9 for more details).
Asbestos	Disposal of asbestos in connection with construction and demolition works. See Appendix B for more details.	Valid for 12 months, with maximum of 3 visits. Only available at Amersham, Aston Clinton, Aylesbury (Rabans Lane) ²⁴ , Beaconsfield, High Wycombe, and Langley HRCs.	Not available for Charities or Traders. Charging for non-household waste applies (see Appendix A9 for more details).

²⁴ Aylesbury (Rabans Lane) is closed on Wednesday and Thursday

Appendix B – Waste exemptions and restrictions

B1. Waste Acceptance Criteria

B1.1. Buckinghamshire HRCs accept a wide variety of waste categories. This appendix details the categories of waste not accepted at HRCs:

- Clinical and offensive waste (section 3.7)
- Carcasses (including domestic pets) and faeces. However, quantities of animal bedding equivalent to 1-2 bags per week are permitted from small domestic pets where this is double bagged.
- Hazardous waste – see Hazardous Waste list (section B3).
- Un-sectioned trees that cannot be easily lifted by customers or site staff.
- Flammable liquids and explosives (e.g. petrol/fireworks/ammunition).
- Commercial vehicle tyres.
- Other waste that poses a risk to health or property – staff at the HRC have a right to refuse any waste that falls into this category.
- Trade waste, except brought by a licensed waste carrier and only at designated sites²⁵. Residents have a legal Duty of Care to ensure that anyone who collected waste from their property is legally authorised to take, transport, and dispose of it safely (see section B2.2 below).

B2. Alternative disposal arrangements for waste not accepted or for which a charge is levied

B1.1 Residents are encouraged to explore alternative arrangements for disposal of excess waste arising from undertaking refurbishments within their home, such as:

- Reuse items where possible, for example via online sites like eBay, Facebook Marketplace or Freecycle where the items can be posted for free
- Hiring a skip
- Using a 'waste bag' service, for example those available at DIY stores
- Using a private waste or recycling facility
- Employing a waste contractor

B1.2 Residents should always follow the S.C.R.A.P. code if you are having household waste removed:

S - Suspect all waste carriers; do not let them take your waste until they have proven themselves to be legitimate. A professional waste carrier should happily answer reasonable questions.

C - Check that a waste carrier is registered on the Environment Agency's website²⁶.

²⁵ <https://www.buckinghamshire.gov.uk/waste-and-recycling/business-and-charity-waste/>

²⁶ <https://environment.data.gov.uk/public-register/view/index>

R - Refuse any unexpected offers to have your rubbish taken away. If you suspect that someone you have spoken to will be disposing of waste illegally, report them to the Environment Agency.

A - Ask what will happen to your rubbish and seek evidence that it is going to be disposed of appropriately.

P - Paperwork must be obtained: a proper invoice, waste transfer note or receipt, including a description of the waste being removed and the waste carrier's contact details.

B3. Hazardous Waste

B1.3 There are some types of waste which could put human health or the environment at risk because of their chemical or biological nature.

B1.4 The Council accepts this waste so long as it is in accordance with normal household use. For this reason, the amount of waste deposited may be monitored.

B1.5 For the purpose of this policy, hazardous waste includes, but is not limited to: chemicals (e.g. garden chemicals and oil-based paints), bonded asbestos, fluorescent tubes, ovens, hobs, and LPG cylinders.

B1.6 The following annual limitations apply to hazardous waste to keep it in line with normal household use: 4 fluorescent tubes, 2 car batteries, 10 litres engine oil, 5 litres chemicals and 2 LPG cylinders.

B4. Asbestos

B1.7 Only certain HRC sites are licensed to accept asbestos waste. These are Amersham, Aston Clinton, Aylesbury (Rabans Lane)²⁷, Beaconsfield, High Wycombe, and Langley.

B1.8 These HRCs will accept household items which contain asbestos, subject to the amount of items coming within normal household use. A permit is required, which is free of charge²⁸.

B1.9 Charges will be applied for the disposal of asbestos associated with non-household construction and demolition waste.

B1.10 Charities and Traders wishing to dispose of asbestos can make use of the chargeable disposal arrangements as listed at specific HRCs as set out in point B4.1 above.

²⁷ Aylesbury (Rabans Lane) is closed on Wednesday and Thursday.

²⁸ <https://www.buckinghamshire.gov.uk/waste-and-recycling/household-recycling-centres/when-you-need-a-waste-permit/>

B1.11 Asbestos must be removed by specialist asbestos removal and disposal contractors. These can be found in the local telephone directory, online or by contacting members of the Asbestos Removal Contractors Association.

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Appendix C – Pricing schedules for non-Buckinghamshire resident users, disposal of construction and demolition waste and for Trade waste

- C1 The prices contained within this Appendix will be reviewed annually and in line with legislation changes. The prices will be published on the Council website and available across the HRC sites. Part bags will be charged as per whole bag.
- C2 Please note that trade waste rates (Table C3) are only applicable to trade users of the sites and **not** residents.
- C3 Traders bringing in construction waste will be charged the rates contained in Table C1 and will **not** be charged at the general waste price for wood and rubble.
- C4 Applicable charges for non-Buckinghamshire users for waste acceptance and access for all waste types for all HRCs

Table C1 - Full price list for Buckinghamshire and non-Buckinghamshire resident users

Non-household waste price list

The charges for any non-household waste items not specifically listed will be decided by staff on site, based on the current price list and the decision of site staff is final. These prices include VAT and are correct as of 1st Apr 2022.

Hardcore & rubble	each	Kitchen items	each
Bags of cement (<i>per 25 litre bag</i>)	£3.20	Kitchen sink and taps	£3.20
Bricks & rubble (<i>per 25 litre bag</i>)	£3.20	Kitchen tiles (<i>per 25 litre bag</i>)	£3.20
Concrete bricks (<i>per 25 litre bag</i>)	£3.20		
Roof tiles / slates (<i>per 25 litre bag</i>)	£3.20	Kitchen unit	£6.40
Stones / gravel / sand (<i>per 25 litre bag</i>)	£3.20		
Soil (<i>per 25 litre bag</i>)	£3.20	Kitchen worktops (<i>up to 2m x 1m</i>)	£9.60
Paving slab (<i>1m x 1m</i>)	£3.20		
Turf (<i>per roll or per 25 litre bag</i>)	£3.20		
Bathrooms items	each	Timber	each
Bath panel	£3.20	Floorboards / laminate (<i>up to 2m x 1m</i>)	£3.20
Bathroom pedestal	£3.20	Fence panel	£3.20
Bathroom sink	£3.20	Fence post	£3.20
Bathroom tiles (<i>per 25 litre bag</i>)	£3.20	Skirting board / door frames (<i>up to 2 x 1m</i>)	£3.20
Bathroom towel rail	£3.20	Shed (<i>per panel</i>)	£3.20
		Timber offcuts (<i>per 25 litre bag</i>)	£3.20
Bath (inc. panel)	£6.40	Wood chipping (<i>per 25 litre bag</i>)	£3.20
Bathroom cabinets - fitted	£6.40	Wooden decking (<i>up to 2m x 1m</i>)	£3.20
Bathroom sink & pedestal	£6.40	Wooden pallets	£3.20
Bidet	£6.40	Wooden trellis	£3.20
Toilet cistern	£6.40		
Toilet pan	£6.40	Windows & Doors	each
		Door (<i>internal</i>)	£3.20
Shower screen / door	£12.80		
Shower tray	£12.80	Door (<i>external</i>)	£12.80
Toilet pan, cistern and seat	£12.80	Greenhouse panel (<i>whole side</i>)	£12.80
		Window	£12.80
Plasterboard (at specific sites only)	each	Roofing materials	each
Plaster or gypsum (<i>per 25 litre bag</i>)	£7.60	Loft insulation (<i>per roll or 2m x 1m sheet</i>)	£3.20
Plasterboard sheet (<i>up to 2m x 1m</i>)	£9.00	Roofing felt (<i>per roll or 2m x 1m</i>)	£3.20
		Guttering / pipes (<i>up to 10m</i>)	£3.20
Tyres	each	Asbestos (at specific site only, e-permit required)	each
Car or motorcycle tyre	£5.00	Asbestos 1m x 1m	£4.40
Other	each	Other cont.	each
Artificial grass (<i>per roll</i>)	£3.20	Oil Tank (Empty)	£6.40
Pond liners (<i>3m x 3m</i>)	£3.20	Fireplace	£12.80
Chimney pot	£3.20	Storage Heater	£12.80
Sheet glass (<i>per 25 litre bag of 1m x 1m</i>)	£3.20	Wood burner / stove	£12.80
Lime mortar	£3.20	Water tanks (<i>empty</i>)	£12.80
Loft door / hatch	£3.20	Shed - whole (<i>up to 2m x 2m</i>)	£22.40
Radiator	£3.20	Boiler	£25.60



Table C2 - Site signage version

Non-household waste price list

Item	Price <small>inc VAT</small>
Hardcore & rubble <i>(per 25 litre bag)</i>	
Bricks, cement, rubble, concrete slab, tiles, sand, soil, turf etc.	£3.20
Bathroom items	
Sink, pedestal, bath panel, towel rail, & pipework etc.	£3.20
Bath & panel, cabinets, sink & pedestal, toilet pan etc.	£6.40
Shower tray, shower screen door, toilet pan & cistern etc.	£12.80
Kitchen items	
Sink, taps etc.	£3.20
Whole cabinets including door etc.	£6.40
Worktop etc. (equivalent to 2m x 1m)	£9.60
Wood items <i>(per item or equivalent to 2m x 1m)</i>	
Fence panel, pallet, floorboards, laminate flooring, decking etc.	£3.20
Window and doors	
Internal door etc.	£3.20
External door, window etc.	£12.80
Roofing Materials	
Roofing felt, pipes and guttering, loft insulation etc.	£3.20
Other	
Asbestos sheet per 1m x 1m (selected sites only)	£4.40
Plaster or gypsum per 25 litre bag (selected sites only)	£7.60
Plasterboard sheet up to 2m x 1m (selected sites only)	£9.00
Car or motorcycle tyre	£5.00

A full list is available on the site noticeboards and at buckinghamshire.gov.uk

All prices are per item and include VAT. Charges for non-household waste items not detailed in the full list will be decided by staff on site, based on current prices. Site staffs decision is final.



N.B the charges for any non-household waste items not specifically listed will be decided by staff on site, based on the current price list and the decision of site staff is final.

Table C3 - Pricing schedule Trade waste (trade waste is charged by weight)

Commercial Waste Price list

A valid Waste Carriers Licence/Exemption Certificate must be provided for each visit and a Waste Transfer note completed. If you are carrying waste and not registered with the Environment Agency, you may be prosecuted and fined.

We only accept debit card, credit cards or business cheques. No cash is handled on this site.

General Waste - Includes non-recyclable waste such as furniture, toys, mattresses, sofas and black bagged non-recyclable waste			
	Cost	VAT	Cost inc. VAT
Up to 250kg	£50.92	£10.18	£61.10
251kg to 600kg	£91.83	£18.37	£110.20
601kg +	£153.17 per tonne	£30.63 per tonne	£183.80 per tonne

Green Waste - Includes compostable garden waste such as grass cuttings, prunings, small branches and fallen leaves			
	Cost	VAT	Cost inc. VAT
Up to 250kg	£32.42	£6.48	£38.90
251kg to 600kg	£60.67	£12.13	£72.80
601kg +	£80.83 per tonne	£16.17 per tonne	£97.00 per tonne

Recycling – materials that can be recycled such as plastic bottles, paper, cardboard and metals			
	Cost	VAT	Cost inc. VAT
Up to 250kg	£38.25	£7.65	£45.90
251kg to 600kg	£69.92	£13.98	£83.90
601kg +	£94.00 per tonne	£18.80 per tonne	£112.80 per tonne

Demolition and construction – any materials that are included in the non-household waste disposal charges, such as, rubble, soil, bathroom sanitary ware, fence panels & timber			
	Cost	VAT	Cost inc. VAT
Up to 250kg	£68.42	£13.68	£82.10
251kg to 600kg	£162.17	£32.83	£197.00
601kg +	£273.75 per tonne	£54.75 per tonne	£328.50 per tonne



Table C4 - Pricing Schedule for non-Buckinghamshire users should be read in conjunction with paragraph A8. These charges will be levied unless a service level agreement is in place with a neighbouring authority.

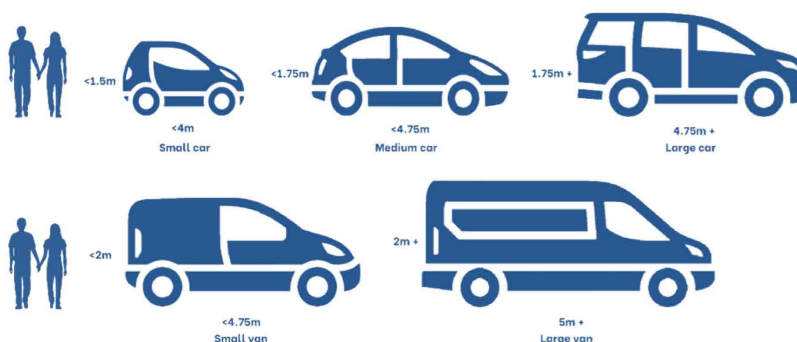
Charges for users from outside of Buckinghamshire

The prices below only apply to those users from outside Buckinghamshire and who do not pay Council Tax to Buckinghamshire or Slough Borough Council. These prices include VAT and are correct as of 1st Apr 2022.

Vehicle type	Estimated Capacity (l)	Per visit cost		
		Garden waste	Recyclable waste	General waste
Small car e.g. Vauxhall Corsa, Ford Fiesta, Audi A1	Up to 400	£22.34	£25.95	£28.92
Medium car e.g. Kia Sportage, Ford Kuga, Nissan Qashqai	401-700	£50.96	£58.73	£77.13
Large car e.g. Skoda Octavia, Range Rover, Citroen Bellingo	701-1000	£97.00	£112.80	£183.80
Small van e.g. VW Caddy, Vauxhall combo	701-1000			
Large van e.g. Ford Transit, Mercedes Sprinter	More than 1000	£145.49	£169.20	£367.60

Vehicle types

The sizes of each vehicle type are given below and will be used by staff if there is disagreement on the type of vehicle. All charges are based on a the maximum a vehicle can carry, part loads are charged as full. Mixed loads, e.g. garden waste mixed with recycling, will be charged at the General Waste prices.



Note

- 1,000 litres is equivalent to c.1 tonne. The vehicle capacity assumes the maximum a vehicle could carry with all seats down, boot size and/or trailers. The charges are also comparative to Table C3 (Trade waste pricing schedule) to minimise traders using the sites illegally.
- For the avoidance of doubt, any site user bringing in mixed loads (e.g. green, general waste and mixed recycling) will be charged the general waste per visit rate. Any construction and demolition waste, please refer to table C1.
- A concession for Oxfordshire residents, who require a larger vehicle to accommodate their disability, is in place. Please refer to Section A5 of the Policy for more information and how to apply.



Equality Impact Assessment (EqIA)

Template reviewed Nov 2021

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)

Template reviewed Nov 2021

Part A (Initial assessment) - Section 1 - Background

Proposal/Brief Title: Change to the Household Recycling Centre (HRC) service model from nine to ten sites

OneDrive link to report/policy: TBC

Related policies: [Waste Access and Acceptance Policy](#)

Date: 6/6/2022

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: Andrew Jenkins

Job Title: Waste Prevention Team Leader

Email address: Andrew.jenkins@buckinghamshire.gov.uk

Briefly describe the aims and objectives of the proposal below:

We plan to open a new Household Recycling Centre at Bledlow/Princes Risborough. The site will be opened at the same location as a previous site with refurbished equipment and facilities.

The site will operate in the same way as the other HRCs and using the Waste Acceptance and Access Policy with no material change to resident's experience on site. It will open five days a week, closed every Wednesday & Thursday, as do the Aylesbury, Burnham and Chesham.

What outcomes do we want to achieve?

Make waste disposal easier for residents and provide a new location to cater for the medium/long term growth trends in the area.

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

Please explain your answer: This change proposes an additional service.

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



Equality Impact Assessment (EqIA)

Template reviewed Nov 2021

Please explain your answer: This change increases access to a service.

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

Yes

Please explain your answer: The Waste Access and Acceptance Policy will be updated. However, this is not a substantial change in policy outcomes, but an amendment to include the new sites details in the policy.

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

Please explain your answer: By adding a new site it will give service users another option for waste disposal and reduce visitor numbers at other sites, albeit by a small margin.

There is also a change to charge users from outside of Buckinghamshire directly for access, where there is no agreement in place with the relevant local authority.

Does this proposal affect employees? No

Please explain your answer: Employees on the site would be FCC Environment employees, not Buckinghamshire Council.

Will employees require training to deliver this proposal? No

Please explain your answer: The skills needed to deliver this project exist already in the contract.

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

Please explain your answer: A consultation is not needed for this decision. Engagement with local members is being undertaken prior to the Cabinet decision to help understand any issues/opportunities as a result of the changes. The Council also has information from a prior consultation pertinent to these changes which has helped inform the decision.

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: Payments are still required by card. There is some evidence to say that older users may not have access to card payments. Since card payments were introduced in 2019 there have been no substantive issues with older users being unable to pay. Reports from



Equality Impact Assessment (EqIA)

Template reviewed Nov 2021

site staff and contact with the Council has not shown there to be an issue so far. Pre-paid cards are available with cash deposits if necessary.

Younger users (younger than 17) would not have access to card payments, but they would also not be able to drive to sites, and as such has not presented as an issue.

The introduction of card payments was to reduce cases of fraud, reduce the cost of cash handling to the Council and keep staff safe from potential theft/incidents.

Disability*

Positive

Negative

Unclear

None

Details:

The negative impact does not affect users from Buckinghamshire.

A change in the current policy introduces charges for residents who live outside of Buckinghamshire to use Bledlow HRC.

The charges for non-Buckinghamshire residents, see WAAP Table C4, are based on the size of vehicle bringing the waste. There is no weighbridge on site and estimating volume of waste on a case-by-case basis is challenging and time consuming which would cause delay and congestion for Buckinghamshire residents.

Historic Bledlow HRC site surveys show that around 3% of users are identified as having a disability. The potential for discrimination is also limited to those users who are non-Buckinghamshire residents (applicable for residents of Oxfordshire only) who need a larger vehicle to accommodate their disability. We anticipate that less than 50 visits to Bledlow HRC are likely to be affected each year.

If a user from outside of Buckinghamshire, visiting Bledlow HRC, needed a larger vehicle to accommodate their disability, they would be charged more, for the same amount of waste than other users. Depending on vehicle size and quantity/type of waste the additional cost would be at least £30 per visit. This would be seen as discrimination under s29(2) of the Equality Act which prohibits discrimination in relation to the provision of services.

This issue has been identified and mitigated by introducing a concession for non-Buckinghamshire users using Bledlow HRC only, who need a larger vehicle to accommodate their disability.

How will the concession work?

The user would apply for a digital form, yet to be confirmed in advance of their visit. The user will be asked for proof of the need for a larger vehicle. Council officers will



Equality Impact Assessment (EqIA)

Template reviewed Nov 2021

approve the concession and issue the digital authorisation to the user before they visit the site.

The user should present the digital authorisation to site staff upon request. The user will be charged based on the approximate volume of waste instead of vehicle size. This would be an estimate by site staff, site staff decision will be final.

Examples of concessions:

1. A user has a large vehicle to accommodate their wheelchair, they only need to dispose of 5 black bags which only quarter fill the large car.

This user is likely to receive a concession and charged the site visit access and acceptance rate of a small car.

2. A user has a small van to accommodate their disability, the van is full of garden waste. No space is taken up with equipment to help accommodate their disability.

This user is unlikely to receive a concession and charged the site visit access and acceptance rate of a small van.

The concession ensures users from outside of Buckinghamshire who need a larger vehicle to accommodate their disability will not be discriminated against because of their disability.

Equally, there is no positive discrimination, as users will only receive a concession if they bring less waste than their vehicle can carry.

The Council will monitor the concessions through:

- Feedback from site staff
- The application process for the concession
- Annual customer satisfaction surveys

There will be a review of the concessions after 6 months to understand the impacts and outcomes of the concession.

The policy and associated charges will be available in an accessible format on the website.

Pregnancy & maternity*

Positive	Negative	Unclear	None
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Details:

Race & Ethnicity*

Positive	Negative	Unclear	None
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Details: We do not believe there will be any significant impacts on users based on their ethnicity, however, the policy is complicated and for those who do not have English as a first language it may be difficult to work out. Communications will help to clarify the



Equality Impact Assessment (EqIA)

Template reviewed Nov 2021

policy in simple terms, and as per our accessibility guidance different formats can be requested.

Marriage & Civil Partnership*

Positive	Negative	Unclear	None
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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: The proposed site would be closer to access for some residents in the predominately rural area increasing access to services.



Equality Impact Assessment (EqIA)

Template reviewed Nov 2021

Single parent families

Positive Negative Unclear **None**

Details:

Poverty (social & economic deprivation)

Positive **Negative** Unclear None

Details: The additional cost to users non-Buckinghamshire resident (Oxfordshire resident) visiting Bledlow HRC only, would negatively impact users on low incomes. However, the service offered is available for free in their own administrative area. Whilst the nearest site may be in Buckinghamshire, there is adequate provision of Household Recycling Centres for users to visit a site in their own administrative area, which would be free at point of access. Therefore although this is indicated as a negative for the purposes of the EqIA due to the availability of other non-charging facilities and services it is not considered that it requires further consideration at this time

There is no cost implication to users from Buckinghamshire.

Military families / veterans

Positive Negative Unclear **None**

Details:

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:

The introduction of the service is broadly positive;

- Increased access to rural residents,
- Shorter drive times for some residents
- More choice of which site to visit



Equality Impact Assessment (EqIA)

Template reviewed Nov 2021

Also, on review it does not impact any protected characteristic negatively. There is a change of policy, but only to reference Bledlow HRC. There is no substantial change to the policy which would affect any Buckinghamshire residents with protected characteristics.

Non-Buckinghamshire residents

The highlighted negative impacts on users from non-Buckinghamshire residents with a disability has been addressed. The concession offered ensures non-Buckinghamshire residents will not pay more if they must use a larger car to accommodate their disability. The concession also ensures there is no positive discrimination either.

The negative impact on poverty is limited to users from non-Buckinghamshire residents who have access to other, free to access, Household Recycling Centres.

There will be a review of the concession and digital application form to better understand the impacts once the changes have been in place for 6 months.

The Council will include clear and consistent communications to local areas outside of Buckinghamshire, working with authorities and organisations to ensure users are aware of the charges prior to their visit. Key information for non-Buckinghamshire residents would be:

- Opening times & Days
- Charges for access and acceptance, including details of waste and vehicle type
- How to apply for concessions in advance
- Referred back to their local administrative authority

Have you completed an DPIA for this project/change? Yes

See Appendix 3 to this decision report.

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

Officer completing this assessment: Andrew Jenkins Date: 15/08/2022

Reviewer – Head of Service: Gurbaksh Badhan Date: 23/08/2022

Equality advice sought from: Maria Damigos & Natalie Donhou Morley Date: 23/08/2022

Service Director sign off: Martin Dickman Date: 23/08/2022

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

Next review Date: 6 months from Bledlow HRC opens. Likely to be Q1 2023. Additional reviews will be completed should an impact be identified that has not been anticipated.

Buckinghamshire Council

Data Protection Impact Assessment [DPIA]

Service Area: Strategic Waste Management and Enforcement

Project/Activity: Change to the Household Recycling Centre (HRC) service model from nine to ten sites

Submitting Data Controller details

Name of Data Controller:	Buckinghamshire Council
Data Controller contact:	Data Protection Officer – dataprotection@buckinghamshire.gov.uk

The need for a DPIA

The HRC service requires a full impact assessment as its site user's personal information and data gathered which falls under the Council's Electronic Surveillance Technology Policy. Data protection is a legal obligation to comply with for the council and the supplier. The technology and information of users is gathered through Webcams (internal and external to the sites), CCTV, ANPR, Body Worn Video (BWV) and customer annual and mini surveys. The new contracting arrangements will continue to use these technologies, across all HRC's from the service contract commencement date 1st April 2022.

The HRC service is 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>.

Waste Acceptance and Access Policy – Requires the following:

- Site staff will view any documents shown as proof of residency e.g., bill, council tax bill etc. no data is retained or stored.
- If site staff suspect suspicious activity, they will require the person to complete the Council's digital self-declaration form, which will generate codes for these records and digitally returned these to the Council.
- E-permit (QR code) - Residents receive their permit via email from the Council's digital system which they present on their smart phone to site staff, who scan the QR code. Site staff are able to undertake search function check to view postcode / road name no further detail is shown.
- Traders (commercial customers) provide details and transactional data directly to the supplier at five HRC's (Aylesbury, Aston Clinton, Amersham, Beaconsfield, and High Heavens).
- Non-household and non-Buckinghamshire residents charging - digital software, transaction undertaken using an iPad, selection menu displaying waste item and charged price. Payment transaction is digital undertaken on handheld devices, undertaken through the Council's banking organisation and financial accounts. Financial checks and balances undertaken on financial information.
- The policy also supports modern use of technology and digital products rather than paper-based systems.

All the HRC contract information will be provided on request to the Council or as part of the contract reporting requirement be uploaded and stored on the Contractor's contract management portal for the Council to access. The contract management portal is hosted by the Contractor or its third-party supplier. ANPR and survey data may be held on the portal. There is no automated decision making in relation to this information.

Webcams – The purpose is to show traffic volumes/high demand peak periods at each site enabling customers to plan their visit in advance to help reduce congestion within and immediate external road to each of the HRC

Buckinghamshire Council

Data Protection Impact Assessment [DPIA]

sites. Live streaming links (with a few seconds delay) are placed on the Council website for each individual site. This data is not collected or recorded, and the resolution of the webcams is low quality.

CCTV – The purpose of the system is primarily to monitor and record activities at each site and provide site security. The recordings are held by the contractor's third-party supplier and in line with the Council's retention policy (30 days). The CCTV recordings can be used to help undertake incident investigations. For example, vehicle collisions, abusive threatening behaviour, Health and Safety, crime prevention and any requests made by the Police, investigating customer complaints, prevention, theft/fraud, remote contract monitoring activities, site security and to deter trespassing/unauthorised entry.

Automatic Number Plate Recognition (ANPR) – The purpose is to monitor the frequency a vehicle uses the HRC's (monitoring patterns and trends). The camera uses optical character recognition on camera images to read a vehicle's number plate. Will monitor vehicle movements and record vehicle registration marks (licence plate numbers) for identification and/or analytical purposes. The recordings will collect entry and exit times for each HRC site. The information is used to monitor and when required to investigate suspected commercial waste being deposited at the HRC's whilst obtaining a free of charge services (contract monitoring). The collected data would also be of analytical uses to review and optimise site layouts and staff resource planning for each site. The recordings are held by the contractor's third-party supplier and in line with the Council's retention policy or until such a time no longer needed e.g., investigation or legal proceedings.

Body Worn Video (BWV) – The purpose is for conflict management and handling (customers and site staff). The recordings will be used to undertake incident investigations.

Customer Surveys - There is an annual survey requirement and there is an external company appointed. From time to time the Council may undertake a mini survey by an independent company appointed at the time by the HRC contractor. The purpose of the surveys is to collect information on the usage of each site for Buckinghamshire residents and non-Buckinghamshire residents, assess patterns and trends for cross border usage and commercial waste across the ten HRC sites and to inform the fees and charges for the HRC service. The collected information also assesses users' perceptions of the service that the sites offer, provides any feedback, suggested improvements, and performance over time. Site users personal contact details will be taken for example, age, gender, postcode and racial or ethnic origin.

Summary

Purpose

- Contact customers to take part in reviews or surveys and ask your opinion about our services to understand how we can deliver a better service
- Ensure our databases are accurate for the administration of our services
- Provision of service users
- Managing our property
- Prevention and detection of crime
- Respond to customer feedback and complaints
- Perform any of our statutory enforcement duties

Buckinghamshire Council

Data Protection Impact Assessment [DPIA]

The legislation/regulations we work under includes:

- Environmental Protection Act 1990
- Clean Neighbourhoods and Environment Act 2005
- Controlled Waste Regulations 2012
- Waste Framework Directive 2008
- Environmental Permitting (England and Wales) Regulations 2010
- Refuse Disposal (Amenity) Act 1978
- Waste Electrical and Electronic Equipment Regulations 2013

The legal basis for processing the data under the UK GDPR and Data Protection Act 2018 is:

Article 6(1)(a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes

Article 6(1)(b) We have a contractual obligation, where you pay for a service

Article 6(1)(c) We have a legal obligation

Article 6(1)(e) We need it to perform a public task

Ten HRCs

- Number of static CCTV cameras - 83
- Number of ANPR cameras - 11
- Number of web cameras - 19

Personal data categories

- Images, personal appearance, or behaviour
- CCTV images
- Vehicle reg numbers

Special category or criminal offence data

- Racial or ethnic origin and health and social care status may be gathered incidentally by CCTV, webcam, Body Worn Video (BWV) and customer surveys.

Information/notices

- Waste Acceptance Access Policy
- Through signage at each HRC and Privacy Notice can be found on the Council's website [here](#).
- [Permits and site restrictions | Buckinghamshire Council \(buckscc.gov.uk\)](#)

The project/activity will involve the processing personal and/or special category data as indicated below:

Personal data <i>(select those that apply)</i>		Special category data <i>(select those that apply)</i>	
Forename	✓	Racial or ethnic origin	✓
Surname	✓	Political opinion	
Date of Birth		Religious belief	
Age	✓	Trade Union membership	
Gender	✓	Health or Social Care Status	✓
Address	✓	Sexual life	
Postcode	✓	Commission or alleged commission of an offence	✓
Unique Identifier (i.e. NHS #)		Proceedings for any offence committed or alleged	✓

Buckinghamshire Council

Data Protection Impact Assessment [DPIA]

Detailed description of other data collected:

Footage and images used to monitor and record activities at each site (people and vehicles) during the day and night. The data collected may capture incidents and activities of vehicle collisions, conflict/abusive behaviour or public disorder, theft, vandalism, trespassing/unauthorised entry which could lead to subsequent allegations, investigations and/or offence proceedings. Customer surveys can pick up incidental racial or ethnic origin or Health or Social Care Status data.

Describe the processing

Waste Acceptance and Access Policy – Requires the following:

- Identification checks on proof of residency no data is retained or stored.
- If site staff suspect suspicious activity will require the person to complete the Councils digital self-declaration form, will generate QR codes for records and provided to the Council digitally.
- E-Permits – Council system current platform held is Firmstep and likely to change in the future to another council system (CRM) will be undertaken directly by the Councils digital team.
- Traders (commercial customers) provide details and transactional data directly to the supplier at five HRC's (Aylesbury, Aston Clinton, Amersham, Beaconsfield, and High Heavens).
- Non-household and non-Buckinghamshire residents charging - digital software, transaction undertaken using an iPad, selection menu displaying waste item and charged price. Payment transaction is digital undertaken on handheld devices, undertaken through the Councils bank and financial accounts. Financial checks and balance undertaken on financial information.

Webcams – Live streaming (with a few seconds delay) links are placed on the Council website for each of the ten HRC sites for public viewing. There is no recording function or ability to hold data. Cameras on each site are placed to show the roofs of the vehicles and access roads into sites to ascertain queuing traffic internal and on the access road approach to each site. The resolution quality of the images is low and does not identify individual occupants of the vehicle or vehicle number plates.

CCTV – The purpose of the system is primarily to monitor activities at each site and site security throughout the day and night. There are relevant notices and signage at each HRC site to confirm that this activity is being undertaken. The recordings are held by the contractor's third-party supplier and are held in line with the Council's retention policy. The CCTV recordings can be used to help undertake incident investigations for example; vehicle collisions, abusive threatening behaviour, Health and Safety, crime prevention and any requests made by the Police, investigating customer complaints, prevention/theft deterrent of material commodities, remote contract monitoring activities, site security and to deter trespassing/unauthorised entry.

Buckinghamshire Council

Data Protection Impact Assessment [DPIA]

The HRC contractor is responsible for supplying CCTV footage to the Council when requested by the Authorised Officer in compliance with Data Protection Legislation and shall comply with legislation relating to the operation, storage, access and use of information and images captured by the CCTV.

Data could be shared with others provided a request is made in writing. This could be considered under DPA as a subject access request and by whom for example customer, solicitors, insurers. Police can and do request CCTV for investigation purposes. There is some additional paperwork required to be completed before CCTV footage is released to the police. Maximum retention time of recordings held is 30 days and then is deleted by overwriting previous recordings (loop system).

However as stated in Buckinghamshire Council’s Electronic Surveillance Technology Policy: ‘Images may be retained for purposes strictly defined by Buckinghamshire Council (taking into account the SCC Code of Practice and the BC Retention Schedule) for evidential purposes or for the purposes of the investigation of an actual or suspected crime for a period reasonably determined by the Council.

BC process for Data Subject Request – CCTV Footage – timeframe 1 month

1. Request for CCTV footage received from member of the public and submitted to the Council’s internal data protection team. Request passed to the Council’s waste management team.	To note: The Contractor must meet timescales set under the Contract in order to assist the Council in meeting corporate response times. Existing corporate response times (including sign off processes) for enquiries is 6 working days (if the enquiry comes in via Waste Strategy Mailbox/Business Support) and for “Stage 1” Complaints response time is 20 working days, but target is 10 working days (as above).
2. The Council emails the Contractor to request CCTV footage, providing details, such as: site name and location on site; date and time of incident; who was involved in the incident; and description of incident.	
3. Contractor contacts CCTV supplier to request footage who, once identifies incident, forwards footage to the Council’s waste management team.	
4. The Council’s waste management team review footage and, if there are third party data issues, blur the information (via ICT or data officers) and, where possible, produce stills rather than releasing footage before sending to the Customer.	

ANPR – The purpose is to detect and monitor high frequency visitors (monitoring trends) and suspect activities. The recordings are held by the contractor’s third-party supplier and are held in line with the Council’s retention policy. The recordings will collect vehicle registrations, entry and exit times per site. Retention time is 30 days then deleted. There are relevant notices and signage at each HRC site to confirm that this activity is being undertaken.

Body Worn Video (BWV) – The Body Worn Video will collect and record audio and visual images when activated by the BWV wearer. The recordings can be used to help undertake incident investigations for example, customer complaints, abusive threatening behaviour, and crime prevention. There are relevant notices and signage at each HRC site to confirm that this activity is being undertaken.

Customer Surveys - Site users provide postcode information and provide an optional response to age, gender, and racial or ethnic origin. This data is collected from face-to-face interviews by the Market Research

Buckinghamshire Council

Data Protection Impact Assessment [DPIA]

agency at each of the ten HRCs. Typically, the survey records user responses onto electronic secure device and the Market Research agency collects and manages the on-site survey data.

Buckinghamshire Council working with the HRC Service contract provider commission a suitably qualified and accredited external Market Research agency to conduct a survey of users at Buckinghamshire Councils HRCs. That survey is also hosted on the Council's website. The survey data is downloaded and passed to a Market Research agency by Buckinghamshire Council to provide one HRC user survey report. All data used in the report is anonymised. This full assessment will be updated during the contract period from time-to-time.

From time to time the Council may undertake a mini survey by an independent company appointed at the time by the HRC contractor. The purpose of the survey is to collect information on the usage of each site for Buckinghamshire residents and non-Buckinghamshire residents, assess patterns and trends for cross border usage and commercial waste across the ten HRC sites, to inform the fees and charges for the HRC service. Site users personal contact details will be taken for example, age, gender, postcode and racial or ethnic origin. Each survey is conducted in person and a privacy notice read out before the survey is undertaken with each individual. The process and data for mini surveys are the same as the annual survey.

Summary

Personal data categories

- Images, personal appearance, or behaviour
- CCTV images
- Vehicle reg numbers

Special category or criminal offence data

- Racial or ethnic origin and health and social care status may be gathered incidentally by CCTV, webcam, Body Worn Video (BWV) and customer surveys as images

Personal data source

- Structured data including anything recorded.

Recipient categories

- Data subject access request direct customer /and or their representative via a subject access request.
- Third parties (data processors) contracted by Buckinghamshire Council to work on behalf of the Council to support our services
- Other bodies in connection with the prevention of crime, criminal or legal investigations or proceedings including fraud (and the National Fraud Initiative) or regulatory functions (such as the Local Government Ombudsman) or in relation to safeguarding purposes
- Environment Agency
- DVLA
- Housing associations and landlords
- Other relevant services within the council

Information/notices

- Waste Acceptance Access Policy
- Through signage at each HRC and Privacy Notice can be found on the Council's website [here](#).
- [Permits and site restrictions | Buckinghamshire Council \(buckscc.gov.uk\)](#)

Buckinghamshire Council

Data Protection Impact Assessment [DPIA]

Waste Acceptance and Access policy – in line with the council’s retention schedules and transactional data held in line with financial requirements. Exception if being used for investigation purposes.

Webcams – A continuous live data stream (with a few seconds delay) and in use only during the opening hours of each of the ten HRC sites. Data is for external public viewing only and is not recorded, stored, or held. Webcams do not stream footage when the sites are closed. However, the footage captured is not clear enough to show individual occupants of the vehicle or vehicle registrations. Webcams show an image of each internal HRC and the access road approach to each site for customers to ascertain queuing traffic and plan their visit during less busy times.

CCTV – operates every day at all ten sites including overnight for site security capturing customer, vehicles (employees and customers), site staff and visitors’ activities. Retention time of recordings can be held for 30 days then deletes automatically by way of overwriting previous recordings (automatic loop system). The system would capture site activities including customers using each site which varies by seasons and low and peak demand periods (day of week and time). For example, 200 – 1700 customer visits per day per site. Annual customer visits across the ten sites range from 940,000 – 1.4m visits per annum.

CCTV plans and coverage are devised for each site to cover site perimeter, operational areas and camera resolution and footage would capture vehicles and individuals. Nighttime site monitoring reverts to the contractor’s third party supplier which is activated by a movement detection system. CCTV has a deterrent mitigation effect to minimise criminal activity. The contractor’s proposals, systems and service combinations ensure maximum control for those ‘out of hours’ periods of vulnerability.

ANPR – during opening hours at all ten sites or if triggered by out of hours activity. Customers using each site varies by seasons, low and peak demand periods (day of week and time). For example, 200 – 1700 customer visits per day per site. Annual customer visits across the ten sites range from 940,000 – 1.4m visits per annum. Retention time is 30 days then deleted. Details recorded site name (ID), vehicle registration, date/time in and date/time exit the site.

The information will be provided upon request to the Council which is then uploaded and stored on the Contracts contract management portal along with other contract reporting requirements for the Council to access. The system used by the contractor is required to meet the council ICT requirement (including penetration testing).

A limited number of named individuals within the Council’s Strategic Waste Management and Enforcement team are approved with log in and password details to access the contractor’s contract management portal. The current contractor also limits the number of their staff able to access the contract management portal.

Body Worn Video (BWV) – Audio and visual data will be captured (including images, personal appearance and behavior). Special category data of racial or ethnic origin and health and social care status may be gathered incidentally as images or in dialect and speech. The Body Worn Video (BWV) is activated by the wearer and the recordings will be used to undertake incident investigations.

Buckinghamshire Council

Data Protection Impact Assessment [DPIA]

Customer Surveys – A face-to-face on-site interview with customers will be completed annually to produce a user survey. From time to time the Council may undertake a mini survey by an independent company appointed at the time by the HRC contractor. Site users personal contact details will be taken for example, age, gender, postcode and racial or ethnic origin. There is an agreed target for the number of interviews to be completed in total and per site.

Optional data (which the interviewee may decline to answer) includes gender, age group, occupation group, ethnicity, and disability. This full assessment will be updated during the contract period prior to the first survey being undertaken.

Summary

Purpose

- Contact customers to take part in reviews or surveys and ask your opinion about our services to understand how we can deliver a better service
- Ensure our databases are accurate for the administration of our services
- Provision of service users
- Managing our property
- Prevention and detection of crime
- Respond to customer feedback and complaints
- Perform any of our statutory enforcement duties

Personal data categories

- Images, personal appearance, or behaviour
- CCTV images
- Vehicle reg numbers

Special category or criminal offence data

- Racial or ethnic origin and health and social care status may be gathered incidentally by CCTV, webcam, Body Worn Video (BWV) and customer surveys as images

The legal basis for processing the data under the UK GDPR and Data Protection Act 2018 is:

- Article 6(1)(a) The data subject has given consent to the processing of his or her personal data for one or more specific purposes
- Article 6(1)(b) We have a contractual obligation, where you pay for a service
- Article 6(1)(c) We have a legal obligation
- Article 6(1)(e) We need it to perform a public task

The Household Recycling Centre service is provided under statutory duties under the Environmental Protection Act (EPA) 1990 for residents within the Council administrative boundary.

Notices will be placed on the Council website shortly and signage is in place on each site to inform individuals CCTV, Webcams and ANPR are in use. The technologies used are commonplace and the use of the data would be expected in line with the Councils policies and privacy impact assessments.

The monitoring and maintenance can be undertaken directly by the supplier and/or subcontracted. The contract specification for the new contract states that they shall be responsible for the installation and monitoring (either directly or through third party providers) to a BS 8418 and BS 62676 or equivalent standard of CCTV systems, as necessary. Due to legal frameworks and compliance requirements the service

Buckinghamshire Council

Data Protection Impact Assessment [DPIA]

operates the use of technology and security measures for managing the properties may change over time and /or managed by other third-party hosted system.

Internal and external webcams are utilised to enable customers to view external HRC's traffic queuing. External webcams were installed at three HRC's during early 2021, this was in response to customer feedback. The contracting arrangements requires all HRC's to be installed with external webcams. Webcams do not stream footage when the HRC's are closed. A continuous live data stream (with a few seconds delay) links are provided on the Councils website and in use only during the opening hours of each of the ten HRC sites. Data is for external public viewing and is not recorded, stored, or held.

Further details on technical and organisational security measures will be provided when this full assessment is updated during mobilization and prior to contract commencement.

Summary

Recipient categories

- Data subject access request direct customer /and or their representative via a subject access request.
- Third parties (data processors) contracted by Buckinghamshire Council to work on behalf of the Council to support our services
- Other bodies in connection with the prevention of crime, criminal or legal investigations or proceedings including fraud (and the National Fraud Initiative) or regulatory functions (such as the Local Government Ombudsman) or in relation to safeguarding purposes
- Environment Agency
- DVLA
- Housing associations and landlords
- Other relevant services within the council

Rights available to data subject

- Right to be informed
- Right to access
- Right to Rectification
- Right to Erasure

Seeking to achieve:

- Webcams – providing customers the ability to plan their journey to each HRC to avoid peak and busy periods.
- CCTV and Body Worn Video (BWV) – provide images and recording of incidents and events for incident investigations and crime prevention.
- Automatic Number Plate Recognition (ANPR) – monitor vehicle movements and record vehicle registration marks (licence plate numbers) for identification and/or analytical and investigation purposes.
- Customer Surveys – monitor performance of customer satisfaction levels over time, provides insight of customer (Buckinghamshire residents and non-Buckinghamshire residents) demographic changes over time, including patterns and trends for cross border usage and commercial waste across the ten HRC sites and to inform the fees and charges for the HRC service. To allow customer

Buckinghamshire Council

Data Protection Impact Assessment [DPIA]

insight intelligence for the Council to consider on-going improvements or changes in the service based on the customer feedback.

Intended effect on individuals and benefits to service:

- Webcams – Customers can plan ahead and minimise congestion externally and on-site at each HRC. The benefit to the service is facilitating swifter and safer traffic flows in and out of each HRC to help minimise peaks and troughs which can lead to customer complaints.
- CCTV and Body Worn Video (BWV) – Customers can feel safer and can provide evidence for the customer in incident investigations. The benefit to the service is to provide images and recording of incidents and events for incident investigations and crime prevention.
- ANPR – There should be minimal effect on the individual. The benefit to the service is to monitor vehicle movements and record vehicle registration marks (licence plate numbers) for identification and/or analytical and investigation purposes
- Customer Surveys – The customer (Buckinghamshire residents and non-Buckinghamshire residents) has the opportunity to provide their feedback and views as a service user. The benefit to the service is to provide customer insight intelligence which can be used to monitor and improve the HRC service over time.

Consultation process

The Strategic Waste Management and Enforcement team will keep the DPIA under review and if there is a substantive change to the processing of personal data, Information Governance (IG) will be consulted.

Internal stakeholders would include data and information officer(s) and the Data Protection Officer. When service contract suppliers and/or third party subcontracted suppliers, there will be a need to liaise with appropriate external and internal specialist security experts, for example and not limited to: information and data officers, the Council's ICT team to obtain access to externally hosted systems cloud-based systems and request detailed information from the contractor and/or any external/third party system.

Necessity and proportionality

The processing achieves the Council's purpose, as stated earlier in 'The Need for a DPIA'.

- There is no other way to achieve the same outcome
- Function creep will be minimised by a regular review of this assessment and make sure the data is being used for its intended purpose only. The service provider and relevant staff within the Council will need to adhere to this assessment and as required clarify / consult with the Council's Information Governance Business Partner.

To ensure data quality and data minimisation: Personal Data processed in connection with obligations under the Contract. For example and not limited to include: not to transfer Personal Data outside of the United Kingdom unless prior written consent has been obtained from the Council and at the written direction of the Council, delete or return Personal Data (and any copies of it) to the Council on termination of the Contract unless the service provider is required by legislation to retain the Personal Data and appropriate safeguards are in place in relation to the transfer (whether in accordance with GDPR Article 46 or Section 7 of DPA 2018).

Buckinghamshire Council

Data Protection Impact Assessment [DPIA]

- Webcams – the camera resolution level would ensure no individual can be identified and only provide the intended views to ensure wider public privacy.
- CCTV, Body Worn Video (BWV) and ANPR - installation of equipment that captures images of the appropriate quality whilst encouraging privacy friendly technology.
- Customer Surveys – Review the appropriateness of the questions and the data being collected regularly with the Council's Consultation Officer.

Investigations related to an incident, complaint and a SAR can lead to various external parties making requests for data recordings. For example, at any HRC a vehicle collision incident could occur individuals may require their respective legal representatives / police to request data held/recorded for their investigation purposes.

Information which would reasonably be provided to individuals:

There is a balance to strike in terms of compliance consideration of the 'right to access information' under a Subject Access Request, but also important to ensure that all parties personal data is protected including any third party /individuals captured in images.

As appropriate /required discussions and liaison would be undertaken with the information and data officer.

The legal basis for processing the data under the UK GDPR and Data Protection Act 2018 is:

- Article 6(1)(a) The data subject has given consent to the processing of his or her personal data for one or more specific purposes.
- Article 6(1)(b) We have a contractual obligation, where you pay for a service
- Article 6(1)(c) We have a legal obligation
- Article 6(1)(e) We need it to perform a public task

Recipient categories

- Data subject access request direct customer /and or their representative via a subject access request.
- Third parties (data processors) contracted by Buckinghamshire Council to work on behalf of the Council to support our services
- Other bodies in connection with the prevention of crime, criminal or legal investigations or proceedings including fraud (and the National Fraud Initiative) or regulatory functions (such as the Local Government Ombudsman) or in relation to safeguarding purposes
- Environment Agency
- DVLA
- Housing associations and landlords
- Other relevant services within the council

Rights available to individuals (data subject)

- Right to be informed
- Right to access
- Right to Rectification
- Right to Erasure

Buckinghamshire Council

Data Protection Impact Assessment [DPIA]

Identify and assess risks

	Likelihood of harm	Severity of harm	Overall risk
	Score using Remote, Possible or Probable	Score using Minimal, Significant or Severe	Score using Low, Medium or High
1. Legal basis for collecting the data is agreed by the Council.	Possible	Significant	Low
2. The Contractor has a legal requirement to comply with relevant legislation including the duty of care (transactional charging and legal paper (waste transfer notes).	Possible	Significant	Low
3. Retention of information	Possible	Minimal	Low
4. Access to systems storing data/information	Remote	Possible	Low
5. Council shares complaint and compliment feedback with the supplier.	Possible	Possible	Low
6. Council requires payments to be collected for services (residents and commercial waste)	Possible	Significant	Low

Step 6: Identify measures to reduce risk

Risk	Options to reduce or eliminate risk	Effect on risk	Residual risk	Measure approved
		Score using Eliminated, Reduced or Accepted	Score using Low, Medium or High	Score using Yes or No
Retention of information	1. Obligations provided as part of the Contract and the Council retention policy forms part of the schedules of documents.	Reduced	Low	Yes
	2. Undertake spot contract checks	Reduced	Low	Yes
	3. Contractual & compliance obligations including GDPR, SAR and Council Policies.	Reduced	Low	Yes
	4. The Contract contains provisions a section and process on how we manage complaint data sharing.	Reduced	Low	Yes
	5. To calculate charges an app is used. Information captured includes type and volume of waste. If the resident requests a receipt they enter their email address. Spot checks to be undertaken by contractor and council.	Reduced	Low	Yes

Buckinghamshire Council

Data Protection Impact Assessment [DPIA]

Step 7: Sign off and record outcomes

Item	Name/position/date	Notes
Measures approved by:	Gurbaksh Badhan, Head of Strategic Waste Management and Enforcement, 30/06/22	DPIA advice obtained by Jennifer Griffin for the contract award for the nine site model in October 2021. DPIA advice obtained by Jennifer Griffin for the ten site model 12/08/22 Privacy Notice followed up with the Data Team from November 2021 on 8 th August 2022
Residual risks approved by:		
Reviewed/Agreed by:	Gurbaksh Badhan, Head of Strategic Waste Management and Enforcement, 30/06/22	To be reviewed prior to Bledow HRC opening to consider the application process for Oxfordshire residents that may have a disability and require a concession.
DPO advice provided:	Jennifer Griffin, Head of Information Management, in the absence of the DPO	
Summary of DPO advice: Expansion of explanations and reasoning, ensuring there is transparency and Clarity in the use of electronic surveillance, confirmation of signage and privacy notices.		
DPO advice accepted or overruled by:		
Comments:		
Consultation responses reviewed by:		
Comments:		
DPIA to be kept under review by:	Gurbaksh Badhan, Head of Strategic Waste Management and Enforcement 30/06/22	
Date DPIA sent to DPO:	21/10/2021 – for nine site model 02/08/2022 – for ten site model	

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Appendix 4: User numbers and waste volumes from the period ranging from 2018-2022 across the nine HRC site model

HRC	Visits per year 2018/19	Visits per year 2019/20	Visits per year 2020/21	Visits per year 2021/22	Waste volumes (tonnes) 2018/19	Waste volumes (tonnes) 2019/20	Waste volumes (tonnes) 2020/21	Waste volumes (tonnes) 2021/22
Amersham	171,163	143,777	113,491	130,174	7,644	5,451	5,086	5,605
Aston Clinton	263,248	221,128	169,300	210,235	10,286	7,041	7,584	7,532
Aylesbury	215,771	145,731	91,672	130,185	9,512	5,160	3,822	5,002
Beaconsfield	239,100	200,884	162,092	173,146	9,967	6,855	7,030	6,524
Buckingham	117,826	102,350	86,767	98,734	4,724	3,066	3,113	3,452
Burnham	110,652	61,824	49,149	54,479	5,008	2,658	2,274	2,511
Chesham	161,331	122,484	91,187	106,778	7,184	3,969	3,408	3,607
High Wycombe	289,663	243,317	162,777	155,614	12,858	8,125	8,707	9,489
Langley	183,366	154,027	80,251	91,420	8,037	4,668	3,497	3,612
Total	1,752,120	1,395,522	1,006,686	1,150,765	75,220	46,992	44,521	47,333

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Report to Cabinet.

Date: 13th September 2022

Title: Highways Service – Term Consultancy Contract Award.

Relevant councillor(s): Steve Broadbent, Cabinet Member for Transport

Contact officer: Richard Barker, Corporate Director Communities

Author: David Farquhar

Ward(s) affected: All wards, as a council wide service

Recommendations:

- 1. To note the progress made to date on the procurement of the new Highways Services Contracts.**
- 2. To agree the recommendation to award the Highways Term Consultancy contract to the preferred bidder as detailed within Confidential Appendix 1.**

Reason for decision:

- i.** The contracts required for the future delivery of this key service are ranked as 'Platinum Plus', requiring a council Key Decision by Cabinet.
- ii.** There are three elements/contracts, with the procurement of each undertaken in a phased approach to manage workload.
- iii.** The recommendation for the award of the first of these contracts, the Term Maintenance Contract (TMC) was agreed by Cabinet on 12th July 2022, and this report details the outcome of the procurement exercise for the second, the Term Consultancy Contract (TCC), making recommendations for a decision to award the TCC in accordance with the previously agreed procurement process.

1. Executive summary

- 1.1 The procurement project team, with support from other disciplines from across the Council and externally, have made positive progress with the delivery of the new Highways operating model and the associated procurement activity and are on programme to deliver these key contracts for the Council.
- 1.2 The first of these contracts was the appointment of a new Term Maintenance Contractor which was agreed by Cabinet on 12th July 2022.
- 1.3 This paper, and the confidential Appendix 1 attached, report on the outcome of the procurement exercise for the second of these contracts, the Term Consultancy Contract (TCC) and recommends the award of contract to the preferred bidder with the most economically advantageous tender in accordance with the agreed assessment model for quality and price.
- 1.4 The Term Consultancy Contract is another key component of the new Highway service operating model for the Highways Service and will deliver a high-quality service and value for money.
- 1.5 The range of services that the Term Consultant will provide comprise specialist support on structures and street lighting, project management and supervision and compliment the client team on various activities including procuring and supervision of works through the frameworks as well as general top up of capacity, applying innovation and ensuring best value is being delivered.
- 1.6 The Term Consultant has also been set up so that other service areas of the Council can make use of it for various disciplines and expertise and be able to provide advice and support on developing feasibility and detailed design for large scale capital funded infrastructure projects, flooding and environmental investigation and analysis and Traffic Modelling to deliver the most cost-effective solutions. A full list of activities is shown in Appendix 3.

2. Content of report

2.1 Background

- 2.1.1 The Council's c. £45m per annum contract for Highways Service delivers all aspects of highways services. The current service is provided by Ringway Jacobs (RJ) and this contract ends on 31st March 2023.
- 2.1.2 Cabinet agreed the new Highways service contracts operating model and the associated procurement strategy for the new contracts on 2nd March 2021.

- 2.1.3 On 29th June 2021 Cabinet agreed the evaluation and quality criteria that would be used to determine the selection process and outcome of the procurement exercise as well as the criteria and process for determining any potential future extensions of the contracts. This paper also sets out the proposed governance arrangements and format of how the proposed alliance for Buckinghamshire Highways would function and operate.
- 2.1.4 Because of the size and nature of the contracts, and to assist with the demands placed on the service in terms of resource, it was agreed to stagger the procurement process and carry it out in 3 parts.
- a **Term Maintenance Contract (TMC)** comprising the routine maintenance works, the largest in terms of work and value,
 - a **Term Consultancy Contract (TCC)** comprising design, project management and client top up services,
 - and finally, **Two Frameworks**, the first framework comprising 3 lots, one for Conventional Surfacing, one for Surface Dressing and Micro Surfacing and one for Minor works up to £500k. The second framework is for larger projects and works in excess of £500k.
- 2.1.5 Cabinet agreed to use a Competitive Procedure with Negotiation (CPN) under the New Engineering Contract 4 (NEC 4) suite of documents as the most appropriate mechanism for the procurement of both the Term Maintenance Contract (TMC) and the Term Consultancy Contract (TCC) and a Restricted Procurement exercise to be used for the 2 frameworks on 29th June 2021.
- 2.1.6 The project is managed by a Project Board, with representation from across the council.
- 2.1.7 The project including the new operating model, the procurement exercise, the proposed performance approach for the new Term Maintenance and Consultancy contracts and other elements have been presented and discussed at a number of the Member Highways Task and Finish group meetings. In addition, the project has also been the subject of scrutiny at 2 meetings of the Transport and Environment Community Committee (TECC) as well as a dedicated briefing session for all Council Members.

2.2 The Procurement Process

- 2.2.1 To launch the procurement exercise, a Market Engagement Day was held on 8th July 2021, to advise and explain to the potential tenderers, how the new model will operate, the procurement process and procedures that we would be using, the indicative timetable and programme and setting out

what we are expecting and looking for going forward. 57 organisations attended the event.

- 2.2.2 A Selection Questionnaire (SQ) for the TCC was issued on 10th November 2021 and subsequently returned on 13th December 2021. All 4 of the initial returns received were invited to proceed to the Initial Tender stage with initial tenders issued on 20th January 2022. 1 unfortunately withdrew from the process, leaving 3 to continue. Initial tender returns were subsequently received on 18th March 2022 and following evaluation, the 2 tenderers with the highest combined quality and price score were selected and invited to progress to the next stage of the procurement process comprising participating in a series of negotiation meetings. These 2 tenderers also had submitted the 2 lowest priced documents.
- 2.2.3 All parties involved agreed that the negotiation meetings were extremely valuable and provided an insight into the future working relationships and approach to the contract. The Client team agreed that the meetings enabled them to ensure the specification and price list were robust and fit for purpose and reduced any future risk to the Council. In addition, the meetings ensured the team were able to clearly explain the Council's expectation of the new contract and how the Buckinghamshire Highways alliance and new operating model would work. It also allowed the team to highlight key elements of the service that are important to Members and stakeholders, and clearly led to improved proposals in these areas within the final submissions.
- 2.2.4 Following the conclusion of these negotiations, the remaining two tenderers were invited to submit a final tender, and these were returned on 27th June 2022.
- 2.2.5 The submitted final tenders were evaluated in accordance with the agreed criteria to determine the preferred tenderer and a paper reporting on that evaluation and making a recommendation for award of the TCC is attached as Appendix 1 of this paper.
- 2.2.6 The project team remain confident of being on track to be able to commence all the new contracts on 1st April 2023 to allow a smooth and seamless transfer and ensure business continuity.
- 2.2.7 **Appendix 2** shows the overall programme with key dates and milestones along with the latest progress for the entire procurement project.

4. Legal, Procurement, Financial and HR implications

- 4.1 Relevant colleagues from Legal Services, Procurement, HR and Finance Services have approved the report and representatives from these areas sit on the Project Board and were involved in the negotiation meetings. Procurement and Finance have also been an integral part of the tender evaluations.
- 4.2 The estimated costs are within the current budget envelope. However, due to recent inflationary pressures, the overall costs over the term of the contract are likely to increase and so there will need to be careful management of the budget.
- 4.3 The Council is of the opinion that TUPE applies and TUPE related data was issued to all tenderers.

5. Corporate implications

- 5.1 Equality. An equalities impact assessment was undertaken and is kept under review and updated as and when required.
- 5.2 Data. A data protection and security implication assessment was undertaken, to assist and inform the procurement process where necessary, and to ensure that any decisions take account of data security and GDPR requirements. These assessments are kept under review and updated as and when required.
- 5.3 To date all personal information and data that has been requested and shared with the prospective tenderers have been processed accordingly. The people information was password protected and the tenderers also had to sign confidentiality agreements prior to receiving any people information.
- 5.4 Throughout the process we will also ensure that the successful bidder complies with all relevant legislation in relation to EqIA and GDPR.

6. Local councillors & community boards consultation & views

- 6.1 Significant Member engagement has taken place through a range of activities regarding the new Highways Service including:
 - The Highways Task and Finish Group. This project and the new Operating Model has been presented and debated at a number of the Highways Task and Finish group meetings.
 - Future meetings to discuss the transition and the new operating model for the Highways Service have already been programmed with the Cabinet and Deputy

Cabinet Member for Transport Delivery and the first meeting was held on 18th July 2022.

- The Transport, Environment and Climate Change Select Committee. The project has also been the subject of scrutiny at 2 meetings of the Transport and Environment Community Committee (TECC) and a further session has been programmed for 30th March 2023.
- All Member Briefings.

6.2 In addition to the activities above, a further briefing session is planned for Community Board Chairs to highlight the plans and progress with the procurement and facilitate a discussion on the role of Community Boards and opportunities with the future Highways Service.

7. Communication, engagement & further consultation

7.1 There has been and there continues to be consultation with other service areas from across the Council who have either used the highways services contract in the past or may have call for using it in the future. Their feedback has and is used to assist in determining what and how any new arrangements will function and operate.

7.2 Officers have been in contact with a number of other highways authorities from across the country and have regular meetings with neighbouring councils to glean and share information.

8. Next steps and review

8.1 Should the recommendation be accepted, then the necessary steps will be taken to award the Term Consultancy Contract and commence mobilisation.

8.2 A Transition Board has been established with Member oversight to ensure the mobilisation of the new contract, completion of the transfer of staff to the client team under TUPE regulations, implementation of service improvements and the transition into the new Operating Model are satisfactorily carried out.

9. Background papers

9.1 The background paper, Appendix 1, is a confidential paper.

The other papers are the previous cabinet papers.

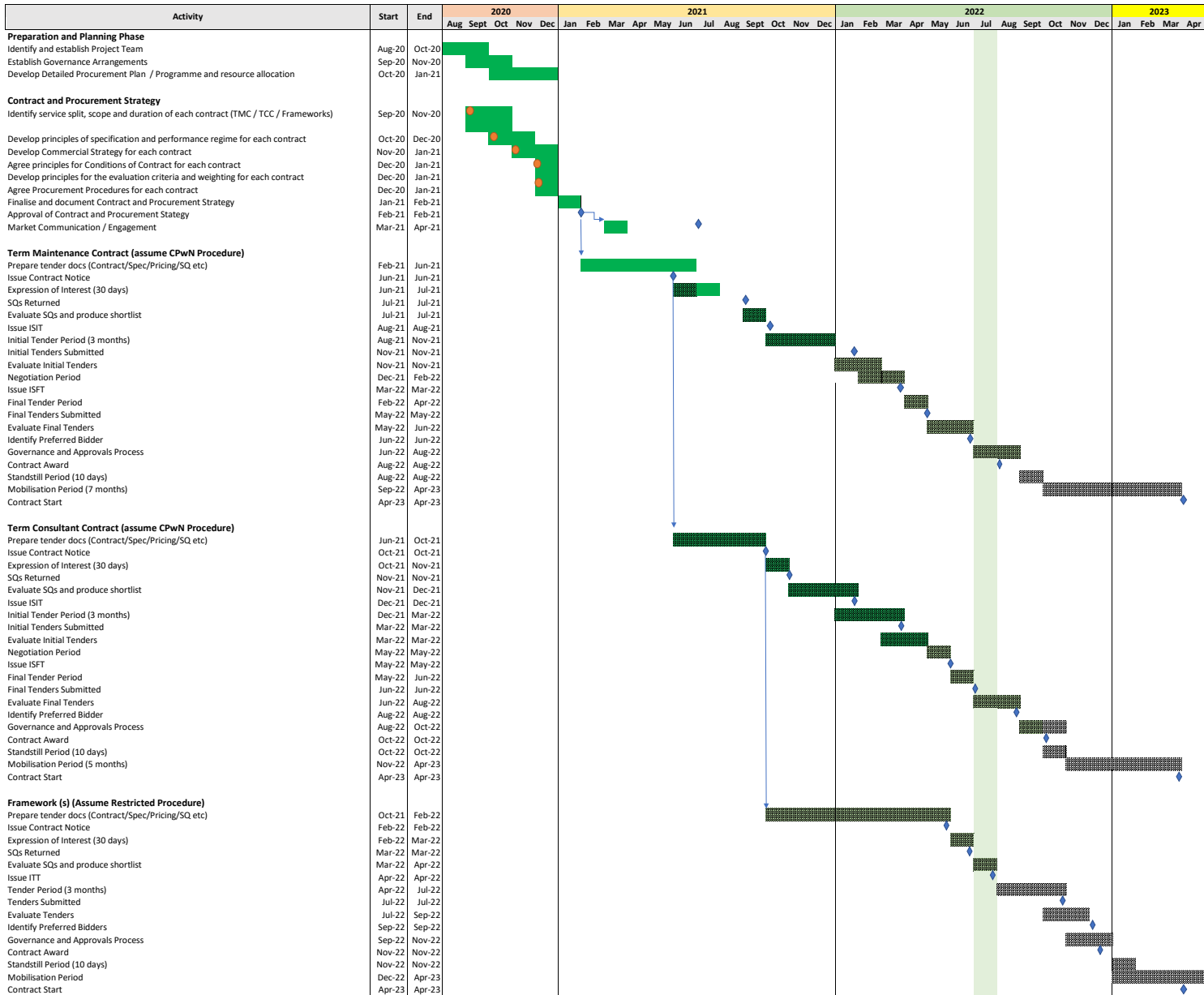
10. Your questions and views (for key decisions)

- 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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Buckinghamshire Future Highway Services Contracts - Headline Procurement Programme

Outstanding
 Completed
 Live Current Month



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Appendix 3 – Activity and Scope of the Highways Term Consultant

Introduction

The Consultant will be required to work with the Client, the Term Maintenance Contractor, and other appointed contractors in an Alliance to deliver the best service for the people of Buckinghamshire. They will be required to engage with the Term Maintenance Contractor, and other appointed Contractors throughout to deliver economical solutions without compromising safety and integrity at all times.

Overview

The Term Consultant will be used for the provision of professional services for highways and infrastructure-related projects and services as listed below in the scope and shall undertake the role of Principal Designer under the CDM Regulations 2015.

The Consultant will provide professional technical resources to deliver these services efficiently and effectively and will also be required to assist with the development and delivery of the service to drive continual improvement, value for money and to introduce innovative ways to deliver projects.

Scope

The scope of services includes but is not limited to:

- Feasibility, investigation, planning, design, procurement services and construction supervision for activities including but not limited to:
 - Highways and footways
 - Drainage
 - Bridges and other highway structures
 - Traffic signs and road markings and street furniture
 - Intelligent transport systems
 - Street lighting and other illuminated street furniture
 - Landscape architecture
 - Urban design and town/village centre enhancements
 - Flood risk management
- Asset management and monitoring for activities including but not limited to:
 - Highways and footways
 - Bridges and other highway structures
 - Intelligent Transport System
 - Street Lighting and other illuminated street furniture
- Exercising delegated powers in supervising the works of other contractors employed by the Client
- Advice on Policies, Strategies and Plans
- Support for the commissioning and management of condition surveys from third parties
- Carrying out data analysis, asset deterioration modelling, pavement analysis

- Advice on materials use and selection
- Advice on the development and implementation of systems and technology
- Developing asset investment strategies and programmes of work for Client review
- Promote and undertake proactive communications to both internal and external stakeholders to advise of, as well as advertise, proposed works and completion of works.
- Project management
- Road safety audits
- Environmental, conservation and archaeological studies
- Traffic modelling
- Maintain Buckinghamshire Council's Strategic Model/traffic modelling
- Contract preparation and management
- Bridge assessment including inspections of highway structures
- Development planning
- Environmental, ecological and conservation studies and reports
- Flooding investigations
- Accident investigation and prevention studies and design
- Transportation studies and traffic impact assessments
- Transport modelling
- Quantity surveying and cost management
- Traffic data collection
- Urban design
- Topographical surveying
- Checking third party S278 and S38 designs
- Stakeholder consultation
- Acting on behalf of the Council and giving evidence at Public Inquiries
- Preparation of funding bids and business cases for schemes
- Design of highway works associated with waste management
- Landscape design and arboriculture management
- Providing specialist advice on digital technology
- Ground investigation and geotechnical design
- Pavement investigation/coring and analysis
- Providing specialist advice on rail planning associated with highways schemes
- Pavement condition survey, interpretation of results and providing solutions to increase the service life of existing highways.
- Preparation of bids for financial grants from Government bodies and private sector
- Provision of advice relating to Health and Safety
- Act as Principal Designer under CDM Regulations
- Assist with preparing scheme briefs
- Preparation and submission of 'As built' drawings
- Provide support to other services delivered by the Council as appropriate

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