



## Cabinet agenda

Date: Tuesday 11 July 2023

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 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), A Hussain (Cabinet Member for Communities), P Strachan (Cabinet Member for Planning and Regeneration) and M Winn (Cabinet Member for Homelessness and Regulatory Services)

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<b>2 Minutes</b>	<b>5 - 20</b>

To approve as a correct record the Minutes of the meeting held on 13 June 2023.

**3 Declarations of interest**

**4 Hot Topics**

**5 Question Time**

**Question from Councillor Robin Stuchbury to Councillor Steven Broadbent, Cabinet Member for Transport**

I believe it is important that we gain a full understanding of the use of section 106 funding for transport on the Lace Hill development in Buckingham. The Schedule of Payments within the Section 106 agreement clauses refers to the timing of delivery of bus and transport links and in relation to London Road there is a £95,000 Public Transport contribution payable in five annual tranches after the 50<sup>th</sup> dwelling is occupied and before the 300<sup>th</sup> dwelling is occupied, to provide a twice per hour bus service between Buckingham and Aylesbury, and 4 bus stops with shelters and real-time information within the development. The Section 106 quarterly update in 2015 also referred to the £250,000 footway/cycleway contribution "*Contribution received and awaiting ASB approval for 2015/16 programme*", £380,000 Bus/public transport subsidy "*Ongoing revenue support for Line 60 extension to Moreton Road and £125,000 Lace Hill service X60 enhancements which was awaiting ASB approval for 2015/16 programme.*" Therefore, as it appears that the estate roads are nearing adoption, I am seeking reassurance that this money is still being programmed to deliver the additional transport services the section 106 agreements indicated to improve transport connections/conductivity for the community of Buckingham and reduce vehicle journeys.

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<b>14</b>	<p><b>Exclusion of the public (if required)</b>          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.</p> <p>Paragraph 3            Information relating to the financial or business affairs of any particular person (including the authority holding that information)</p>	
<b>15</b>	<p><b>Confidential minutes</b>          To approve as a correct record the Confidential Minutes of the meeting held on 13 June 2023.</p>	<b>165 - 166</b>
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<b>18</b>	<p><b>Date of next meeting</b>          12 September 2023 at 10am</p>	

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## Cabinet minutes

Minutes of the meeting of the Cabinet held on Tuesday 13 June 2023 in The Oculus, Buckinghamshire Council, Gatehouse Road, Aylesbury HP19 8FF, commencing at 10.00 am and concluding at 11.30 am.

### Members present

M Tett, G Williams, S Broadbent, J Chilver, A Cranmer, C Harriss, A Hussain, P Strachan and M Winn

### Others in attendance

D Barnes, P Martin and Z Mohammed

### Apologies

Cllr A Macpherson

### Agenda Item

#### 1 Apologies

Apologies were received from Cllr Angela Macpherson. Zahir Mohammed attended as the Deputy Cabinet Member for Public Health.

#### 2 Minutes

**RESOLVED – That the Minutes of the Meeting held on 9 May 2023 were agreed as a correct record, subject to an amendment to the six monthly adult social care update (first bullet point) to say that “The Service area was currently getting 3,500 contacts per quarter with an increased ageing population and people with learning disabilities”.**

#### 3 Declarations of interest

There were no declarations of interest.

#### 4 Hot Topics

The following hot topics were discussed:

##### **Deputy Leader and Cabinet Member for Climate Change and Environment**

Buckinghamshire Council was one of the first Council’s to upcycle one of their refuse trucks (7 year old diesel) and convert it to an electric vehicle which would help the air quality, carbon emissions and support local businesses. This was undertaken by

Silverstone Enterprise Zone.

### **Cabinet Member for Transport**

Following heavy storms in the County, particularly affecting the North, the out of hours team had been working hard dealing with flash floods and fallen trees; 11 in the north of the County and two in the South. The Cabinet Member also provided an update on the ongoing maintenance programme with 3,750 defects being addressed since the start of April; there were 15 crews out undertaking works on a seven day a week basis. The Council had put in additional funding to help longer term treatment schemes; 29 schemes out of 200 had been completed this year and these schemes would make improvements across the whole County. 812 street lights had also been fixed. He also referred to the good weather and verge growth and the need for residents to report any concerns about visibility; cuts were being undertaken. The Leader also referred to the new piece of machinery being used, the Pothole Pro was a time-saving, three-in-one vehicle designed to make pothole repairs faster and jet patchers particularly helped with rural roads.

### **Cabinet Member for Education and Children's Services**

The Council would be hosting the first Buckinghamshire School Awards celebrating teachers and school staff across the county. There would be 12 award categories with one award open to public nominations. The winning entry in each category would be announced at a celebration event, kindly hosted by Pinewood Studios, on Wednesday 21 June 2023.

### **Cabinet Member for Planning and Enforcement**

Buckinghamshire Council's Planning and Environment Team has been voted Local Authority Planning Team of the Year at the national Planning Awards. The awards recognised excellence and best practice in all aspects of planning and environment, including being a high performing authority for planning enforcement. One of the many reasons for the win was how Buckinghamshire had reshaped the service from the previous separate legacy councils planning functions to deliver a fully integrated and customer-focussed planning service. They were currently working on a new single local plan and were at the forefront of digital innovation in planning, also taking part in a national pilot for the local nature recovery strategy. Cabinet Members passed on their personal congratulations.

### **Cabinet Member for Communities**

On Monday 12 June, Buckinghamshire Council's Armed Forces Conference was held between 2pm and 6pm. There were a number of stalls and the event was also attended by businesses some of whom had signed up to the Armed Forces Covenant.

### **Cabinet Member for Culture and Leisure**

The Cabinet Member announced that the installation of a new play area in Higginson Park, Marlow, had been built in early June. The new play area would feature:

- a large multi-play ship unit with gliding track ride
- wheelchair accessible roundabout

- jumper trampoline
- 'Cocowave' giant rope swing
- swings including a 'you and me' seat and an inclusive 'Swingseat Mirage'

The new play area equipment included several items crafted from recycled materials.

## 5 Question Time

### **Question from Councillor Robin Stuchbury to Councillor Angela Macpherson, Deputy Leader and Cabinet Member for Health and Wellbeing**

“I have been made aware of a case of a Buckingham resident’s experience in a Milton Keynes Hospital who has not been discharged for five months as his care home said they could no longer cater for his needs. For Buckingham residents this seems to be the norm rather than the exception. There was also confusion about who was responsible for funding and for submitting necessary forms. Could the Cabinet Member please explain who is responsible for co-ordinating hospital discharges to facilitate a move from Milton Keynes to Buckinghamshire health and social care and for delivering good outcomes for these residents including communicating with relatives about their pathway. In particular how is Buckinghamshire Council collaborating with partners to resolve discharge issues with neighbouring Trusts to improve things for the future? “

### **RESPONSE from Councillor Z Mohammed (on behalf of A Macpherson)**

I am sorry to hear of the reported experience of the Buckingham resident and thank you for drawing this case to my attention. Adult social care aims to ensure each and every person receives clear information about discharge and timely support through joint working with our partners. Whilst this individual’s experience is not the norm, I apologise for the service received and the learning from this case is feeding into our Health and Social Care Integration Programme.

For Buckinghamshire residents who need social care support when they are discharged from Milton Keynes University Hospital, the Council’s Adult Social Care service works closely with the Hospital to support and organise care, either in the resident’s own home or other long term care setting, such as a care home.

We have a social worker based at Milton Keynes University Hospital and daily communication with the hospital to support such discharges and to ensure there is effective liaison with the individual and their relatives. In addition to this Buckinghamshire Healthcare Trust and Milton Keynes University Hospital work closely together to identify Buckinghamshire residents who may require rehabilitation and transfer to a community hospital (such as Buckingham Community Hospital).

Improving hospital discharge for our residents is the key focus of the health and care integration programme. With respect to social care, social workers will start speaking with patients and their families earlier in their hospital stay (working with

ward-based multidisciplinary teams) to start planning the patient's discharge. The key benefit of this will be reduced delays and a much better hospital discharge experience for our residents who will require social care. In Buckinghamshire, we are setting up a new "Transfer of Care Hub" to be operational by October. This new team is being designed to co-ordinate discharges efficiently, with case-managers for more complex cases, and a dedicated role co-ordinating out of county cases. This marks a significant change from current processes. We are also working with neighbouring areas, including Milton Keynes, on the development of their transfer of care services. Neighbouring systems are represented within the Buckinghamshire Executive Partnership which oversees the transformation of discharge services, and representatives regularly participate in the design of these new ways of working.

## **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 reports would be discussing at forthcoming meetings.

**RESOLVED – That the Cabinet Forward Plan be noted.**

## **7 Budget Monitoring - Outturn 2022-23**

The report set out the Revenue and Capital outturn position for Buckinghamshire Council for the financial year 2022/23.

The Council was continuing to experience significant financial pressures due to high levels of inflation and continued increase in demand and complexity in key services, such as Adults Social Care and Children's Social Care, but however managed to have a balanced budget at year end due to robust financial management. Portfolio budgets had seen unavoidable pressures in areas such as energy inflation, in the cost of placements for looked after children, in Adult Social Care, Temporary Accommodation and provision of Home to School Transport, with an adverse variance of £9.8m across portfolio budgets at financial year end. Despite these pressures, the Council had managed to achieve a balanced revenue position overall, due to the effective processes in place for managing financial risk; pressures in portfolio budgets had been managed overall and mitigated by a favourable variance in corporate budgets due to contingencies set aside to manage risk, interest income and income from the energy from waste incinerator.

The biggest overspends by portfolio were £4.9 million in children's social care due to the lack of national placements, £4.7 million in homelessness and regulatory services from a significant increase in demand for temporary accommodation, £3.2 million in transport services due to increased contract costs in home to school transport, £2.4 million in health and wellbeing due to demand and fee uplifts, £2.1 million in accessible housing and resources mainly due to inflation on energy costs for council properties. On the other hand, there was a favourable variance of £7.2 million in climate change and environment from additional income from the sale of electricity from the energy to waste site. On savings the Council achieved 96% of the £19.2 million savings.



One of the recommendations proposed the following transfer to reserves:-  
(paragraph 2.4 (b)(vii))

- a transfer of £0.5m to the Collection Fund reserve from additional grant income from Business Rates levy surplus;
- a transfer to the Highways Reserve of £0.5m to fund Highways lining;
- a transfer of £4.7m to the Mitigating Future Financial Risks reserve.

The final year end position on capital was spend of £107.5m against a budget of £151.9m, and against total released budget of £129.9m, equating to 17% variance against released budgets compared to the target of 10%. Capital projects which were successfully completed this year included Kingsbrook Secondary School, Brunel Shed in Wycombe (which had now been leased out), the £1.8m DEFRA-funded Rural Broadband installation programme, the Berryfields and Haydon Hill Cycleways, upgrades to the Southern Waste Depot, a roof replacement on Bedgrove Community Centre, 7 School toilet projects, and SEN placement projects in Shortenhills, Holmer Green Senior School, Westfield and Princes Risborough Upper School.

Many capital projects had been impacted by the current challenging economic situation, with high levels of construction inflation, pressures in the labour market, supply shortages and delays to acquisitions causing slippage in the programme. This was reflected in the relatively high levels of slippage, but low level of overspends. Where necessary, projects were being reviewed and re-scoped and funding implications were being considered.

The final outturn variance of £44.3m consisted of slippage into future years of £53.8m, accelerated spend ahead of profile of £16.3m, overspends of £4.0m, and underspends of £10.9m which would be released for other purposes. Cabinet was requested to approve the carry forward of slippage to future years and accelerated spend as detailed in the Cabinet report.

Projects and Programmes that have slipped included the Future High Streets project (£9.6m) as the core original project for this funding (the Curve) fell through this year and was in the process of being replaced by a proposal for the Tesco site at Eden Centre, plus slippage of contract and acquisition payments on approved projects and also a project delay for the Aylesbury HIF Grid Reinforcement (£7.9m) due to finding an alternative site as the original site had been allocated for housing.

In terms of unsecured debt over 90 days there has been an increase of £0.2m across quarter 4 rising from £9m to £9.2m but still within the £10 million KPI. In terms of payment performance the overall invoice payment performance was 95.8% paid on time up 1.9% from Q3.

The Leader welcomed the balanced budget commenting that many other Councils

were facing extreme financial difficulties. This Council had a reputation for its strong financial management despite the challenges that were being faced. Additional income from the energy to waste plant and income generated from an increase in interest rates helped balance portfolio pressures.

During questions the following points were noted:-

- A Cabinet Member welcomed the budget and returning money back to reserves of £4.7 million, almost 10% of the Council's reserves at the moment.
- Reference was made to sundry debt which was £22.3m, an increase of £2.7m from Q3 with £17.8 m unsecured. The Service Director of Finance commented that they were following normal processes in terms of chasing debt and there was nothing there currently which was of concern. This figure also took account of the historic position and bad debt positions would be tested. There was a good profile and good procedures in place to recover that money.
- A comment was made on the successful completion of capital projects such as the Kingsbrook Secondary School, Brunel Shed in Wycombe, the £1.8m DEFRA funded Rural Broadband installation programme, the Berryfields and Haydon Hill Cycleways, upgrades to the Southern Waste Depot and a roof replacement on Bedgrove Community Centre amongst other projects. The Council was delivering physical improvements to residents on infrastructure despite the cost-of-living crisis for example street lighting costs had gone up by £1.8 million due to increased energy costs and also inflationary pressures were impacting on a number of portfolios.
- The Cabinet Member for Homelessness and Regulatory Services reported on the £4.7m adverse variance in Housing which was mainly due to pressures of £4.5m from Temporary Accommodation demand and cost increases. The year ended with nearly 250 families in expensive hotel accommodation, some of whom were Ukrainian or Afghan refugees. To try and manage demand the Service Area had opened Bridge Court in High Wycombe and were looking at other alternative forms of accommodation.
- The Cabinet Member for Children's Services and Education reported that her Service area was always in deficit because of the nature and demand of their work but the number and complexity of cases were increasing, which was a national problem, including shortage of placements. There was very careful financial management of this portfolio.

**RESOLVED:**

- 1) That the report and success in achieving an overall balanced revenue outturn position for 2022-23 be NOTED.**
- 2) That an increase to the Revenue Contribution to Capital Reserves (RCCR) of £0.6m be APPROVED to fund an update to the CCTV Control Room.**
- 3) That the transfer to reserves as set out in paragraph 2.4 (b)(vii) of the Cabinet report be APPROVED.**
- 4) That the overall Capital outturn position of £107.5m of investment in**

**Council capital priorities be NOTED.**

**5) That the carry-forward of slippage and accelerated spend be APPROVED, as detailed in the Cabinet report.**

## **8 Q4 Performance Report 2022-23**

Cabinet received a performance report, which detailed the key performance measures reported through the Corporate Performance Framework for 2022/23. Cabinet also received the performance scorecard, which provided information on four key elements of performance for the Council covering Finance, Customer Service, Performance and Human Resources indicators. Within the performance report and performance scorecard, outturns which were performing at or better than target were classified as Green, those which were within 5% of the target were Amber and those which were more than 5% of the target were Red. At the end of Quarter 4, 116 indicators had outturns reported with a Red, Amber or Green status. Of these, 63 were Green (54%), 11 were Amber (9%) and 26 were Red (22%)

The following areas were reported by each of the Cabinet Members on their performance measures :-

### **Leader**

#### **Buckinghamshire unemployment rate as a percentage of National unemployment rate – 68% as opposed to a target of 55%**

The target was for the percentage unemployed in Buckinghamshire to be less than 55% of the percentage unemployed nationally. The Leader reported that this was due to the general downturn in the economy, but Buckinghamshire still had a fairly good claimant rate in terms of the national picture. One of the issues was that it was quite variable, and rates varied across the County, with the Wycombe Parliamentary Constituency area reporting a Claimant Count rate that exceeds the national average (4.0%). There were hotspots across the County which was one of the reasons the Opportunity Bucks Programme was introduced to target those areas. Work was ongoing with Bucks Business First and the Local Enterprise Partnership and other organisations to target improvement initiatives.

### **Cabinet Member for Accessible Housing and Resources**

#### **Average webchat response time – 1 13 seconds against a target of 50 s**

The Cabinet Member reported that they had recently rolled this out across the majority of pages on the website to provide an alternative contact channel and the volumes of the webchat were increasing which was good news but staff were still in the process of being trained. Performance in the period had been impacted by the Revenues and Benefits recovery action being restarted following the system closure, this had meant that Customer Service resource had been diverted to assist with spikes in telephone contact as well as ongoing work to train additional resources. Improvement Actions were to explore opportunities to deploy AI at the beginning of live chats, to handle FAQs without human intervention required.

### **Average Call Wait Time - 4 39 seconds against a target of 3 s**

The reduction in performance compared with Q3 was due to a significant increase in the number of calls received in Q4, with two spikes in call wait times across the quarter. These spikes in demand were driven by cyclical activity: council tax recovery action (22,000 letters issued) and annual billing cycle (270,000 bills issued). However, this could be compared to some of his green indicators where 94.5% of phone calls had been answered against a target of 90%. 72% of customers ringing customer support had commented that they were satisfied with the service received against a target of 60%. Despite pressures a good service was being delivered.

### **Percentage of total capital spend across Buckinghamshire Council (forecast) compared to Budget (performance measure) – 71% against a target of 90%**

The Cabinet Member reported that this tended to go upwards towards the year end. However, the figures also included £10m underspend on completed Schools projects (which, if adjusted for, would take the variance against released budgets to the 90% target); Kingsbrook Primary and Secondary which had been returned to the capital budget. The overall spend on Capital was £107.5m against a total budget of £151.9m.

### **Average time for processing new Housing Benefit claims (days) – 37.2 days against a target of 20**

Q1 performance was impacted by phase 1 of the single system project, council tax £150 energy rebate processing, and the annual uprating of benefit claims. Q2 was affected by resources working on the phase 2 single system project. The system closed for 11 weeks from August to November. The overall rolling performance at the end of March after annual billing was 37.2 days against a target of 20 days. Additional resources had been brought in to clear the outstanding backlog by the end of Q1 2023/24.

### **Cabinet Member for Climate Change and Environment**

#### **% of waste collected for recycling, reuse, composting or anaerobic digestion from household sources (household collection and Household Recycling Centres) – 47.96% against a target of 55%**

In Q1 and Q2 there had been known performance issues in the south of the county with missed bins. Q2 experienced extremely hot weather resulting in less green waste being received which lowered performance by approximately 4-6%. Performance was better than the same period last year (Q3 2021/22 – 44.12%). Actions would include improving waste disposal behaviours of residents by providing an enhanced behavioural change communications campaign focused on food waste separation, home composting and recycling improvements.

#### **% of Missed Bin Collections – 0.21% against a target of 0.15%**

This service was delivered by two teams, an inhouse team to the North, and the contractor Veolia to the South. Veolia conducted a round reorganisation which impacted heavily on performance measures. An action was taken for additional

Veolia management structure to be deployed to improve monitoring and performance on the ground. The contractual Service Level Agreement (SLA) of fewer than 60 missed bins per 100,000 collections was now being regularly reached - for example during March the SLA was achieved for 2 out of 4 weeks. The Service area were continuing to hold weekly performance meeting with Veolia Regional Manager and Contract Manager with continued close monitoring and management of Veolia through various meetings. Complaints and customer contact was now reduced to business as usual levels.

The Cabinet Member also referred to a green indicator on the need to minimise annual emissions tonnes and this was 6,095 against a target of 7,895 so the Council was well ahead in reducing carbon where the Council had direct control but did not include ancillary services such as contractors.

### **Cabinet Member for Communities**

#### **% of female victims supported by IDVAs who have their risk level reduced- 70.9% against a target of 75%**

This indicator measured the percentage of Women's Aid female clients who receive support from an Independent Domestic Violence Advisor (IDVA) and as a result, see their domestic abuse risk-level reduce. Independent domestic violence advisors (IDVAs) were professionally qualified, specialist domestic abuse workers, who supported high-risk victims of domestic abuse. Fluctuations of risk occurred due to mitigating factors including changes to contact between the victim and perpetrator, and challenges with monitoring progress if victims stop engaging with the service. There was a continued focus on individual cases where there was a challenge in reducing the risk, however there were complicating factors including the current cost of living crisis and housing shortage which affected this measure. There were two new Triage Workers who were supplementing the work of the frontline services and providing additional capacity to deal with complex cases within Adults and Childrens Services. Work was also being done with Housing Providers to support them in safeguarding domestic abuse victims.

#### **Number of assets devolved to Town and Parish Councils, and Community Organisations – 1 against a target of 10**

The main reason was complex and lengthy lease negotiations with several pilot projects. Prestwood Recreation Ground was now expected to be devolved by the end of April 2023 but because of legalities would now be end of June 2023. Further projects identified for devolution in 2022/23 were Green Street Pilot and Aylesbury Special Expenses, both of which were at lease negotiation stage. Projects would now have a dedicated project group which met regularly to ensure progress. There would be regular meetings with the organisations to which the assets would be devolved. Finally a Devolution Programme progress was monitored frequently by a dedicated officer group and Members' Board.

### **Cabinet Member for Culture and Leisure**

**Number of library information enquiries (signposting and referral) – 14,749 against a target of 17000**

There were 15 Council Access Points (CAPs) situated around the county, 11 of which were libraries. There was an increase in enquiries in Q4 in comparison to Q3, with a noticeable increase in IT and e-Library enquiries indicating that IT issues experienced during the One Network migration in Q3 impacted the access to those services; libraries also experienced lower than usual footfall in Q3 due to the adverse weather experienced in December. The highest number of enquiries during Q4 were recorded in the most recent month of March (1,378), which correlated with annual Council Tax changes. Improvement actions were in place with staff members to improve the recording and monitoring processes.

The Cabinet Member also referenced an amber indicator relating to number of visitors to the Country Parks where numbers had fallen since the pandemic as they were undertaking other leisure pursuits now restrictions had ceased. New facilities were being put into Black Park to attract more visitors.

**Cabinet Member for Education and Children’s Services**

**Education Health and Care Plan (EHCP) Annual Reviews - % of CYP with an EHCP who have had an annual review within the last 12 months 58% against a target of 75%**

The Cabinet Member commented that there were 6,000 outstanding EHCP’s. Within the agreed growth funding to the iSEND Service from April 2023, the Service would be recruiting additional posts to support this target: 3 full-time equivalent (FTE) specialist EHC practitioners that would hold smaller caseload of the most vulnerable children and young people, 2.4 FTE Education Health and Care Coordinators and 1.8 FTE Assistant Education, Health and Care Coordinators. These posts would bring capacity to process 800 to 1000 annual reviews per year which would enable sustained improvement in performance. There have been problems with staffing, with agency staff and recruitment and retention.

**% of re-referrals within 12 months – 37% against a target of 28%**

This indicator measured the percentage of children who have been referred to Children’s Social Care in each quarter, that had a previous referral in the last 12 months (good to be low). During Q4, nearly 4 in 10 of all re-referrals related to concerns about domestic violence, neglect or physical abuse. In over half of cases, the previous referral was closed by the MASH team which meant that the child did not progress to a statutory intervention before being closed and they were subsequently re-referred at a later date. There were a number of contacts which previously progressed to referral so that contact information could be completed (where there was a lack of information from the referrer) as opposed to the threshold being met for a referral to children’s social care. This increased the number of referrals closed without progressing to a statutory intervention and some of these were re-referrals. A number of improvement actions had been identified.

Contacts to children's social care would only progress to a referral where the threshold was met for statutory intervention. Where the threshold was met for a referral to social care for statutory intervention and then further information was gathered which reduced the risk to the child or need for social care intervention, the MASH would consider community and voluntary resources or early help as alternatives to ensure that families receive support to reduce the likelihood of a further referral in the future.

**% of children with Initial Child Protection Conferences completed within 15 working days of the strategy discussion 67% against a target of 82%**

Of the 60 ICPCs that were over 15 days, 6 (10%) of these were delayed to ensure that the family could attend, and a further 16 (27%) were delayed so that the relevant reports could be shared with the family. The availability of partner agencies was a factor in 5 (8%) of the delays. Social worker vacancies were impacting the availability of staff within the service, as well as changes to management. ICPCs continued to be closely monitored but have been impacted due to a combination of two vacant posts within the service, increase in requests for ICPC and late ICPC referral forms being received. Although both posts have been filled, due to notice periods staff would not be at the Council until the end of June, in the interim the conference manager continued to cover conferences and additional slots were being made available where possible.

**% children who became the subject of a Child Protection Plan for a second or subsequent time within 2 years – 15% against a target of 10%**

The Service Area has seen more children coming back onto plans where there were concerns of Neglect and Domestic Violence. Child Protection Advisors and managers continued to work together with schools, police and health organisations, to ensure that children were supported on a CP plan until there was sufficient evidence that they were no longer at risk of significant harm.

**% of Children in Need seen within 4 weeks – 82% against a target of 90%**

At the end of March, 82% of children were seen within 4 weeks. This is an increase of 7 percentage points compared to the position at the end of December. The number of children visited every 4 weeks in Q4 was impacted by staffing pressures including a significant number of leavers. Workloads for staff in the teams also remained high, despite the number of children with CIN plans decreasing during the second half of 2022/23. There had also been an increase in the complexity of CIN cases, including children with complex mental health needs and autism which had led to increased pressure in the service. Managers reviewed visits that were out of timescale, and where it had not been possible to visit children, measures were put in place to ensure that they remained safe. Additional support had been identified with Child and Family Workers supporting other non-statutory tasks, allowing social workers more time to focus on visiting their children. Newly qualified social workers would be deployed into teams once their training had been completed, to support the teams and help manage demand, including carrying out a proportion of home visits. A bespoke campaign continued to support recruitment of experienced social workers.

## **Cabinet Member for Health and Wellbeing**

### **% of births that receive a face-to face New Birth Visit within 14 days by a health visitor in the quarter – 83% against a target of 90%**

Performance in Q3 2022/23 (83%) was below the contractually targeted level (90%). This equated to 1,156 visits undertaken within 14 days out of a possible 1,394. This was a slight increase from the previous quarter (80%), and it remained an improvement in trend over the previous year. The children with no recorded visit have remained at less than 2%. Of the 30 children missing a reported visit, only 3 had not been seen for a NBV at any time (as it was declined), the rest had been seen at later dates, transferred out of Buckinghamshire, or were seen but data was not captured. Data was also captured for more deprived areas in Buckinghamshire, where the need for a visit to be conducted within 14 days could be greater. Within the Aylesbury area, 89% of NBVs were completed in 14 days and in High Wycombe, 93% of NBVs were completed in 14 days. Improvement Actions included ensuring all visits that took place were correctly reported and a review of the current action plan.

### **% of service users due an annual review that receive their review – 79.2% against a target of 90**

This was a cumulative measure, so performance increased during the year along with the target. Between 1st April 2022 to 31st March 2023, 79.2% (2,970 people) of annual reviews have been completed which was 8.7 percentage points (405 people) below the stretching graduated target of 90%. Reviews are being completed by two teams. Permanent social work teams have completed three quarters of the reviews and a short-term project team, formed to support the pressures that resulted from the Covid-19 Pandemic, completed the additional quarter of reviews. Performance this year had improved with double the number of reviews completed compared to the previous year due to the additional resource. This was also expected to be above benchmarked areas for 2022/23. Both teams remained affected by staff capacity and vacancies. Social worker vacancies continued in the long-term. Improvement Actions included the Management Team closely monitoring annual review targets, continuing support and training to staff carrying out annual reviews, particularly to social worker assistants, to support quality and productivity and ongoing recruitment to fill vacancies to support staff capacity to carry out reviews.

### **Number of older people (65+) admitted to permanent residential or nursing care homes per 100,000 population – 516 against a target of 489**

Between 1 April 2022 and 31st March 2023, 537 older adults (516 per 100,000 population) were permanently admitted to care homes. This was 28 people above the target of 509 people (489 per 100,000 population) which was set at the previous (2020/21) South East benchmark level. The rate of permanent admissions amongst older adults was higher than previous years because of the Hospital Discharge to Assess pathway that was put in place during the pandemic, which was now resulting in increased admissions and these account for one third of all permanent residential and nursing admissions. The Buckinghamshire, Oxfordshire and Berkshire West



Integrated Care System (BOB ICS) were in the process of developing a Transfer of Care Hub, which once implemented would help to reduce admissions to care homes from hospital settings. There was also a deep dive being produced to further understand the reasons for the increase in admissions and the cohorts this was affecting in more detail.

**% of carers who report that they have been included or consulted in discussions about the person that they care for – 61.2% against a target 70%**

The outturn was calculated from the biennial statutory carers survey and was good to be high. In the 2021/22 survey, 101 of 165 carers responded very positively to this question (61.2%), which although being below the 70% target, was a 4.2% improvement since the previous survey in 2018/19. A further 47 Carers (28.5%) reported that they sometimes felt included or consulted in discussions, and 17 carers (10.3%) reported that they never felt involved or consulted in discussions about the person they care for. In total 9 out of 10 carers who responded to the survey felt they were consulted. The Carers Project activities have been realigned and the primary focus would be on refreshing the Carers Strategy, developing a Carers Charter to support the re-commissioning of carers support services from 2024. In addition, a 12-month improvement plan was in development to improve outcomes for Carers.

**Cabinet Member for Homeless and Regulatory Services**

There were no red indicators.

**Cabinet Member for Planning and Regeneration**

The Cabinet Member reported that most of the red indicators related to external influences – all targets within the control of the Council were green.

**Number of homes built against housing requirements – 2616 against a target of 2763**

The figures represented a 32% increase on the number of homes completed during the previous municipal year (1,982). Local authorities did not have direct influence over new housebuilding rates. External factors such as the Covid pandemic, ability of home buyers to obtain mortgages, economic recession and labour supply shortages were significant determinants. The preparation of the Local Plan for Buckinghamshire, which was a key corporate priority, would reset the annual housebuilding target and was likely to result in higher housing completion figures over the course of the next five years.

The Cabinet Member referred to the amber indicator relating to % of building control applications checked within 21 days and said that the service area was very close to the target – 86% as opposed to 90%. There has been a large increase in the number of applications due to a growing confidence in the market.

**Cabinet Member for Transport**

**% of gullies cleaned against the cyclical gully programme – 89% against a target of**

## **98%**

This indicator measured the percentage of gullies cleaned against the cyclical gully programme (to clean all gullies within 1 year) with an annual target of 98%. This target had been pro-rata'd equally across each quarter to help show progress, although delivery may not have actually be evenly distributed. The final out-turn for gullies cleaned was 89%, which was below the 98% target. The crews worked through a period of extremely cold and wet weather which impacted performance against the work programme with gully cleaning not undertaken during continually frozen weather and crews being moved onto emergency pothole repairs in part of January. 75,761 gullies were cleaned and working. The Service area has seen a 16% reduction in average silt levels this year because of the enhanced programme in 2021/22. Those gullies not completed by the end of March 2023 would be visited early on in the programme next year.

## **NHT Public Satisfaction on the condition of road surfaces (HMBI 01) – 20% against a target of 25%**

In 2022, Buckinghamshire scored a satisfaction score of 20% against a target (comparable cohort) of 25% (good to be high). Overall, in the NHT Survey, Buckinghamshire has had small improvements in the NHT score in 6 out of 8 categories versus last year, with minor decreases in the other two categories. Improving the next annual NHT score was a key aim of the new contract model from April 2023 and a communications strategy to include this was being developed. The Cabinet Member also referred to a green indicator on the % of the local network being classed as being in good condition which was ahead of target due to the additional funding being put in for plane and patch schemes.

## **Number of publicly accessible electric-vehicle charging bays on and off-street in Buckinghamshire – 229 against a target of 263**

There were 64 bays on route through the On-Street Residential Chargepoint Scheme (ORCS), which have been delayed due to the Distribution Network Operator (DNOs - electrical infrastructure providers that install the cabling/meters) but these have now been installed.

## **% of Category 1 and 2H defects repaired in 2 and 5 working days respectively – 83% against a target of 94**

Performance was impacted by the freezing temperatures experienced in January and February, combined with the extremely high levels of rainfall experienced in March which had led to an unprecedented level of defects. There were twice the normal number of grit runs last winter. Repair activities would be closely monitored (new contractor in place from 01 April 2023) and weekend works have been introduced to respond to the increase in reports. Additional resource had been brought in to help address the number of defects received

## **% Streetlights in light – 84% against a target of 95%**

A night scouting exercise had recently been completed, which gave an updated total figure of the number of working lights (in previous quarters the percentage given was calculated using the number of defects that had been reported against the

street lighting asset). Maintenance activities would be closely monitored (new contractor in place from 01 April 2023). Night scouting reports would be used to produce a targeted programme of works to address all defects.

**Average daily cycling count per active cycle counter per day - 67.3 against a target of 75**

Q1 and Q2 counts were generally higher than Q3 and Q4 due to favourable weather conditions in Spring and Summer. The average actuals for the year-to-date (Q1 to Q3) were 75.9 counts per day, which was higher than the target of 75. However, projecting forward for the whole of 2022/23, the Service area was anticipating an average count of 73.7 per day. This projected dip in performance was due to typical observations of lower cycling counts during the winter months. Work was ongoing to improve visibility of cycling across the County with a new cycle counter added for Churchill Road Aylesbury in September 2022. 5 additional Vivacity AI-based sensors had come online in February 2023, and would be included for 2023/24 once the Council was satisfied with compatibility of the data. Improvement actions included plans to procure e-bikes to complement the existing e-scooter schemes in Aylesbury and High Wycombe, which was likely to increase counts in 2023/24. Following a successful bid, Buckinghamshire was being awarded £396k of Capability and Ambition funding. This Fund was focused on building local authority capabilities to deliver active travel infrastructure, carrying out evidence-based planning and delivering behaviour change initiatives.

**RESOLVED -**

- 1) That the Council's performance for the Quarter 4 period 2022-23 be NOTED.
- 2) That the actions being taken to improve future performance, where required, be NOTED.

**9 Freehold Acquisition of the High Wycombe Social Club Building**

The Cabinet received a report which sought approval to exercise an Option to Purchase the freehold of the High Wycombe Social Club building on Queen Victoria Road, High Wycombe; lease back space to the Club and also for storage for the town's Chair Collection; refurbish and improve the building in the process, as part of the Future High Streets funded 'Southern Gateway' area improvement. The Future High Streets Programme aimed at helping regenerate High Wycombe town centre by acquiring and refurbishing properties in need of improvement and the list of acquisitions had been approved by Government. The capital released on the sale of the freehold would fund a refit of the facilities with a new riverside external sitting area overlooking the River Wye. Following discussion, Cabinet Members suggested that other options for development should be considered which would still meet the requirements of the Government funding.

**RESOLVED –**

- 1) That the Council exercise the Option to Purchase the freehold interest in the

High Wycombe Social Club ('HWSC') on Queen Victoria Road, High Wycombe  
2) That authority be delegated to the Service Director – Property and Assets, in consultation with the Cabinet Member for Accessible Housing and Resources, to agree the terms of the purchase and further to agree the terms of entering into a lease for HWSC; and to consider other development options as appropriate on condition that this would not have any adverse impact on the Future High Streets funding from Government.

**10 Exclusion of the public (if required)**

**RESOLVED -**

that under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

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

**11 Confidential Appendix - Freehold Acquisition of the High Wycombe Social Club Building**

Cabinet Members discussed the confidential appendices and made some amendments to the recommendations.

**12 Date of next meeting**

11 July 2023.



## 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
<b>Cabinet 11 July 2023</b>				
<b>22 Queens Square, High Wycombe</b> To approve the purchase of the freehold of 22 Queen Square, High Wycombe, as part of the Future High Streets programme.	Abbey	Councillor John Chilver Charles Brocklehurst	Part exempt (para 3)	22/6/23

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p><b>AVE (Aylesbury Vale Estates) Land adjoining Gateway</b> Acquisition of land in Aylesbury</p>	Aylesbury North West	Councillor John Chilver  John Reed	Part exempt ( <i>para 3</i> )	8/6/23
<p><b>Buckinghamshire Community Infrastructure Levy</b> The report considers the case for introduction of a CIL charging schedule in the north and central areas of the County. It also considers the opportunity to review the charging schedules in the west, south and east planning areas. This enable a countywide approach to planning and infrastructure considerations.</p>		Councillor Peter Strachan  Steve Bambrick		8/6/23
<p><b>Corporate Performance Indicators 2023-24</b> This report will set out the proposed corporate performance indicators for 2023-24, highlighting the suggested targets and any changes for the year ahead.</p>		Councillor John Chilver  Matthew Everitt		19/4/23
<p><b>Dementia Support Services - Rapid Review report</b> For Cabinet to discuss the recommendations within the Health &amp; Adult Social Care Select Committee's rapid review into the support for people living with dementia and their carers in Buckinghamshire</p>		Councillor Carol Heap  Liz Wheaton		27/4/23
<p><b>Q1 Budget Adjustments to the Approved Capital Programme</b> Quarterly report</p>		Councillor John Chilver  Dave Skinner		8/6/23

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<b>Q1 Budget Monitoring Report 2023-24</b> Quarterly report		Councillor John Chilver  Dave Skinner		19/4/23
<b>Cabinet 12 September 2023</b>				
<b>Children's and Education Select Committee Review of Access to Special Education Needs Information</b> For Cabinet to discuss the recommendations within the Children's & Education Select Committee's inquiry into the support and information available for parents of children with autism, ADHD or anxiety.		Councillor Diana Blamires  Katie Dover		11/5/23
<b>Devolution Update</b> For Cabinet to discuss and agree revisions to the Service Devolution and Asset Transfer Policy		Councillor Arif Hussain  Roger Goodes		31/5/23
<b>Woodlands, Aylesbury</b> Next steps for the Aylesbury Woodlands development	Aston Clinton & Bierton	Councillor John Chilver  John Reed	Part exempt <i>(para 3)</i>	8/6/23
<b>Youth Justice Strategic Plan 2023/24</b> The Youth Justice Strategic Plan lays out the plans of the Buckinghamshire Youth Offending Service (YOS), explains our achievements during the last twelve months and our priorities for the coming year.		Councillor Anita Cranmer  John Macilwraith		6/4/23

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<b>Cabinet 10 October 2023</b>				
<p><b>Vale of Aylesbury Local Plan - Mixed Use Housing Allocation D-AGT1 - Supplementary Planning Document</b></p> <p>This Supplementary Planning Document provides guidance for the development of the D-AGT1 allocation within the Vale of Aylesbury Local Plan.</p>	Aston Clinton & Bierton; Wendover, Halton & Stoke Mandeville	Councillor Peter Strachan  Simon Meecham		15/2/23
<b>Cabinet 14 November 2023</b>				
<p><b>Buckinghamshire Healthy Ageing Strategy 2023-28</b></p> <p>To approve the Council's Healthy Ageing Strategy 2023-2028. The Healthy Ageing Strategy sets out how the Council and its partners will work to make Buckinghamshire more age friendly, which is a priority in the Joint Health and Wellbeing Strategy. This will support Buckinghamshire residents to live healthy, fulfilling, and independent lives for as long as possible, to 'age well'.</p>		Councillor Angela Macpherson  Dr Jane O'Grady		23/12/22
<p><b>Buckinghamshire Serious Violence Response Strategy 2023-2026</b></p> <p>This sets out the strategy for tackling serious violence in Buckinghamshire, including the drivers of serious violence.</p>		Councillor Arif Hussain  Dr Jane O'Grady		31/5/23



Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p><b>Director of Public Health Annual Report 2023-2024: Mental Health</b> To endorse the Director of Public Health Annual Report (DPHAR) 2023-2024 which addresses Mental Health in Buckinghamshire</p>		<p>Councillor Angela Macpherson  Dr Jane O'Grady</p>		31/5/23
<p><b>Leisure Strategy</b> To provide an assessment of indoor sports and leisure facilities, considering future opportunities and demand around this provision.</p>		<p>Councillor Clive Harriss  Sophie Payne</p>		26/1/23
<b>July 2023 Leader Decisions</b>				
<p><b>Adult Learning: Accountability Agreement</b> From 2023/34 in order to access DfE grant funding to deliver adult learning, larger providers such as Buckinghamshire Adult Learning are required to produce an Accountability Agreement which details the scope and ambition of its delivery.</p>		<p>Councillor Anita Cranmer  John Macilwraith</p>	Part exempt <i>(para 3)</i>	23/5/23
<p><b>Adult Social Care Travel Assistance Policy</b> To agree the travel assistance policy for Adult Social Care</p>		<p>Councillor Angela Macpherson  Tracey Ironmonger</p>		22/9/22

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p><b>Amendment to Fees &amp; Charges for Transport Portfolio – Definitive Maps (Public Path Orders)</b> A minor amendment is needed to four fees that the service area charge, to correct a calculation error with the April 9% increase</p>		<p>Councillor Steve Broadbent  Claire Hudson, Fiorella Mugari</p>		8/6/23
<p><b>Ashley Drive, Tylers Green Parking Review 2023</b> Report details the officer recommendations following a public consultation.</p>	Tylers Green & Loudwater	<p>Councillor Steve Broadbent  Ian Thomas</p>		28/6/23
<p><b>Aylesbury Grid Reinforcement - Update</b> An update on the way forward for the Aylesbury Grid Reinforcement Project.</p>		<p>Councillor Martin Tett  David Johnson</p>	Part exempt ( <i>para 3</i> )	23/2/23
<p><b>Aylesbury Junction Protection and School Entrance Restrictions Parking Review 2023</b> Report details the officer recommendations following a public consultation</p>	Aylesbury East; Aylesbury North; Aylesbury North West; Aylesbury South East; Aylesbury South West; Aylesbury West	<p>Councillor Steve Broadbent  Ian Thomas</p>		28/6/23

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p><b>Bierton Traffic Calming</b> 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>	Aston Clinton & Bierton	Councillor Steve Broadbent  Christine Urry		25/5/22
<p><b>Chilterns Beechwoods Mitigation Strategy</b> Report to consider the recreational disturbance mitigation strategy for Ashridge Commons and Woods.</p>	Amersham & Chesham Bois; Aylesbury South East; Chesham; Chess Valley; Chiltern Ridges; Great Missenden; Ivinghoe; Little Chalfont & Amersham Common; Penn Wood & Old Amersham	Councillor Peter Strachan  Simon Meecham		18/10/22
<p><b>CYP Integrated Therapies Strategy</b> Sign off of CYP Integrated Therapies Strategy</p>		Councillor Anita Cranmer  Marie-Claire Mickiewicz	Part exempt ( <i>para 3</i> )	30/6/22

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p><b>Fleet Trading Account Budget</b> To confirm details of the 2023/24 Fleet Trading Account budget, which is a zero balanced budget and therefore can't be included in the full council decision taken in February for other revenue budgets.</p>		<p>Councillor Steve Broadbent  Lindsey Vallis</p>		7/3/23
<p><b>Formal appointment of Buckinghamshire Council as Responsible Body to lead preparation of Local Nature Recovery Strategy</b> Agreement of formal appointment of Buckinghamshire Council as Responsible Body to lead preparation of Local Nature Recovery Strategy as required by Environment Act 2021</p>		<p>Councillor Gareth Williams  David Sutherland</p>		23/2/23
<p><b>Greyhound Lane Winslow Parking Review 2023</b> Report details the results of the public consultation on proposed restrictions to prevent inappropriate parking.</p>	Winslow	<p>Councillor Steve Broadbent  Ian Thomas</p>		23/5/23
<p><b>Harmonisation of Pest Control Fees</b> The harmonisation of policy and fees regarding which residents are able to access subsidised pest control treatment.</p>		<p>Councillor Mark Winn  Jacqui Bromilow</p>		30/8/22
<p><b>High Street Iver Parking Review 2023</b> Report details the officer recommendations following a public consultation</p>	Iver	<p>Councillor Steve Broadbent  Ian Thomas</p>		28/6/23

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p><b>Market Sustainability Plan</b> To agree the Market Sustainability Plan. As part of its adult social care reform programme, the government requires local authorities to submit a Market Sustainability Plan. The Market Sustainability Plan requires councils to identify the key risks to the adult social care market and plans to address those risks, including how the council will move towards a fair cost of care over the next 3 years.</p>		<p>Councillor Angela Macpherson  Tracey Ironmonger</p>		26/10/22
<p><b>Closure of The Mary Towerton School, Studley Green</b> Decision required on the future of The Mary Towerton School, Studley Green</p>	Ridgeway West; West Wycombe	<p>Councillor Anita Cranmer  Paula Campbell-Balcombe</p>		7/3/23
<p><b>Non-Registered Alternative Education Provision and Therapy Provision Dynamic Purchasing Vehicle (DPV)</b> Establishment of a Dynamic Purchasing Vehicle (DPV) for the purchasing of Non-Registered Alternative Education Provision and Therapy provision for children and young people (CYP) with Special Education Needs and Disabilities (SEND) in Buckinghamshire with an Education, Health and Care Plan (EHCP).</p>		<p>Councillor Anita Cranmer  Marie-Claire Mickiewicz, Gemma Workman</p>		11/5/23
<p><b>Property acquisition in Chesham</b> Property Purchase of 9 Flats in Chesham</p>	Chess Valley	<p>Councillor John Chilver  Lisa Michelson, John Reed</p>	Part exempt (para 3)	23/5/23

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p><b>Property acquisitions in Aylesbury, Chesham, and possibly other areas</b> Property Purchase of up to 6 Houses in different locations throughout the County</p>	Aston Clinton & Bierton; Chesham	Councillor John Chilver  Lisa Michelson, John Reed	Part exempt <i>(para 3)</i>	23/5/23
<p><b>Property at Cressex Road, High Wycombe</b> Release of Covenant</p>	Booker, Cressex & Castlefield	Councillor John Chilver  John Reed	Part exempt <i>(para 3)</i>	2/2/23
<p><b>Proposed Traffic calming on High Street, Edlesborough</b> Installation of 'build-out' feature within the carriageway to effectively narrow the road to one lane of traffic with northbound traffic giving way. This scheme is to be constructed and paid for by the developer to land north of Good Intent.</p>	Ivinghoe	Councillor Steve Broadbent  Joe Bates		23/5/23
<p><b>Proposed Traffic calming on Stratford Drive, Bourne End</b> Proposed raised table covering a staggered junction on Stratford Drive to serve (newly created) junction into new residential development and the existing school access.</p>	The Wooburns, Bourne End & Hedsor	Councillor Steve Broadbent  Joe Bates		23/5/23
<p><b>Seer Green Parking Review 2023</b> Report details the officer recommendations following a public consultation</p>	Chalfont St Giles	Councillor Steve Broadbent  Ian Thomas		28/6/23

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p><b>Surrender of the existing head lease and concurrent grant of a new lease of the Holmer Green Sports Ground</b> Report sets out the rationale for the above transaction and seeks authority for it, along with authority to advertise the open space disposal notice needed in order to dispose of open land on a lease</p>	Penn Wood & Old Amersham	Councillor John Chilver  John Reed	Part exempt <i>(para 3)</i>	22/6/23
<p><b>The Courtyard, High Wycombe</b> Disposal options for surplus land in High Wycombe.</p>	Abbey	Councillor John Chilver  John Reed	Part exempt <i>(para 3)</i>	10/11/22
<p><b>Thornbridge Road, Iver Heath Parking Review 2023</b> Report details the officer recommendations following a public consultation</p>	Iver	Councillor Steve Broadbent  Ian Thomas		28/6/23
<p><b>Tylers Green Parking Review 2023</b> Report details the officer recommendations following a public consultation</p>	Tylers Green & Loudwater	Councillor Steve Broadbent  Ian Thomas		28/6/23

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p><b>Vale of Aylesbury Local Plan - Affordable Housing - Supplementary Planning Document</b>  This Supplementary Planning Document provides affordable housing guidance to the Vale of Aylesbury Local Plan Policies H1, H2, H6a, H6c, BE2.</p>	Aston Clinton & Bierton; Aylesbury East; Aylesbury North; Aylesbury North West; Aylesbury South East; Aylesbury South West; Aylesbury West; Bernwood; Buckingham East; Buckingham West; Great Brickhill; Grendon Underwood; Ivinghoe; Stone & Waddesdon; Wendover, Halton & Stoke Mandeville; Wing; Winslow	Councillor Peter Strachan  Simon Meecham		15/2/23
<p><b>Wethered Road Marlow Parking Review 2023</b>  Report details the officer recommendations following a public consultation</p>	Marlow	Councillor Steve Broadbent  Ian Thomas		28/6/23



Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<b>Whaddon Parking Review 2023</b> Report details the officer recommendations following a public consultation	Winslow	Councillor Steve Broadbent  Ian Thomas		28/6/23
<b>August 2023 Leader Decisions</b>				
<b>School Crossing Patroller Policy</b> To review the current School Crossing Patrol Policy (2018) as a Unitary Council.		Councillor Steve Broadbent  Lindsey Vallis		8/6/23
<b>September 2023 Leader Decisions</b>				
<b>Physical Activity Strategy 2024 - 2029</b> To approve the Councils physical activity strategy for 2024-29. The physical activity strategy sets out how the Council and its partners will improve the levels of physical activity and opportunities for Buckinghamshire residents.		Councillor Angela Macpherson  Dr Jane O'Grady		19/4/23
<b>School Competitions Recommendation of Preferred Sponsors</b> Recommendation of proposed Academy Sponsors for three new primary schools: Kingsbrook Primary 2 Hampden Fields Primary School South West Milton Keynes Primary School		Councillor Anita Cranmer  Paula Campbell-Balcombe		19/4/23

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<b>October 2023 Leader Decisions</b>				
<b>Juniper Hill School Opening of a new SEMH Unit and Closure of existing ARP</b> Proposal to open a Social, Emotional and Mental Health (SEMH) Unit and close the Additional Resource Provision (ARP) at Juniper Hill School, Flackwell Heath.	Flackwell Heath, Little Marlow & Marlow South East	Councillor Anita Cranmer Paula Campbell-Balcombe		8/6/23
<b>November 2023 Leader Decisions</b>				
<b>Furze Down School Relocation of Sixth Form</b> Proposal to relocate Furze Down School's Sixth form to the short breaks day service building in Buckingham	Buckingham East; Buckingham West; Winslow	Councillor Anita Cranmer Paula Campbell-Balcombe		28/6/23
<b>December 2023 Leader Decisions</b>				
<b>All-age Autism Strategy</b> To agree the All-age Autism strategy for Buckinghamshire		Councillor Angela Macpherson Simon Brauner-Cave		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](mailto: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](mailto:democracy@buckinghamshire.gov.uk)



## Report to Cabinet

**Date:** Tuesday 11<sup>th</sup> July 2023

**Title:** **The Dementia Journey: a rapid review of support for people living with dementia and their carers in Buckinghamshire**

**Relevant councillor(s):** Cllr Carol Heap, Chairman of the Review Group

**Author and/or contact officer:** Liz Wheaton, Principal Scrutiny Officer

**Ward(s) affected:** All wards

### Recommendations:

The Health & Adult Social Care Select Committee Review group make the following recommendations, grouped together under the NHS England Dementia Well Pathway which has been adopted by Buckinghamshire.

### *Overview*

**Recommendation 1** – Develop a multi-agency Buckinghamshire Dementia strategy with specific action plans aligned to the Dementia Well pathway which brings together activities from across the health and social care system and local communities.

**Recommendation 2** – Review the membership of the Dementia Strategy Group to include a broad representation within each pathway to ensure a strong, collaboration of key people responsible for delivering the dementia strategy.

### *Preventing Well*

**Recommendation 3** - Commitment by Public Health and Primary Care to provide a renewed focus on increasing the take-up of the NHS Health check for eligible 40-74 year olds. A memory discussion should be part of all health checks and a more consistent approach to the information provided to patients as part of the health check should be agreed.

**Recommendation 4** – Public Health to include risks associated with dementia as part of all relevant public health campaigns, particularly on cardiovascular disease, so people make the connection that lifestyle choices affect both the heart and the brain.

**Recommendation 5** - School Liaison Officers to explore whether a dementia awareness programme for all school age children could be developed and promoted to all schools in Buckinghamshire to help reduce stigma, address cultural differences and create a better understanding of dementia and what support is available.

**Recommendation 6** – The BetterPoints initiative to be more widely promoted across Buckinghamshire to include all Members, council staff, BHT staff, South Central Ambulance Service staff, Oxford Health staff, Community Boards, voluntary and community groups and all PCNs.

### ***Diagnosing Well***

**Recommendation 7** – Oxford Health to provide clarity about medication reviews to those people who are receiving dementia medication and to include contact details of who to speak to about dementia medication.

**Recommendation 8** – Social care commissioners to review the memory service provided in Oxfordshire and consider introducing dementia support workers at the memory clinics to provide a joined-up service to those who have just been diagnosed.

**Recommendation 9** – Primary care, social care commissioners and the Dementia Support Service to work together to develop a consistent approach to memory screening and reduce waiting times across the county. To clarify and promote the pre-diagnostic support available.

**Recommendation 10** - Each Primary Care Network to introduce a named dementia specialist to co-ordinate the screening and pre-diagnostic support within primary care and to work closely with the Alzheimer’s Society Local Dementia Advisers to deliver screening training to those nominated across the PCNs.

### ***Supporting Well***

**Recommendation 11** – Adult Social Care (ASC) to ensure they refer people with memory concerns to the appropriate person – GP or social prescriber/named dementia specialist for a memory screening assessment and for those people with a dementia diagnosis, ASC need to refer to the Dementia Support Service.

**Recommendation 12** – Agreement by the Integrated Care Board to additional investment in dementia support services for Buckinghamshire to address the current under investment in services. Additional investment to be used to provide a better integrated service across all pathways, with clear lines of responsibility.

**Recommendation 13** - The recommendations in Healthwatch Bucks report on young onset dementia should be progressed alongside these recommendations in this report and therefore progress will be reported to the HASC Select Committee.

**Recommendation 14** – Care homes to be part of the development of the Buckinghamshire Dementia Strategy and develop closer working between primary care network social prescribers, including the named dementia specialist, voluntary groups and local care homes to develop dementia specific activities to meet the needs of the local community.

**Recommendation 15** – Care homes, primary care, hospital care and social care partners to encourage the use of “This is me” to help capture information on the person with dementia. Reassurance from BHT that the John’s principles around the right to stay with people with dementia is part of the care offered during Hospital stays.

### ***Living Well***

**Recommendation 16** – The community engagement team to lead on mapping current provision and highlight the gaps in support services with input from social prescribers, social care commissioners for day opportunities and community board managers with their local community groups. If the recommendation above to have a dementia specialist within each PCN is implemented, then we would encourage them to be part of this exercise.

**Recommendation 17** – Consideration to be given to using existing space at the council-owned day centres at Buckingham, Aylesbury, Beaconsfield, Chesham, Wycombe and Burnham to accommodate dementia cafes, dementia support groups and other activities (both voluntary and commissioned) to increase access to these services across the county.

### ***Dying Well***

**Recommendation 18** – Buckinghamshire Healthcare NHS Trust educators work with the council’s community engagement team, library services, voluntary groups and community board managers to re-introduce and develop a series of “Big Conversation” events across the county on a rolling basis.

**Reason for decision:** For Cabinet to consider the recommendations of the Health & Adult Social Care Select Committee.

## **1. Executive summary**

- 1.1 According to the Alzheimer’s Society website, there are currently around 900,000 people living with dementia in the UK and there are projected to be over 1 million people with dementia in the UK by 2025. This is projected to rise to nearly 1.6 million in 2040. These numbers demonstrate the increasing scale and impact of dementia and the urgent need for action to be taken to meet current and future care needs. The NHS Long-Term Plan identifies dementia as a key priority and it is noted as one of the top causes of early deaths for people in England.
- 1.2 As of September 2022, 4,164 people were diagnosed with dementia (aged 65+) in Buckinghamshire. The current rate of diagnosis is 57.3% against a national target of 66.7%. The estimated prevalence is 7,266 meaning 3,102 people live with dementia but remain undiagnosed (as per NHS Digital report) which means they are not accessing appropriate support. It is estimated that there may be at least 240 people with young onset dementia in Buckinghamshire.
- 1.3 The Health & Adult Social Care Select Committee agreed to set up a rapid review into dementia support services for people living with dementia and their carers in Buckinghamshire. The scoping document was agreed at the Select Committee’s meeting on 9<sup>th</sup> February 2023.
- 1.4 A small group of councillors volunteered to participate in the rapid review. Evidence gathering meetings, with a number of stakeholders, took place across three full days on Thursday 9<sup>th</sup> March, Tuesday 14<sup>th</sup> March and Thursday 16<sup>th</sup> March 2023. The review was chaired by Cllr Carol Heap and comprised of Cllrs Shade Adoh, Phil Gomm, Robin Stuchbury, Nathan Thomas and Alan Turner. Following the evidence gathering meetings the review group then met to discuss and agree its key findings and recommendations, which are presented in the report found at Appendix 1.

## **2. Other options considered**

- 2.1 Appendix 1 provides further context to the Select Committee’s recommendations. Cabinet is asked to consider these recommendations and provide a response to the recommendations relevant to the Council.

## **3. Legal and financial implications**

- 3.1 These will be considered as part of the Cabinet’s response.



#### **4. Corporate implications**

4.1 These will be considered as part of the Cabinet's response.

#### **5. Local councillors & community boards consultation & views**

5.1 The report and recommendations were produced by a cross-party review group of Members from the Health & Adult Social Care Select Committee.

#### **6. Next steps and review**

6.1 As the focus of this review is on the provision of dementia support services across a myriad of organisations, a number of the recommendations are aimed at the Integrated Care Board and the Place-based Partnership, as well as specific recommendations for Oxford Health, Buckinghamshire Healthcare NHS Trust and voluntary/community organisations. Representatives from these organisations have been asked to respond to the recommendations relevant to them. Cabinet will provide a response to the Select Committee recommendations aimed at the Council. The Health & Adult Social Care Select Committee will then receive an update after 6 months and 12 months to monitor the implementation of all the recommendations.

#### **7. Background papers**

7.1 None.

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**Health & Adult Social Care Select Committee – The Dementia Journey: a rapid review of support for people living with dementia and their carers in Buckinghamshire**

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## Introduction



Cllr Carol Heap  
**Chairman of Review Group**

“Through the work of the Health & Adult Social Care Select Committee, the review group were aware of the council’s Adult Social Care transformation programme which included work around improving services for people living with dementia and their carers. As a review group, we wanted to undertake this review within a short time frame so the findings and recommendations could be used to support ongoing discussions between health and social care colleagues. We had four weeks from agreeing the scope to the first evidence gathering meeting and we really appreciated people giving up their time to talk to us at such short notice. We held three full days of evidence gathering meetings, all of which were incredibly valuable in widening our understanding of the existing pathways and support provided for people living with dementia and their carers.

I would like to take this opportunity to pay tribute to all those people who help support people living with dementia and their carers. Throughout the evidence gathering meetings, it became apparent just how much work is needed to provide the right level of support and how many people were directly affected by dementia in their own lives.

We support the NHS, in recognising dementia as a key priority in its Long-Term Plan and hope the findings and recommendations in this report will help to raise awareness of dementia and lead to an integrated health and social care dementia support service to meet the individual needs of all those living with dementia and their carers on their dementia journey.”



Cllr Shade Adoh  
(Day 1 only)



Cllr Phil Gomm



Cllr Robin Stuchbury



Cllr Nathan Thomas



Cllr Alan Turner

***“There are currently around 900,000 people with dementia in the UK. This is projected to rise to 1.6 million people by 2040. There are over 42,000 people under 65 with dementia in the UK, known as young-onset dementia.”***

*Alzheimer’s Society website*

## Aim of the Rapid Review

As part of its remit, the Health & Adult Social Care Select Committee reviewed the refreshed Better Lives Strategy which is the council's strategy for providing support for adult social care clients. The strategy focusses on three levels of support – living independently, regaining independence and living with support. As part of the Better Lives Strategy and vision to ensure that people can remain as independent as possible, dementia support has been included as part of Adult Social Care's Transformation programme which includes a number of workstreams.

The Select Committee was keen to undertake a cross party rapid review to examine the existing dementia pathways, from diagnosis to end of life care, including a review of the prevention programme.

In addition, the Review Group wanted to identify examples of what is currently working well and discuss areas of improvement with key health partners and stakeholders leading to enhanced partnership working and a better integrated service.

## Rapid Review scope

The review was set-up to achieve the following:

- A greater understanding of the prevalence of dementia, including the current diagnosis rates against the national target by Primary Care Network in Buckinghamshire;
- An understanding of current service provision and how these services are funded in Buckinghamshire. A comparison of funding with other authorities (ideally Oxfordshire and Berkshire West, part of our Integrated Care System);
- Clarity around who is responsible for delivering services in each pathway from diagnosis to accessing services, ongoing support to end of life care;
- Examine the quality of the signposting services and advice provided to dementia patients following diagnosis, including support and information for carers;
- Review the waiting times from referral to assessment for the memory clinic services;
- Review the current waiting times for carer assessments;
- Explore the involvement, co-production and engagement in developing dementia care journeys to help empower all people affected by dementia, including the partnership working with local communities and the voluntary sector;
- Overall aim – to identify potential gaps in the current pathways and develop a series of recommendations that could lead to improved working practices and provision of services.

## Methodology

Evidence gathering sessions were held on Thursday 9<sup>th</sup> March, Tuesday 14<sup>th</sup> March and Thursday 16<sup>th</sup> March 2023 with the following groups of key stakeholders and individuals.

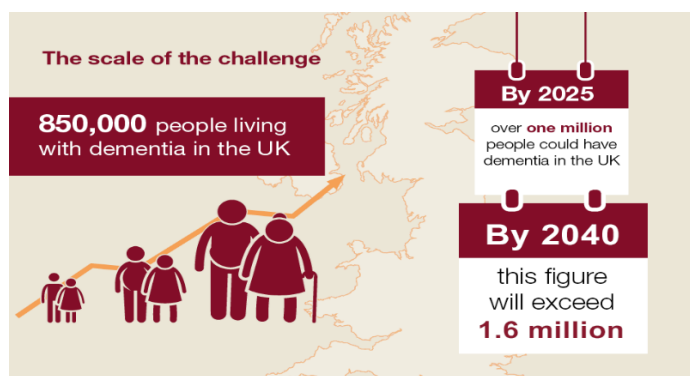
- Specialist Commissioning Manager (All Age Mental Health)
- Chair of the Dementia Strategy Group
- Lead GP for Dementia, Integrated Care Board
- Director of Public Health;
- Consultant in Public Health;
- Head of PCN Delivery and Development, Integrated Care Board;
- Consultant Psychiatrist and Associate Medical Director for Older People Mental Health (Oxford Health);

- Dementia Specialist Nurse (Oxford Health);
- Head of Service (Oxford Health);
- Head of Service, Localities, Adult Social Care;
- Dementia Connect Local Services Manager, Alzheimer’s Society;
- Dementia Connect Adviser, Alzheimer’s Society;
- Head of Service, Integrated Commissioning;
- Assistant Director, Adult Social Care;
- Communities Officer and Dementia Friends Ambassador, Aylesbury Town Council;
- Wendover Dementia Support;
- Princes Centre and Bourne End Centre;
- Dementia Action Marlow;
- Carers Bucks;
- Healthwatch Bucks;
- Primary Care Network Manager and Social Prescribers;
- Voices of people living with dementia and their carers;
- Care Home Managers;
- Nurse Consultant Older People, Buckinghamshire Healthcare NHS Trust;
- Clinical Lead – Mental Health & Learning Disability, South Central Ambulance Trust;
- Lead Nurse, Palliative and End of Life Care, Buckinghamshire Healthcare NHS Trust.

## National Context

According to the Alzheimer’s Society website, there are currently around 900,000 people living with dementia in the UK and there are projected to be over 1 million people with dementia in the UK by 2025. This is projected to rise to nearly 1.6 million in 2040. These numbers demonstrate the increasing scale and impact of dementia and the urgent need for action to be taken to meet current and future care needs. The NHS Long-Term Plan identifies dementia as a key priority and it is noted as one of the top causes of early deaths for people in England. There is a clear emphasis in the NHS Long-Term Plan on improving the care and support for people living with dementia, whether in hospital or at home and a commitment to continue working closely with voluntary organisations.

According to updated guidance published by the Office for Health Improvement and Disparities in February 2022, dementia costs society £34.77 billion a year in the UK and this cost is set to rise as the population ages. An estimated 540,000 people in England act as primary carers for people with dementia; half of these are employed, 112,540 have needed to leave employment to meet their caring roles and 66,000 carers have cut their working hours. The Alzheimer’s Society shows that the contribution of unpaid carers of people with dementia in the UK totals £13.9 billion a year, costs which would otherwise have to be picked up by the government.



Source: Office for Health Improvement & Disparities website

## Local Context

As of September 2022, 4,164 people were diagnosed with dementia (aged 65+) in Buckinghamshire. The current rate of diagnosis is 57.3% against a national target of 66.7%. The estimated prevalence is 7,266 meaning 3,102 people live with dementia but remain undiagnosed (as per NHS Digital report) which means they are not accessing appropriate support. It is estimated that there may be at least 240 people with young onset dementia in Buckinghamshire.

According to a recent needs analysis report produced by Buckinghamshire Council's Service Improvement team, which looked at Dementia in Buckinghamshire, it has been suggested that the gap is not within the current diagnostic pathways, but instead around increasing awareness, reducing stigma and encouraging people to come forward to be diagnosed. However, by employing proactive behaviour in identifying dementia signs and supporting access to a diagnosis, not only would the dementia diagnostic rate (DDR) increase but more people would access the appropriate dementia support sooner.

The Covid-19 pandemic impacted on national performance and the national diagnosis target rate is currently 62.2%. Buckinghamshire currently represents the 19<sup>th</sup> lowest diagnosis rate amongst 105 clinical commissioning groups (before they were abolished in 2022 and became part of an Integrated Care Board).

Dementia support is provided by a myriad of organisations across the health, social care and voluntary and community sector. Therefore, clear and coherent pathways are an essential part of ensuring the person living with dementia can readily access the right service at the right time. Supporting people to live independently for longer has a positive impact on the health and social care system, so ensuring the appropriate levels of care and support is a key part in achieving this.





# Summary of Recommendations

The Health & Adult Social Care Select Committee Review group make the following recommendations, grouped together under the NHS England Dementia Well Pathway which has been adopted by Buckinghamshire.

PREVENTING WELL	DIAGNOSING WELL	SUPPORTING WELL	LIVING WELL	DYING WELL
The risk of people developing dementia is minimised.	Timely accurate diagnosis, care plan, and review within the first year.	Access to safe, high-quality health and social care for people with dementia and carers.	People with dementia can live in safe and accepting communities.	People living with dementia die with dignity and in the place of their choosing.

*The NHS Dementia Well Pathway*

## Overview

**Recommendation 1** – Develop a multi-agency Buckinghamshire Dementia strategy with specific action plans aligned to the Dementia Well pathway which brings together activities from across the health and social care system and local communities.

**Recommendation 2** – Review the membership of the Dementia Strategy Group to include a broad representation within each pathway to ensure a strong, collaboration of key people responsible for delivering the dementia strategy.

## Preventing Well

**Recommendation 3** - Commitment by Public Health and Primary Care to provide a renewed focus on increasing the take-up of the NHS Health check for eligible 40-74 year olds. A memory discussion should be part of all health checks and a more consistent approach to the information provided to patients as part of the health check should be agreed.

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## ***Diagnosing Well***

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**Recommendation 16** – The community engagement team to lead on mapping current provision and highlight the gaps in support services with input from social prescribers, social care commissioners for day opportunities and community board managers with their local community groups. If the recommendation above to have a dementia specialist within each PCN is implemented, then we would encourage them to be part of this exercise.

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### ***Dying Well***

**Recommendation 18** – Buckinghamshire Healthcare NHS Trust educators work with the council’s community engagement team, library services, voluntary groups and community board managers to re-introduce and develop a series of “Big Conversation” events across the county on a rolling basis.

Please read on to understand more fully the reasoning and evidence behind the recommendations.

## Key Findings & Recommendations

After carefully considering the evidence collected at meetings with key stakeholders and bringing together the background research, undertaken at the outset, the Review group wish to report on our key findings, observations and recommendations.

Buckinghamshire follows the NHS England Transformation Framework – the Dementia Well pathway so our findings and recommendations have been grouped under the headings of Preventing Well, Diagnosing Well, Supporting Well, Living Well and Dying Well.

## Overview

We started our evidence gathering by talking to the council’s adult social care commissioners to understand, in more detail, the work which is currently being undertaken as part of the Better Lives Strategy and the transformation workstreams which focus on dementia services. The workstreams are as follows:

- Pre and post diagnostic support;
- Intensive support (for those at risk of short-term crisis);
- Information advice and guidance (developing a single platform for dementia specific advice);
- Other broader workstreams relating to carers support and community opportunities.

We heard about the following activities which are supporting the workstreams.

- DiADeM pilot – a pilot focussing on increasing diagnosis of dementia within care homes;
- Dementia information resources focus group – launch of landing page on website;
- Dementia Connect Model – business case to expand the current support service to include named case workers;
- Dementia Diagnostic pathway – remodelling of the memory clinic service;
- Dementia intensive support – development of a business case for a multi-disciplinary support team.

As part of our background research, we read the “Dementia in Buckinghamshire needs analysis and recommendations” report which was produced in March 2022. The needs analysis report highlighted 6 key gap areas (listed below) which then led to 9 areas of recommendation to address these gaps.

- Named case worker;
- Specialist dementia nursing support;
- Timely diagnosis and assessment;
- Community opportunities/short breaks;
- Communications;
- Crisis support.

Whilst recognising that carers support and community opportunities both have a broader reach than just those people living with dementia and their carers, we would like to see these areas feature more prominently in the ongoing development of dementia support. Currently, the workstreams for carers support and community opportunities are led by different teams within adult social care and the deliverables from these workstreams are not clear.

The review group would like to see the areas of recommendation outlined in the gap analysis align more clearly with the existing workstreams and be used to develop a whole system, multi-agency action plan for delivering high quality dementia care throughout the entire pathway. We found it difficult to piece together how the council's work around dementia linked with the wider system work around dementia. Using consistent language and headings will provide some of the clarity needed to ensure a more joined-up, integrated approach as well as clear lines of responsibility for each area.

The needs analysis report states that Buckinghamshire follows the NHS England Transformation Framework – the Dementia Well Pathway so we feel that this pathway should be used to help develop the multi-agency action plan, with each pathway having a lead organisation(s) responsible for reporting progress to the Dementia Strategy Group.

### **Dementia Strategy Group (DSG)**

Members noted that an All-Age Mental Health and Wellbeing Strategy Bucks 2020-23 has been developed. This strategy is supported by the Dementia Strategy Group (DSG) which brings together commissioners and local partners. The DSG meets bi-monthly and supports delivery of some of the actions that underpin the council's dementia transformation programme.

Throughout the evidence gathering meetings, we heard that some people regularly attend the DSG meetings whilst others did not always attend and some people did not know about the group. We received feedback that the meetings had a clinical focus and voluntary groups reported having to wait until the end of the meeting to be heard by which time some members had left.

We heard that dementia is not a mental health condition. It is primarily a set of progressive physical symptoms and whilst mental health issues may occur in some patients, for example, depression or delirium, this is not inevitable.

The review group heard that Buckinghamshire Healthcare NHS Trust has developed a dementia strategy and as mentioned above, the DSG supports specific actions, as part of the Adult Social Care's transformation work. However, we found no evidence of an overarching dementia strategy for Buckinghamshire involving all the key partners.

The review group feels that a multi-agency strategy, which is owned by the members of the DSG, would lead to a more joined-up, collaborative approach to supporting people living with dementia and their carers. Formulating a separate multi-agency dementia strategy, where specific action plans for each pathway are developed and owned by key partners, would separate it from the mental health strategy and give dementia its own platform. Progress on delivering the action plans should be monitored by the DSG and reported to the Health & Wellbeing Board.

As part of the background research, we reviewed examples of how other local authorities provided dementia support and we found some good examples of collaborative, multi-agency strategies. We particularly liked Birmingham and Solihull's dementia strategy and the joint health and social care dementia strategy for Surrey.

### **Examples of multi-agency dementia strategies**

Birmingham and Solihull – [Birmingham and Solihull Dementia Strategy 2022-2027 \(icb.nhs.uk\)](https://www.icb.nhs.uk) (Draft strategy)

Surrey County Council – [Joint Health and Social Care Dementia Strategy \(surreycc.gov.uk\)](https://www.surreycc.gov.uk)

**Recommendation 1** – Develop a multi-agency Buckinghamshire Dementia strategy with specific action plans aligned to the Dementia Well pathway which brings together activities from across the health and social care system and local communities.

**Recommendation 2** – Review the membership of the Dementia Strategy Group to include a broad representation within each pathway to ensure a strong, collaboration of key people responsible for delivering the dementia strategy.

## Preventing Well

The NHS Dementia Well pathway describes “Preventing Well” as minimising the risk of people developing dementia.

- Although there are medicines available that can slow the progression of some of the early symptoms of dementia, these are not suitable for everyone. There is no cure for Alzheimer’s disease or any other type of dementia. However, appropriate early diagnosis of dementia can extend independent living for up to 2 years and improve quality of life beyond that.
- We heard that 40 % of dementia is avoidable and lifestyle changes can significantly reduce the risk of developing dementia. Cardiovascular health is linked to dementia and promoting a healthy lifestyle is therefore crucial to help reduce the risk of developing dementia. **“What’s good for the heart is good for the brain.”**

## NHS Health Checks

- The NHS Health check is a preventative healthcare programme and invites adults aged between 40 and 74 for a health check-up every 5 years to spot early signs of stroke, kidney disease, diabetes or dementia. The check is for people who do not have a pre-existing condition as they will already be receiving regular check-ups. Local authorities are responsible for the commissioning of the programme which is normally provided by GP practices and carried out by healthcare professionals, pharmacists or the GP. The funding is provided through the Public Health budget.
- Data shows that less than 50% of eligible patients in Buckinghamshire between 2012 and 2018 had their health check – in Buckinghamshire, 73,855 NHS Health checks were recorded between April 2012 and March 2018 compared to 109,286 non-attendance (source: Microsoft Power BI).
- We understand that most of the GP practices in Buckinghamshire have signed up to carry out the health checks and practices are paid according to the number of checks carried out.
- We heard that patients are invited via letter and text to attend their health check. The Gov.uk website states that “health and care professionals should provide support and advice on dementia risk reduction as part of their daily contact with individuals. Every contact counts as a chance to educate and empower people to make positive choices about their own health”. In Buckinghamshire, health and care professionals support the Making Every Contact Count approach.
- We heard one example of someone attending their regular diabetic check-up who mentioned to the healthcare professional that they had memory concerns. They then received a memory test but this was not a routine part of this check-up.
- We understand that there are programmes underway to promote the health checks within specific communities, as part of Opportunity Bucks, focussing on specific wards within Buckinghamshire. We heard that there are cultural differences surrounding dementia, with some cultures not recognising the condition within their own language.



- With the known pressures on GP practices, members are concerned about capacity within the surgeries to undertake the health checks and believe that there needs to be a renewed focus on promoting the benefits of the health check and for a memory question to be part of the discussion for all patients receiving health checks.
- As health checks are carried out by different healthcare professionals in primary care, we are also concerned about potential inconsistencies in how the checks are carried out and would like to see a guidance note issued by Public Health to all GP surgeries.
- According to the NHS website and the detailed information about what to expect as part of the health check, it states that “if you’re over 65, you’ll also be told the signs and symptoms of dementia to look out for”. The review group’s view is that this should be part of every health check and not age specific as early onset dementia starts well before the age of 65.
- We would like to see a more concerted effort to encourage better take-up of these health checks by those patients who are eligible for them. We would also like to see a discussion around memory concerns to be part of regular check-ups for people who have a pre-existing condition.

**Recommendation 3 - Commitment by Public Health and Primary Care to provide a renewed focus on increasing the take-up of the NHS Health check for eligible 40-74 year olds. A memory discussion should be part of all health checks and a more consistent approach to the information provided to patients as part of the health check should be agreed.**

#### **Cardio-vascular disease and public health campaigns**

- The Health & Adult Social Care Select Committee discussed the Director for Public Health Annual Report at its November meeting. The annual report focused on reducing the risks associated with cardio-vascular disease. We would like to see dementia risks included in all relevant public health campaigns which promote reducing cardio-vascular disease.
- We are aware that cardio-vascular disease is a strategic priority for the Integrated Care Board but there was little reference to dementia in the ICB strategy. As dementia is a key priority in the NHS Long-Term Plan, we feel that it should be more prominent in the ICB strategy and there should be joint activities to help reduce the risk of heart disease, stroke and dementia.

**Recommendation 4 – Public Health to include risks associated with dementia as part of all relevant public health campaigns, particularly on cardiovascular disease, so people make the connection that lifestyle choices affect both the heart and the brain.**

#### **Raise awareness and reduce stigma within schools**

- We heard about an initiative within schools to help increase the awareness of dementia, encourage more discussion and to help reduce the stigma. Young children recognised and related to dementia as seen in their own family or acquaintances and this could be built on to raise awareness in the community.
- This finding is slightly out of scope as we were not expecting to speak to colleagues from the Education service but speaking to school age children was acknowledged by health professionals as an important part of raising awareness and providing dementia information for different cultures would help to reduce the stigma and increase understanding. We appreciate that more work would be required before speaking to schools - we suggest that a piece of work be undertaken to see what has been done in other areas and whether there is a relatively easy way to get key messages about dementia to young people.



**Recommendation 5 - School Liaison Officers to explore whether a dementia awareness programme for all school age children could be developed and promoted to all schools in Buckinghamshire to help reduce stigma, address cultural differences and create a better understanding of dementia and what support is available.**

**“Bucks BetterPoints” initiative**

- Public Health colleagues shared information on a new App, BetterPoints, which has just been launched (January 2023). People can earn points for undertaking healthy activities across Buckinghamshire which can then be redeemed as vouchers to spend at high street stores or donate to charities. This new initiative has been promoted on social media and the Bucks website and the target is to have 1,000 users this year and a further 1,000 the year after.

**Recommendation 6 – The BetterPoints initiative to be more widely promoted across Buckinghamshire to include all Members, council staff, BHT staff, South Central Ambulance Service staff, Oxford Health staff, Community Boards, voluntary and community groups and all PCNs.**

## Diagnosing Well

The NHS Dementia Well pathway describes “Diagnosing Well” as timely, accurate diagnosis, providing a care plan and review within the first year.

### Memory Diagnosis Service (provided by Oxford Health Foundation Trust)

- We understand that most people with memory concerns contact their GP in the first instance. The GP will assess the patient and may decide to refer them to the memory clinic for a further assessment which could lead to a formal diagnosis. Following a formal diagnosis, a letter is sent back to the GP so the diagnosis can be recorded on the patient’s record.
- The memory clinic is funded through the mental health block contract which is provided by Oxford Health Foundation Trust. The waiting times for the memory clinic are currently between 4-6 months. We understand the service is in the process of being redesigned to have a single point of access but it was not clear about how the proposed redesigned service would lead to reduced waiting times.
- There are currently 2 memory assessment clinics – Whiteleaf Centre and Saffron House. A number of GP practices used to offer consulting room space for memory clinics but due to challenges with surgery space, these have now been rescinded.
- We heard about the ambition to undertake memory assessments closer to home but this relies on appropriate space within communities, availability of staff to undertake assessments and the financial costs associated with this model.
- Recruitment remains one of the biggest challenges and we heard that it took 12 months to recruit a dementia specialist nurse. Recruiting in the south of the county continues to be a challenge as roles are competing with others nearby which offer London salary weighting.
- Oxfordshire has adopted a different model of delivery for people over 65 and those under 65 follow a neurology pathway rather than being mental health led.
- We heard that at the time of diagnosis, Oxford Health provide an information pack for the patient which contains details on the Dementia Support Service, provided by the Alzheimer’s Society (Buckinghamshire Council is the lead contract holder and the service is funded by the Better Care Fund).
- Speaking to people who had been diagnosed with dementia and their carers as part of this Review, we heard that not everyone received an information pack and once diagnosed, there was no follow-up by Oxford Health. Oxford Health used to undertake this but they are no longer commissioned to provide the follow-up service to all those who attend the memory clinic. Oxford Health only provides follow-up to those who are prescribed medication for their dementia.
- We understand that the Dementia Connect Service is only available to those people who contacted them after being diagnosed – their details could not automatically be sent to the Dementia Connect Service due to data protection issues. People explained that they were often left to find their own information and support groups. We understand that in North Bucks, contact details from consenting patients are given to the Dementia Support Service to enable them to make contact to offer post-diagnostic support. However, there appears to be a gap in current service provision in South Bucks.
- The review group heard that in Oxfordshire, the memory clinics work closely with the Alzheimer’s Society to ensure support can begin at the time of diagnosis by having a dementia support worker based in the memory clinic.
- We learned that the numbers of referrals to the memory clinic had increased markedly and that many of these cases could be dealt with in the GP/community setting, via screening and signposting to the appropriate support. This would serve to reduce waiting times and allow the clinic to concentrate on the more complex cases.
- We heard from a carer who had experienced problems with medication reviews and had been passed between the GP and Oxford Health. We understand that GPs cannot prescribe medication for dementia as this has to be done by the psychiatrist. To ensure this is clear, we would like to ensure that Oxford

Health provides this information when speaking to the person with the dementia and their carer and includes contact details for medication reviews.

**Recommendation 7 – Oxford Health to provide clarity about medication reviews to those people who are receiving dementia medication and to include contact details of who to speak to about dementia medication.**

**Dementia Support Service (provided by the Alzheimer’s Society)**

- In 2022, the Dementia Support Service was recommissioned and was based upon delivery of a “dementia connect model” providing pre and post diagnostic support both on a face-to-face basis and virtually depending on the needs of the person. Tier 1 support is a national telephone service and is the first point of contact for someone with memory concerns. Tier 2 is the next level of support under the Dementia Connect model and includes support calls, home visits and follow-ups. The Dementia Adviser provides a named contact to the person with memory loss and their carer throughout their journey with dementia.
- In Buckinghamshire, the above service is delivered by 5 dementia advisers. Based on the estimated dementia prevalence and the capacity of the advisers, the current service reach is around 10%.
- The latest performance report on the Dementia Connect service shows that 110 referrals were made to Tier 1 between 1 October 2022 and 31 December 2022. 46 referrals were made to Tier 2 (33 were self-referrals and 4 were referrals from the memory clinic).
- Very few GPs are referring patients to the Dementia Support Service (11 referrals came via the GP during the same 3 month timeframe) which suggests GPs are not aware of the Dementia Support Service.
- Prior to the recommissioned service, we heard that the contract for dementia support services included a much broader range of services, including a memory screening test which was undertaken by a local dementia adviser, at the pre-referral stage to the memory clinic. The screenings took place in the community using the GP COG assessment tool.
- The Health & Adult Social Care Select Committee carried out an in-depth inquiry last year into the development of Primary Care Networks (PCNs). To support PCNs, the Additional Roles Reimbursement Scheme provides funding to recruit to additional posts to create bespoke multi-disciplinary teams, including mental health practitioners, social prescribers, health and wellbeing coaches and pharmacists.
- As part of the evidence gathering, we spoke to social prescribers from across the Primary Care Networks. Two of these social prescribers explained that they have undertaken training to use the GP COG assessment tool to screen people who have memory concerns. One social prescriber said that she took this responsibility on herself as she could see there was a gap in the screening process. She has screened over 90 people during the last few months.
- A gap in service provision seems to have occurred at the time of re-commissioning the service in 2022 which has meant that memory screening is no longer provided as part of the commissioned service.
- With waiting times at the memory clinic around 4-6 months, people do not seem to be receiving pre-diagnosis support in the same way that they did before the service was recommissioned. We are unclear about what pre-diagnosis support looks like in the current pathway. People told us that this long wait for a diagnosis was particularly stressful and that they and their carers felt unsupported during this time.
- We also feel that there should be named dementia specialists within each Primary Care Network who are responsible for co-ordinating the GP COG screening programme and training people within the PCN to undertake the screening. This will ensure a consistent approach and a forum for sharing learning and areas of improvement.

**Recommendation 8 – Social care commissioners to review the memory service provided in Oxfordshire and consider introducing dementia support workers at the memory clinics to provide a joined-up service to those who have just been diagnosed.**

**Recommendation 9** – Primary care, social care commissioners and the Dementia Support Service to work together to develop a consistent approach to memory screening and reduce waiting times across the county. To clarify and promote the pre-diagnostic support available.

**Recommendation 10** - Each Primary Care Network to introduce a named dementia specialist to co-ordinate the screening and pre-diagnostic support within primary care and to work closely with the Alzheimer’s Society Local Dementia Advisers to deliver screening training to those nominated across the PCNs.

## Supporting Well

The NHS Dementia Well pathway describes the “Supporting Well” pathway as providing access to safe, high-quality health and social care for people with dementia and carers. This pathway includes care at home, in care homes, hospital care and crisis support.

### Social Care support and signposting services

- We heard from Adult Social Care (ASC) officers about their work in supporting approximately 307 people living with dementia. With over 4,000 people living with a dementia diagnosis in Buckinghamshire, this represents a small number who are currently being supported by ASC.
- The role of Adult Social Care is to support people, who are identified as in need of statutory support for personal and social care, to live independently and well. Everyone is entitled to an assessment under the Care Act 2014 and we understand that the current waiting time is more than 30 days. If a person is eligible for council funding to help with their care needs, this funding can be used to provide support at home including sitting-in service or Day Centre opportunities (places are booked by the council at privately funded day centres). There are no council run day opportunities specifically arranged for people living with dementia.
- Adult Social Care also provide a Carer’s assessment to support carers in their caring role. Support for carers is generally provided through the council’s commissioned service with Carers Bucks.
- If a person is not eligible for council support, they are signposted to a number of different places, including Prevention Matters. We also heard about a paid for brokerage service which helps to match a person’s needs to local services - this service costs around £300.
- In terms of dementia related support, we understand that the council commissions the Dementia Support Service (provided by the Alzheimer’s Society) and Carers Bucks, as well as purchasing individual sessions at privately funded day centres based on assessed need.
- ASC also refer people to the NRS team to help maximise independence, security and support, for example, via the provision of pendant alarms, memo minders, GPS trackers and door sensors.

### Prevention Matters (commissioned by Buckinghamshire Council)

- The review group understands that the council commissions another service called Prevention Matters. This service does not provide specific dementia support. Whilst reviewing this website, we found that some of the links do not work. For example, “finding activities and services near you” defaults to the Buckinghamshire Council landing page.
- We heard that ASC refer people to Prevention Matters which, according to their website, is a free and friendly advice service linking eligible adults in Buckinghamshire to social activities, voluntary and community services. In this instance, eligible means not eligible for funded social care services. It was not clear where people living with dementia (funded or otherwise) would be referred to by Adult Social Care for dementia support.
- From our limited discussions about this service during the review meetings, it appears that part of this service is very similar to that which is now provided by social prescribers through the 13 Primary Care Networks in Buckinghamshire.
- The Health & Adult Social Care Select Committee recently undertook an inquiry into the development of Primary Care Networks and one of the recommendations was to have a named social worker for each PCN. We feel that these links should help to ensure social workers refer people with memory concerns to the right place, ie. the GP or social prescribers/dementia specialist or the Dementia Connect Service if the person has received a dementia diagnosis.

## **Dementia Support Service (commissioned by Buckinghamshire Council)**

- As mentioned in the earlier section, the council commissions the Alzheimer’s Society to deliver the Dementia Support Service (DSS) in Buckinghamshire.
- The latest service specification (2022) states that the DSS should provide the Dementia Connect model, memory information sessions, post diagnosis information sessions, keeping in touch calls and memory screening assessment support.
- We heard that the Dementia Connect Service is currently delivered by 3.8 full-time equivalent advisers (1 full-time and 4 part-time) who look after between 12-20 cases, with 2-3 new referrals each week per adviser.
- We understand that some of the services described above are not currently being delivered due to the disruption caused by the Covid-19 pandemic. We saw evidence of very limited events taking place in the south of the county – Amersham Carer support group, run by a facilitator (face-to-face), Carers support group (held virtually and supported by a Dementia Adviser), Memory information sessions for members of the public in Amersham Lifestyle Centre and “Singing for the Brain” in Beaconsfield.
- The review group understand that the current reach of the Dementia Connect Service is only 10% of the prevalent population. We are aware of the business case to expand the Service to increase the reach to around 25% of the prevalent population of Buckinghamshire by providing named case workers for people living with dementia throughout their journey.
- We heard that Oxfordshire reaches around 39% of its prevalent population through greater investment in providing dementia support services. It appears that their offer includes a wider breadth of services, which includes the Dementia Connect model but also provides additional support via Admiral Nurses for the later stages of the dementia journey, when more intensive support is required. Dementia Advisers work closely with Oxford Health in the memory clinics.
- Through our evidence gathering meetings, we heard that access to the right information at the right time is not always happening. One carer mentioned that they were not given any information at the point of diagnosis and did not know where to go for support.
- We did hear from a carer who had accessed the Dementia Connect Service and spoke very highly about the support she had received from a Dementia Adviser. Some of the voluntary groups which we spoke to were not aware of the Dementia Connect service, but they were all aware of the support offered by Carers Bucks.
- We understand that the service specification for dementia support services prior to 2022 included the provision of community activities (including singing for the brain and community cafes to provide support for people with dementia and their carers) and advice and support for communities to help them become dementia friendly. Some of these activities continue to be provided by Alzheimer’s Society but with reduced capacity.
- We support the business case to provide additional investment in the Dementia Connect Service. However, there are other gaps along the dementia journey which need to be reviewed and strengthened with additional investment in support services needed to ensure all needs are met.
- We would like to see a more blended approach to providing more dementia support services in local communities to ensure the needs, at all stages of the dementia journey, are met. The needs of people living with dementia change, but we did not feel that the current service is able to effectively meet the needs of the person throughout their dementia journey

**Recommendation 11 – Adult Social Care (ASC) to ensure they refer people with memory concerns to the appropriate person – GP or social prescriber/named dementia specialist for a memory screening assessment and for those people with a dementia diagnosis, ASC need to refer to the Dementia Support Service.**

**Recommendation 12 – The Integrated Care Board to agree to additional investment in dementia support services for Buckinghamshire to address the current under investment in services. Additional investment to be used to provide a better integrated service across all pathways, with clear lines of responsibility.**

## Carers Bucks (commissioned by Buckinghamshire Council)

- In terms of support for carers who are caring for people with dementia, we understand that the council commissions Carers Bucks to provide information, advice, guidance and emotional support to unpaid carers in Buckinghamshire.
- They currently support 2,040 carers who are caring for someone with a type of dementia. Of those, 2,035 are adults aged 18 and above, with 3 being in the 18-24 age bracket, and 2,032 in the 25+ age bracket. They also support 5 young carers aged between 12-16 who are helping to care for someone with dementia.
  - Carers Bucks will make up to 6 home visits, where appropriate, to carers aged 75 and above who may struggle to access support through “usual” means – for example, if they cannot leave the person they care for, if they have their own mobility problems meaning it’s hard to come to an in-person support group, if they have hearing problems rendering telephone support unsuitable
  - Their hospital support team cover the four Bucks hospitals – SMH/Wexham/Wycombe/Amersham – and are able to support carers on site, both practically and emotionally
  - They have limited funding pots which can be used to support carers with their own health and wellbeing, whether that’s via access to talking therapies or complementary therapies.
- The feedback on the services provided by Carers Bucks, which we heard during the evidence gathering meetings, was very positive from both groups and individuals.

## Young Onset Dementia

- Healthwatch Bucks recently carried out a project looking at young onset dementia. The aim was to find out about peoples’ experiences of living with young onset dementia (where symptoms first occur before the age of 65). Their report detailed a number of recommendations including providing information in a timely, personal and age appropriate way, a named contact regularly reaching out to the person with young onset dementia and their carers and the creation of mini support networks. The full report can be found here [Young Onset Dementia Report.docx \(sharepoint.com\)](#).
- We heard through the evidence gathering meetings that there is no clear pathway for people diagnosed with young onset dementia. This type of dementia requires a different approach. For example, people affected are of working age so need different support and the disease can also progress rapidly. The estimated number of people with young onset dementia in Buckinghamshire is 240.
- Without wishing to duplicate the work of Healthwatch Bucks, we would like to use their report to highlight that there needs to be provision for young onset dementia as part of the overall dementia offer and to ask that their recommendations are considered alongside the Review Group’s recommendations.

**Recommendation 13 – The recommendations in Healthwatch Bucks report on young onset dementia should be progressed as part of the recommendations in this report and therefore progress will be reported to the HASC Select Committee.**

## Care Homes

We heard from care home managers that some of them were hosting dementia cafes/drop-in sessions before the Covid-19 pandemic and were now starting to re-introduce them as part of their programme of activities, as they were well received by those who attended. We felt that this idea could be developed further and we would encourage social prescribers from across the PCNs to link with the care homes in their areas to discuss how these activities could reach those within their PCN. It would also enable social prescribers to discuss local community activities with the care homes to ensure these are known to them and available to their clients. If the recommendation to have a nominated dementia specialist across the PCNs is implemented, that person should also be involved in these discussions.

From those we spoke to during the evidence gathering, care home managers are interested in the DiaDem pilot which aims to increase dementia diagnosis within care homes. We heard that there are currently significant numbers of people in care homes without a dementia diagnosis, including some who have been discharged to assess but are awaiting permanent placements.

We would like to see the inclusion of care homes in the development of a Buckinghamshire Dementia Strategy with specific actions around closer partnership working between PCNs, voluntary groups and care homes.

**Recommendation 14 – Care homes to be part of the development of the Buckinghamshire Dementia Strategy and develop closer working between primary care network social prescribers, including the named dementia specialist, voluntary groups and local care homes to develop dementia specific activities to meet the needs of the local community.**

## Hospital Care

- Through speaking to Buckinghamshire Healthcare NHS Trust colleagues (BHT) and South Central Ambulance Service colleagues (SCAS), we heard about the way both organisations currently support people living with dementia and their carers.
- We heard about the personalised care passport specifically used by people with dementia called “This is Me”. The document contains individual information, for example, likes and dislikes of the person, their routines and cultural background. It is intended to go with the person to health settings and to enable person-centred care. Oxfordshire Health Trust have developed a similar passport and this document is called “Knowing Me”. Care homes have their own paperwork on their clients. Whilst this is not a mandatory document, the usefulness in helping to meet the needs of the person with dementia was acknowledged. [This is me | Alzheimer's Society \(alzheimers.org.uk\)](https://www.alzheimers.org.uk/this-is-me)
- Whilst recognising the difficulties associated with discharge summaries, we heard from key stakeholders about the poor quality of discharge summaries, with information missing or being inaccurate - in some instances this had resulted in a patient being re-admitted to hospital.
- We were made aware of a national campaign “John’s Campaign” which is about the right of people who care for someone living with dementia to be able to stay with them – and the right of people with dementia to be able to have a family carer stay with them. Whilst acknowledging the difficulties with adhering to this during the pandemic, we seek reassurance from BHT that they adhere to these principles and have processes in place to ensure this happens. [John’s Campaign | Dementia Partnerships](https://www.dementia.org.uk/johns-campaign)
- We heard that BHT have developed a Dementia Strategy and would ask that this is shared with all health care partners and the Health & Adult Social Care Select Committee.

**Recommendation 15 – Care homes, primary care and social care partners to encourage the use of “This is Me” to help capture information on the person with dementia. Reassurance from BHT that the John’s principles around the right to stay with people with dementia is part of the care offered during Hospital stays.**

## South Central Ambulance Service (SCAS)

- Whilst SCAS remains on an improvement journey, following the latest Care Quality Commission (CQC) inspection, its plan to become a dementia-friendly organisation is not a key priority at the moment. Dementia awareness is included in induction training but due to operational pressures, dementia specific training ceased at the beginning of the year.
- The review group heard about a recent initiative to make their ambulances dementia friendly (and child friendly) by using reassuring stickers to help create a talking point and to reassure the patient. It was good to hear during the meeting that the BHT representative felt that it would be good to use the same



themed stickers on the Older People Hospital wards to create the same reassuring environment and continuity for the person with dementia.

### **Dementia Intensive Support Team**

The review group heard about the plans for an intensive support team as part of the Dementia Transformation workstream. Plans are in place to develop a model based on a multi-disciplinary team, offering both clinical and social care support to people living with dementia (and their carers/supporters) who are at risk of short-term crisis leading to unplanned hospital admission or transfer into residential care.

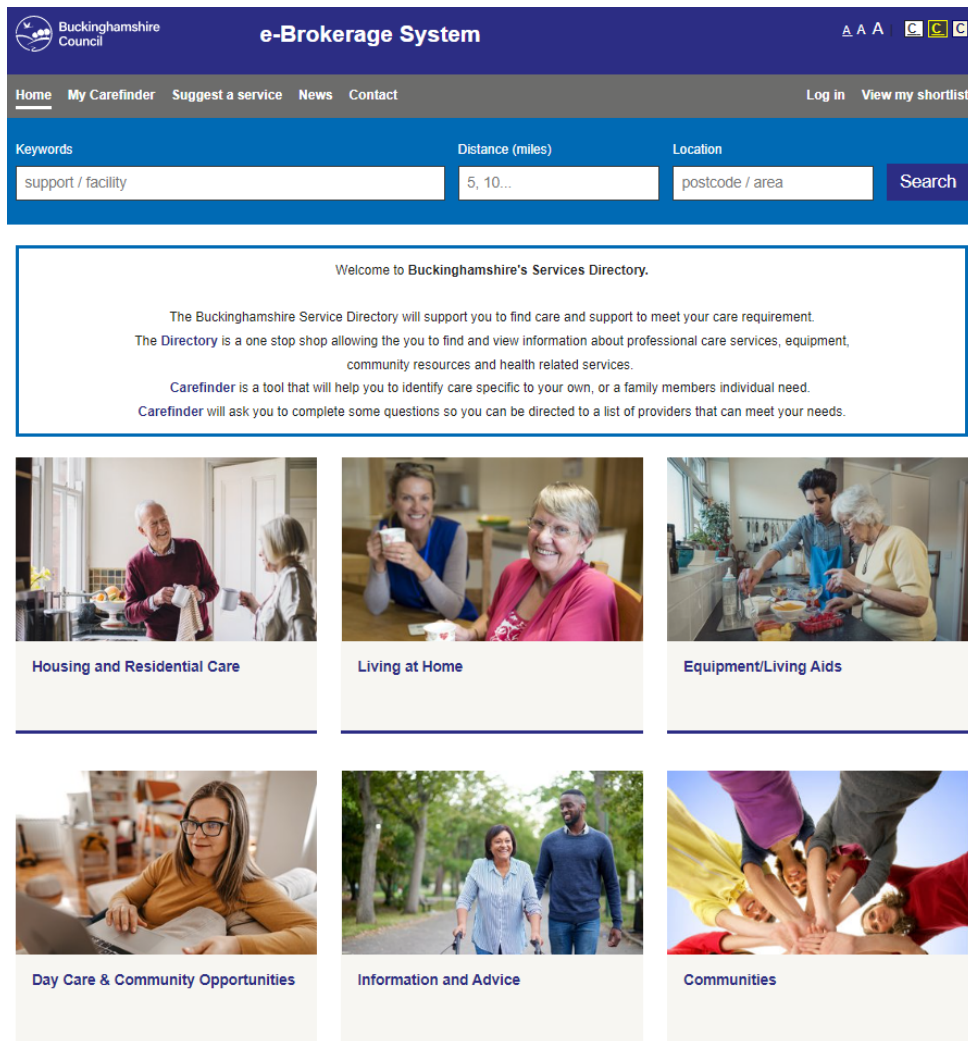
Whilst we appreciate the plans are in their early stages, we support the need for a crisis team who are able to support people living with dementia and their carers within their local community and look forward to hearing about the progress being made in delivering a crisis team in Buckinghamshire.

# Living Well

According to the NHS Dementia Well pathway, “Living Well” represents people with dementia living in safe and accepting communities.

## Access to information

- The review group is aware of the Bucks Online Directory and as part of the background research for this Review, we reviewed the website to see what dementia specific activities were available in certain parts of the county. Whilst we commend the website for bringing together community-run organisations, we felt there were gaps, some out of date entries and it did not represent all organisations, as it relies on self-registration. We found the search facility was not robust enough to ensure a meaningful result for someone who was looking for local dementia support groups.
- Throughout the evidence gathering meetings and as part of the background research, we reviewed various websites, including the council’s website. There were a number of examples within the dementia support pages where the links did not work, for example to the carer assessment page.
- We heard about projects to improve the content of websites and we understand that the Dementia Strategy Group will be launching a “toolkit” for people to access information about dementia support through one front page on the website.



- The screenshot above is taken from the council’s website and was found whilst researching the brokerage service which was mentioned during the evidence gathering meetings. This website has not been developed and we are not clear who is responsible for developing the content for it.
- We have not seen the new launch page, which the DSG are working on, but we hope it will include links to the information above as we felt this brought all the important aspects of support together in one place.
- Whilst we support the need for an updated, co-ordinated and user-friendly website, we also heard that people with dementia and their carers do not necessarily access online information and preferred written materials which they could refer to as and when required.

## Planning for the future

- Advance Care Plans, Attendance allowance, Power of Attorney and other financial discussions are best had whilst the person still has capacity and should be encouraged at the time of diagnosis. We heard that people can feel overwhelmed at the time of diagnosis and giving lots of information can add to this so this needs to be handled in a way that ensures people have the information as and when they are ready. We would like to see future planning be a key part of the “Big conversation”, more detail on this is in the next section.



## Community activities

- Whilst the provision of meaningful and timely information is important, we heard that face-to-face meetings were crucial for people living with dementia and carers. The recent Covid-19 pandemic had created many challenges but we heard how some local community groups carried on throughout the pandemic, offering face to face meetings (adhering to social distancing), which were much appreciated.
- Having listened to local voluntary and community groups as part of the evidence gathering, we feel that there is not enough of this type of provision across the county to support people living with dementia and carers. That said, all those who we heard from are providing fantastic support, including regular cafés and singing activities but these rely heavily on the goodwill and availability of volunteers to successfully make these available in local communities.
- We understand that finding suitable local premises for dementia cafes and other support can be an issue but the need for regular, locally run activities which provide face-to-face contact for both the person with dementia and their carer is a crucial part of the dementia journey yet access to services across the county is not consistent. There is a current over-reliance on the voluntary sector to provide these services with minimal financial input. Some voluntary groups are having to restrict numbers due to capacity constraints.
- The council runs a number of Day Opportunity Centres across the county but these are primarily aimed at adults with learning disabilities and autism. Clients who have dementia are supported with some specific activities, according to their needs. We heard that the council books places at the Princes Centre and Bourne End for clients who are eligible for funded activities. These are excellent, volunteer-led Day

Centres set up to look after people living with dementia. Many more attendees are self-referred and pay for places at these centres. We heard that many of these do not have a formal dementia diagnosis or have not accessed other dementia support on their journey.

- Through the evidence gathering meetings, we did not receive clarity around the future plans for day opportunity centres and whether more provision could be provided for people with dementia at the existing centres. As mentioned earlier, we would like to see more evidence of a joined-up approach towards the provision of services within the community. At present, it feels as though there is a disconnect between council-run facilities and those run by voluntary and community groups. An exercise to bring the activities together and discuss the gaps in provision would help to plan the future services.

**Recommendation 16** – The community engagement team to lead on mapping current provision and highlight the gaps in support services with input from social prescribers, social care commissioners for day opportunities and community board managers with their local community groups. If the recommendation above to have a dementia specialist within each PCN is implemented, then we would encourage them to be part of this exercise.

**Recommendation 17** – Consideration to be given to using existing space at the council-owned day centres at Buckingham, Aylesbury, Beaconsfield, Chesham, Wycombe and Burnham to accommodate dementia cafes, dementia support groups and other activities (both voluntary and commissioned) to increase access to these services across the county.

#### **Dementia Awareness events**

- We were pleased to hear about a recent awareness event in Buckingham Library, where the Alzheimer’s Society Local Service worked in partnership with the library to produce a new set of resources to support people living with dementia, including various games, activities and books from their era.



- There is an opportunity to replicate this initiative across other Libraries and we would encourage the Library service to work with the Alzheimer’s Society to do this as part of the Big Conversation events which we refer to in the next section.
- We are aware of the Dementia Awareness Week (May 15-21, 2023) and would like to see more local engagement events following this national event.
- We heard that Aylesbury Waterside theatre offers dementia-friendly showings which were well received by those who we spoke to. There was a suggestion that it would be good to be able to offer the same at the Wycombe Swan, as Aylesbury is quite a distance for some people to travel to. Could theatres be used as a venue for the Big Conversation?

## Dying Well

- Whilst this is the hardest and most emotionally charged pathway, we saw first-hand the compassion and enthusiasm from colleagues working within the Palliative Care and End of Life pathway.
- The over-riding key message which we heard through talking to colleagues was the importance of planning for this part of the journey as early as possible. Planning in the early stages is important whilst the person with dementia still has mental capacity to make decisions about their own care.
- We heard about the role of Buckinghamshire Healthcare NHS Trust (BHT) educators who help to promote the benefits of planning and what needs to be covered as part of the planning process. Examples might include, an Advance Healthcare Directive (Living Will), Power of Attorney, wishes for your funeral and having an up-to-date Will.
- Before the Covid pandemic, we heard that BHT educators ran a number of “Big Conversation” events across the county. These were very well received by those who attended and we heard that BHT educators would be willing to talk to dementia support groups.
- “Everyone’s Business” – we heard that End of Life (EoL) talks had been delivered to BHT podiatrists as they have regular contact with people, some of whom may have memory concerns and would be in a position to discuss the benefits of planning within the context of wider health conversations. This is just one example of how every part of the health and care system has a role to play in reaching out to those living with dementia and their carers and can be part of the “Big Conversation”.
- We would like to encourage more opportunities for planning conversations to take place to help support the Dying Well pathway. This pathway states that people living with dementia should die with dignity and in the place of their choosing and by working in partnership, this can be achieved.

**Recommendation 18 – Buckinghamshire Healthcare NHS Trust educators to work with the council’s community engagement team, library services, voluntary groups and community board managers to develop a series of “Big Conversation” events across the county on a rolling basis.**



## Conclusion

In bringing this report to its conclusion, the review group would like to reiterate the overriding take-home message which we heard throughout the evidence gathering meetings - people living with dementia and their carers need a joined-up, easy to navigate and easy to access, integrated dementia support service, which brings together all parts of the health, social care and voluntary sector. Face-to-face opportunities, whether that be 1:1 meetings with a dementia adviser or with a peer group at a dementia café or support group, were particularly valued by those we spoke to.

People living with dementia and their carers often struggle or do not have time to spend searching online resources (however good these may be) for information. There was a clear need for well written hard copies of information that could be kept and referred to at a later stage. The carers we spoke to as part of this review mentioned that having someone to contact when a crisis occurs was important.

The evidence shows that Buckinghamshire is currently under-funded in its dementia support service and there is significant unmet need across the existing dementia pathways which needs to be addressed.

There needs to be a renewed focus on raising awareness of dementia, reducing the stigma, increasing diagnosis rates in care homes and the community, as well as providing an integrated dementia support service.

The report highlights the importance of partnership working to support the person with dementia, their families and carers within local communities. There are many examples of outstanding services in Buckinghamshire but we need to do more, particularly in supporting the voluntary sector to deliver the necessary support services within local communities.

As outlined in the report, a Buckinghamshire Dementia Strategy needs to be developed for the entire dementia journey, clearly showing who the key partners are within each pathway and demonstrating an integrated and holistic approach with the person living with dementia at the centre. Regular reviews of how the strategy is progressing are needed with all key partners involved in those discussions.

Whilst acknowledging the pressures on budgets, the review group felt that there needs to be some creative solutions developed to maximise all available resources that are currently underutilised. Examples have been given in this report.

We would urge commissioners to review this report and its recommendations and to be ambitious in future commissioning. There are a number of different models for dementia support that could be considered but partnership working between the commissioned services should be a key component. We support the need for more dementia case workers but this is just one part of the dementia support needed and we would like to see more opportunities available within local communities to meet the needs of people living with dementia and their carers (including access to quality day opportunities for people living with dementia to allow their carers some respite).

We found that the uptake of the current Dementia Connect Service is low, so we feel that there needs to be a concerted effort to improve the communication of the Dementia Connect Service amongst GPs, Primary Care Network staff, hospitals, social care and other healthcare providers. There are examples from other authorities who provide support in different ways, such as specialist Dementia nurses. We would like to see more dementia support services being introduced in Buckinghamshire to ensure those living with dementia and their carers receive the support they need at the right time in their dementia journey.



## Report to Cabinet

<b>Date:</b>	<b>11<sup>th</sup> July 2023</b>
<b>Title:</b>	<b>Buckinghamshire Community Infrastructure Levy</b>
<b>Cabinet Member(s):</b>	Peter Strachan, Cabinet Member for Planning & Regeneration  Steven Broadbent, Cabinet Member for Transport  <b>Contact officer:</b> John Callaghan, Transport Strategy Funding Manager
<b>Ward(s) affected:</b>	All
<b>Recommendations:</b>	<b>Cabinet to</b>  <b>AGREE:</b>  <b>(1) that the process of considering the introduction of CIL in the north and central planning areas of the County is supported;</b>  <b>(2) that a review of the Charging Schedules in the south, east and west planning areas is undertaken;</b>  <b>(3) that, subject to technical assessment, work commences on a single charging schedule for Buckinghamshire Council;</b>  <b>NOTE:</b>  <b>(4) that a programme of technical work and consideration of the options for a new charging schedule including coordination with the new Local Plan for Buckinghamshire will be produced and agreed with the Cabinet Members for Planning and Regeneration and Transport. An indicative timeframe and key steps</b>

**in preparing and adopting a charging schedule are included in the report.**

**Reasons for decision:** To secure funding for infrastructure from developments, and to ensure a more consistent approach to developer and infrastructure funding across the county.

## **1. Executive summary**

- 1.1 This report describes how the Council collects developer contributions for infrastructure, how this operates in practice, through s106 contributions and Community Infrastructure Levy (CIL), including variation between different legacy planning areas.
- 1.2 The report concludes that there is a case for considering the introduction of CIL in the north and central areas of the County to secure funding for infrastructure from developments there. This would also ensure a more consistent approach to developer and infrastructure funding across the county.
- 1.3 The report also concludes that the opportunity to commission, review and hold a public examination to introduce CIL in the north and central planning areas, may also provide the opportunity to review the charging schedules in the west, south and east planning areas. This would bring these up to date and enable a countywide approach to planning and infrastructure considerations.

## **2. Background**

- 2.1 The requirement for new infrastructure is often driven by the need to mitigate development and developer contributions are an important source of funding for the Council to provide that infrastructure. Developer contributions can be provided:
  - Through Planning Obligations within section 106 (s106) agreements - these are deeds between the local authority and land owners/developers that are attached to the land, usually accompanying a planning permission. They make developments acceptable that would otherwise be unacceptable in planning terms and where these impacts cannot be addressed through a planning condition (eg because they entail financial contributions).
  - Through the Community Infrastructure Levy (CIL) – a fixed charge levied on new development at a £X per square metre, to fund infrastructure that supports the development of the area - not necessarily associated with the specific development.



- 2.2 Local Planning authorities can use a combination of both CIL and Section 106 contributions from specific developments. They are required to set out in the annual Infrastructure Funding Statement what infrastructure projects or types of infrastructure which the charging authority intends will be, or may be, wholly or partly funded by CIL. The more detail available the easier it is to rebut potential claims from developers that CIL payments negate the need for some or all of the s106 contributions that the Council may seek.
- 2.3 Using Section 106 agreements, contributions can be attributed to very specific pieces of infrastructure and these contributions are usually time limited. CIL contributions can be applied more flexibly giving the Council greater authority to apply funding where it is most needed. CIL contributions are also not time limited.
- 2.4 s106 contributions are:
- financial contributions from developers secured by a legal agreement, usually accompanying a planning permission, to make developments acceptable which would otherwise be unacceptable in planning terms;
  - secured during the planning process, bespoke and negotiated (unlike CIL); they must be necessary, directly related to the development and be fair and reasonable in scale and kind. (These are known as the Regulation 122 tests.) As a general rule, planning obligations for education, highways and open space infrastructure are more often sought for larger developments (i.e. for 10 dwellings or more). (Separate provision is made for affordable housing and this varies depending upon the policy position set out in the legacy local plans);
  - usually focused on site specific mitigation of the impact of development, e.g. to provide new infrastructure;
  - often linked to 'trigger points' at different stages of development e.g. payments made on occupation of 50, or 100 homes, and may vary for each contribution and by site;
  - typically required to be spent within a set timescale, often ten years; and
  - enforceable through the courts rather than through the planning process
- 2.5 Community Infrastructure Levy (CIL) is:
- a charge levied on new development in accordance with CIL Charging Schedules. Reflecting their legacy origins, these are different for the West and South/East areas, with different rates, which apply to different categories of land use;

- used for “the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area”. (i.e. they can be used across the whole of the Buckinghamshire Council area);
- not able to be used to fund affordable housing (affordable housing obligations are usually secured through a Planning Obligation)
- charged for all developments involving the creation of a dwelling (irrespective of floorspace);
- for all other development (not creating a dwelling) - the charge is based on the size of new development (the gross internal area measured in sq.m) but is exempt if less than 100 sqm of new floorspace is created;
- there are notable exemptions and reliefs (including for self-build, affordable housing and charities);
- not negotiable (unlike section 106 contributions);

A proportion of CIL:

- may be spent by the Council on its administrative expenses - up to 5% of receipts received in-year. To aid CIL set up costs, a ‘rolling cap’ applies on administrative expenses comprising the first part of the year that an authority sets a levy and the following three financial years taken as a whole. From year 4 onwards of an authority’s levy operation, the restriction works as a fixed in-year cap;
- is passed to the Town or Parish Council within which the development was situated – this is either 15% or 25% where a Neighbourhood Plan is adopted. (In the unparished area of High Wycombe – including the area to which the Daws Hill Neighbourhood Plan applies - the local allocation is held by the Council in a ring-fenced account. Decisions are taken on its use following consultation with and recommendations from the High Wycombe Town Committee).

2.6 Since 2020, the Council has published an annual Infrastructure Funding Statement (IFS). The IFS shows how development has contributed to infrastructure and how CIL and s106 contributions have been used, as well as the type of infrastructure that will be funded from CIL.

### **3. Variation across Buckinghamshire**

3.1 The legislation and the regulations that govern s106 contributions and CIL are set nationally. While there are still variations in practice reflecting the legacy arrangements in place across Buckinghamshire, in relation to s106 contributions

these variations should reduce once the new Local Plan for Buckinghamshire is in place.

- 3.2 In terms of CIL, the levy can only be charged where a CIL charging schedule is in place. These are in place in all areas aside from the central and north planning areas, corresponding to the former Aylesbury Vale area.
- 3.3 This leads to significant differences in how developer contributions are sought across the county. The majority of development occurs in the north of the county and therefore, in the absence of CIL, contributions towards wider infrastructure are left to individual negotiations on planning applications to secure section 106 funding.
- 3.4 The current arrangements also carry the risk of CIL collected in the south being allocated to, or underpinning spending in, the north of the county, where greater development is taking place and where in the short term infrastructure needs may be more acute.

#### **4. Opportunities for refining CIL**

- 4.1 For the future, the Government has proposed wide ranging changes to developer contributions with the introduction of a new Infrastructure Levy (IL).
- 4.2 Key points include:
  - regulations would be similar to CIL but would be based on actual gross development values;
  - councils would be responsible for confirming valuation at the time of sale;
  - s106 would be retained for larger sites;
  - introduction of IL in practice is envisaged by mid-2025 at the earliest;
  - a national rollout is planned over a decade with a 'test and learn' approach being mooted.

#### **Implications for Buckinghamshire**

- 4.3 The Council has previously welcomed the proposal to introduce a national IL. However, progress is slow and there is no certainty around its timely introduction. This reflects concerns about the complexity of making such a fundamental change. That being said the Council has indicated in its response to the consultation last month that it would be happy to enter into discussions on possibly being an early adopter of the new approach, subject to assurance on the level of financial and other support being available.
- 4.4 Given these uncertainties and the infrastructure issues facing the county, it is proposed to formally commence an assessment of the introduction of CIL in the north and central planning areas of the county.

- 4.5 As well as providing a more consistent basis for developer contributions across the county, it would also provide greater certainty over the level of contributions we can expect to receive for infrastructure.
- 4.6 Consideration will need to be given to whether a new charging schedule should be put in place in the north and central areas, or whether this should extend to the whole of Buckinghamshire
- 4.7 The evidence required to conduct the introduction of CIL within the north and central planning areas of the council and the considerations that underpin this evidence may require an evaluation of the infrastructure funding deficit and viability across the whole council area, as the Council is now one charging and collecting authority.
- 4.8 This may point to the need and the opportunity to consider a charging schedule for the whole of Buckinghamshire. The charging schedule for the west planning area is over a decade old, whilst the south and east charging schedules are based on the withdrawn Chiltern and South Bucks Local Plan. Procedurally the approach would be the same, albeit the scope and cost of the exercise would be greater.
- 4.9 An infrastructure assessment to support the new Local Plan is some way off. It will be dependent on the plan's proposed housing target and the emerging site allocations. It is expected during 2024.
- 4.10 This should not preclude the commissioning of consultants to assess the other key pillar of the evidence base that underpins any charging schedule: the viability of development.

## **5. Legal and financial implications**

- 5.1 Practically, the cost of consultants (where needed) can be met from the Local Plan reserve as this work will also benefit delivery of the new Local Plan. The staff and consultancy costs to introduce CIL can be reclaimed from the 5% administration charge that is part of the levy, with the scope to recoup funding over a period of three years as mentioned above.
- 5.2 The legislation governing the development, adoption, and administration of CIL is contained within the Planning Act (2008) and the Community Infrastructure Levy Regulations 2010 (as amended) with associated government National Planning Policy Guidance
- 5.3 The government has published guidance on CIL [Community Infrastructure Levy - GOV.UK \(www.gov.uk\)](http://www.gov.uk) that includes the requirements for its introduction.
- 5.4 Charging schedules should be consistent with, and support the implementation of, up-to-date relevant plans (i.e. any strategic policy, including those set out in any spatial development strategy).

- 5.5 Charging schedules are not formally part of the relevant plan but they should inform and be generally consistent with each other. Where practical, there are benefits to undertaking infrastructure planning for the purpose of plan making and setting the levy at the same time. A charging authority may use a draft plan if they are proposing a joint examination of their relevant plan and their levy charging schedule.
- 5.6 The statutory process for preparing a charging schedule is similar to that which applies to relevant plans. Charging authorities may work together when preparing their charging schedules as a means to share knowledge and costs and to support strategic thinking in the use of the levy, linking the use of the levy to activities such as growth planning.
- 5.7 In summary, a charging schedule is prepared and adopted as follows:
- the charging authority prepares its evidence base in order to prepare its draft levy rates, and collaborates with neighbouring/overlapping authorities (and other stakeholders);
  - the charging authority prepares and publishes a draft charging schedule for consultation;
  - representations are sought on the published draft;
  - the charging authority must take into account any representations made to it before submitting a draft charging schedule for examination;
  - an independent person (the “examiner”) examines the charging schedule in public;
  - the examiner’s recommendations are published
  - the charging authority has regard to the examiner’s recommendations and reasons for them;
  - the charging authority approves the charging schedule.
- 5.8 The evidence base for a charging schedule is examined in public prior to the adoption of the levy. The Council as charging authority should have regard to the actual and expected cost of infrastructure, the viability of development, other actual or expected sources of funding for infrastructure and the actual and expected administrative expenses in connection with the levy.
- 5.9 Charging authorities must identify the total cost of infrastructure they wish to fund wholly or partly through the levy. In doing so, they must consider what additional infrastructure is needed in their area to support development, and what other sources of funding are available, based on appropriate evidence.
- 5.10 Information on the charging authority area’s infrastructure needs should be drawn from the infrastructure assessment that is or was undertaken when preparing the

relevant plan and their CIL charging schedules, (as the plan identifies the scale and type of infrastructure needed to deliver the area's local development and growth needs).

5.11 Paragraph 34 of the National Planning Policy Framework says that:

Plans should set out the contributions expected from development. This should include setting out the levels and types of affordable housing provision required, along with other infrastructure (such as that needed for education, health, transport, flood and water management, green and digital infrastructure). Such policies should not undermine the deliverability of the plan.

5.12 A programme for the technical work and consideration of the options for a new charging schedule including coordination with work on the new Local Plan will be produced by the end of the year following procurement of consultants who will undertake the technical work. It is estimated the process may take around 18 months from commencement. The timeline for a county wide review may be similar to that for just the north and central planning areas.

5.13 In 2021/22 (the most recent year for which figures are published), the Council secured over £6.8m in CIL across the south east and west areas. If CIL is introduced in the north and central areas it is anticipated that, after a lag of several years, Liability Notices for in excess of £9m could be generated each year based on projected housing completions up to 2032/33 and assuming charging rates and other variables are comparable to those at present. (This estimate includes the 5% administration and any neighbourhood allocation). This funding could be used flexibly on infrastructure that supports the development of the area. (For comparison, in 2021-22, £6.8m of CIL was secured in the south /east/west areas as well as £16.1m s106 contributions in the north area (including £3.3m for open space, and £12.6m for education), plus a share of transport contributions totalling £2.2m.

5.14 In principle there is potential overlap between the categories of infrastructure that supports the development of the area (funded by CIL), and infrastructure that meets the Regulation 122 tests (and which is funded from s106 contributions). In practice this overlap is limited so to a large extent, and unless viability of development is the limiting factor, then CIL income would be expected to be largely additional to s106 income.

5.15 Actual income secured for infrastructure will depend on a number of factors. These include the charging rate; the rate of build-out of developments; any instalment policy; the amount of self build housing (which is CIL exempt); and the level of affordable housing required by the new Local Plan for Buckinghamshire.

## **6. Corporate implications**

6.1 The report relates to our corporate priorities as follows:

- Strengthening our communities – by maximising investment in infrastructure the Council ensure that support for local communities is embedded in decision making;
- Improving our environment – investment in infrastructure to support growth will support initiatives to improve the environment of the County.

At this point, there are no service specific implications of proceeding to investigate a wider application of CIL.

## **7. Local councillors & community boards consultation & views**

7.1 Given the Buckinghamshire-wide nature of the recommendations in this report, there has not currently been any consultation with local members or others. This would be undertaken as part of the process of developing any new charging schedule.

## **8. Communication, engagement & further consultation**

8.1 As part of the process of developing any new charging schedule, a communication and engagement plan will be developed to ensure that we consult with members, town and parish councils, land owners and developers, and other relevant persons.

## **9. Next steps and review**

9.1 A brief will be developed, and consultants will be procured to undertake the technical work necessary to develop a new charging schedule.

9.2 A programme for the technical work and consideration of the options for a new charging schedule, including coordination with work on the new Local Plan will be produced by the end of the year, and this will be agreed with the Cabinet members.

## **10. Background papers**

10.1 None.

## **11. Your questions and views (for key decisions)**

11.1 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  
democracy@buckinghamshire.gov.uk.





## Report to Cabinet

**Date:** 11 July 2023

**Title:** **Quarter 1 Budget Monitoring Report 2023-24**

**Relevant councillor(s):** John Chilver, Cabinet Member for Accessible Housing and Resources

**Author and/or contact officer:** David Skinner, Service Director – Finance & S151 Officer

**Ward(s) affected:** none specific

**Recommendations:** **Cabinet is asked to:**

- i. **Note the report and the risks and opportunities contained within it**
- ii. **Approve the actions set out in the report to address the pressures.**

**Reason for decision:** To understand the financial position of the Council in respect of 2023-24 Budgets.

### **1. Executive summary**

1.1 This report sets out the forecast Revenue and Capital outturn position for Buckinghamshire Council for the financial year 2023/24 as at Quarter 1.

1.2 This is the first budget monitoring report for the new financial year and comes at a time when the Council is continuing to experience significant financial pressures due to high levels of inflation and continued increase in demand and complexity of need in key services, such as Adults Social Care and Children's Social Care.

1.3 The forecast revenue outturn position for 2023/24 is an adverse variance of **£8.3m**, 2% of Portfolio budgets. This is primarily due to pressures in Health and Wellbeing and Education and Children's Services from demand and market insufficiency issues,

coupled with pressures in Accessible Housing and Resources in Energy budgets, Housing & Homelessness & Regulatory Services in Temporary Accommodation budgets and Transport in Parking income budgets.

- 1.4 Detailed Portfolio Action Plans are already in development to address the pressures, with a view to urgently bringing budgets back into line. These will consider the acceleration of savings plans from future years. In addition a member led Strategic Property and Finance Review will be initiated to examine opportunities for additional savings, income or capital receipt. The delivery of the action plans will be managed by the Portfolio Holders.
- 1.5 The forecast position on capital budgets is break even.

## **2. Revenue**

2.1 The forecast revenue outturn for 2023/24 is an adverse variance of £8.3m (2%).

2.2 Within the overall position the main variances are:

- a) The £14.0m adverse variance in Portfolios includes:
  - i. £3.9m pressure in Health and Wellbeing due to growth in client numbers, and increased cost of care packages, particularly in Residential, Nursing and Supported Living.
  - ii. £3.9m pressure in Education & Children's Services predominantly due to the national insufficiency of placements for children looked after leading to a shortage of available placements and very high unit costs of those placements that can be accessed. The forecast is not based on increased volume of activity, rather the mix of placements, with more expensive placements needing to be accessed. This is a particular risk area, due to the volatility of expenditure where one high cost placement can cost in excess of £1m, and there is therefore a significant risk that this pressure could escalate.
  - iii. £1m adverse variance in Accessible Housing and Resources from Energy costs in Property & Assets exceeding budget. This is due to increases in network costs, which are costs relating to access and maintenance of the electricity grid, and energy usage exceeding the budgeted assumptions.
  - iv. £1.5m adverse variance in Housing & Homelessness & Regulatory Services in Temporary Accommodation budgets due to increased demand, particularly for nightly paid accommodation. There has been

- an increase in clients presenting as homeless, and an underlying shortage of suitable housing to move clients on to permanently.
- v. £3.2m adverse variance in Transport Services. This includes £0.8m due to increased contract costs in Home to School Transport with provider pressure to increase costs on letting of new contracts. In addition there is a forecast shortfall of £1.8m in the Parking Income budget, which was increased this financial year to reflect post-Covid recovery; the impact of Covid on consumer behaviour is proving to be more long term than previously expected. Energy costs in Transport are also exceeding the budgeted assumptions, by £0.8m.
  - vi. £0.7m pressure in Climate Change and Environment due to recycling income shortfall due to market volatility within dry mixed recycling.
  - vii. The position also reflects a forecast shortfall on Energy from Waste income of £5.0m due to the reduction in market energy prices. This is being offset by a drawdown from the waste reserve in line with the intended use of that reserve.
- b) The £5.7m of favourable variances in corporate budgets includes:
- i. £4.3m favourable variance relating to Interest on Revenue Balances. This reflects further increases in the Bank of England base rate.
  - ii. £0.8m favourable variance on interest payable budgets, due to recalculation of loan repayments.
  - iii. A minor surplus of £0.2m in grant income due to the budget being set prudently.
  - iv. A favourable variance of £0.3m arising predominantly from contribution from grants towards central overheads.
  - v. Corporate Contingencies are retained to address the ongoing risk of further pressures within the year.
  - vi. Available reserve balances: in addition to the Corporate Contingencies, the “Mitigating Future Financial Risks” reserve contains £11.5m. After known commitments of £2.2m, a balance of £9.3m remains which could be called upon if required.

**Figure 1: Corporate Contingencies & Mitigating Future Financial Risks Reserve**

<b>2023-24 Revenue Contingencies</b>	<b>Budget</b>	<b>Released</b>	<b>Current Budget</b>	<b>Favourable Variances - mitigating pressures</b>	<b>Remaining to cover pressures that may arise in remainder of</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Pay, Pension and Redundancy Contingency</b>					
Pay Inflation	9,695	0	9,695	-	9,695
Pay - Bonus Contingency	1,000	0	1,000	-	1,000
Pay conversion	710	0	710	-	710
Redundancy Fund	500	0	500	-	500
<b>Total Pay, Pension and Redundancy</b>	<b>11,905</b>	<b>0</b>	<b>11,905</b>	<b>-</b>	<b>11,905</b>
<b>Service Risk Contingency</b>					
General Contingency	8,446	0	8,446	-	8,446
National Living Wage	1,750	0	1,750	-	1,750
Social Care Pressures	1,936	0	1,936	-	1,936
Adult Social Care Provider Market	300	0	300	-	300
Adults Demography	1,799	0	1,799	-	1,799
Children's Services Demography	800	0	800	-	800
High Cost Children's Placements	500	0	500	-	500
<b>Total Service Risk</b>	<b>15,531</b>	<b>0</b>	<b>15,531</b>	<b>-</b>	<b>15,531</b>
<b>Total Contingency</b>	<b>27,436</b>	<b>0</b>	<b>27,436</b>	<b>-</b>	<b>27,436</b>
<b>Total Variation on Contingencies</b>				<b>0</b>	
Available balance from "Mitigating Future Financial Risks" reserve	11,465				
Further £0.15m approved by SAPC to support staff hardship fund	(150)				
Committed to Helping Hand scheme: £1m in 2023/24 and £1m in 2024/25	(2,000)				9,315
<b>Total resources earmarked to mitigate further pressures</b>					<b>36,751</b>

- c) The forecast revenue budget outturn is summarised in Figure 1. The key Portfolio variances are explained in Appendix 1.

**Figure 2: Revenue Budgets**

	Budget	Y/E Outturn	Variance	
	£m	£m	£m	%
<b>Revenue</b>				
Expenditure	7,500	7,400	(100)	
Income	(300)	(200)	100	
<b>Leader</b>	<b>7,200</b>	<b>7,200</b>	<b>0</b>	<b>0%</b>
Expenditure	165,400	177,600	12,200	
Income	(110,600)	(121,800)	(11,200)	
<b>Accessible Housing &amp; Resources</b>	<b>54,800</b>	<b>55,800</b>	<b>1,000</b>	<b>2%</b>
Expenditure	40,200	35,600	(4,600)	
Income	(23,300)	(18,000)	5,300	
<b>Climate Change &amp; Environment</b>	<b>16,900</b>	<b>17,600</b>	<b>700</b>	<b>4%</b>
Expenditure	13,800	13,600	(200)	
Income	(6,700)	(6,600)	100	
<b>Communities</b>	<b>7,100</b>	<b>7,000</b>	<b>(100)</b>	<b>-1%</b>
Expenditure	8,600	8,600	0	
Income	(4,000)	(4,000)	0	
<b>Culture &amp; Leisure</b>	<b>4,600</b>	<b>4,600</b>	<b>0</b>	<b>0%</b>
Expenditure	689,900	693,600	3,700	
Income	(587,300)	(587,100)	200	
<b>Education &amp; Childrens Services</b>	<b>102,600</b>	<b>106,500</b>	<b>3,900</b>	<b>4%</b>
Expenditure	269,600	278,000	8,400	
Income	(86,000)	(90,500)	(4,500)	
<b>Health &amp; Wellbeing</b>	<b>183,600</b>	<b>187,500</b>	<b>3,900</b>	<b>2%</b>
Expenditure	22,100	23,500	1,400	
Income	(12,400)	(12,300)	100	
<b>Housing &amp; Homelessness &amp; Regulatory Serv</b>	<b>9,700</b>	<b>11,200</b>	<b>1,500</b>	<b>15%</b>
Expenditure	16,200	16,000	(200)	
Income	(9,300)	(9,200)	100	
<b>Planning &amp; Regeneration</b>	<b>6,900</b>	<b>6,800</b>	<b>(100)</b>	<b>-1%</b>
Expenditure	81,000	82,200	1,200	
Income	(19,600)	(17,600)	2,000	
<b>Transport</b>	<b>61,400</b>	<b>64,600</b>	<b>3,200</b>	<b>5%</b>
<b>Portfolios</b>	<b>454,800</b>	<b>468,800</b>	<b>14,000</b>	<b>3%</b>
Corporate	48,500	43,000	(5,500)	
Funding	(503,300)	(503,500)	(200)	
<b>Corporate &amp; Funding</b>	<b>(454,800)</b>	<b>(460,500)</b>	<b>(5,700)</b>	<b>-1%</b>
<b>Revenue Total</b>	<b>0</b>	<b>8,300</b>	<b>8,300</b>	

2.3 The Appendix provides further detail for each Portfolio and information about performance relating to overdue debts and late payments of commercial debt.

### 3. Achievement of Savings

3.1 £30.4m of savings and income targets were incorporated into the approved 2023-24 Revenue budgets. The table below shows performance against those targets.

**Figure 3: Savings Targets by Portfolio**

Portfolio	Target £k	Forecast £k	Shortfall £k
Accessible Housing and Resources	3,486	3,486	0
Climate Change & Environment	13,818	8,618	5,200
Communities	515	515	0
Culture & Leisure	657	657	0
Education & Childrens Services	3,094	3,094	0
Health & Wellbeing	4,611	4,611	0
Homelessness & Regulatory Services	115	115	0
Leader	710	710	0
Planning & Regeneration	137	137	0
Transport	3,269	1,841	1,428
<b>Total</b>	<b>30,412</b>	<b>23,784</b>	<b>6,628</b>

3.2 Achievement of the £30.4m targets is summarised in the above table. There is currently a forecast shortfall of £6.6m. The principal shortfalls relate to:

- a) £1.1m Off-Street parking income – the recovery towards pre-Covid levels of income is slower than budgeted
- b) £5.0m Energy from Waste Income – due to the reduction in market energy prices both contract based and spill market (daily based). The in-year impact of this is being mitigated by a proposed drawdown from the waste reserve to manage this risk. The amount will be monitored over the course of the year and will reflect prevalent market conditions, with the final amount determined for the outturn position.
- c) £0.3m Streetworks Income – expenditure allocated to the permit scheme has increased but volumes are forecast to be similar to last year. Therefore the forecast increase is not achievable.
- d) £0.2m External contract savings in Waste services - Volatility in market price fluctuations relating to dry mixed recycling materials.

## 4. Capital

**Figure 4: Capital Budgets**

Portfolio	Current Year Budget			Actual	Forecast	Variance
	Released	UnRel'd	Total			
	£m	£m	£m			
Leader	1.9	17.5	<b>19.4</b>	0.7	<b>19.4</b>	
Accessible Housing & Resources	4.9	1.5	<b>6.4</b>	(0.1)	<b>6.4</b>	
Climate Change & Environment	3.3	4.2	<b>7.6</b>	(0.3)	<b>7.6</b>	
Communities						
Culture & Leisure	5.0	1.4	<b>6.4</b>	0.5	<b>6.4</b>	
Education & Children's Services	13.8	5.5	<b>19.3</b>	(0.2)	<b>19.3</b>	
Homelessness & Regulatory Services	5.4	0.5	<b>5.8</b>	(0.7)	<b>5.8</b>	
Planning & Regeneration	12.7	1.0	<b>13.7</b>	4.0	<b>13.7</b>	
Transport	49.0	0.4	<b>49.4</b>	1.7	<b>49.4</b>	
Corporate		0.8	<b>0.8</b>		<b>0.8</b>	
<b>Grand Total</b>	<b>96.1m</b>	<b>32.7m</b>	<b>128.8m</b>	<b>5.6m</b>	<b>128.8m</b>	<b>0.0m</b>

- 4.1 The Capital Programme was reprofiled during May, where each project reviewed its expenditure profile for 23-24. This reprofiling is due to be formally agreed at this Cabinet Meeting alongside this quarterly finance report. Due to this recent reprofiling the Capital Programme is currently projecting a breakeven position this year, with £128.8m of forecast expenditure.
- 4.2 £32.7m of the budget remains unreleased, meaning that some projects are still at feasibility stage and are required to go a gateway review at the Cabinet's Capital Board before they can proceed.
- 4.3 The Top 10 programmes by value this year are:
- a) Strategic Highways Maintenance planned programme - £17.6m
  - b) South East Aylesbury Link Road – £15.8m, pending the funding decisions from Homes England and DfT (see risk below).
  - c) Roads Plane & Patch - £9.5m, which includes an additional £5m agreed at Full Council, and additional Government Grant.
  - d) Future High Street Fund, High Wycombe regeneration projects - £6.3m
  - e) Schools Planned & Reactive Maintenance works - £6.1m
  - f) Secondary School Places - £5.7m
  - g) Wycombe Regeneration Projects - £5.5m
  - h) East West Rail projects (funded by EWR) - £5.0m
  - i) Disabled Facilities Programme - £4.1m
  - j) Primary School Places - £4.0m

#### 4.4 The main in-year financial risks on capital are currently:

- a) Housing Infrastructure Funding Schemes – Securing Homes England approval to reallocate our HIF grant, and for DfT to finalise the agreement of additional funding, to deliver the South East Aylesbury Link Road.
- b) Future High Streets - Committing the remaining grant funding on a proposed final project; the commitment needs to be in place by 31 March 2024 to meet grant conditions. A decision paper will be coming to Cabinet shortly on this matter.
- c) 2 projects are currently reporting the risk of adverse variances this year, which will be scrutinised in more detail at the Corporate Capital Investment Board prior to a formal funding decision coming back to Cabinet in Qtr 2:
  - i. A cost pressure of £1.4m on the Biowaste project from increased fuel, steel and disposal of contaminated soil, as reported last year, and expected to be funded from existing earmarked reserves.
  - ii. A cost pressure of £0.3m on the Crematory and Hampden Chapel replacement, due to historical building defects and increased furniture & equipment costs, expected to be funded from crematoria reserve.

#### 4.5 Funding

- a) Community Infrastructure Levy (CIL) income is projected to meet its target of £4m.
- b) Capital Receipts are projecting to accelerate delivery this year, with a forecast of £20m against the £2.6m budget due to early delivery against the 4 year MTFP target from the Ashwells site. To note, the overall forecast for receipts over the 4 year MTFP remains to budget.
- c) Grants - Since the last report our funding allocation for Basic Needs grant in 2025-26 has been confirmed at £7.4m by DfE which will help us to continue to balance and deliver the Schools Capital Programme, and a bid has been submitted for £1.9m for electric vehicle charging points, with final confirmation pending over the Summer. Both these items will come forward into the budget formally via the MTFP this year.

#### 4.6 Further details for each portfolio may be found in **Appendix 1**.

### **5. Other options considered**

#### 5.1 None arising directly from this report.



## **6. Legal and financial implications**

6.1 This is a Finance report and all the financial implications are included in the report.

6.2 There are no legal implications arising from the report.

## **7. Corporate implications**

7.1 Actions resulting from consideration of this report may influence future expenditure in areas of concern / interest.

## **8. Local councillors & community boards consultation & views**

8.1 Not applicable.

## **9. Communication, engagement & further consultation**

9.1 Not applicable.

## **10. Next steps and review**

10.1 A report on the Council's Q2 position, will be brought to Cabinet in November.

## **11. Background papers**

11.1 Appendix 1 – Portfolio level summaries, Debt and Payment Performance

## **12. Your questions and views (for key decisions)**

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

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**Further detail by Portfolio, Outstanding Sundry Debt and Late Payment information**

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*Please note that the rounding of numbers gives rise to minor differences in the totals for each Portfolio between the covering report and this appendix.*

## 1. Revenue by Portfolio

1.1 **Leader Revenue: Budget £7.2m, Outturn £7.2m, Var £0.0m Adverse**

	Budget	Y/E Outturn	Variance
	£000	£000	£000
Expenditure	570	560	(10)
Income	0	0	0
<b>Chief Executives Office</b>	<b>570</b>	<b>560</b>	<b>(10)</b>
Expenditure	1,760	1,850	90
Income	(110)	(90)	20
<b>Economic Growth &amp; Regeneration</b>	<b>1,650</b>	<b>1,760</b>	<b>110</b>
Expenditure	4,890	4,820	(70)
Income	(200)	(110)	90
<b>Policy &amp; Communications</b>	<b>4,690</b>	<b>4,710</b>	<b>20</b>
Expenditure	320	150	(170)
Income	0	0	0
<b>Strategic Infrastructure</b>	<b>320</b>	<b>150</b>	<b>(170)</b>
<b>Leader</b>	<b>7,230</b>	<b>7,180</b>	<b>(50)</b>

- a) Leader Revenue is reporting broadly to budget, with a minor adverse variance of **£0.05m**.
- b) Policy & Communications are reporting a minor overspend.
- c) Economic Growth and Regeneration are reporting a **£0.1m** adverse variance on staffing. This is being managed across the same service area through headroom on staffing in the Planning & Regeneration portfolio spend area, where there are some staff who cross over portfolio activities.
- d) Strategic Infrastructure is reporting a favourable variance of **£0.2m** due to vacancies - currently 47% of the team in post.

1.2 **Accessible Housing and Resources Revenue: Budget £54.8m, Outturn £55.7m,  
Var £1.0m Adverse**

	Budget	Y/E Outturn	Variance
	£000	£000	£000
Expenditure	11,160	11,130	(30)
Income	(430)	(400)	30
<b>Business Operations</b>	<b>10,730</b>	<b>10,730</b>	<b>0</b>
Expenditure	550	550	0
Digital	550	550	0
Expenditure	90,030	90,220	190
Income	(81,010)	(81,200)	(190)
<b>Finance</b>	<b>9,020</b>	<b>9,020</b>	<b>0</b>
Expenditure	5,200	5,210	10
Income	(750)	(760)	(10)
<b>Human Resources &amp; Organisational Development</b>	<b>4,450</b>	<b>4,450</b>	<b>0</b>
Expenditure	13,430	13,430	0
Income	(130)	(130)	0
<b>ICT</b>	<b>13,300</b>	<b>13,300</b>	<b>0</b>
Expenditure	17,860	17,860	0
Income	(1,470)	(1,480)	(10)
<b>Legal &amp; Democratic Services</b>	<b>16,390</b>	<b>16,380</b>	<b>(10)</b>
Expenditure	22,580	23,200	620
Income	(25,500)	(25,150)	350
<b>Property &amp; Assets</b>	<b>(2,920)</b>	<b>(1,950)</b>	<b>970</b>
Expenditure	1,410	1,410	0
<b>Resources Director and Bus Mngmnt</b>	<b>1,410</b>	<b>1,410</b>	<b>0</b>
Expenditure	3,170	14,590	11,420
Income	(1,330)	(12,740)	(11,410)
<b>Service Improvement</b>	<b>1,840</b>	<b>1,850</b>	<b>10</b>
<b>Accessible Housing &amp; Resources</b>	<b>54,770</b>	<b>55,740</b>	<b>970</b>

- a) Accessible Housing and Resources Revenue is reporting an adverse variance of **£1.0m**.
- b) Property & Assets have an adverse variance of **£1m** due to increased energy costs (increases in costs relating to access and maintenance of the electricity grid – ‘network costs’ - and under-budgeted usage). Within Strategic assets, loss of income from property voids is being met from contingencies.

1.3 **Climate Change and Environment:** Revenue Budget £16.8m, Outturn £17.6m

Variance £0.8m Adverse

	Budget	Y/E Outturn	Variance
	£000	£000	£000
Expenditure	1,840	1,850	10
Income	(480)	(480)	0
<b>Environment</b>	<b>1,360</b>	<b>1,370</b>	<b>10</b>
Expenditure	3,640	3,640	0
Income	(970)	(970)	0
<b>Street Cleaning</b>	<b>2,670</b>	<b>2,670</b>	<b>0</b>
Expenditure	34,690	30,120	(4,570)
Income	(21,880)	(16,550)	5,330
<b>Waste</b>	<b>12,810</b>	<b>13,570</b>	<b>760</b>
<b>Climate Change &amp; Environment</b>	<b>16,840</b>	<b>17,610</b>	<b>770</b>

- a) Climate Change and Environment Revenue is reporting an adverse variance of **£0.8m**.
- b) **£0.8m** adverse variance in Waste Collection due to market volatility within dry mixed recycling resulting in cost pressures.
- c) Electricity income is forecast to be **£5m** less than budgeted income target which will be offset with a proposed **£5m** waste reserve drawdown in order to balance to budget. The forecast includes the impact of 31 days shutdown of which 10 days was unplanned outage, leaving only 9 days of the baseline for the rest of the year. Summer contracts have been purchased and there is the further option of utilising the daily spill market; winter contracts are not yet confirmed but should be known by the end of the Summer. Electricity income forecast is based on the mid-case scenario.
- d) The income budget for EfW was temporarily increased to £13.3m (from £1.5m) in 2023/24 because of the significant increase in electricity sales prices. It was always recognised that this is a temporary and volatile situation, so the waste reserve was also increased to manage any variations against budget and volatility in the energy market.
- e) The government has announced that it will abolish charging for household DIY waste at Household Recycling Centres. This represents a potential risk of loss of income which is currently being assessed and will be brought into the financial position once the implications and timeline is known.

1.4 **Communities Revenue: Budget £7.0m, Outturn £6.9m, Var £0.1m Favourable**

	Budget	Y/E Outturn	Variance
	£000	£000	£000
Expenditure	2,660	2,660	0
Income	0	0	0
<b>Community Boards</b>	<b>2,660</b>	<b>2,660</b>	<b>0</b>
Expenditure	3,360	3,250	(110)
Income	(1,380)	(1,380)	0
<b>Community Safety</b>	<b>1,980</b>	<b>1,870</b>	<b>(110)</b>
Expenditure	5,630	5,530	(100)
Income	(4,890)	(4,800)	90
<b>Localities &amp; Strategic Partnerships</b>	<b>740</b>	<b>730</b>	<b>(10)</b>
Expenditure	310	310	0
<b>Resilience Services</b>	<b>310</b>	<b>310</b>	<b>0</b>
Expenditure	1,840	1,800	(40)
Income	(470)	(430)	40
<b>Special Expenses</b>	<b>1,370</b>	<b>1,370</b>	<b>0</b>
<b>Communities</b>	<b>7,060</b>	<b>6,940</b>	<b>(120)</b>

- a) Communities Revenue is reporting broadly to budget, with a favourable variance of £0.1m.
- b) Community Safety is currently showing a favourable variance of £0.1m related to staffing.

1.5 **Culture and Leisure Revenue:** Budget £4.6m, Var £0.0m

	Budget	Y/E Outturn	Variance
	£000	£000	£000
Expenditure	8,620	8,580	(40)
Income	(4,010)	(3,950)	60
Culture & Leisure	4,610	4,630	20
Culture & Leisure	4,610	4,630	20

- a) Culture and Leisure Revenue is reporting broadly to budget, with a minor variance.



**1.6 Education & Children’s Services Revenue:** Budget £102.6m, Outturn £106.5m,  
**Var £3.9m Adverse**

	Budget	Y/E Outturn	Variance
	£000	£000	£000
Expenditure	95,370	98,510	3,140
Income	(7,720)	(7,260)	460
<b>Children's Social Care</b>	<b>87,650</b>	<b>91,250</b>	<b>3,600</b>
Expenditure	22,560	23,080	520
Income	(7,570)	(7,820)	(250)
<b>Education</b>	<b>14,990</b>	<b>15,260</b>	<b>270</b>
Expenditure	572,010	572,010	0
Income	(572,010)	(572,010)	0
Education - Dedicated Schools Grant	0	0	0
<b>Education &amp; Childrens Services</b>	<b>102,640</b>	<b>106,510</b>	<b>3,870</b>

- a) Education & Children’s Services Revenue is reporting an adverse variance of **£3.9m**.
- b) An adverse variance of **£3.6m** is reported against the budgets for Children’s Social Care with Education budgets reporting an overspend of **£0.3m**.
- c) The key pressures identified to date include:
  - i. Placements for children looked after **£3.5m** – this forecast is based on current activity, and known forward activity, and includes adoption and SGO allowances. As yet no forecast of future activity through the year has been included in the forecast and therefore there is significant risk that this overspend will increase further. The projected overspend relates to placement mix rather than placement volume. Projected numbers of unregulated placements are higher than budget and the projected number of foster care and residential placements are lower than budget
  - ii. Client costs **£0.9m** – this reflects increased spend to support young people with complex needs within the community. Further work is required to confirm this forecast.
  - iii. OT Equipment **£0.2m**

- iv. Aftercare costs **£0.8m** – high numbers of young people turning 18 during the financial year. The forecast takes into account potential shortages of suitable accommodation for care leavers.
  - v. Social Care Staffing costs underspend **£1.9m**
  - vi. Education budgets **£0.3m** overspent – includes costs for Capita system, Premature Retirement Costs for schools, SEND mediation costs.
- d) There is a significant risk that expenditure on placement costs for children looked after will increase during the year if the numbers of unregistered placements continue to increase. Mitigations include the release of existing capital budget in the current year for the development of further in house residential capacity and urgent work to review and accelerate priority actions within the Sufficiency Strategy to focus on reducing the number of unregistered placements.

1.8 **Health & Wellbeing Revenue:** Budget £183.6m, Outturn £187.5m, **Var £3.9m**  
**Adverse**

	Budget	Y/E Outturn	Variance
	£000	£000	£000
Expenditure	246,610	255,030	8,420
Income	(63,020)	(67,520)	(4,500)
Adult Social Care	183,590	187,510	3,920
Expenditure	22,980	22,980	0
Income	(22,980)	(22,980)	0
Public Health	0	0	0
Health & Wellbeing	183,590	187,510	3,920

- a) Health & Wellbeing Revenue is reporting an adverse variance of **£3.9m**.
- b) This adverse variance mainly relates to care packages carried forward from 22/23. There were 252 more clients at the start of the year at an average weekly cost of £667. However, this variance has been partly offset by additional income associated with these clients. In April demand for services continued to outstrip budget however, the following mitigations have been put in place and data from May suggests that spend is reducing:
  - i. Weekly monitoring of spend – reports are sent to Service Directors and Heads of Service to show how the number of clients and the cost of packages is changing week on week. This enables managers to identify emerging issues and take appropriate management action.
  - ii. Biweekly tracking of management action – Service Directors meet with the Corporate Director to review management actions to deliver savings and identify further mitigations. Mitigations include reviews of clients with two carers, clients with multiple services and the highest cost clients.
  - iii. Scheme of Delegation – thresholds for authorisation have been lowered to provide greater management oversight when agreeing packages of care.
  - iv. Other budget scrutiny – all budgets are being scrutinised by managers to identify any additional savings.
  - v. Further work on funding sources for staffing should release additional underspends going forward.

1.9 **Housing & Homelessness & Regulatory Revenue:** Budget £9.7m, Outturn £11.3m,  
**Var £1.6m Adverse**

	Budget	Y/E Outturn	Variance
	£000	£000	£000
Expenditure	11,560	12,990	1,430
Income	(4,910)	(4,780)	130
<b>Housing &amp; Homelessness</b>	<b>6,650</b>	<b>8,210</b>	<b>1,560</b>
Expenditure	10,520	10,560	40
Income	(7,460)	(7,500)	(40)
<b>Regulatory Services</b>	<b>3,060</b>	<b>3,060</b>	<b>0</b>
<b>Housing &amp; Homelessness &amp; Regulatory Serv</b>	<b>9,710</b>	<b>11,270</b>	<b>1,560</b>

- a) Housing & Homelessness & Regulatory Revenue is reporting an adverse variance of **£1.6m** due to increased pressures on temporary accommodation. Demand has increased from the budgeted 179 households in nightly paid accommodation to 218 households, as at the end of May. There has been a steady increase in households presenting as homeless throughout the winter and early spring and, whilst the trend is starting to plateau as we enter the summer, the underlying lack of cheaper, Council-owned temporary accommodation units, and short supply of affordable housing units to move clients on to, means we are not seeing households leave expensive nightly paid accommodation as quickly as expected. The forecast variance includes the savings from mitigating actions to move the most expensive households into cheaper accommodation, and improving our processes around preventing homelessness.

1.10 **Planning & Regeneration Revenue:** Budget £6.9m, Outturn £6.8m, **Var £0.1m Favourable**

	Budget	Y/E Outturn	Variance
	£000	£000	£000
Expenditure	1,130	970	(160)
Income	(170)	(130)	40
<b>Economic Growth &amp; Regeneration</b>	<b>960</b>	<b>840</b>	<b>(120)</b>
Expenditure	15,080	15,090	10
Income	(9,110)	(9,110)	0
<b>Planning</b>	<b>5,970</b>	<b>5,980</b>	<b>10</b>
<b>Planning &amp; Regeneration</b>	<b>6,930</b>	<b>6,820</b>	<b>(110)</b>

- a) Planning & Regeneration Revenue is reporting broadly to budget, with a favourable variance of £0.1m on staffing in the Regeneration team. Planning income levels are being monitored as a risk, in case the current economic factors result in a drop in application numbers and income levels.

1.11 **Transport Revenue:** Budget £61.3m, Outturn £64.5m, **Variance £3.1m Adverse**

	Budget	Y/E Outturn	Variance
	£000	£000	£000
Expenditure	37,680	37,900	220
Income	(15,980)	(13,870)	2,110
<b>Highways &amp; Technical Services</b>	<b>21,700</b>	<b>24,030</b>	<b>2,330</b>
Expenditure	1,640	1,640	0
Income	(960)	(960)	0
<b>HS2</b>	<b>680</b>	<b>680</b>	<b>0</b>
Expenditure	40,020	41,020	1,000
Income	(1,980)	(2,150)	(170)
<b>Transport Services</b>	<b>38,040</b>	<b>38,870</b>	<b>830</b>
Expenditure	1,600	1,600	0
Income	(670)	(670)	0
<b>Transport Strategy</b>	<b>930</b>	<b>930</b>	<b>0</b>
<b>Transport</b>	<b>61,350</b>	<b>64,510</b>	<b>3,160</b>

- a) Transport Revenue is reporting an adverse variance of **£3.1m**.
- b) Highways & Technical Services - adverse variance of **£2.3m**:
  - i. **£1.8m** reduced income forecast within Parking Operations due to increased income targets following Covid recovery (however public behaviours are expected to remain the same) and a reduction in PCN income due to reduced enforcement officers for Quarter 1 with vacancies not filled;
  - ii. Increased energy costs forecast for Highways and Parking Operations.
- c) Transport Services - adverse variance of **£0.8m**:
  - i. **£0.8m** adverse variance for Home to School Transport due to an increase on contract costs. There is an estimated £2m risk declared which is dependent on the outcome of Summer operations ahead of the new academic year and the rate at which contracts continue to be handed back.
  - ii. **£0.2m** adverse variance due to staff pressures within Client Transport to meet service demand.
  - iii. **£0.2m** favourable variance due to funding within Public Transport to cover service pressures where grant conditions allow.

1.12 **Corporate & Funding Revenue:** Budget -£454.8m, Outturn -£460.5m, **Var £5.7m Favourable**

	Budget	Y/E Out- turn	Variance	%
	£m	£m	£m	
Capital Financing	31.0	30.2	(0.8)	(3%)
Corporate Costs	31.0	30.7	(0.3)	(1%)
Reserves	(8.7)	(8.7)	-	-
Treasury Management	(4.8)	(9.2)	(4.4)	92%
<b>Corporate Total</b>	<b>48.5</b>	<b>43.0</b>	<b>(5.5)</b>	<b>(11%)</b>
Business Rates	(66.1)	(66.1)	-	-
Council Tax	(403.2)	(403.2)	-	-
Council Tax Surplus	(3.5)	(3.5)	-	-
New Homes Bonus	(3.6)	(3.6)	-	-
Unringfenced Grants	(26.3)	(26.5)	(0.2)	1%
Revenue Support Grant	(0.6)	(0.6)	-	-
<b>Funding Total</b>	<b>(503.3)</b>	<b>(503.5)</b>	<b>(0.2)</b>	<b>0%</b>
<b>Total</b>	<b>(454.8)</b>	<b>(460.5)</b>	<b>(5.7)</b>	<b>1%</b>

- a) The **£5.7m** favourable variance comprises:
- i. **£4.3m** favourable variance relating to Interest on Revenue Balances. This reflects further increases in the Bank of England base rate.
  - ii. **£0.8m** favourable variance on interest payable budgets, due to recalculation of loan repayments.
  - iii. A minor surplus of **£0.2m** in grant income due to the budget being set prudently.
  - iv. A favourable variance of **£0.3m** arising predominantly from contribution from grants towards central overheads.
  - v. Corporate Contingencies are being retained to address the ongoing risk of further pressures within the year.
- b) Available reserve balances: in addition to the Corporate Contingencies, the “Mitigating Future Financial Risks” reserve contains £11.5m. After known commitments of £2.2m, a balance of £9.3m remains which could be called upon if required.

## Corporate Contingencies & Mitigating Future Financial Risks Reserve

2023-24 Revenue Contingencies	Budget	Released	Current Budget	Favourable Variances - mitigating pressures	Remaining to cover pressures that may arise in remainder of
	£'000	£'000	£'000	£'000	£'000
<b>Pay, Pension and Redundancy Contingency</b>					
Pay Inflation	9,695	0	9,695	-	9,695
Pay - Bonus Contingency	1,000	0	1,000	-	1,000
Pay conversion	710	0	710	-	710
Redundancy Fund	500	0	500	-	500
<b>Total Pay, Pension and Redundancy</b>	<b>11,905</b>	<b>0</b>	<b>11,905</b>	<b>-</b>	<b>11,905</b>
<b>Service Risk Contingency</b>					
General Contingency	8,446	0	8,446	-	8,446
National Living Wage	1,750	0	1,750	-	1,750
Social Care Pressures	1,936	0	1,936	-	1,936
Adult Social Care Provider Market	300	0	300	-	300
Adults Demography	1,799	0	1,799	-	1,799
Children's Services Demography	800	0	800	-	800
High Cost Children's Placements	500	0	500	-	500
<b>Total Service Risk</b>	<b>15,531</b>	<b>0</b>	<b>15,531</b>	<b>-</b>	<b>15,531</b>
<b>Total Contingency</b>	<b>27,436</b>	<b>0</b>	<b>27,436</b>	<b>-</b>	<b>27,436</b>
<b>Total Variation on Contingencies</b>				<b>0</b>	
Available balance from "Mitigating Future Financial Risks" reserve	11,465				
Further £0.15m approved by SAPC to support staff hardship fund	(150)				
Committed to Helping Hand scheme: £1m in 2023/24 and £1m in 2024/25	(2,000)				9,315
<b>Total resources earmarked to mitigate further pressures</b>					<b>36,751</b>



## 2. Capital by Portfolio

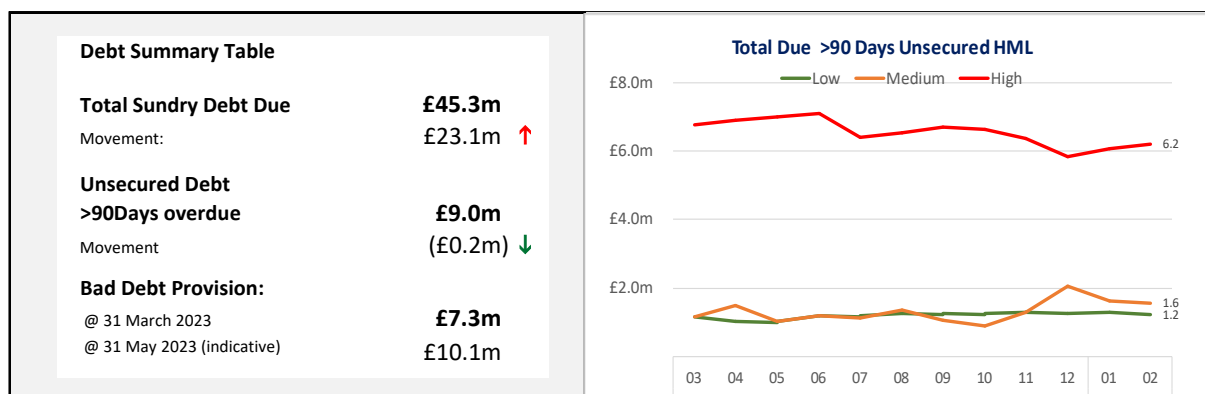
2.1 All portfolios are currently reporting a breakeven position, following the reprofile of the capital programme in 2023/24. The table below sets out the budgets and main programme areas for each portfolio.

Portfolio/Programme	Current Year Budget			Actual	Forecast	Variance		Fut Yrs Budget
	Released	Unreleased	Total			Released Budget	Total Budget	
	£m	£m	£m			£m	£m	
Economic Growth	0.3		0.3		<b>0.3</b>			
Strategic Infrastructure (HIF)	1.6	17.5	19.1	0.7	<b>19.1</b>	17.5		74.0
<b>Leader Total</b>	<b>1.9</b>	<b>17.5</b>	<b>19.4</b>	<b>0.7</b>	<b>19.4</b>	<b>17.5</b>	-	<b>74.0</b>
ICT	2.1		2.1	0.0	<b>2.1</b>			4.4
Property & Assets	2.8	1.5	4.3	(0.1)	<b>4.3</b>	1.5		12.3
<b>Accessible Housing &amp; Resources Total</b>	<b>4.9</b>	<b>1.5</b>	<b>6.4</b>	<b>(0.1)</b>	<b>6.4</b>	<b>1.5</b>	-	<b>16.7</b>
Climate Change & Air Quality	0.9		0.9	0.0	<b>0.9</b>			3.4
Flood Management	0.5	0.9	1.5	(0.0)	<b>1.5</b>	0.9		11.0
Waste - Depots	0.8		0.8	0.0	<b>0.8</b>			
Waste - HRC	0.3	0.2	0.5	0.0	<b>0.5</b>	0.2		8.5
Waste - Vehicles & Containers	0.8	3.1	3.9	(0.3)	<b>3.9</b>	3.1		8.8
Waste - Biowaste	0.1		0.1	(0.0)	<b>0.1</b>			
<b>Climate Change &amp; Environment Total</b>	<b>3.3</b>	<b>4.2</b>	<b>7.6</b>	<b>(0.3)</b>	<b>7.6</b>	<b>4.2</b>	-	<b>31.7</b>
Community Safety			-					0.3
<b>Communities Total</b>			-				-	<b>0.3</b>
Country Parks	1.5	1.0	2.5	0.1	<b>2.5</b>	1.0		
Leisure Centres	1.0		1.0	0.0	<b>1.0</b>			1.3
Libraries	0.1	0.4	0.4	0.0	<b>0.4</b>	0.4		0.3
Parks & Play Areas	0.6		0.6		<b>0.6</b>			0.4
Sport & Leisure Projects	1.9		1.9	0.4	<b>1.9</b>			3.7
<b>Culture &amp; Leisure Total</b>	<b>5.0</b>	<b>1.4</b>	<b>6.4</b>	<b>0.5</b>	<b>6.4</b>	<b>1.4</b>	-	<b>5.7</b>
Children's Social Care		0.5	0.5		<b>0.5</b>	0.5		
Primary School Places	2.0	2.0	4.0	0.0	<b>4.0</b>	2.0		64.2
Secondary School Places	5.2	0.5	5.7	(0.6)	<b>5.7</b>	0.5		10.3
Provision for Special Educational Need	1.7	1.0	2.7	0.3	<b>2.7</b>	1.0		30.6
Programme Inflation			-					14.1
S106 Unallocated Budget			-		<b>0.0</b>	0.0		
School Property Maintenance	4.6	1.5	6.1	0.1	<b>6.1</b>	1.5		18.0
School Access Adaptations	0.2		0.2	(0.0)	<b>0.2</b>			0.6
School Toilets	0.2		0.2	0.0	<b>0.2</b>			0.8
<b>Schools Total</b>	<b>13.8</b>	<b>5.0</b>	<b>18.8</b>	<b>(0.2)</b>	<b>18.8</b>	<b>5.0</b>	-	<b>138.6</b>
<b>Education &amp; Children's Services Total</b>	<b>13.8</b>	<b>5.5</b>	<b>19.3</b>	<b>(0.2)</b>	<b>19.3</b>	<b>5.5</b>	-	<b>138.6</b>
Affordable Housing	0.3	0.5	0.7	(0.1)	<b>0.7</b>	0.5		3.3
Homelessness			-	(0.5)				0.2
Housing	4.2		4.2	(0.2)	<b>4.2</b>			14.7
Cemeteries & Crematoria	0.9		0.9	0.0	<b>0.9</b>			1.8
<b>Homelessness &amp; Regulatory Services Total</b>	<b>5.4</b>	<b>0.5</b>	<b>5.8</b>	<b>(0.7)</b>	<b>5.8</b>	<b>0.5</b>	-	<b>20.0</b>
Regeneration	12.7	1.0	13.7	4.0	<b>13.7</b>	1.0		34.5
<b>Planning &amp; Regeneration Total</b>	<b>12.7</b>	<b>1.0</b>	<b>13.7</b>	<b>4.0</b>	<b>13.7</b>	<b>1.0</b>	-	<b>34.5</b>
Car Parks	0.5		0.5	(0.3)	<b>0.5</b>			1.3
Highways & Cycleway Funded Schemes	1.1		1.1	0.0	<b>1.1</b>			2.2
Other Transport & Infrastructure	5.7		5.7	0.0	<b>5.7</b>			5.1
Rights of Way	0.5	0.3	0.7	0.0	<b>0.7</b>	0.3		0.3
Strategic Highway Maintenance								
Abbey Way Flyover High Wycombe		0.1	0.1		<b>0.1</b>	0.1		
Bridge Maintenance	1.3		1.3	0.0	<b>1.3</b>			3.1
Failed Roads Haunching & Reconstruction	2.9		2.9	0.0	<b>2.9</b>			9.0
Footway Structural Repairs	2.2		2.2	0.0	<b>2.2</b>			6.5
Maintenance Principal Rds - Drainage	2.1		2.1	0.1	<b>2.1</b>			6.0
Plane & Patch	9.5		9.5	1.4	<b>9.5</b>			13.3
Replacement Traffic Signals	0.6		0.6	0.0	<b>0.6</b>			1.0
Road Safety - Casualty Reduction	1.3		1.3	0.0	<b>1.3</b>			2.5
Strategic Highway Maintenance Program	17.7		17.7	0.3	<b>17.7</b>			47.6
Street Lighting	2.6		2.6	0.0	<b>2.6</b>			4.5
Old Highways Maintenance Codes			-	(0.1)				
<b>Strategic Highway Maintenance Total</b>	<b>40.2</b>	<b>0.1</b>	<b>40.3</b>	<b>1.8</b>	<b>40.3</b>	<b>0.1</b>	-	<b>93.3</b>
Transport Services	0.6		0.6	0.0	<b>0.6</b>			0.7
Highway Improvement Projects	0.5		0.5	0.0	<b>0.5</b>			2.0
<b>Transport Total</b>	<b>49.0</b>	<b>0.4</b>	<b>49.4</b>	<b>1.7</b>	<b>49.4</b>	<b>0.4</b>	-	<b>105.0</b>
<b>Grand Total</b>	<b>96.1</b>	<b>32.0</b>	<b>128.0</b>	<b>5.6</b>	<b>128.0</b>	<b>32.0</b>	-	<b>426.5</b>

### Top 3 Capital projects by spend 2023/24

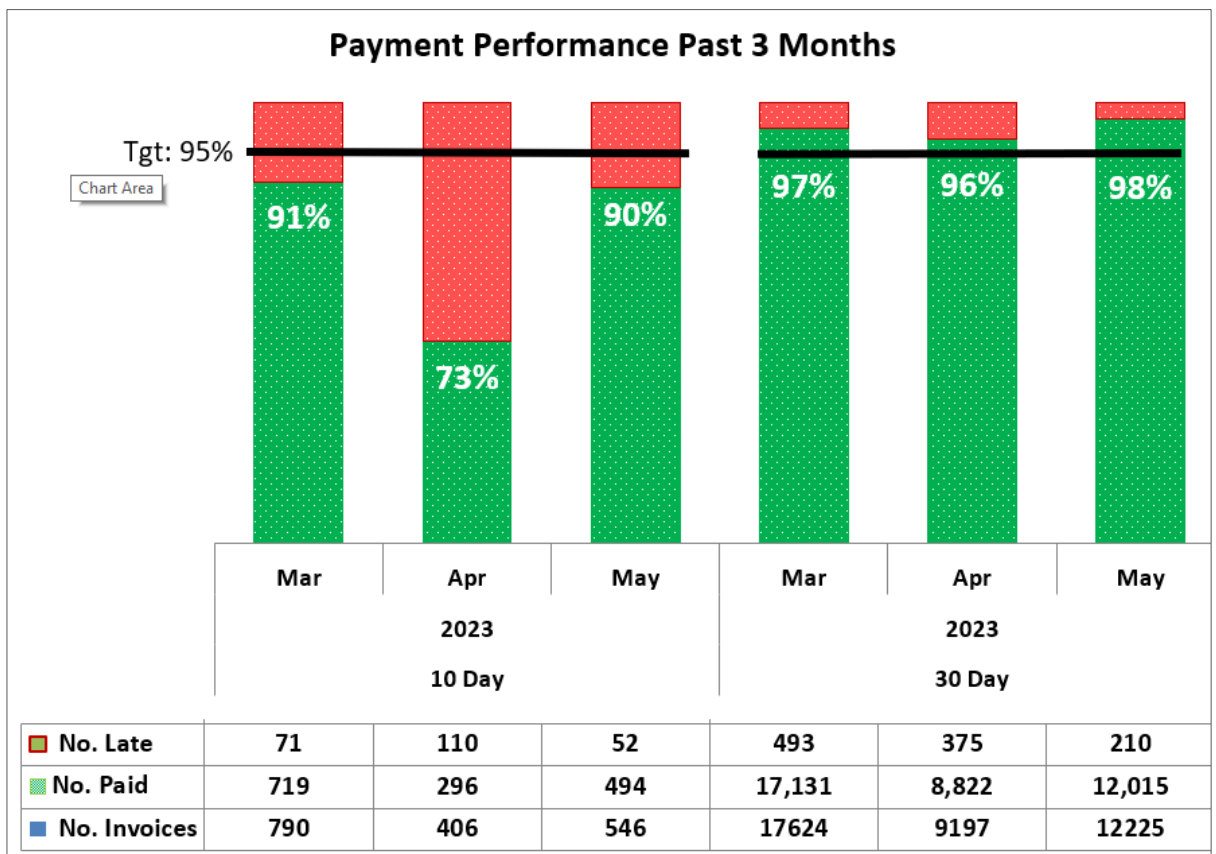
Portfolio	Project	£m
Leader	SEALR (South East Aylesbury Link Road)	15.8
	Cycle Infrastructure	1.3
	Stoke Mandeville Relief Road	0.8
Accessible Housing & Resources	Corporate Planned Work	1.0
	Device Refresh 2024/25	1.0
	Orchard House - SCAS	1.0
Climate Change & Environment	Aylesbury Waste Vehicle Fleet Replacement	2.5
	Marlow Surface Water Management Plan	0.6
	Pembroke Road Depot Offices Mess	0.8
Culture & Leisure	South Bucks Country Park	1.5
	Country Parks Visitor Centre	1.0
	Facilities for Young People	0.6
Education & Children's Services	Schools Planned Work	6.0
	Primary school places	2.0
	John Colet 1fe expansion	1.4
Homelessness & Regulatory Services	Disabled Facility Grants	4.1
	s106 Affordable Housing Schemes	0.5
	Stoke Poges Memorial Garden	0.3
Planning & Regeneration	Cressex Island Aldi	4.7
	Future High Streets	4.3
	22 Queen Square	0.5
Transport	Strategic Highway Maintenance	14.9
	Plane & Patch	9.5
	East West Rail Car Park	3.2
<b>Grand Total</b>		<b>79.4</b>

### 3. Outstanding Sundry Debts



- 3.1 Unsecured debt over 90 days has seen a decrease of £0.2m so far across Q1, falling from £9.2m to £9.0m, and well within the £10m KPI.
- 3.2 Total sundry debt currently sits at £45.3m, an increase of £23.0m from Q4. Of the £45.3m, £40.5m is unsecured with an age profile of: less than 30 days £23.9m (59%); 31-90 days £7.6m (19%); and over 90 days £9.0m (22%).
  - b. HS2 Ltd are currently responsible for £22.0m of debt, which has been raised across Q1. HS2 have given assurance that invoices will be paid, and are being chased regularly at Corporate Director level.
- 3.3 Improvement Actions:
  - a) Strategic and operational Adult Social Care Debt Task and Finish groups are continuing to meet monthly with service, finance, and legal representation. Processes and debt recovery performance are under close review to improve recoveries.
  - b) As part of the AURA programme, ongoing work is currently being undertaken between Finance and ICT to automate parts of the debt collection process. The automations are currently progressing, and implementation is expected in the next couple of months as they currently move through testing and into the live system.

#### 4. Payment Performance



- 4.1 For Q1 our current overall invoice payment performance is 96.7% paid on-time (22,374 invoices), up 2.5% from Q4.
- 4.2 Our 30-day payment performance for Q1 is 97.1% (21,422) of invoices paid on time, up 1.6% from Q4.
- 4.3 Our 30-day payment performance currently exceeds our KPI of 95% paid on-time, reaching upwards of 98% across the quarter. We are continuing to identify solutions and improvements to the challenges we face with the payment of invoices and are working closely with our colleagues across various service areas providing further training and support to drive efficiencies across our invoice processing.
- 4.4 Our 10-day payment performance for Q1 is 81.7% (952 invoices) of invoices paid on time, down 7.4% from Q4.
- 4.5 Our 10-day payment performance currently falls below our KPI of 95% paid on-time, with 162 invoices paid late across the quarter. These late invoices represent just 0.4% of all invoices paid over Q4, but we are constantly trying to identify where there are themes or regular issues that arise so that we can assist in improving the payment performance.



## Report to Cabinet

<b>Date:</b>	11 <sup>th</sup> July 2023
<b>Reference number:</b>	n/a
<b>Title:</b>	<b>Q1 Capital Budget Adjustments &amp; Reprofileing</b>
<b>Cabinet Member(s):</b>	<b>Cllr. John Chilver, Cabinet Member for Accessible Housing and Resources</b>
<b>Contact officer:</b>	<b>David Skinner, Service Director Finance and s151 Officer</b>
<b>Ward(s) affected:</b>	None
<b>Recommendations:</b>	<p><b>That Cabinet approve the following Budget adjustments to the approved Capital Programme:</b></p> <ol style="list-style-type: none"> <li><b>1. £5.782m of additions to the Capital Programme, of which £5.416m are externally funded from grants and s.106, and £0.365m is funded from ringfenced council reserves.</b></li> <li><b>2. Use of Capital Contingency to fund £0.288m of inflationary pressures on two existing projects.</b></li> <li><b>3. £3.366m of budget reductions for completed projects from the capital programme, of which £0.644m was corporately funded to be reallocated to the capital contingency. [Note that where external funding is released it will be reinvested in alternative projects which will come forward in due course.]</b></li> <li><b>4. Approve the reprofile of the revised £556.8m Capital Programme inclusive of £46.3m of carry-forward budgets over the MTFP period 2023-2027.</b></li> </ol>
<b>Reason for decision:</b>	Changes to the Published Capital Programme require Cabinet approval. Following the decision to carry forward unspent budgets from the last financial year, the Capital Programme needs to be reprofiled to accurately reflect planned spend.

There are also some additions, reallocations and reductions to the programme which are recommended to accurately reflect the current status of projects.

## **1. Executive summary**

- 1.1. The Capital Programme for 23-24 to 26-27 was approved by Full Council in February 2023 as £505.9m. The 22-23 outturn underspend was £44.3m. After a detailed review of each scheme in the programme, £46.3m of unspent budget has been carried forward into the new financial year. The increase is due to a small number of projects overspends that were funded in 22-23 and not carried forward.
- 1.2. The capital programme now needs to be reprofiled in future years to ensure the annual spend profile is realistic, and to reduce the likelihood of slippage. There are also some recommended additions for new funding, reductions and reallocations of funding from closed projects, plus a small number of projects with inflationary overspends that require use of the corporate contingency to complete.
- 1.3. This paper sets out the recommended changes for approval and will result in the Capital Programme increasing from £505.9m as agreed at Full Council, to £556.7m.

## **2. Additions to the Capital Programme**

- 2.1. Since the Budget was approved by Council in February 2023 there is an additional £5.782m recommended to be added to the Programme, as set out in Table 1 below. Of this:
  - £4.184m is externally funded from grants;
  - £1.232m is the addition of agreed, specific s.106 projects; and
  - £0.365m is a recommended use of an earmarked revenue reserve to fund a project overspend.

**Table 1: Additions to the Capital Programme**

Portfolio	Project Group	Project Name	Expenditure £k	Funding £k	Funding Source	Explanation
Leader	Economic Growth	Rural Broadband 2019+	311	(311)	Grant	Remainder of Getting Building Funding to be spent on Broadband Voucher project.
Homelessness & Regulatory	Housing	Disabled Facility Grants	1,259	(1,259)	Grant	Increase budget to match 23-24 grant allocation from DLUHC (£4.1m in total)
Transport	Highways & Cycleway Funded Schemes	Aylesbury to Thames C/way (Haddenham) Imp	33	(33)	Grant	Sustrans grant towards project costs, agreement signed February 2023.
	Strategic Highway Maintenance	Additional DfT Funding	2,331	(2,331)	Grant	Additional Potholes grant from DfT.
Culture & Leisure	Sport & Leisure Projects	Redevelopment of Chiltern Pools	250	(250)	Grant	Remainder of Sports England grant funding to complete Chiltern Pools development.
<b>Total Grants</b>			<b>4,184</b>	<b>(4,184)</b>		
Culture & Leisure	Country Parks	Country Parks Visitor Centre	365	(365)	Reserve	Country Parks reserve requested to cover overspend from inflation increases on Visitor Centre
<b>Total Reserves</b>			<b>365</b>	<b>(365)</b>		
Culture & Leisure	Parks & Play Areas	Various schemes including Stoke Mandeville, Berryfields, Quainton and Chiltern Village.	202	(202)	s.106	s.106 ringfenced funding specifically for these projects.
Planning & Regeneration	Regeneration	Kingsbury / Market Square Regeneration	1,030	(1,030)	s.106 (ALUTS)	Ringfenced ALUTs funding for Central Aylesbury to be allocated to Kingsbury project.
<b>Total s.106 (ALUTS)</b>			<b>1,232</b>	<b>(1,232)</b>		
<b>Subtotal</b>			<b>5,782</b>	<b>(5,782)</b>		

### 3. Use of Corporate Contingency

3.1. The following projects are projecting inflationary overspends totalling £0.288m, which have been formally escalated to Capital Boards, and are requesting use of the corporate contingency to meet the pressure and ensure the projects can complete. The projects have looked for alternative options to reduce the pressure (value engineering/reducing scope) but have not been able to contain them without compromising the projects, meaning the best value option for the Council is to complete the projects with additional funding.

3.2. There is £2.3m of corporate contingency which is available to meet these costs.

Portfolio	Project Group	Project Name	Expenditure £k	Explanation
Climate Change & Environment	Waste	Recycling Centres Drainage EA Compliance	265	Forecast overspend on drainage system remedial works due to inflation price rises.
Culture & Leisure	Leisure Centres	Chalfont Leisure Centre	23	Project Completed - small overspend.
<b>Subtotal</b>			<b>288</b>	

## 4. Reductions and Reallocations

4.1. The following projects are recommended to have budgets totalling £3.366m reduced or reallocated in the Capital Programme. This is largely because projects have completed.

- For completed projects funded from s106 on Leisure and Transport, alternative projects which align to the s.106 agreements will come forward in due course to re-commit the remaining funding.
- For projects with grant funding, grants have or will be re-committed on other relevant projects; or will be returned to funders.
- Of the completed projects, £0.644m was corporately funded and can now be added back to the Capital Contingency to mitigate risks of inflation across the programme.

**Table 2: Reductions from Capital Programme**

Portfolio	Project Group	Project	Exp £k	Funding £k	Net £k	Funding Source	Explanation
<b>Accessible Housing &amp; Resources</b>	Property & Assets	Asset Enhancement - Horns Lane	292		<b>292</b>	-	No further expenditure needed to deliver project. Corporately funded, can be reallocation in MTFP.
		Improvements to Capswood 1 & 2	215	(215)	-	Reserves	Originally intended to invest in refurb of Capswood; no longer required. Funding was from Reserves, can be reallocated in MTFP.
<b>Culture &amp; Leisure</b>	Sport & Leisure Projects	Aylesbury S106 Leisure Project Projects	126	(126)	-	s.106	Projects completed in 2022-23; remaining s106 funding will be assigned to new Aylesbury Leisure projects.
<b>Transport</b>	Highways & Cycleway Funded Schemes	Highways & Cycleway Funded Schemes	202	(202)	-	s.106	Projects completed in 2022-23; remaining s.106 funding will be assigned to new Transport projects.
		HS2 Road Safety Projects	128	(128)	-	Grant	Projects completed in 2022-23; HS2 Road Safety grant funding will be assigned to new projects.
		A40 London Road, Wycombe NPIF	954	(954)	-	Grant	Project complete. Remaining £954k of Local Transport Board Funding was recommended to be redirected to Westhorpe, which has been cancelled.
		Taplow Cycleway	607	(540)	<b>67</b>	Grant	Project complete. Remaining £67k of corporate funding will be reallocated in MTFP. S.106 funding of £540k did not materialise. Project completed without need for this funding.
	Other Transport & Infrastructure	Westcott Venture Park Access	275		<b>275</b>	-	Project Complete
<b>Planning &amp; Regeneration</b>	Regeneration	Cressex Transport Improvement	260	(260)	-	Wycombe CIL	Project Complete. Release Budget back to Wycombe area CIL reserve.
		Bassetbury Allotments	309	(299)	<b>10</b>	Grant	Project complete. £10k corporate funding to be reallocated via MTFP; technical adjustment for £299k of grant funding which is no longer available.
<b>Grand Total</b>			<b>3,366</b>	<b>(2,723)</b>	<b>644</b>		

4.2 A number of schools projects underspent during 2022-23 totalling £10.8m. This funding is ringfenced and as a result it is recommended that this is redirected as follows:



- a) **Kingsbrook Secondary School** £6.6m from not requiring the contingency and temporary classroom budget, headroom will be redirected into HIF programme to support SEALR delivery (request currently with Homes England).
- b) **Kingsbrook Primary School** £2.2m and **Maids Morton Primary School** £0.6m, from not requiring project contingency, headroom proposed to be retained in the Primary School Funding line for reinvestment in future years.
- c) **Chiltern Hills Academy** £1m and **The Amersham School** £0.4m, from not requiring project contingency, headroom proposed to be retained in the Secondary School Places Funding line reinvestment in future years.

## Revised total Capital Programme

- 4.3 The carry forwards, additions and reductions give a total Capital Programme of £556.7m over the MTFP, increased from £505.9m as published in the Council's Budget in February.

**Table 4 Total MTFP – movement since February Council**

Portfolio	Published Budget £m	Carry Fwds £m	Approved Addns <sup>1</sup> £m	Adjusted MTFP £m	Adjustments			Total adjts £m	Adjusted MTFP £m
					Addn	Remove	Tech		
					£m	£m	£m		
Leader	91.0	2.1		93.1	0.3			0.3	93.4
Accessible Housing & Resources	22.0	1.9		23.8		(0.5)	(0.2)	(0.7)	23.1
Climate Change & Environment	34.9	2.7	1.3	39.0	0.3		0.1	0.3	39.3
Communities		0.3		0.3					0.3
Culture & Leisure	7.5	3.3	0.6	11.4	0.8	(0.1)	0.0	0.7	12.1
Education & Children's Services	142.5	15.5		157.9					157.9
Homelessness & Regulatory Services	22.4	2.1		24.5	1.3			1.3	25.8
Planning & Regeneration	33.7	14.1	0.1	47.8	1.0	(0.6)	(0.0)	0.4	48.2
Transport	149.7	4.4		154.1	2.4	(2.2)		0.2	154.4
Corporate Contingency	2.3			2.3					2.3
<b>Grand Total</b>	<b>505.9</b>	<b>46.3</b>	<b>2.0</b>	<b>554.2</b>	<b>6.0</b>	<b>(3.4)</b>	<b>(0.2)</b>	<b>2.5</b>	<b>556.8</b>

<sup>1</sup> Approved Additions – these were the additions agreed in Qtr 4 Cabinet Finance paper, in April.

Technical Adjustments – £0.2m of capital funding recommended to be used on Revenue costs for IT Licenses; Energy Doctor UKSPF Funding on Climate Change and Environment £0.1m, adjusted to match grant agreement.

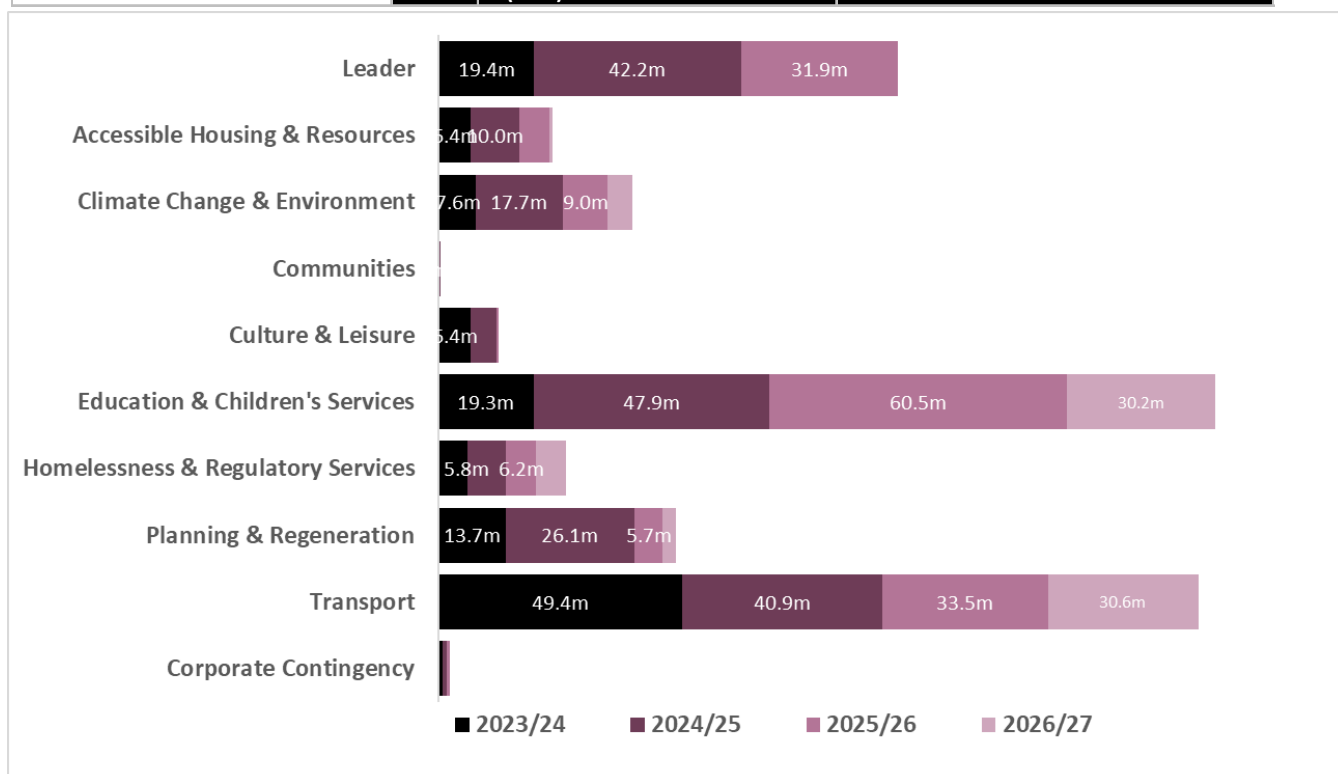
Please note the tables in this report are presented in £m and are not rounded.

## 5. Reprofileing the MTFP

- 5.1 The in-year target for slippage on Year 1 of the Capital Programme is 10%. To keep to the 10% target, every project has been reviewed<sup>1</sup> by project leads and Directors, particularly focussing on the current year profile. The table and graph below show the recommended reprofiling adjustments.

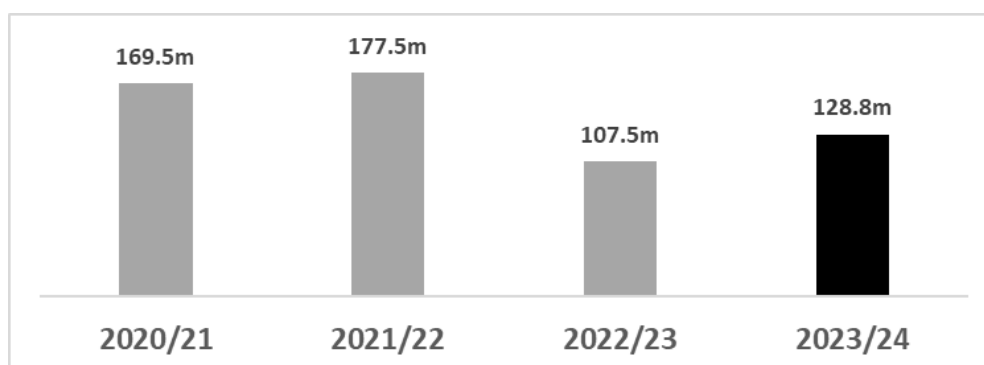
**Table 5 Reprofiting of adjusted MTFP**

Portfolio	Reprofilng					Final MTFP				
	Total	2023/24	2024/25	2025/26	2026/27	2023/24	2024/25	2025/26	2026/27	Total
	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
Leader	93.4	(18.7)	17.4	1.3		19.4	42.2	31.9		93.4
Accessible Housing & Resources	23.1	(6.5)	2.9	3.3	0.4	6.4	10.0	6.0	0.7	23.1
Climate Change & Environment	39.3	(5.6)	4.9	(2.4)	3.0	7.6	17.7	9.0	5.1	39.3
Communities	0.3	(0.3)	0.3				0.3			0.3
Culture & Leisure	12.1	(4.7)	4.7			6.4	5.2	0.5		12.1
Education & Children's Services	157.9	(24.8)	(2.2)	21.4	5.6	19.3	47.9	60.5	30.2	157.9
Homelessness & Regulatory Services	25.8	(2.7)	1.4	(0.6)	1.9	5.8	7.7	6.2	6.0	25.8
Planning & Regeneration	48.2	(19.7)	17.0	(0.0)	2.7	13.7	26.1	5.7	2.7	48.2
Transport	154.4	(7.7)	6.6	0.8	0.3	49.4	40.9	33.5	30.6	154.4
Corporate Contingency	2.3					0.8	0.8	0.8		2.3
<b>Grand Total</b>	<b>556.8</b>	<b>(90.5)</b>	<b>53.0</b>	<b>23.7</b>	<b>13.9</b>	<b>128.8</b>	<b>198.6</b>	<b>154.1</b>	<b>75.3</b>	<b>556.8</b>



5.2 Appendix 1 shows the reprofile at a more detailed Programme level.

5.3 The reprofiling gives an achievable and realistic budget for the current year, and is in line with the total spend over the Programme over the past 3 years:



5.4 Some highlighted points to note are:

- In a change from previous years, the School Places unreleased funding (£71m) has been pushed out of the current year and profiled into later years to reduce slippage risk; if new planned projects come forward for release & commitment in-year, the profile can be brought forward in a future report.
- The HIF programme, under Leader, retains its original profile with a heavy weighting in 24-25 and completing in 25-26, pending the decisions on funding from Homes England and DfT, after which the project budgets will be reprofiled.
- Regeneration budgets are currently more weighted in 24-25, as they contain the completion of the Future High Streets programme, plus the assumption that two large projects - still in viability phase - will commence that year (development of Old County Offices on Walton Street and Winslow Regeneration). Decisions on the latter two projects will be coming to Cabinet in due course, at which point the profile of the budget will be updated.

## **6. Release of Budgets through the Gateway Process**

6.1 The Council's Capital Gateway process is run via the Cabinet's Capital Boards, and releases approved funding for projects previously in feasibility phase, upon scrutiny of a business case. During Quarter 1, business cases have come forward through the Gateway process and were recommended for release as follows:

- Bearbrook School SEND unit, release from the SEND Capital Budget, £0.7m.
- 2 form entry expansion at the Kingsbrook School (secondary), funding release to progress the project to pre-construction phase, £2.0m
- Pebble Brook School provision for 2 modular classrooms, for an additional 10 pupil places for September 2023, funding released from the SEND schools capital budget, £0.25m.
- £0.5m of funding released to refurbish 3 Council-owned properties for Children's Residential placements, to mitigate against rising costs of placements.

## **7. Other options considered**

7.1 Not making these recommended budget changes will impact on budget monitoring and the Capital MTFP process and will affect the KPI for capital slippage.

## **8. Legal and financial implications**

8.1 There are no Legal Implications.

- 8.2 There are no cost implications of these changes. The changes will enable project leads to start the new financial year with a refreshed, realistic budget for their projects and programmes.
- 8.3 The overspends of £0.288m on projects set out in section 3, plus the release of £0.644m of corporate funding set out in section 4, will result in the Capital Contingency increasing from £2.3m to £2.7m, and this will be updated as part of this year's MTFP.

## **9. Corporate implications**

- 9.1 There are no direct, wider corporate implications from these recommended budget changes:
- Property - none
  - HR - none
  - Climate change - none
  - Sustainability - none
  - Equality - EIA not required
  - Data - no data protection impact assessment required.
  - Value for money – none.

## **10. Local councillors & community boards consultation & views**

- 10.1 As this is a technical budgeting exercise, no Local Councillor or Community Board consultation has been required.

## **11. Communication, engagement & further consultation**

- 11.1 No further communication, engagement or consultation is recommended from this paper.

## **12. Next steps and review**

- 12.1 None.

## **13. Background papers**

- 13.1 Previous Approved Capital Programme, from Full Council: [\[insert link\]](#)

## **14. Your questions and views (for key decisions)**

- 14.1 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 email to [democracy@buckinghamshire.gov.uk](mailto:democracy@buckinghamshire.gov.uk).

## Appendix 1: MTFP Reprofile Detail by Portfolio

Portfolio Programme	2023/24 Exp Budget			2023/24 Funding	2024/25	2025/26	2026/27	Total Exp
	Released	Unreleased	Total					
	£m	£m	£m					
Strategic Infrastructure (HIF)	1.6	17.5	19.1	(18.8)	42.2	31.9		93.1
Economic Growth	0.3		0.3	(0.3)				0.3
<b>Leader Total</b>	<b>1.9</b>	<b>17.5</b>	<b>19.4</b>	<b>(19.1)</b>	<b>42.2</b>	<b>31.9</b>		<b>93.4</b>
Property & Assets	2.8	1.5	4.3		6.4	5.5	0.4	16.6
ICT	2.1		2.1		3.6	0.5	0.4	6.5
<b>Accessible Housing &amp; Resources Total</b>	<b>4.9</b>	<b>1.5</b>	<b>6.4</b>		<b>10.0</b>	<b>6.0</b>	<b>0.7</b>	<b>23.1</b>
Climate Change & Air Quality	0.9		0.9	(0.9)	2.1	1.3		4.3
Flood Management	0.5	0.9	1.5	(0.8)	7.4	3.6		12.5
Waste	2.0	3.3	5.3	(0.4)	8.1	4.1	5.1	22.5
<b>Climate Change &amp; Environment Total</b>	<b>3.3</b>	<b>4.2</b>	<b>7.6</b>	<b>(2.1)</b>	<b>17.7</b>	<b>9.0</b>	<b>5.1</b>	<b>39.3</b>
Community Safety					0.3			0.3
<b>Communities Total</b>					<b>0.3</b>			<b>0.3</b>
Country Parks	1.5	1.0	2.5	(2.5)				2.5
Leisure Centres	1.0		1.0	(0.7)	0.8	0.5		2.3
Libraries	0.1	0.4	0.4	(0.3)	0.3			0.7
Sport & Leisure Projects	1.9		1.9	(1.9)	3.7			5.6
Parks & Play Areas	0.6		0.6	(0.0)	0.4			1.0
<b>Culture &amp; Leisure Total</b>	<b>5.0</b>	<b>1.4</b>	<b>6.4</b>	<b>(5.4)</b>	<b>5.2</b>	<b>0.5</b>		<b>12.1</b>
Schools	13.8	5.0	18.8	(17.4)	47.9	60.5	30.2	157.4
Children's Social Care		0.5	0.5					0.5
<b>Education &amp; Children's Services Total</b>	<b>13.8</b>	<b>5.5</b>	<b>19.3</b>	<b>(17.4)</b>	<b>47.9</b>	<b>60.5</b>	<b>30.2</b>	<b>157.9</b>
Affordable Housing	0.3	0.5	0.7	(0.7)	1.3	1.0	1.0	4.1
Cemeteries & Crematoria	0.9		0.9	(0.6)	0.8	0.6	0.4	2.7
Homelessness					0.2			0.2
Housing	4.2		4.2	(4.1)	5.5	4.6	4.6	18.9
<b>Homelessness &amp; Regulatory Services Total</b>	<b>5.4</b>	<b>0.5</b>	<b>5.8</b>	<b>(5.4)</b>	<b>7.7</b>	<b>6.2</b>	<b>6.0</b>	<b>25.8</b>
Regeneration	12.7	1.0	13.7	(6.9)	26.1	5.7	2.7	48.2
<b>Planning &amp; Regeneration Total</b>	<b>12.7</b>	<b>1.0</b>	<b>13.7</b>	<b>(6.9)</b>	<b>26.1</b>	<b>5.7</b>	<b>2.7</b>	<b>48.2</b>
Car Parks	0.5		0.5	(0.1)	0.6	0.4	0.2	1.7
Highways & Cycleway Funded Schemes	1.6		1.6	(1.4)	4.3			5.8
Other Transport & Infrastructure	5.7		5.7	(4.0)	3.9	1.0	0.2	10.9
Rights of Way	0.5	0.3	0.7	(0.0)	0.1	0.1		1.0
Strategic Highway Maintenance	40.2	0.1	40.3	(0.0)	31.7	31.7	29.9	133.6
Transport Services	0.6		0.6	(0.5)	0.2	0.2	0.2	1.3
<b>Transport Total</b>	<b>49.0</b>	<b>0.4</b>	<b>49.4</b>	<b>(6.1)</b>	<b>40.9</b>	<b>33.5</b>	<b>30.6</b>	<b>154.4</b>
Corporate Costs		0.8	0.8		0.8	0.8		2.3
<b>Corporate Total</b>		<b>0.8</b>	<b>0.8</b>		<b>0.8</b>	<b>0.8</b>		<b>2.3</b>
<b>Grand Total</b>	<b>96.1</b>	<b>32.7</b>	<b>128.8</b>	<b>(62.3)</b>	<b>198.6</b>	<b>154.1</b>	<b>75.3</b>	<b>556.8</b>



## Report to Cabinet

<b>Date:</b>	11 July 2023
<b>Title:</b>	<b>Corporate Performance Indicators 2023-24</b>
<b>Cabinet Member(s):</b>	Councillor John Chilver
<b>Contact officer:</b>	Matthew Everitt Interim Service Director Matthew.Everitt@buckinghamshire.gov.uk
<b>Ward(s) affected:</b>	None specific
<b>Recommendations:</b>	<p><b>1. Recommend that key performance indicators for 2023/24 are agreed</b></p> <p><b>2. Recommend that associated targets for 2023/24 are agreed</b></p>
<b>Reason for decision:</b>	Key performance indicators and targets have been developed collaboratively with each Directorate and agreed with the portfolio holder.

### **1. Executive summary**

- 1.1 This report details the key performance indicators and targets being proposed for reporting to Cabinet in 2023/24. If agreed, reporting against these indicators will commence for Quarter 2.
- 1.2 Proposed key performance indicators and the associated targets to be reported to Cabinet have been agreed within each Directorate and with each portfolio holder. These will be reviewed on an annual basis.

### **2. Content of report**

- 2.1 Cabinet Key Performance Indicators and targets are reviewed annually in accordance with the Corporate Performance Framework.

2.2 Proposed key performance indicators and targets are included in the appendix.

2.3 Cabinet are asked to consider:

a) Key Performance Indicators for 2023/24, considering:

- i. Whether we will have a satisfactory range of indicators to evidence the key Council objectives for 2023/24.
- ii. Whether we will have an appropriate number of indicators that evidence the outcomes we are seeking to achieve.

b) Targets, considering:

- i. Whether targets proposed evidence the Council's ambition for 2023/24, are stretching but achievable, and in line with latest benchmarking (where available).

### **3. Other options considered**

3.1 N/A

### **4. Legal and financial implications**

4.1 N/A

### **5. Corporate implications**

5.1 N/A

### **6. Local councillors & community boards consultation & views**

6.1 N/A

### **7. Communication, engagement & further consultation**

7.1 N/A

### **8. Next steps and review**

8.1 If agreed, outturns for key performance indicators will be reported for Quarter 2.

8.2 Indicators and targets will be reviewed annually.



## **9. Background papers**

9.1 Details of key performance indicators, targets and a summary of the process are included in the appendix.

## **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 email to [democracy@buckinghamshire.gov.uk](mailto:democracy@buckinghamshire.gov.uk).

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# Cabinet

*Corporate Performance Indicators 2023/24*

*Business Intelligence*

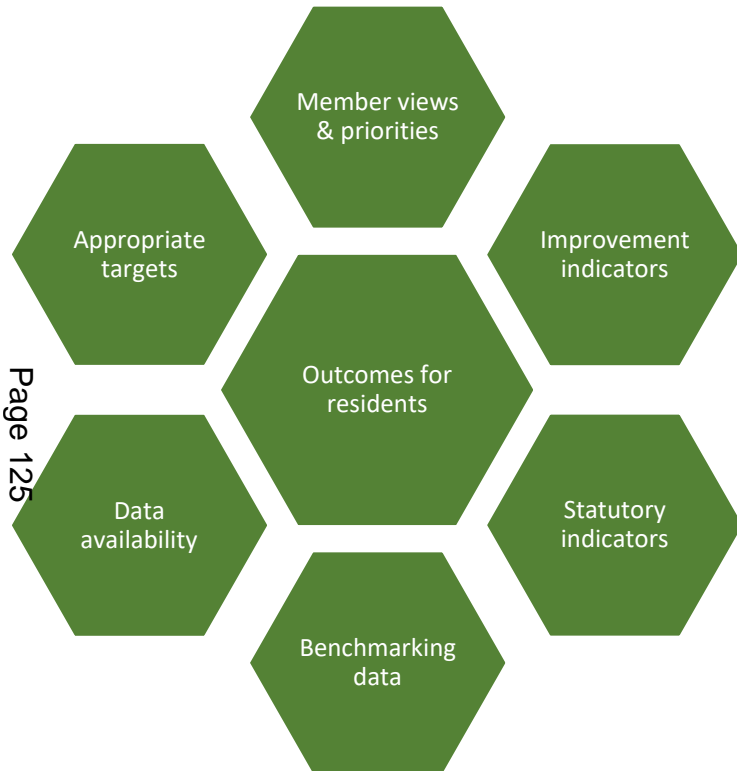
*Report for decision*



# Summary of process

- Cabinet Performance Indicators and targets are reviewed annually
- Cabinet Members have been involved in the development of these indicators and targets, with input from Directorate teams and Business Intelligence & Insight
- Cabinet Member approval has been obtained for the proposed indicators for their portfolio area
- Proposals are presented to Cabinet for approval
- There are 105 indicators for consideration.

# Indicator and target setting



- Indicators selected will clearly evidence and/or support the priorities in the Manifesto and Corporate & Directorate plans.
- When setting indicators, the following factors will be considered:
  - a) Strength of link to outcomes for residents
  - b) Member views and priorities
  - c) Improvement indicators
  - d) Statutory indicators
  - e) Availability of benchmarking data
  - f) The availability of the relevant data
  - g) An appropriate target for the indicator
- The Business Intelligence team works with each service area, providing analysis and information to enable indicator and target setting.
- Cabinet members are responsible for signing-off indicators and targets within their Portfolio area, in discussion with Corporate and Service Directors with support from the Business Intelligence team.

# Leader

Reference	Indicator	Reporting Frequency	Proposed Target	Good to be High or Low?	Benchmarking / Target Rationale	Latest Performance
<b>Economic Growth and Regeneration</b>						
LEA 001	Percentage unemployed in Buckinghamshire compared to the Percentage unemployed nationally	Quarterly	75%	Low	Compared to National figures	Q4 2022/23: 68%
LEA 002	Number of new business registrations (rank against other LEPs)	Quarterly	Top 10	Low	Compared to other LEPs	Q4 2022/23: 8
<b>Strategic Transport and Infrastructure</b>						
LEA 003	Strategic Infrastructure projects: % profiled spend achieved	Quarterly	100%	High	Set against budget	Q4 2022/23: 282%

# Accessible Housing & Resources

Reference	Indicator	Reporting Frequency	Proposed Target	Good to be High or Low?	Benchmarking / Target Rationale	Latest Performance
<b>Business Operations</b>						
AHR 001	Percentage of phone calls answered in the Customer Service Centre	Quarterly	90%	High	Benchmark is 87% (Taken from the Customer First LA CSC benchmarking data)	Q4 2022/23: 94.5%
AHR 002	Council Access Points Plus customer satisfaction	Quarterly	75%	High	There is no benchmarking data available for this indicator. This indicator started the 2022/23 reporting year at a 72% satisfaction rating. It has risen to 82% in Q4 2022/23. The average score across the year was 78%. It is proposed the current target of 75% remain the same during 2023/24.	Q4 2022/23: 82%
AHR 003	Percentage of phone calls in Customer Service Centre resolved at first call (FCR)	Quarterly	60%	High	There is no benchmarking data available for this indicator. However, this indicator has been consistently above its target of 51% for the last four quarters. Therefore, the target has been increased to 60%.	Q4 2022/23: 77.2%
AHR 004	Webchat service customer satisfaction	Quarterly	60%	High	This is a new indicator; there is no external benchmarking data available. Therefore, the target aligns with the call customer satisfaction target (i.e. the call and webchat customer satisfaction targets are both set at 60%).	New indicator



# Accessible Housing & Resources

Reference	Indicator	Reporting Frequency	Proposed Target	Good to be High or Low?	Benchmarking / Target Rationale	Latest Performance
<b>Business Operations (continued)</b>						
AHR 005	Average call wait time	Quarterly	3 minutes	Low	2 min 55 secs Customer First LA CSC benchmarking data	Q4 2022/23: 4 minutes 39 seconds
AHR 006	Call customer satisfaction	Quarterly	60%	High	There is no benchmarking data available for this indicator. The measure was new for 2022/23, with the lowest score during this period sitting at 61%. It is proposed the current target of 60% remain the same during 2023/24.	Q4 2022/23: 72.3%
<b>Finance</b>						
AHR 007	Percentage of total capital spend across Buckinghamshire Council (forecast) compared to Budget (performance measure)	Quarterly	90%	High	Target set at 90% to ensure spend is aligned closely to the budget.	Q4 2022/23: 71%
AHR 008	Overall revenue (Forecast) variance (%) across the Council	Quarterly	0%	Low	There is no benchmarking data available for this indicator.	Q4 2022/23: 0%



# Accessible Housing & Resources

Reference	Indicator	Reporting Frequency	Proposed Target	Good to be High or Low?	Benchmarking / Target Rationale	Latest Performance
<b>Finance (continued)</b>						
AHR 009	£ value of unsecured debt >90 days (excl Business Rate, Housing Benefit and Council Tax, and not secured against a property or asset) across the Council	Quarterly	£10 million	Low	There is no benchmarking data available for this indicator. The value of unsecured debt has been between £9m and £9.5m during 2022/23. It is proposed the current target of £10m remain the same during 2023/24.	Q4 2022/23: £9.16 million
AHR 010	Percentage of invoices paid within 30 days across the Council	Quarterly	95%	High	There is no benchmarking data available for this indicator. This indicator has yet to reach its target for three out of four quarters in 2022/23; therefore, the 95% target is still stretching and will remain the same for the 2023/24 reporting year.	Q4 2022/23: 96.2%
AHR 011	Percentage of Council Tax collected (cumulative)	Quarterly (Cumulative)	98.3% (Year-end target)	High	Mean for CIPFA NN (97.49%) SE Region (96.18%) Mean for All English single tier and county councils (95.13%) (all values latest available 2021/22)	Q4 2022/23: 98.2%

# Accessible Housing & Resources

Reference	Indicator	Reporting Frequency	Proposed Target	Good to be High or Low?	Benchmarking / Target Rationale	Latest Performance
<b>Finance (continued)</b>						
AHR 012	Percentage of Business Rates collected (cumulative)	Quarterly (Cumulative)	98.3% (Year-end target)	High	Mean for CIPFA NN (97.25%) SE Region (98.06%) Mean for All English single tier and county councils (97.55%) (all values latest available 2021/22)	Q4 2022/23: 98.4%
AHR 013	Average time for processing new Housing Benefit claims (days)	Quarterly	20 days	Low	DWP Benchmark 2022/23: 20 days	Q4 2022/23: 37.2 days
AHR 014	Average time for processing Housing Benefit change claims (days)	Quarterly	8 days	Low	DWP Benchmark 2022/23: 8 days	Q4 2022/23: 7 days

# Accessible Housing & Resources

Reference	Indicator	Reporting Frequency	Proposed Target	Good to be High or Low?	Benchmarking / Target Rationale	Latest Performance
<b>HR and OD</b>						
AHR 015	Number of sickness absence days per FTE annually (rolling 12-month period)	Quarterly	8.5 days	Low	There is no benchmarking data available for this indicator. Sickness was 9.7 days (red RAG) at the beginning of 2022/23. It has decreased each quarter, and at the end of the 2022/23 reporting year, it was 9.01 days (amber RAG). As performance has improved over the past year it is proposed the target be changed to 8.5 days.	Q4 2022/23: 9.01 days
AHR 016	Voluntary staff turnover percentage (rolling 12-month period)	Quarterly	10-14%	Banding	There is no benchmarking data available for this indicator. The indicator has a target banding (the outturn should sit within a range, which in the 2022/23 reporting year was set at 12%-16%). The indicator has been comfortably within its range for three of the last four quarters. It is proposed the banded target is changed to 10-14%.	Q4 2022/23: 12.7%
AHR 017	Percentage of staff who feel happy, valued & motivated at work	Twice a year	70%	High	There is no benchmarking data available for this indicator. The outturn for this measure has sat between 71% and 74% over the last two years (it is reported twice a year). It is proposed the current target of 70% remain the same during 2023/24.	Q4 2022/23: 74%

# Accessible Housing & Resources

Reference	Indicator	Reporting Frequency	Proposed Target	Good to be High or Low?	Benchmarking / Target Rationale	Latest Performance
<b>IT</b>						
AHR 018	IT Service desk first time fix percentage	Quarterly	68%	High	There is no benchmarking data available for this indicator. The outturn for this measure has been green RAG rated for the last four quarters. As performance has been green over the past year it is proposed the target be changed to 68%.	Q4 2022/23: 75%
<b>Partnerships, Policy and Communications</b>						
AHR 019	Website Accessibility (%) of Buckinghamshire Council website	Quarterly	80%	High	This indicator measures the accessibility of the pages on the new Buckinghamshire Council website and is a new Cabinet indicator for the 2023/24 performance reporting year. The Web Content Accessibility Guidelines (WCAG 2.1) is an internationally recognised set of recommendations for improving web accessibility. The industry benchmark, as measured by SiteImprove for government websites, is 80%.	Q4 2022/23: 91%
AHR 020	% of planned savings on track for delivery across Buckinghamshire Council as a result of the Better Buckinghamshire programme	Quarterly	100%	High	Based on previous performance	Q4 2022/23: 100%

# Accessible Housing & Resources

Reference	Indicator	Reporting Frequency	Proposed Target	Good to be High or Low?	Benchmarking / Target Rationale	Latest Performance
<b>Property and Assets</b>						
AHR 021	Gross yield from Investment portfolio	Quarterly	6.4%	High	Based on previous performance	Q4 2022/23: 8.3%
AHR 022	Gross income from Property	Quarterly	£22.144m	High	Set against budget	Q4 2022/23: £22,520,000
AHR 023	Percentage of empty properties across the Council Estate that are vacant for more than 2 years (excluding those in an approved Regeneration or Capital Programme, and schools)	Quarterly	0.4%	Low	Based on previous performance	Q4 2022/23: 0.23%

# Climate Change & Environment

Reference	Indicator	Reporting Frequency	Proposed Target	Good to be High or Low?	Benchmarking / Target Rationale	Latest Performance
<b>Energy and Climate Change</b>						
CCE 001	Annual Greenhouse Gas emissions: tonnes	Annual	6,953 tonnes	Low	Step target based on annual allocations from the seven-year carbon budgets.	2021/22: 6,095
CCE 002	Number of Trees Planted	Annual	25,204	High	Target set as part of Bucks Tree Mission.	2021/22: 5,860 on council land
<b>Neighbourhood Services</b>						
CCE 003	Percentage of waste collected for recycling, reuse, composting or anaerobic digestion from household sources	Quarterly	55%	High	2021/22 England 44.1%	Q3 2022/23: 47.96%
CCE 004	Residual Household Waste per Household (kg)	Quarterly	125kg	Low	The target is set at a level which is challenging but achievable. This is essentially a measure of the success of driving up recycling/composting and therefore moving waste away from disposal routes (EFW/landfill).	Q3 2022/23: 118.86 kg
CCE 005	Missed Bin Collections	Quarterly	0.20%	Low	Contract KPI	Q4 2022/23: 0.21%
CCE 006	Number of Fly-Tipping clearances where an action has been taken	Quarterly	Monitor	Monitor	Monitor	2022/23: 93



# Communities

Reference	Indicator	Reporting Frequency	Proposed Target	Good to be High or Low?	Benchmarking / Target Rationale	Latest Performance
<b>Community Support</b>						
COM 001	Household Support Fund (Helping Hand): Percentage of profiled spend achieved	Quarterly	100% (by Q4)	High	Based on previous performance	100%
<b>Public Health, Early Help and Prevention</b>						
COM 002	On exit from/planned closure of IDVA support, Percentage of victims/survivors who say that they have had at least 2 positive outcomes	Quarterly	80%	High	There is no benchmarking data available for this indicator. The proposed target is based on past data on improved outcomes and risk management. This will be a challenging but achievable target.	New indicator
<b>Partnerships, Policy and Communications</b>						
COM 003	Amount of contributory funding secured for every £1 of council funds invested in a Community Board project	Quarterly	£1	High	Based on previous performance	Q4 2022/23: £1.03
<b>Business Operations</b>						
COM 004	Number of community engagement (resilience planning) activities	Quarterly (Cumulative)	10	High	There is no benchmarking data available for this indicator. The proposed target is based on the number of activities planned to be undertaken with communities across Buckinghamshire during the 2023/24 reporting year.	New Indicator



# Culture and Leisure

Reference	Indicator	Reporting Frequency	Proposed Target	Good to be High or Low?	Benchmarking / Target Rationale	Latest Performance
<b>Culture, Sport and Leisure</b>						
CLE 001	Number of visits to main cultural venues	Quarterly (Cumulative)	440,000	High	The way that the Discover Bucks Museum counts visitors has changed from an electronic door counter to using bookings/ticket information, as they are no longer a free-to-enter museum. This has reduced their predicted visitor numbers from around 100,000 to around 30,000. The figure of 440,000 is a total of our four main cultural venues, based on their individual forecasts.	Q4 2022/23: 480,000
CLE 002	Country and Town Park Satisfaction Ratings (Google)	Quarterly	90%	High	Based on previous performance	Q4 2022/23: 90.8% positive
CLE 003	Number of visitors to leisure centres and pools	Quarterly (Cumulative)	3.5m	High	Based on previous performance	Q4 2022/23: 3,526,602
CLE 004	Number of library information enquiries (signposting and referrals)	Quarterly (Cumulative)	15,000	High	We are using the previous year's performance as our benchmark as this is a year when we can measure an entire year of face-to-face contact with library services – post pandemic – based on optimum opening hours. The new target has been set in recognition of the fact that the wider push to digital access for council transactions and enquiries make it unlikely that face to face contact will grow in 2023/24.	Q4 2022/23: 14,749



# Culture and Leisure

Reference	Indicator	Reporting Frequency	Proposed Target	Good to be High or Low?	Benchmarking / Target Rationale	Latest Performance
<b>Culture, Sport and Leisure (continued)</b>						
CLE 005	Number of downloads (e-audiobooks, e-magazines and e-news)	Quarterly (Cumulative)	700,000	High	National research suggests that the market for digital library lending services is limited and unless there are changes in the market to significantly increase customer choice, we do not anticipate any significant increase in online usage	Q4 2022/23: 704,489
CLE 006 Page 137	Engagement with Archives through Social Media and in-person visits	Quarterly (Cumulative)	24,000	High	The definition of 'engagement' has been modified this year to be more meaningful. Last year's data included all social media views, not just engagement, so for example it included 199,500 Twitter impressions, whereas engagement on average was 3.72% of that number (7,421). Last year's total under the new definition was 23,344.	Q4 2022/23: 23,344
CLE 007	Hours contributed by archive volunteers	Quarterly (Cumulative)	1,500	High	This target is based on the actual number of volunteers last year and the frequency of their visits, so a realistic and achievable target.	Q4 2022/23: 1,583
CLE 008	Number of visitors to Country Parks	Quarterly (Cumulative)	1,200,000	High	Based on previous performance	Q4 2022/23: 1,161,602

# Education and Children's Services

Reference	Indicator	Reporting Frequency	Proposed Target	Good to be High or Low?	Benchmarking / Target Rationale	Latest Performance
<b>Children's Social Care</b>						
ECS 001	Percentage of assessments completed in 45 working days	Quarterly	80%	High	England 84%, South East 86%, Statistical Neighbours 87% (2021/22).	Q4 2022/23: 77%
ECS 002	Percentage of 19–21-year-olds who have left care that are in education, employment or training	Quarterly	65%	High	England 55%, South East 57%, Statistical Neighbours 57% (2021/22).	Q4 2022/23: 71%
ECS 003	Percentage of children subject to a Child Protection Plan seen within 4 weeks	Quarterly	95%	High	Target set to ensure that children subject to a CP plan who are at a higher level of intervention are seen within 4 weeks.	Q4 2022/23: 95%
ECS 004	Percentage of children with Initial Child Protection Conferences completed within 15 working days of the strategy discussion	Quarterly	82%	High	England 79%, South East 79%, Statistical Neighbours 82%, (2021/22).	Q4 2022/23: 67%
ECS 005	Percentage of children in need seen within 4 weeks	Quarterly	90%	High	Target remains unchanged from 2022/23, to ensure social workers continue to visit children regularly and ensure they are safeguarded.	Q4 2022/23: 82%
ECS 006	Percentage of children looked after visited within timescales	Quarterly	90%	High	Target set to ensure social workers continue to visit children regularly and ensure they are safeguarded.	Q4 2022/23: 86%
ECS 007	Percentage of re-referrals within 12 months	Quarterly	28%	Low	England 20%, South East 24%, Statistical Neighbours 20% (2021/22).	Q4 2022/23: 37%



# Education and Children's Services

Reference	Indicator	Reporting Frequency	Proposed Target	Good to be High or Low?	Benchmarking / Target Rationale	Latest Performance
<b>Education and Early Help</b>						
ECS 008	Percentage of new Education, Health and Care plans issued within 20 weeks (excluding exceptions)	Quarterly	75%	High	2022 calendar year: South East 45.8% National 50.7% Buckinghamshire 67.1%	Q4 2022/23: 82%
ECS 009	Percentage of pupils attending schools rated good and outstanding by Ofsted.	Quarterly	89%	High	State-funded school in: England (31/03/2022): 88% South East (31/03/2023): 90.7%.	Q4 2022/23: 91%
ECS 010	Percentage of eligible two-year-olds registered to receive funded early education entitlements	Termly	75%	High	National (Autumn term 2022) 72%.	Q4 2022/23: 86%
ECS 011	Percentage of initial Family Support Plans completed within 31 working days	Quarterly	85%	High	Demand in this area has increased and is expected to continue doing so. The target aims to maintain performance.	Q4 2022/23: 92%
ECS 012	Education, Health and Care Plan (EHCP) Annual Reviews – Percentage of CYP with an EHCP who have had an annual review within the last 12 months	Quarterly	75%	High	Based on previous performance.	Q4 2022/23: 58%

# Health and Wellbeing

Reference	Indicator	Reporting Frequency	Proposed Target	Good to be High or Low?	Benchmarking / Target Rationale	Latest Performance
<b>Adult Social Care</b>						
HWE 001	Percentage of service users due an annual review that receive their review	Quarterly	77%	High	South East (2021/22): 77.1%	Q4 2022/23: 79.2%
HWE 002	Number of younger people (aged 18-64) admitted permanently to residential or nursing care.	Quarterly	14.1	Low	South East (2021/22): 14.1	Q4 2022/23: 8.9
HWE 003	Number of older people (aged 65+) admitted permanently to residential or nursing care	Quarterly	524	Low	South East (2021/22): 524.3	Q4 2022/23: 516
HWE 004	Percentage of younger adults (aged 18-64) with a learning disability living in their own home or with friends/family	Quarterly	76.2%	High	South East (2021/22): 76.2%	Q4 2021/22: 78.8%
HWE 005	Percentage of people that live independently after receiving re-ablement services	Quarterly	78%	High	South East (2021/22): 78.2%	Q4 2022/23: 72%
HWE 006	Percentage of safeguarding enquiries where personal outcomes were fully or partially achieved	Quarterly	97%	High	South East (2021/22): 97%	Q4 2022/23: 97%
HWE 007	Percentage of young people whose Adult Social Care assessment was completed before they turned 18	Quarterly	80%	High	Based on previous performance	Q4 2022/23: 85%

# Health and Wellbeing

Reference	Indicator	Reporting Frequency	Proposed Target	Good to be High or Low?	Benchmarking / Target Rationale	Latest Performance
<b>Adult Social Care (continued)</b>						
HWE008	Number of carer assessments	Quarterly	618	High	To increase the number of carers assessments by 5% from the previous year	2022/23: 589
<b>Public Health, Early Help and Prevention</b>						
HWE 009	Percentage of births that receive a face-to-face New Birth Visit within 14 days by a health visitor in the quarter	Quarterly	85%	High	South East: 77.1% England: 79.3% (Q4 2021/22)	Q3 2022/23: 83%
HWE 010	Percentage of successful alcohol treatment completions of those in treatment	Quarterly	36.5%	High	South East: 36.5% England: 36.2% (Q3 2022/23)	Q3 2022/23: 36.5%
HWE 011	Percentage of successful drug treatment completions of those in treatment	Quarterly	15.2%	High	South East: 15.8% England: 13.7% (Q3 2022/23)	Q3 2022/23: 14.7%
HWE 012	Percentage of those who have set a quit smoking date who have successfully quit at 4 weeks	Quarterly	50%	High	South East: 54.3% England: 54.8% (2022/23)	Q3 2022/23: 54%
HWE013	Percentage of service users with needs related to Sexually Transmitted Infections (STIs) seen or assessed within 2 working days of first contacting the service	Quarterly	80%	High	New indicator	New indicator

# Homelessness and Regulatory Services

Reference	Indicator	Reporting Frequency	Proposed Target	Good to be High or Low?	Benchmarking / Target Rationale	Latest Performance
<b>Homelessness</b>						
HHR 001	Number of applicants with/expecting children who have been in non-self-contained B&B accommodation for longer than 6 weeks	Quarterly	0	Low	Priority from the Homelessness and Rough Sleeping Strategy 2022 - 2025	Q4 2022/23: 0
HHR 002	Homelessness Cases Closed because Homelessness has been prevented	Quarterly	Monitor	Monitor	Monitor	Q4 2022/23: 436
HHR 003	Total homelessness approaches into service	Quarterly	Monitor	Monitor	Monitor	Q4 2022/23: 1492
<b>Trading Standards</b>						
HHR 004	Financial impact on residents as a result of scams intervention (direct & future savings)	Quarterly	£680,000	High	Based on information from Association of Chief Trading Standards Officers (ACTSO)	Q4 2022/23: £978,709
HHR 005	Number of businesses registered as primary authorities - provision of advice to large businesses (maintain and increase)	Quarterly	163	High	Based on previous performance	Q4 2022/23: 162
<b>Registrars &amp; Coroners</b>						
HHR 006	Percentage of customers rating the registration service as good or excellent	Quarterly	95%	High	Based on previous performance	Q4 2022/23: 100%



# Homelessness and Regulatory Services

Reference	Indicator	Reporting Frequency	Proposed Target	Good to be High or Low?	Benchmarking / Target Rationale	Latest Performance
<b>Environmental Health</b>						
HHR 007	Number of unrated premises which are awaiting an inspection and are trading	Quarterly	Monitor	Monitor	Monitor	Q4 2022/23: 228
<b>Neighbourhood Services</b>						
HHR 008	Average number of days to issue taxi vehicle licence and plate from valid application received	Quarterly	10 working days	Low	Aligned to SLA	Q4 2022/23: 4 working days

# Planning and Regeneration

Reference	Indicator	Reporting Frequency	Proposed Target	Good to be High or Low?	Benchmarking / Target Rationale	Latest Performance
<b>Planning and Environment</b>						
PRE 001	Percentage of major planning approvals determined in 13 weeks, or with agreed extension of time	Quarterly	80%	High	Based on previous performance	Q4 2022/23: 93%
PRE 002	Percentage of minor planning approvals determined in 8 weeks, or with agreed extension of time	Quarterly	75%	High	Based on previous performance	Q4 2022/23: 83%
PRE 003	Percentage of other applications determined in 8 weeks, or with agreed extension of time	Quarterly	80%	High	Based on previous performance	Q4 2022/23: 93%
PRE 004	Number of valid planning appeals received	Quarterly	Monitor	Monitor	Monitor	Q4 2022/23: 68
PRE 005	Percentage of building control applications checked within 21 days	Quarterly	90%	High	Based on previous performance	86%



# Planning and Regeneration

Reference	Indicator	Reporting Frequency	Proposed Target	Good to be High or Low?	Benchmarking / Target Rationale	Latest Performance
<b>Planning and Environment (continued)</b>						
PRE 006	Percentage of Planning Enforcement Notice Appeals Upheld	Quarterly	80%	Low	Appeals are determined by an independent planning inspector. 80% is therefore a realistic target.	New indicator
PRE 007	Number of homes built against housing requirements	Annual	2,763	High	Adopted Local Plans for Aylesbury Vale and Wycombe. From Government's 'standard method' for assessing local housing need for Chiltern and South Bucks legacy districts.	2022/23: 2,616
<b>Economic Growth and Regeneration</b>						
PRE 008	Town centre occupancy rate (%)	Quarterly	Monitor	Monitor	Monitor	Q4 2022/23: 92.2%
PRE 009	Town Centre footfall	Quarterly	Monitor	Monitor	Monitor	Q4 2022/23: 11,368,184



# Transport

Reference	Indicator	Reporting Frequency	Proposed Target	Good to be High or Low?	Benchmarking / Target Rationale	Latest Performance
<b>Highways and Technical Services</b>						
TRA 001	Percentage of gullies cleaned against the cyclical gully programme	Quarterly	93%	High	Contract KPI	Q4 2022/23: 89%
TRA 002	Percentage of completion of Highways Capital Schemes against Agreed Programme	Quarterly	90%	High	Contract KPI	New indicator
TRA 003	Percentage of Category 1 and 2H defects repaired in 2 and 5 working days respectively	Quarterly	95%	High	Contract KPI	Q4 2022/23: 83%
TRA 004	Percentage of reported Rights of Way issues dealt with in target time	Quarterly	70%	High	New indicator	New indicator
TRA 005	Percentage of strategic carriageway network in fair/good and very good condition	Annual	92%	High	The proposed target is based on what is considered achievable within the allocated budget.	Q4 2022/23: 92%
TRA 006	Percentage streetlights in light	Quarterly	90%	High	The previous night scout result carried out in the last quarter of 2022/23 was 84% which establishes the number in light. A target of 90% is proposed to reflect the work we are doing to address the identified faults.	Q4 2022/23: 84%

# Transport

Reference	Indicator	Reporting Frequency	Proposed Target	Good to be High or Low?	Benchmarking / Target Rationale	Latest Performance
<b>Highways and Technical Services (continued)</b>						
TRA 007	Percentage of invalid Penalty Charge Notices (PCNs) (on and off street)	Quarterly	4%	Low	Invalid PCNs cover test tickets to check the handhelds are working correctly or to test new restrictions/locations, along with human error, and PCNs that have had to be cancelled due to equipment issue therefore the target cannot be lower.	Q4 2022/23: 3%
TRA 008	Highways Safety Inspections completed in line with the required Programme	Quarterly	99%	High	New indicator	New indicator
TRA 009	NHT Public Satisfaction with their local Rights of Way Network (KBI 15)	Annual	55%	High	NHT benchmarking regional average: 55%	2022: 56%
TRA 010	NHT Public Satisfaction on the condition of road surfaces (HMBI 01)	Annual	32%	High	NHT benchmarking regional average: 32%. This is a key highways alliance metric that may take some time to achieve as it's based on public perception. We are in year one of the new contract.	2022: 20%
TRA 011	Percentage of Highway Searches responded to within 3 days	Quarterly	100%	High	New indicator	New indicator

# Transport

Reference	Indicator	Reporting Frequency	Proposed Target	Good to be High or Low?	Benchmarking / Target Rationale	Latest Performance
<b>Strategic Transport and Infrastructure</b>						
TRA 012	HS2 highways approvals: Percentage responded within time limit	Quarterly	95%	High	Based on previous performance	Q4 2022/23: 100%
TRA 013	HS2 planning approvals: Percentage responded to within time limit	Quarterly	95%	High	Based on previous performance	Q4 2022/23: 100%
TRA 014	Average daily cycling count per active cycle counter per day	Quarterly	Q1: 80 Q2: 93 Q3: 63 Q4: 64	High	Based on previous performance	Q4 2022/23: 67.3
TRA 015	% of Community Infrastructure Levy (CIL) Liability Notices issued within 12 weeks of planning permission being granted	Quarterly	90%	High	Ensures CIL compliance	New indicator
TRA 016	Number of uncommitted s106 contributions that must be used within two years	Quarterly	0	Low	Committing the use of s106 contributions ensures that funding is used in good time	New indicator
TRA 017	Number of publicly accessible electric-vehicle charging units in Buckinghamshire	Quarterly (Cumulative)	350	High	Based on figures in the Buckinghamshire Electric Vehicle Action Plan 2022-2027	2022/23: 229



# Transport

Reference	Indicator	Reporting Frequency	Proposed Target	Good to be High or Low?	Benchmarking / Target Rationale	Latest Performance
<b>Transport Services</b>						
TRA 018	Percentage of eligible clients who are provided with transport before the required start date, or no later than 15 working days from transport assessment completed (SEN D) or all information received to provide transport (mainstream)	Quarterly	95%	High	New indicator	New indicator
TRA 019	Number of passengers travelling on subsidised bus services in comparison to the same period last year	Quarterly	Monitor	Monitor	Monitor	New indicator

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## Report to Cabinet

<b>Decision Date:</b>	11 <sup>th</sup> July 2023
<b>Reference number:</b>	n/a
<b>Title:</b>	<b>Property Acquisition: Plot 1, Gateway, Aylesbury</b>
<b>Relevant councillor(s):</b>	Councillor John Chilver; Cabinet Member for Finance, Resources, Property & Assets.  Local Cllrs – Cllrs Anders Christensen, Gurinder Wadhwa and Tuffail Hussain.
<b>Author and/or contact officer:</b>	John Reed <a href="mailto:john.reed@buckinghamshire.gov.uk">john.reed@buckinghamshire.gov.uk</a>  Paul Redstone <a href="mailto:paul.redstone@buckinghamshire.gov.uk">paul.redstone@buckinghamshire.gov.uk</a>
<b>Ward affected:</b>	Aylesbury North-West
<b>Recommendations:</b>	<p><b>1. Authorise the Service Director for Property &amp; Assets in consultation with the Cabinet Member for Accessible Housing and Resources, the S151 Officer and Service Director of Legal and Democratic Services to conclude negotiations, agree contracts, appoint consultants and undertake due diligence, arrange finance, exchange and complete on the acquisition of Plot 1 as set out in this report and the confidential annex.</b></p> <p><b>2. Cabinet approve the commitment of Capital budget for this acquisition as a priority investment opportunity, to be funded from known headroom within the Capital Programme.</b></p>

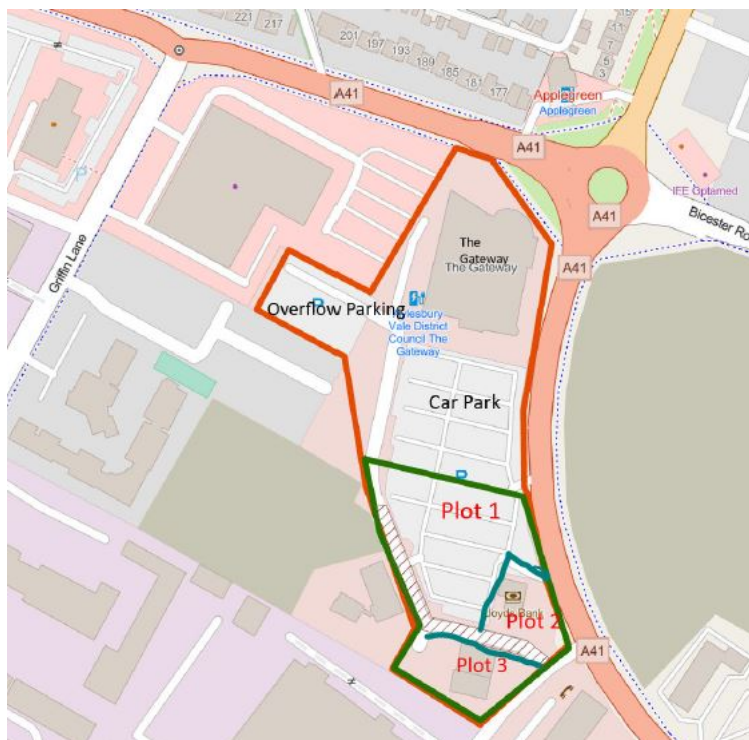
**Reason for decision:**

The proposed transaction provides the Council with:

- control of all the car park land in front of its HQ.
- Use of the site in the short term as a car park whilst the Council reviews its plans for its overall landholding in this part of Aylesbury.

**1. Executive summary**

The report recommends acquisition of the freehold interest of Plot 1 of Phase 3 Gateway land, Aylesbury (“Plot 1”) subject to survey, legal due diligence and the simultaneous sale of Plot 2 of Phase 3 Gateway land, Aylesbury (“Plot 2”) to a third party.



Whilst the property transaction does not generate revenue, it does ensure that Buckinghamshire Council (“BC”) retain sufficient free car parking spaces in front of its HQ building; it also completes land ownership of a 5.2-acre site that offers medium term “employment led” development potential.

**2. Content of report**

- 2.1 BC own its HQ building and part of the existing car park to the front along with the overflow car park land, as outlined in plan above.
- 2.2 The proposed acquisition is Plot 1, again as outlined in the plan above.



Whilst the property transaction does not generate revenue, it does ensure sufficient free car parking spaces are provided for use by staff and visitors; it also completes land acquisition of a 5.2-acre site that offers medium term “employment led” development potential.

- 2.3 The acquisition will enable a strategic and proactive approach to delivering a more comprehensive scheme than simply on existing BC owned land.
- 2.4 The acquisition terms are confidential and are set out in the confidential annex.

### **3. Other options considered**

- 3.1 Do nothing. The current freeholder has indicated that it will either market the site or self-develop. Under either scenario, BC could lose both the free parking to the front of its HQ and control on how the entire area is redeveloped. If this was to occur, BC would have to consider promoting and developing a replacement multi storey car park on the overflow land at a considerable capital cost.

### **4. Legal and financial implications**

- 4.1 The Delegated Scheme for Officers provides the Service Director with the power to approve the acquisition or disposal of land and building where the consideration is no greater than £500K.
- 4.2 The capital requirement to complete the purchase (as set out in the confidential appendix) is not currently budgeted for in the Capital Programme. This size of investment could be funded from known headroom on completed projects within the MTFP that will no longer require their remaining budget, and which are due to come forward to Cabinet in July to be recommended for removal from the Capital Programme. This decision would require Members to commit to using this newly available Capital headroom ahead of and outside of the MTFP process, outside the agreed prioritisation process for capital investment.
- 4.3 The alternative is that this acquisition could be funded from borrowing, which would result in an ongoing revenue impact to cover the loan repayments of £21,000 pa. As the site is not expecting to generate ongoing revenue income, revenue savings would need be identified through the MTFP process to cover this.
- 4.4 The better value for money option would be to use available capital budgets and not to borrow.
- 4.5 Ongoing revenue implications – rates and maintenance – are being reviewed, and we will seek to manage these within existing Property budgets.
- 4.6 Future regeneration of the site will require additional Capital and Revenue investment, which is not currently budgeted for within the MTFP.

## **5. Corporate implications**

### 5.1 Corporate plan priority:

- a) Property – provides added value potential for future regeneration of an existing asset and ensures free parking for staff and visitors to BC's HQ remains immediately available.
- b) HR – not applicable to this report.
- c) Climate change – not applicable to this report.
- d) Sustainability – not applicable to this report.
- e) Equality – not applicable to this report
- f) Data – not applicable at the present time
- g) Value for money – whilst the transaction is at a premium to market value, the operational benefits to BC to acquiring Plot 1 justify such a payment along with the latent potential of the entire site as a medium term regeneration opportunity.

## **6. Consultation with local Councillors & Community Boards**

6.1 Local Councillors have been invited to comment but, to date, no responses have been received.

6.2 Officers will follow up prior to Cabinet meeting on 11<sup>th</sup> July 2023.

## **7. Communication, engagement & further consultation**

7.1 Consultation will not be carried out prior to Cabinet approval.

## **8. Next steps and review**

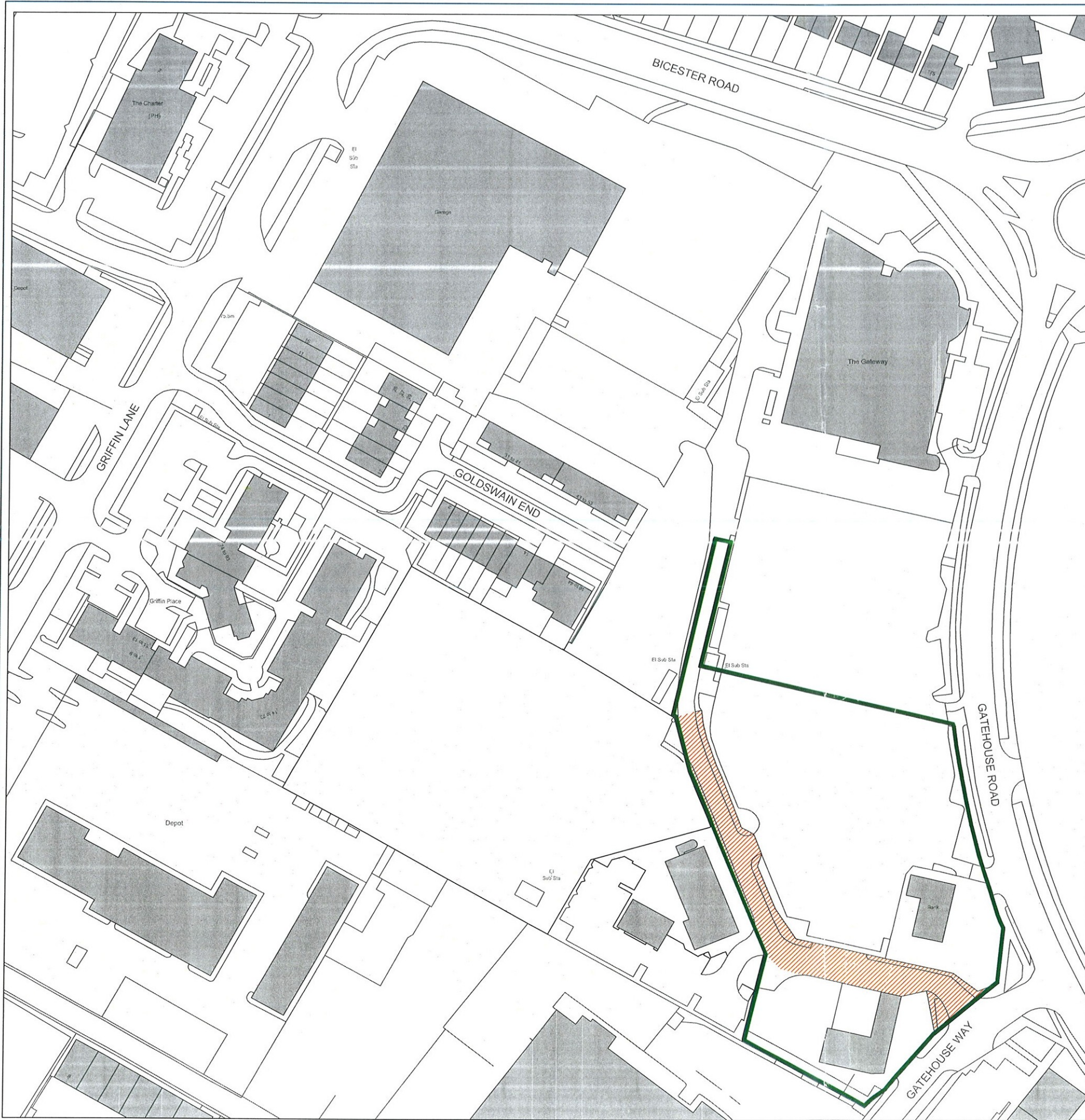
8.1 Finalise documentation to enter and complete contracts, subject to approvals.

## **9. Background papers**

9.1 Not applicable.

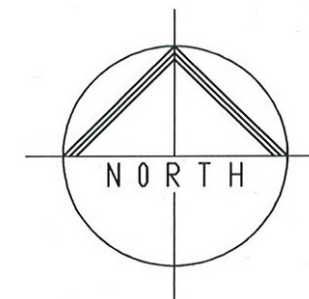
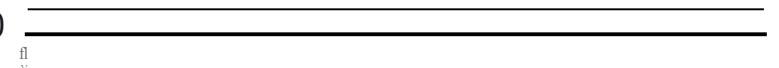
## **10. Your questions and views**

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 email [democracy@buckinghamshire.gov.uk](mailto:democracy@buckinghamshire.gov.uk).



-- Land Retained by Aylesbury Vale Estates LLP.  
 --- Right of way.

1:1250



Chartered Building Surveyors  
 Chartered Architects  
 37 High Street, Long Crandon,  
 Buckinghamshire. HP18 9AL  
 T: 01844 208300 E: mail@BSAchesters.co.uk  
 F: 01844 208447 W: www.BSAchesters.co.uk  
 Reg. Office: 37 High Street Long Crandon  
 Buckinghamshire HP18 9AL  
 Registered in England No: 3961563

Client:	Aylesbury Vale Estates LLP		
Project:	Land Off Gatehouse Way, Aylesbury Project - Phase 3.		
Drawing Title:	Land Registry Plan of Phase 3		
Scale: 1:1250 A3 sheet	Date: Aug 2017	Drawn by: BST	Appendix
@BSA Chesters Ltd	Drawing Number: L4473/01	Revision:	

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OPTION 1

EXISTING ROAD

EXISTING

RELOCATED ENTRANCE

EXISTING

SS SR S

130m<sup>2</sup>

220m<sup>2</sup>

220m<sup>2</sup>

270m<sup>2</sup>

270m<sup>2</sup>

360m<sup>2</sup>

216m<sup>2</sup>

216m<sup>2</sup>

450m<sup>2</sup>

TURNING HEAD 23m

AMENITY

TOTAL 1812m<sup>2</sup>  
PARKING REQ 21+V.  
PARKING PRO 30+3V

Page 157

Project Name	Amendment	Initials
Land Off G...house Way, A...lesbury		
Drawing Title		North
Existing Site Plan		

**b3 architects**

Audley House, Brookchurch Road, Colchester, Essex CO2 9NT  
Tel: 0206 613061  
Email: info@b3-architects.co.uk



Drawn	Checked
TJC	LWB
Scale	Date
1:250	Nov 2019

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Appendix

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## Report to Cabinet

- Date:** 11 July 2023
- Title:** **22 Queen Square, High Wycombe**
- Cabinet Member(s):** Cllr John Chilver
- Contact officer:** Charles Brocklehurst
- Ward(s) affected:** Abbey – Cllr Lesley Clarke, Cllr Arman Alam, Cllr Mahboob Hussain.
- Recommendations:**
- 1. To approve the purchase of the freehold of 22 Queen Square, High Wycombe, as part of the Future High Streets programme, as set out in the Confidential Annex**
  - 2. Delegate to the Service Director of Property and Assets in consultation with the Cabinet Member for Accessible Housing and Resources and the S151 Officer authority to finalise and agree detailed heads of terms, appoint necessary consultants to undertake due diligence, exchange contracts and complete on the purchase.**
  - 3. To delegate to the Service Director of Property and Assets authority to:**
    - (a) progress refurbishment works including the appointment of contractors and consultants**
    - (b) dispose of the second floor flat on a long lease, letting it on a Shorthold Tenancy in the meantime, returning the proceeds of sale to the**

## **Future High Streets Capital programme allocation.**

(c) To approve a technical adjustment to the Capital Project budget for this project as set out in the confidential appendix, to reflect the ringfenced Capital Receipt from the disposal of the 2<sup>nd</sup> floor long lease.

### **Reason for decision:**

A Cabinet report In July 2020 approved the initial Future High Streets development programme, including the purchase of 16 Church Street, which adjoins 22 Queens Square. However, it required any further acquisitions to obtain Cabinet approval.

*There are confidential appendices to this report which are exempt by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 because they contain information relating to the financial or business affairs of any particular person (including the authority holding that information)*

This report is being taken under the General Exception Rule as it has not had the required notice on the Forward Plan. This is due to a reconsideration of the earlier approval in the light of recent Member concerns.

## **1. Executive summary**

- 1.1 The proposed acquisition is another part of the Wycombe Future High Streets' development programme. To date two vacant shops have been acquired – one of which (37 High Street) has been refurbished and let to two separate independent 'experiential' businesses; refurbishment of the other (16 Church Street) is about to start on site. Agreement for co-funding the repurposing of Eden's ex House of Fraser store has been completed. This will relocate Primark into Eden, strengthening its footfall (and hence rental values, of which the Council receives a share through its ground rent), and enable comprehensive redevelopment of the existing Primark building and the adjacent Chiltern Shopping Centre, for a mixed-use scheme including c300 apartments (subject to planning), removing redundant retail floorspace from the town centre. An Option to Purchase the High Wycombe Social Club building, forming a key part of the programme's 'Southern Gateway', is close to exchange.
- 1.2 22 Queen Square is a small but prominent corner retail unit with residential upper parts. It has proven 'hard to let' and the freeholders want to dispose of their ownership. Its purchase will enable ground floor reconfiguration with the aim of either letting it to an occupier that will be displaced by the redevelopment of the



Chiltern Shopping Centre or by open marketing of the unit. The proposed purchase will be funded using part Future High Streets grant as well as short term 'match funding' from the Council's Future High Streets Council Capital Programme allocation.

## **2. Content of report**

- 2.1 22 Queens Square is an awkward corner unit, previously a small jeweller. Its ground floor and has long been vacant. Its owners (private individuals) having been unwilling to invest in making the unit more lettable by replacing its shopfront/fascia and reconfiguring its ceiling internally - costly works that have put off potential tenants. Hence the need for intervention.

## **3. Other options considered**

- 3.1 Do nothing is an option but the Future High Streets programme requires continued projects, to utilise the grant funding before the deadline of March 2024.

## **4. Legal and financial implications**

- 4.1 The Council has the legal powers to acquire property. One of the residential upper floors has already been sold on a long lease by the vendors. The remaining second floor apartment, which is subject to a shorthold assured tenancy, will be 'sold on' by the Council, which does not hold residential property (because of Right to Buy complications).
- 4.2 DLUHC have approved the project change request for this project, in line with the terms of conditions of the grant Memorandum of Understanding.
- 4.3 The costs of the project are budgeted for within the Council's published Capital Programme, as part of the Future High Streets Programme. The acquisition will be funded from the Future High Streets external Government grant (a total of £12m), and the refurbishment will be funded by the Council's match funding (£3m), which was required to secure the Future High Streets grant from Government.
- 4.4 Once acquired and refurbished the properties will generate ongoing Revenue income which is already budgeted for in the Council's Revenue MTFP.

## **5. Corporate implications**

- 5.1 There are no HR/H&S/Equalities implications

## **6. Local councillors & community boards consultation & views**

- 6.1 Local Members have been consulted and are supportive, as has Wycombe Regeneration Board chaired by the Deputy Cabinet Member for Regeneration, Cllr Rachael Matthews.

## **7. Communication, engagement & further consultation**

- 7.1 Not applicable

## **8. Next steps and review**

- 8.1 Legal services to finalise legal formalities.

## **9. Background papers**

- 9.1 None

## **10. Your questions and views (for key decisions)**

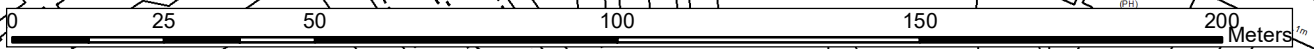
- 10.1 If you have any questions about the matters contained in this report, please get in touch with the author of this report. If you have any views that you would like the cabinet member to consider, please inform the democratic services team. This can be done by telephone 07711169440 or email [Charles.brocklehurst@buckinghamshire.gov.uk/](mailto:Charles.brocklehurst@buckinghamshire.gov.uk/)  
[democracy@buckinghamshire.gov.uk](mailto:democracy@buckinghamshire.gov.uk)

# 22 Queen Square, High Wycombe

Map Centre 486,460 193,113



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At A4



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of the Local Government Act 1972.

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