

Contact: Jemma Durkan jemma.durkan@wycombe.gov.uk

SHADOW OVERVIEW & SCRUTINY COMMITTEE

Date: Monday, 5 August 2019
Time: 6.30 pm
Location: The Oculus, Aylesbury Vale District Council, Gatehouse Road, HP19 8FF - Aylesbury

Membership: Councillors: R Bagge, P Birchley, L Clarke OBE, A Cole, A Collingwood (Chairman), P Cooper, C Ford, B Gibbs, J Gladwin (Vice-Chairman), G Hall, G Hollis, P Jones, P Kelly, S Lambert, R Newcombe, S Renshell, R Stuchbury, P Turner, J Waters and C Whitehead

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AGENDA

1. **CHAIRMAN'S INTRODUCTIONS** **6.30 pm**
 2. **APOLOGIES**
To receive any apologies for absence.
 3. **DECLARATIONS OF INTEREST**
Members to declare any interests.
 4. **MINUTES OF THE LAST MEETING** (Pages 1 - 6) **6.40 pm**
- Shadow Executive Reports - 23 July**
5. **TIER 2 AND TIER 3 LEADERSHIP REWARD, TERMS & CONDITIONS** (Pages 7 - 16) **6.45 pm**
 6. **CONSOLIDATED FINANCIAL POSITION** (Pages 17 - 28) **7.00 pm**
 7. **HARMONISATION OF COUNCIL TAX REDUCTION SCHEMES** (Pages 29 - 32) **7.30 pm**

8. **HARMONISATION OF COUNCIL TAX DISCOUNTS AND PREMIUMS** (Pages 33 - 38) **7.40 pm**

Shadow Overview & Scrutiny

9. **COMMITTEE TASK AND FINISH GROUPS** **7.50 pm**

Confirmation of membership, appointment of Chairman and Vice-Chairman, and timeline discussion for the Committee's two Task and Finish Groups – Budget and Implementation Plan.

10. **SHADOW EXECUTIVE FORWARD PLAN** (Pages 39 - 54) **8.00 pm**

To consider the Shadow Executive Forward Plan.

11. **WORK PROGRAMME** **8.05 pm**

To discuss the proposed Work Programme items.

12. **MEETINGS OF THE COMMITTEE** **8.20 pm**

To confirm the date of the next meeting.

Delivering the new **BUCKINGHAMSHIRE COUNCIL**

Shadow Overview & Scrutiny Committee Minutes

Date: 8 July 2019

Time: 10.00 am - 12.30 pm

PRESENT:

Members: Councillors P Birchley, A Collingwood, P Cooper, C Ford, B Gibbs, J Gladwin, G Hall, G Hollis, P Jones, S Lambert, R Newcombe, S Renshell, R Stuchbury, J Teesdale, P Turner, J Waters and C Whitehead

1. ELECTION OF CHAIRMAN

The Clerk to the Committee requested nominations for the position of Chairman.

Councillor Hall proposed Councillor Collingwood for the position of Chairman, this was seconded by Councillor Whitehead.

Councillor Jones proposed Councillor Lambert for the position of Chairman, this was seconded by Councillor Stuchbury.

Following a vote it was agreed that Councillor Collingwood be elected as Chairman.

RESOLVED: That Councillor A Collingwood be elected as Chairman of the Shadow Overview & Scrutiny Committee until 31 March 2020.

2. APPOINTMENT OF VICE CHAIRMAN

The Chairman proposed that Councillor Gladwin be appointed as Vice-Chairman, this was seconded by Councillor Hollis.

Councillor Jones proposed that Councillor Stuchbury be appointed as Vice-Chairman, this was seconded by Councillor Lambert.

Following a vote Councillor Gladwin was appointed as Vice-Chairman.

RESOLVED: That Councillor J Gladwin be appointed as Vice-Chairman of the Shadow Overview & Scrutiny Committee until 31 March 2020.

3. APOLOGIES

Apologies for absence were received from Councillor L Clarke OBE, Councillor A Cole and Councillor P Kelly.

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. RESPONSIBILITIES OF THE SHADOW OVERVIEW & SCRUTINY COMMITTEE

Members noted the Responsibility of the Shadow Overview and Scrutiny Committee as set out in the Constitution of the Shadow Authority.

In response to a query it was noted that a Shadow Executive meeting would be taking place on the 9 July and the usual statutory 5 clear days' notice of the agenda had been applied. There was also a meeting of the Shadow Executive taking place on the 23 July and members were able to raise questions to the Shadow Executive in advance of the meeting. The Chairman noted that any member of the Committee could raise a question and it was requested that these be circulated to the Committee for information.

The business of the Committee as outlined on Paragraph 13.1 of the report was noted and it was also requested that the Shadow Executive forward plan be added as an agenda item.

It was noted that resources could be an issue, however Committee meetings and Task and Finish Groups would need to be supported to enable detailed work to be undertaken. Agreement would also need to be made on how the Committee and Task and Finish Groups would be administered as processes differed at the five councils.

During the discussion it was suggested that a Budget Task and Finish Group and an Implementation Plan Task and Finish Group be created. Members requested that the current budgets from the five councils be circulated to the Committee for their consideration.

It was also requested that an officer from the Centre for Public Scrutiny (CfPS) be asked to meet with the Committee to discuss scrutiny best practice.

6. IMPLEMENTATION PROGRAMME

The Committee received a report that outlined the officer governance arrangements for the implementation programme towards the creation of the new Buckinghamshire Council for 1 April 2020. The implementation plan outlined the governance arrangements and Implementation Team as directed by the Structural Changes Order.

The governance was headed up by a CEO Implementation Group (CIG) with membership from the County, District councils, and the Programme Office, under

which sat five programme boards with various workstreams running across these boards. The programme boards met usually on a weekly basis and included existing staff from the five councils. It was noted that the Programme Management Office included 10 members of staff who supported the programme on a full-time basis.

Resourcing was important and staff across the councils had been encouraged to be involved. A budget had been set for the delivery of the programme and the CIG received regular budget monitoring reports. Strong transformational work was being undertaken to help develop the new council over the next 2 years.

Members discussed the report and a number of points were raised:

- There were a number of acronyms in the report and it was requested if these could be minimised.
- Regarding resources the Programme Manager confirmed that Chief Executives regularly reviewed staffing levels and these remained level, however some key areas were being monitored.
- The Programme Manager explained that a budget had been allocated for the transformation programme and a report was being presented to the Shadow Executive to request a draw down from these funds for additional resources to support officers.
- Communication and engagement with staff was important and staff representatives and trade unions were regularly updated on issues and there had been positive feedback regarding this matter. It was requested that the impact on staff with regards to work and well-being balance be added to the Work Programme.
- Members were concerned that the culture of the new authority had not yet been considered and that joint working should not be the method used. A framework for a new way of working for the new authority to work as a team should be undertaken.
- It was requested that the programme budget monitoring reports should also be made available to the Committee.
- The Programme Manager explained he had direct experience whilst working at Durham County Council during their unitary transition. Also that information and documentation had been obtained from other organisations that had experienced unitary transitions more recently. The Programme Officer from Dorset Council had been invited to speak to officers and lessons had been learnt from these organisations.
- It was noted that the best of the five councils processes would be included as part of the programme and an ethos for the new council was being agreed as a key part of the programme.
- Members requested that the Implementation Plan be provided to the Committee.
- It was reiterated that it was important to learn from best practice and the Programme Manager offered to bring key aspects from other organisations to a future Committee.
- Concern was raised regarding staff stress levels and that Unison should be involved at all matters in relation to pay and conditions.

- Members were concerned that there had not been enough positive messages to officers, members and residents regarding the new Authority.

The Committee thanked the Programme Manager for the update.

7. COMMUNICATIONS AND ENGAGEMENT STRATEGY

The Committee received a report which summarised the Communications and Engagement Strategy for the transition to the new Buckinghamshire Council.

The Programme Communications and Engagement Lead officer advised that the strategy provided key stakeholders with a coordinated approach to communications throughout the transition period, to increase awareness and understanding ahead of 1 April 2020. This would be led by the Programme Office on behalf of the Shadow Authority.

The communications strategy had three phases of supporting communications and engagement plans:

- Phase 1: the period up to the making of the Structural Change Orders
- Phase 2 (a): from the calling of the first Shadow Authority meeting to end March 2020 (including transition arrangements)
- Phase 2 (b): promote the lead-in to the new Council creation and then first 100 days in. This phase would be developed as the programme progressed.

Stakeholder plans had been identified for five main stakeholder groups: Internal Staff, Elected Members, Town and Parish Councils, Residents and Strategic Partners and Businesses. A Shadow Authority website and social media accounts had been launched and regular e-newsletters were being circulated. A joint intranet site was being developed for staff and members, and regular updates were provided to residents through a variety of existing communication channels.

It was noted that the stakeholder plans were live working documents to respond to emerging requirements from the Programme Boards and to incorporate feedback from stakeholders, staff, members and residents.

Members raised a number of issues and received clarification on a number of points as follows:

- Members of the public needed information on how to communicate and contact the new Authority, such as a direct phone number.
- It was suggested that parish and town clerks be asked to add the unitary transition to their council meeting agendas so they can discuss, inform and support the process. Officers confirmed that this would be added to the monthly parish and town councils newsletter as a suggestion.
- As some members worked it was difficult to attend member engagement sessions held during the daytime and budget scrutiny briefings being offered over a condensed two week period would be difficult to manage.

- The communications protocol to deal with emerging issues will enable and support responses to the media that will need to be dealt with promptly.
- Some residents and hard to reach groups would require additional support and assurances and it was noted that not all residents would have access to social media. Officers confirmed that community magazines and existing communication channels were used to provide information.
- Members requested that the parish and town council newsletter and the link to the new Shadow Authority website be circulated.
- It was also noted that Charter Trustees could require special communication and that members should be provided with information on changes at an early stage. There was concern that member and resident communication had not been significantly considered.

The Chairman thanked the officers for the report.

8. WORK PROGRAMME

Members discussed items for the work programme, meeting times and venues.

There was concern that daytime meetings could exclude some members from attending. However it was noted that evening meetings could cause some issues with traffic and travel during the winter months. Following a discussion members agreed that future meetings would take place at 6.30pm.

Regarding substitute members for the Committee the Constitution was silent on this matter. However, it was suggested Committee members could nominate non-executive members of the Shadow Authority as substitutes.

Members discussed webcasting of meetings and it was noted that not all of the five council offices provided webcasting facilities. This would need to be considered when making arrangements for future meeting venues.

Suggested items for the work programme included a Budget Task and Finish Group and an Implementation Plan Task and Finish Group. Timetabling of the Shadow Authority and how budget scrutiny would fit into this should be considered and members requested that information be circulated regarding this matter. The Chairman suggested that the process to scrutinise the budget should start as soon as possible due to the complex nature of this matter. Volunteers for the task and finish groups would be requested by email via the clerk.

It was noted that if any additional task and finish groups were required that these would be considered on a case by case basis.

Concerns were raised regarding additional demands on staff and resources. Staff well-being and realistic expectations for support should be considered.

Suggested work programme items were as follows:

- Shadow Authority Risk Register
- Structural Change Orders - compliance with the orders

- Project Management Office - Project Plans - Update
- Communications and Engagement Strategy - Update
- Shadow Executive Forward Plan
- Implementation Plan (Task and Finish Group)
- Budget (Task and Finish Group)
- Vision and Values
- Staff and Resourcing
- Learning outcomes from other Unitary councils
- Centre for Public Scrutiny

Regarding the appointment of the external auditors it was noted a report regarding this matter had been provided to the Shadow Authority as its meeting on the 3 June 2019.

9. MEETINGS OF THE COMMITTEE 2019/20

It was agreed that additional meetings would be arranged and dates and times would be circulated to Members.

Chairman

The following officers were in attendance at the meeting:

Jemma Durkan	- Democratic Services Officer
Roger Goodes	- Programme Manager
Jill Hemmings	- Communications & Engagement Lead Officer
Kelly Sutherland	- Committee and Governance Manager
Kate Walker	- Communications & Engagement Lead Officer
Catherine Whitehead	- Monitoring Officer

Report for:	BUCKINGHAMSHIRE SHADOW EXECUTIVE
Meeting Date:	23 July 2019

Title of Report:	Proposed Leadership pay structure, Terms and Conditions for Tiers 2 and 3
Responsible Officer or Relevant Member:	Sarah Murphy-Brookman
Officer Contact:	Sarah Murphy-Brookman, Director HR & OD 01296 387931 smbrookman@buckscc.gov.uk
Recommendations:	<p>That the following be endorsed:</p> <ul style="list-style-type: none"> • Leadership Pay Broad Band • The proposed terms and conditions of employment for the leadership team • The Pay Governance process through a Senior Appointments and Pay Committee
Corporate Implications:	<p><u>Resourcing requirements</u> There are no additional financial resourcing requirements as a consequence of this report.</p> <p><u>Legal implications</u> As outlined in the report.</p>
Options: (If any)	This paper sets out the rationale for the recommended Reward arrangements and T&Cs which have benchmarked against relevant public, private and local government sector arrangements.
Reason: (Executive only)	These arrangements for Tier 2 and Tier 3 reward and T&Cs are required to enable the resourcing timeline for the new senior leadership to be achieved.

Purpose of Report

1. The appointment processes for the Chief Executive and the senior leadership team (Tiers 2 and 3) is now underway and this paper sets out the proposed leadership pay structure, terms and conditions of employment for tier 2 and tier 3 employees.
2. These are the first roles to be created for Buckinghamshire Council and will be used as the template for other roles in the new authority. The design principles for the new council reflects the ambition of a flexible workforce and culture, where:
 - all employees are highly valued and our approach to people management will be empowering, collaborative and streamlined.
 - we will encourage innovation and continuous improvement and minimise bureaucracy.
 - We will have the culture, skills and systems to support mobile and flexible working.
3. The proposed reward principles to support this are that our new pay arrangements will:
 - capture the aspirations and expectations of a new progressive, modern Council.
 - reflect a philosophy of fairness and transparency.
 - recognises that setting up a new organisation requires skilled and knowledgeable staff who are able to operate at pace.
 - Requires reward arrangements and terms and conditions that are attractive in order to attract and retain staff.
 - be affordable and provide value for money.
4. It is proposed that these roles are appointed on a personal contract with pay governance provided by BC senior appointments and pay committee whose responsibilities would include:
 - *Pay Review*
Each year an activity will be undertaken to review Senior Pay against the revised market position. There would be no guaranteed uplift in pay (i.e. in cases where the market rate for a job is unchanged), and the senior managers would not automatically receive any general percentage uplift. This pay governance would be managed by the relevant pay committee.
 - *Non Consolidated Pay*
The pay committee would retain discretion about the award of any non-consolidated performance payments.

- *Pay Control*

The recommendation would be that the annual spend on salary increases and bonuses for leadership staff as a percentage of their pay bill is broadly in line with the general pay pot available to other staff. The pay committee would also be responsible for agreeing salaries at or over £100,000 in line with the Localism Act 2011. This responsibility will need to be within the constitution for the new Council.

5. This paper sets out the key terms for these personal contracts:

- Leadership Pay Broad Band
- Performance Pay
- Pay Governance
- Annual Leave
- Pension
- Notice period
- Sick Pay
- Pay Protection
- Relocation
- Non solicitation

Recommendations

6. The Shadow Executive is asked to endorse the following:

1. Leadership Pay Broad Band
2. The proposed terms and conditions of employment for the leadership team
3. The Pay Governance process through a Senior Appointments and Pay Committee

The next step will be to inform Tier 2 and Tier 3 employees of the Reward arrangements and Terms and Conditions for the new Tier 2 and Tier 3 roles.

Background Papers	None.
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Content of Report

Pay

Leadership Pay Broad Band

7. The salary range for the CEO has been agreed and it is proposed that this is expanded so that there is a single Leadership Pay Broad Band. This Leadership Broad Band would be separate to the main pay scales for other staff. This is in recognition of seniority, complexity, and market factors affecting each role individually.
8. The proposed single Leadership Pay Broad Band would have internal governance and management processes to ensure, equality and consistency. In accordance with the Localism Act 2011, all Salaries of £100,000 would be agreed by the BC Pay Committee.

Market Pay Position

9. The scale and scope of these senior roles will be significant. Buckinghamshire Council will be a £1Bn unitary authority. Key challenges include: transformation programme to deliver the culture and operating model for the new council, Childrens services improvement/ statutory direction, Adults Social Care and the integrated care partnership with the NHS; Education and special educational needs transformation work; Growth, Housing, infrastructure and the Government's ambitions for the Arc; Community, Waste and the Public Estate; Benefit administration and Business Rate collection.
10. The accountability, scope and scale of transformation and delivery is significant and in this context it is recommended that the new Council sets its salaries by reference to benchmarking information for market median and upper quartile, with expectation that salaries will typically be at midpoint..

Pay options

11. For pay at this level there are two broad options:
 - A pay range with incremental steps up to a salary maximum or a spot salary. A pay range is a more traditional style of pay management which reflects a candidate's growth into the role.
 - A spot salary is a modern pay management arrangement and is typical for roles of this size. It provides much greater pay control and any changes are discretionary and managed through a pay governance process.

It is recommended that these Leadership roles are appointed on spot salaries.

Setting salaries

12. The process for setting the Leadership spot salaries will include:
- The size of the job as determined by Job Evaluation (Hay).
 - The benchmark data for the market and sector rate for the post
 - The assessed quality of the applicant including skills and experience
 - Scarcity of the required skills
 - Candidate expectations
13. The detailed process to set salaries would be as follows:
- The role will be placed in a tier according to its relationship with its peer roles and evaluated Hay job size.
 - Within each tier the starting point for setting the salary will be the mid point and this may be adjusted up or down as follows:
 - The evaluated job size within that tier is evaluated as being at the upper end or lower end of the JE size in which case the mid point salary will be adjusted up or down.
 - Individual benchmark information of the market rate for the job.
 - Number and quality of applicants.
 - Employee expectations, skills and experience.
 - Where a salary is adjusted upwards and it is above the UQ for the job size then this will need to be evidenced with a compelling justification .
 - Where the market information indicates a salary below median or this is a step up role then a lower salary may be appropriate.
14. The table below sets the expected ranges for Tier 2 and Tier 3 salaries within the Leadership Pay Broad Band. The detailed analysis supporting these salary ranges is appended at Annex 1. The published Leadership Pay Broad Band would be: £90,000 - £226,000.

Buckinghamshire Council - Leadership Broad Band – Detail – Tier 2and Tiers 3

Tier	Typical JE Size	Median	Mid-point salary	Upper Quartile
T2	1359- 1708	£140,000	£155,000	£170,000
T3	1192 - 1358	£90,000	£120,000	£150,000

Job Size

15. The Hay job evaluation methodology is used by all four Buckinghamshire Councils and this will be maintained. This process allows HR&OD to size roles and for all of the new T1-3 roles it is proposed that KornFerryHay (Hay) will confirm the evaluated job size.

Market and Sector data

16. There are two prime sources of benchmarking information – EpayCheck and Hay Paynet. EpayCheck is a local authority database. Typically the 17 reporting councils each with populations over 300,000 are used for benchmarking information. Hay Paynet is a large database which covers all sectors, and the benchmark data recommended for senior roles will be public sector only. These data sources provide sector and functional specific data benchmarking for individual roles.

Performance Pay.

17. The new Council will need to develop an appropriate performance management system to drive organisational performance and service delivery.
18. Objective setting and assessment would be managed as follows:

	Objectives setting and Assessment	Moderation
T2 roles	CEO	Cabinet
T3 roles	T2 Manager	BC CMT

19. It is proposed that there is discretion for non-consolidated bonus/Performance payments to be made at the discretion of the future Council's pay committee.

Leadership - Terms and Conditions

20. These Leadership roles will be on personal contracts and the associated Terms and Conditions need to be agreed. The following table sets out the main terms and conditions of employment for senior staff in the existing councils together with JNC Chief Officer national conditions; typical Public sector and comparative private sector. The rightmost column contains the proposed recommendations of officers for the new terms and conditions for Buckinghamshire Council staff in Tier 2– 3 roles

21. Although these Leadership T&Cs will be separate from staff on the Main Pay Bands they do however set the 'tone' for other roles in the new authority.
22. Whilst there may be a desire to 'pare' back T&Cs it is important to remember that BC will be compared with other public sector employers and the overall package must be attractive.

Protection arrangements

23. There will be two groups of staff that these Reward arrangements and T&Cs will apply to:
 - Existing senior staff whose senior packages may have elements which are inferior to the new arrangements
 - New employees.

It is vital that senior staff move into the new Leadership roles and it is proposed that where a term is inferior that employees receive two years pay protection and one year protection of T&Cs, at which point the BC Leadership Terms apply.

24. Table 1 below sets out the benchmarking of the main T&Cs and the proposed T&Cs of Buckinghamshire Council.

Table 1 – Senior Terms & conditions benchmarking

Terms & conditions	AVDC	BCC	CDC / SBDC	WDC	JNC Chief Officers	Public Sector (Source: XpertHR)	Private Sector (Source: XpertHR)	Buckinghamshire Council (proposed)
Annual leave entitlement (excluding public holidays)	33 days	27 days	31 days	32 days (plus 1 additional day at Christmas)	30 days minimum (Dorset – 33 days)	Average 26 days	Average 25 days	30 days increasing to 32 days after 5 years continuous service
Annual leave entitlement after 5 years	38 days	32 days	31 days			Increasing by 5 days		
Pension	LGPS for all employers							LGPS
Notice period	4 months	4 months	3 months	3 months	3 months minimum	4- 6 months	Director level up to 6 Months	4 months
Private medical insurance	None	None	Closed scheme	Provided	Not specified	2018 survey- only 8% out of 228 organisations	2018 survey- 75% out of 228 organisations	None
Free Car Parking at BC office sites	Yes	No	Yes	No	Not specified	Not specified	Not specified	Yes
Sick pay entitlement	<p>During first four months service - One month full pay</p> <p>After first four months' service, within the first year of service - One month full and two months' half pay</p> <p>During the second year of service - Two months full pay and two months half pay</p> <p>During third year of service - Four months' full pay and four months' half pay</p> <p>During the fourth and fifth years of service - Five months' full pay and five months' half pay</p> <p>After five years' service - Six months' full pay and six months' half pay</p>					Same as Bucks councils entitlement- e.g. NHS is the same	There is variation in the sick pay offering in the private sector with the maximum benefit in some cases available only to those with 10 years' service or more, and a wide range in the period for which pay is offered.	Retain As Is

Other Terms

25. **Life Assurance** is excluded as there is provision through the LGPS.
26. **Redundancy** will need to be considered as part of the wider BC Terms and Conditions and in any event may be impacted by the £95K cap which limits the maximum payment within the combination of redundancy pay, pay in lieu of notice, and pension strain should special dispensation not be given to the new BC by MHCLG/ Treasury.
27. **Relocation** - Where relocation would be of benefit to both employer and employee in the fulfilment of their duties, this will be provided in full accordance with HMRC guidelines and limited to the current £8,000 threshold. The entitlement to relocation payments will be decided at the discretion of the pay committee with advice from the CEO in each case of senior appointments.
28. **Non Solicitation**- For a period of one year after the termination of employment that there should be a non-solicitation clause in the contract so that leadership staff do not solicit custom, directly or indirectly, from any customer of the Council with whom there has been contact prior to the termination of employment.
29. **Pay in Lieu of Notice and Pay on termination**- It is reasonable to expect that the Council may consider paying Leadership staff in lieu of working some or all of their notice period where it suits the Council. When an employee is paid in lieu of notice, they are released from their obligations under the contract of employment, although they will still be bound by post-termination restrictive covenants. The Council may wish to invoke this clause if it is concerned that the outgoing employee may damage relationships or where the Council wishes to limit the individual's access to confidential information.

Annex 1 - Buckinghamshire Council - Leadership Pay Broad Band

Detailed Pay information

Tier	JE Size	Source	Lower Quartile (info only)	Median	Upper Quartile
T2	1359 - 1708	Epaycheck	£128,000	£137,000	£145,000
		Hay Paynet	£131,000	£148,000	£171,000
		Mid-point salary		£155,000	
T3	1192 - 1358	Epaycheck	£90,000	£90,000	£107,000
		Hay Paynet	£108,000	£124,000	£148,000
		Mid-point salary		£120,000	

Buckinghamshire Council - Leadership Broad Band – Salary setting

Tier	Typical JE Size	Median	Mid-point salary	Upper Quartile
T2	1359- 1708	£140,000	£155,000	£170,000
T3	1192 - 1358	£90,000	£120,000	£150,000

Report for:	BUCKINGHAMSHIRE SHADOW EXECUTIVE
Meeting Date:	23rd July 2019

Title of Report:	Consolidated Financial Position
Responsible Officer or Relevant Member:	Richard Ambrose (interim S151 officer)
Officer Contact:	Richard Ambrose, interim S151 Officer 01296 383120 rambrose@buckscc.gov.uk
Recommendations:	That this report is considered and noted.
Corporate Implications:	This report is by its nature about financial implications and decisions
Options: (If any)	
Reason: (Executive only)	So that the Shadow Executive is aware of the consolidated financial position, the current budget assumptions and the budget process.

Purpose of Report

1. The purpose of this report is to update the Shadow Executive on the progress in amalgamating the revenue budget and capital programmes for Buckinghamshire Council for the financial years 2020/21 to 2022/23. This update will include:-
 - The principles behind the financial planning process
 - Governance of the Medium Term Financial Strategy and the role of members and officers in developing and delivering it
 - The timeline for delivery of the Medium Term Financial Strategy
 - The amalgamated Revenue budgets (Appendix 1)
 - The amalgamated Capital programme (Appendix 2)
 - The key risks relating to existing expenditure plans and future funding.
 - Potential actions to address emerging pressures / risks

Content of Report

Context

2. Buckinghamshire Council will be created from 5 existing councils, which all have balanced and politically agreed Medium Term Financial Strategies for the period 2020/21 to 2022/23. The starting point for financial planning is the amalgamation of these existing MTFS's, updated for latest estimates and known changes within the local and national context.
3. There is a legal responsibility upon Buckinghamshire Council to agree a robust budget before the 10th March 2020.

The proposed Financial Strategy

4. The bullet points below represent the proposed principles of the Financial Strategy of the new Buckinghamshire Council:-
 - A robust and balanced budget is prepared for both revenue budgets and the capital programme and approved by statutory deadlines;
 - The financial plan should be set for 3 years and should fully align with the statutory responsibilities and emerging strategic priorities / delivery plans of the new authority;
 - The key developments and savings set out in the Unitary Business Case will be included within the proposed budget, in addition to the existing plans for budget reductions across all 5 councils;
 - The financial plan developed from the process should deliver financial sustainability:
 - through support for invest to save / transformational investments that are aligned to strategic priorities, using one-off funding identified for this purpose
 - through ensuring that reserves are only used for one-off purposes and do not support ongoing expenditure
 - that as policies and fees & charges are harmonised they protect current levels of income
 - that borrowing be supported for capital schemes that can demonstrate a positive financial business case, balanced against risks, and are aligned to Council priorities
 - That revenue and capital planning is fully integrated to ensure that all financial impacts, including capital financing costs, are fully considered;
 - That there is clear Member and Officer accountability and processes in place for the development of budget proposals and the ongoing management of their delivery;
 - That sufficient contingencies / reserves are maintained to fund future liabilities and current and future financial risks, in line with recommended best practice;
 - That key financial risks are clearly articulated, understood and owned by both Members and Officers.
5. The proposed financial strategy will be delivered through:-
 - An agreed MTFP process, which includes:
 - Regular review, check and challenge at both an Officer and Member level
 - Broad budget consultation with residents, the third sector and representatives of the Buckinghamshire business community
 - Scrutiny of a draft budget by the Overview and Scrutiny Committee

- A review and agreement of key funding and expenditure assumptions, including Council Tax assumptions;
- Identifying Members aligned to Programme Boards, who will work with officers on the development and management of their budgets;
- Clearly defined tasks for Programme Boards in developing proposals; supported by an understanding of existing budgets and savings, Unitary business case savings and investments, transformational opportunities and income from fees and charges;
- Review and challenge mechanisms to ensure that all proposals (existing and new) are robust and to track and report on their delivery post vesting day;
- An agreed policy for the use of reserve balances, including only being used for one-off expenditure / investment;
- A thorough review of current mechanisms to manage financial risks and uncertainty, including contingency budgets, reserves and other budgetary practices, in order to ensure financial risks are appropriately managed;
- Post vesting day there will be robust budget monitoring, reporting, risk management and escalation processes to ensure that the agreed plans are delivered as intended, appropriately managed and that those accountable deliver on their responsibilities.

Revenue budget modelling

6. Appendix 1 sets out the 2019/20 amalgamated budget by Programme Board. For 2020/21 and beyond there is minimal change to the total funding assumptions from the previously agreed plans. However, there are a number of pressures identified (including some unidentified savings and some likely additional costs relating to the localism agenda) which are largely offset by the inclusion of the re-profiled £18.2m Unitary Business Case savings.
7. The modelling currently shows a breakeven position across the next three years; however this is subject to a number of significant risks (highlighted below) and before the costs of transformation have been fully built into the budget.
8. Programme Boards have been tasked with reviewing existing savings plans to ensure that they are still deliverable and, if necessary, identify alternative savings for proper consideration by Members. The unitary savings have been re-profiled over more than 3 years and, therefore, a substantial part of the anticipated savings will fall outside of the Medium Term planning period. This reflects a realistic review of the challenging delivery timescales for the new Council, it provides for a discovery phase for the new CMT, Members and senior managers in 2021, and allows greater assurance over delivery of savings.
9. No provisions have been made yet for transformational investment / invest to save initiatives that are likely to be required post vesting day. Programme Boards have been asked to produce business cases for any such proposals and it is likely that these will be supported where there is a good business case and where they align to council priorities. It is proposed that funding to support any upfront investment required would come from either reserves or other unallocated funding (i.e. New Homes Bonus).
10. The totals for each of the main funding sources, and the percentage of funding they provide, are shown below:

	2020/21		2021/22		2022/23	
	£000's	%age	£000's	%age	£000's	%age
Council Tax	339,839	84.6%	351,281	84.9%	363,108	85.0%
Business Rates	60,091	15.0%	61,232	14.8%	62,457	14.6%
Negative RSG	-13,360	-3.3%	-13,360	-3.2%	-13,360	-3.1%
New Homes Bonus	9,479	2.4%	9,159	2.2%	9,251	2.2%
Other unringfenced grants	5,609	1.4%	5,622	1.4%	5,636	1.3%
TOTAL	401,658		413,934		427,092	

11. Of these, all except Council Tax are set by Central Government or are based on Central Government policy, and local decisions do not directly influence their level.

Capital programme

12. Existing capital programmes have been amalgamated (see Appendix 2) and cover the period of previously agreed plans from 2020/21 to 2022/23. Detailed work is being undertaken by the Programme Boards to review the projects within it, especially to ensure they are still strategically appropriate, and whether a more holistic approach based on wider geographies would be more advantageous. This may give rise to re-prioritisation or re-profiling of projects through the course of the process.
13. The funding assumptions underpinning the existing programmes (e.g. borrowing, capital receipts, S106 contributions, Community Infrastructure Levy, capital grants and revenue contributions) are being reviewed at a corporate level. The review process is fully integrated with revenue. Current combined external borrowing across the 5 councils is £331.6m. Interest payable on this borrowing amounts to £9.656m.
14. At present there are a number of differing approaches to growth and Local plans, including the Community Infrastructure Levy, which will need to be aligned over time, and which may impact on the content of the capital programme in the future

The MTFs process

15. A process has been implemented to ensure that the Medium Term Financial Strategy has appropriate Member and officer accountability through its development, and that there is ample opportunity for both political and officer challenge of all proposals made.
16. The high level timetable is set out below:

When	Activity	Function
May / June 2019	Consolidation of existing plans	Consolidation of existing MTFP including identifying issues to delivery of savings plans.
May / June	Process agreed and published Strategic plan and high level business plans	Agree the political and officer building blocks Develop and issue a detailed timetable. Review existing approaches and plans. Draft suggested approach for Strategic Plan and high level business plans to CIG. Update funding model for latest estimates.

	Corporate modelling	Update growth and inflation assumptions for key service budgets. Identification of any likely funding gap.
July / August	Members assigned to Programme Boards and Officers identify threats and opportunities	Agree Council Tax equalisation approach. Review of robustness of current consolidated MTFP proposals. Member information sessions. Consideration of unexpected service pressures which may need to be mitigated. Identification of potential opportunities to deliver savings. Initial equality impact assessments (EIAs) submitted alongside budget proposal.
Sept / Oct	Initial proposals reviewed / challenged	Leadership scrutiny of proposals and pressures to ensure alignment to the Strategic Plan / political acceptability.
Oct / Nov	Consultations Community Governance Review	Draft Service budgets available and budget upload tested. Agree Council Tax base. Undertake general consultation with residents and stakeholders. Review the implications of the Community Government Review for the budget proposals.
December	Local Government Settlement	Defines the external funding envelope. Update draft budget as required.
First week of January	Draft Budget set	Revenue budget and capital programme agreed at Shadow Exec for further consultation / scrutiny. Full EIAs to be submitted.
Week 2 or 3 January	Budget Scrutiny Committee	Check and challenge of the draft budget proposals business plans and EIAs.
27th February	Final Budget set	Strategic Plan, high level business plans, revenue budget and capital programme agreed at Shadow Exec and Shadow Authority.

The role of Members and Programme Boards

17. Programme Boards and the associated Members assigned to these are responsible for review of existing financial plans, for the identification of threats and opportunities and the development of business cases for any proposed changes across both the Revenue budget and the Capital programme. It is expected that the Members provide political leadership within the work undertaken by the Programme Boards and that they consider the alignment of proposals to the emerging Strategic Plan as part of this role. Later in the process the Budget Scrutiny process will provide an opportunity for Members to review these proposals in detail, prior to a decision by the Shadow Authority.
18. Programme Boards have been provided with their consolidated budget and capital programmes, and the previously agreed and Unitary Business Case savings for their areas. In addition the Programme Boards have been provided with comprehensive guidance of their tasks within the process.

Risks and Uncertainties

19. There is significant uncertainty in Local Government funding. The following events could have significant impacts on the position modelled above:-

National risk factors:

- The impact of BREXIT
- The impact of wider political upheaval (including the Conservative leadership contest)
- The forthcoming Spending Review and whether this is for 1 year or 3 years
- The Fair Funding Review (due to be implemented in 2020/21)
- 75% Business Rates Retention (due to be implemented in 20/21)
- The Business Rate Baseline reset (due to be implemented in 20/21)
- Changes to New Homes Bonus funding
- The Social Care Green Paper and potential impacts on future year budgets

Local risk factors:

- Ongoing increases in both Adults and Children's Social Care demand and complexity
- Ongoing increases in Client Transport demand (Social Care and Home to School Transport)
- Other demand pressures such as homelessness
- The impact of economic factors on Investment property income
- Existing savings plans that are not deliverable in 2019/20
- Delivery of savings from the Unitary business case
- Delivery of previously agreed savings plans (20/21 to 22/23)

20. The s151's across the five councils have been discussing emerging pressures and will do this in detail at the end of each quarter. As well as concerns about the deliverability of some of the existing savings plans there are a number of other concerns. These include:-
 - Fees & Charges – when harmonising fees & charges the principle is that the overall current income levels will be protected. There may be some resistance to this due to the fact that there will be 'winners and losers'

- Terms & Conditions – it is assumed that the introduction of the new Buckinghamshire Council Terms & Conditions will be cost neutral but again this will mean there will be ‘winners and losers’
- Income Streams – there are income targets included within existing savings plans (e.g. commercial acquisitions) as well as other current pressures such as recycling income levels, letting income from tenants and other existing fees & charges
- Interims / Agency staff – due to difficulties with recruitment in certain areas and the potential for there to be high turnover the cost of interims could put pressure on establishment budgets. This could also impact the new Council in terms of skills / continuity etc.
- Capacity Issues – there is a danger that the focus is taken off ‘business as usual’ during the transition and that financial management arrangements suffer as a result
- ICT Costs – in the short term there could be increased costs due to the requirement to increase the number of licences as multiple systems are used
- Pensions – a recent ruling (McCloud) relating to transitional protections previously applied to certain older members close to normal retirement age (age discrimination) could impact on the Local Government Pension Scheme. The impact will depend on the compensation awarded, members’ future salary increases, length of service, retirement age, and whether (and when) members withdraw from active service. Actuaries and external auditors are currently reviewing the judgement and the likely impact on the fund.

21. Quantification of these risks will be considered further by the s151’s as part of their review of the financial position of all 5 councils at the end of July. It should also be noted that some of our key partners are experiencing significant financial pressures (e.g. health). This may have an impact on the existing councils due to the increased joint working that is taking place between partners (e.g. integrated care system).

22. A number of actions are already in place as mitigation to some of these risks. The S151 officers from all 5 councils meet regularly to share emerging pressures and issues, there is a spending protocol which ensures that any new commitments that could have future financial implications for the new Council are fully considered before they are approved and the Programme Boards are reviewing existing plans for deliverability. It is important that clarity of focus on the financial position across the five authorities is maintained and that financial issues are identified early and actions taken to mitigate these issues.

23. A possible consideration is whether to further strengthen the recently approved ‘Spending Protocol’. This concentrates on new commitments that have not been specifically approved as part of setting the 2019/20 budgets. Shadow Executive Members may wish to consider whether 2019/20 contractually uncommitted spend above a certain level should also be picked up within the Spending Protocol, even when a budget has already been approved.

Next Steps

24. Programme Boards and their associated Members will have completed their review of the budgets they have been allocated and the savings proposals they are tasked with delivering by the end of July. Following this an update will be taken to CIG and the Shadow Executive highlighting any issues arising.

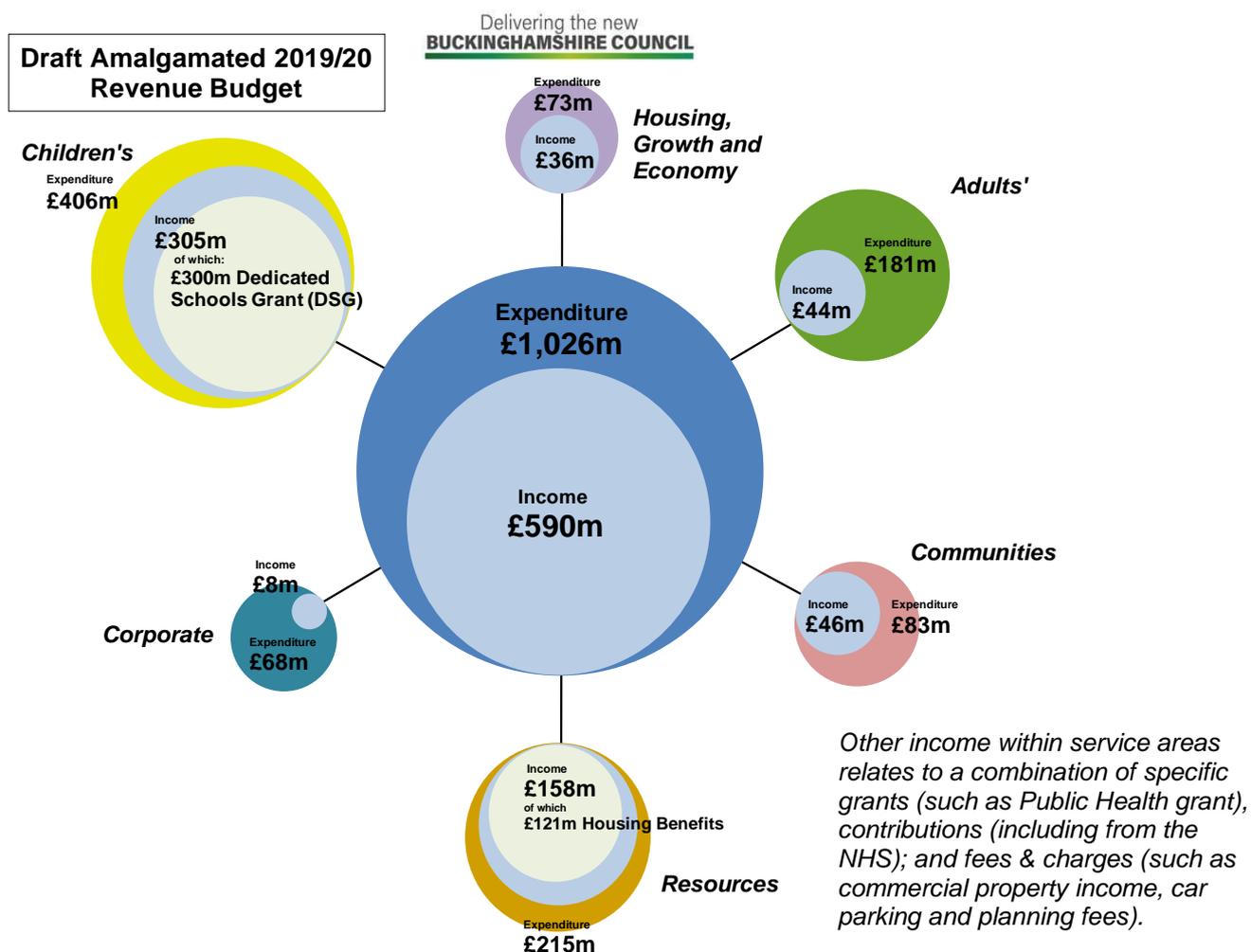
25. Work will continue to review revenue and capital funding assumptions to ensure any issues arising can be escalated, as appropriate.

26. Further updates will be brought forward as decisions are required and when the outcome of the Local Government Provisional Finance Settlement is known and understood.

Background Papers	Appendix 1 – Amalgamated Revenue budget Appendix 2 – Amalgamated Capital programme
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Appendix 1: MTFP amalgamation of 2019/20 Revenue Budget

Table 1: 2019/20 Revenue Budget by Programme Board



Programme Board	Gross expenditure £000	Gross income £000	Net Budget £000
Adults	181,097	(44,180)	136,917
Childrens	405,639	(305,208)	100,431
Community	83,447	(45,737)	37,710
Housing Growth Economy	72,555	(36,440)	36,115
Resources	215,464	(158,471)	56,993
Net cost of Services	958,203	(590,037)	368,165
Corporate	68,141	(7,812)	60,329
Net budget requirement	1,026,343	(597,849)	428,494
Funding	0	(428,494)	(428,494)
Grand Total	1,026,343	(1,026,343)	0

Table 2: 2019/20 Revenue Budget by Programme Board and Workstream

Programme Board	Service area / Workstream	Gross expenditure £000	Gross income £000	Net Budget £000
Adults	Access	27,858	(5,355)	22,503
	Commissioning & Service Improvement	6,018	(1,096)	4,922
	Joint Supply management	8,955	(7,169)	1,786
	Learning & Disabilities	49,171	(2,650)	46,521
	Mental Health	6,852	(1,846)	5,006
	Older People / OP Mental Health PSD	58,505	(16,278)	42,227
	Quality, Performance & Standards	2,661	(1)	2,660
	Safeguarding	1,786	0	1,786
	Senior Management Team	19,291	(9,785)	9,506
Adults Total		181,097	(44,180)	136,917
Childrens	Care Services	38,487	(428)	38,059
	Children in Care	3,955	(560)	3,395
	Children in Need	13,533	0	13,533
	Family Resillience	7,026	(100)	6,926
	Home to School Transport (Ed&Skills)	19,907	(3,380)	16,527
	Management & Overheads	2,063	0	2,063
	Prevention & Commissioning	8,522	0	8,522
	Quality, Standards & Performance	3,365	0	3,365
	Universal Youth Services	287	(7)	280
	Education & Skills	8,490	(729)	7,761
	Education & Skills (DSG)	300,004	(300,004)	0
Childrens Total		405,639	(305,208)	100,431
Community	Community Leadership	897	0	897
	Community Safety	2,039	(737)	1,302
	Culture, Leisure and Wellbeing	37,330	(29,263)	8,067
	Communities and Localism	2,331	(69)	2,262
	Regulatory Services	7,137	(4,484)	2,653
	Waste	33,715	(11,185)	22,530
Community Total		83,447	(45,737)	37,710
Housing Growth Economy	Economic Development, policy and regene	2,622	(681)	1,941
	Highways & Transportation	40,825	(17,222)	23,603
	Housing	5,105	(1,689)	3,416
	Natural & built environment	6,014	(3,948)	2,065
	Planning Growth & Development Managem	17,990	(12,900)	5,091
Housing Growth Economy Total		72,555	(36,440)	36,115
Resources	Communications	2,516	(668)	1,848
	Customer & Digital	10,709	(537)	10,171
	Finance and Procurement	20,655	(5,558)	15,097
	Housing Benefits	121,977	(121,055)	922
	HR and OD	5,127	(1,571)	3,556
	ICT	12,436	(1,429)	11,007
	Legal and Governance	22,498	(3,312)	19,186
	Property and Assets	19,546	(24,340)	(4,794)
Resources Total		215,464	(158,471)	56,993
Net cost of Services		958,203	(590,037)	368,165

Programme Board	Service area / Workstream	Gross expenditure £000	Gross income £000	Net Budget £000
Corporate	Corporate costs	16,722	(4,616)	12,105
	Movt to/from Earmarked reserves	4,892	0	4,892
	Movt to/from General reserves	4,782	(154)	4,628
	Capital Financing	12,490	(60)	12,430
	Business rates pool	19,599	0	19,599
	Interest Payable / Rec'd	9,656	(2,981)	6,674
Corporate Total		68,141	(7,812)	60,328
Net budget requirement		1,026,343	(597,849)	428,494
Funding	Business rates	0	(82,712)	(82,712)
	Collection Fund Surplus	0	(2,872)	(2,872)
	New Homes Bonus	0	(5,990)	(5,990)
	Other unringfenced grants	0	(9,274)	(9,274)
	Precept	0	(327,646)	(327,646)
	RSG / Govt Grant	0	0	0
Funding Total		0	(428,494)	(428,494)
Grand Total		1,026,343	(1,026,343)	0

Notes: Programme is shown before inclusion of 2018/19 Slippage; existing 2019/20 schemes are not included, however slippage in these schemes is also likely.

Board	Workstream	Budget building block	Scheme	Council	2020/21	2021/22	2022/23	Total
				I	£000's	£000's	£000's	£000's
Adults	Adult Social Care	Respite Care	Respite Care	BCC	315	0	0	315
Adults Total					315	0	0	315
Childrens	Schools	Schools	Primary School Places	BCC	9,375	6,801	6,000	22,176
			Provision for Early Years	BCC	500	0	0	500
			Provision for SEN	BCC	3,074	0	0	3,074
			School Property Maintenance	BCC	3,389	3,000	4,310	10,699
			School Suitability Issues	BCC	3,700	1,000	1,000	5,700
			School Toilets	BCC	250	250	250	750
			Schools Access Initiative	BCC	200	200	200	600
			Secondary School Places	BCC	27,700	14,000	20,000	61,700
			St Michael's Catholic School Aylesbury	BCC	500	0	0	500
Childrens Total					48,687	25,251	31,760	105,697
Community	Community safety	CCTV	CCTV - Camera Replacement (£5k x 42 cameras)	CDC	53	53	53	159
		Community Centres	Beacon Centre	SBDC	14	0	16	30
	Culture, Leisure & Wellbeing		Chiltern Lifestyle Centre	CDC	12,000	500	0	12,500
			Facilities for Young People	WDC	280	280	140	700
		Leisure Centres	Court Garden Leisure Centre	WDC	1,500	0	0	1,500
			The South Bucks Country Park Leisure Facility	SBDC	600	0	0	600
		Parks & open spaces	Park, pitches and open spaces	AVDC	140	140	0	280
	Regulatory Services	Cemetery & Burial	New Cemetery at Queensway	WDC	389	0	0	389
			Stoke Poges Memorial Gardens Extension	SBDC	250	0	0	250
	Waste	Biowaste Depot Upgrade	Biowaste Treatment	BCC	3,950	1,498	0	5,448
		HWRC Facility	Aylesbury HWRC	BCC	0	0	1,000	1,000
		Public conveniences	Public convenience refurbishment	CDC	9	7	0	16
		Recycling Initiatives & Bins	Recycling Initiatives & Bins	SBDC	55	55	55	165
		Vehicle replacement	Refuse / Street Cleansing Vehicles	CDC	3,150	0	0	3,150
			Refuse / Street Cleansing Vehicles	SBDC	0	1,500	0	1,500
			Waste Fleet	WDC	5,000	0	0	5,000
Community Total					27,390	4,033	1,264	32,687
Housing Growth Economy	Economic Development	Regeneration	Regeneration Fund	WDC	500	500	500	1,500
			Waterside North Development	BCC	599	0	0	599
		Rural Broadband	Rural Broadband	BCC	1,200	0	0	1,200
	Highways & Transportation	Car Parks	Car Park Enhancements	CDC	0	0	290	290
			Car Park Enhancements	SBDC	10	10	10	30
			Car park management	AVDC	200	0	0	200
			Easton St Car Park Major Works	WDC	500	0	0	500
			Station Road Car Park, Gerrards Cross	SBDC	10,051	0	0	10,051
			Swan St Car Park Major Works	WDC	714	0	0	714
		East West Rail	East West Rail	BCC	1,000	1,000	1,000	3,000
		Freight Strategy	Freight Strategy	BCC	220	160	0	380
		Transportation Model	Transportation Model	BCC	140	57	0	197
		Vehicle replacement	Vehicle Purchase	BCC	240	240	240	720
	Highways & Transportation (Funded schemes)	A355 Improvement Scheme	A355 Improvement Scheme (Wilton Park)	BCC	343	1,644	0	1,987
		Abbey Barn Lane	Abbey Barn Lane Realignment (HIF MV)	WDC	200	5,000	1,666	6,866
		Princes Risborough	Princes Risborough relief road (HIF MV)	WDC	6,000	6,600	1,200	13,800
		Developer Schemes	Developer Funded Schemes	BCC	987	846	0	1,833
		Eastern Link Road South	Aylesbury Eastern Link Road South	BCC	12,500	13,536	0	26,036
		Globe Park	Globe Park	BCC	439	0	0	439
		High Wycombe Town Centre	High Wycombe Town Centre & Transport Str	BCC	2,006	0	0	2,006
		HS2 Mitigation	HS2 Mitigation	BCC	824	0	0	824
	Housing	South East Aylesbury Link	SEALR	BCC	17,379	1,181	0	18,560
		Disabled Facility Grants	Disabled Facility Grants	CDC	651	651	651	1,953
			Disabled Facility Grants	SBDC	588	588	588	1,764
			Housing Services	AVDC	100	185	0	285
		Enabling Schemes	Housing Services	AVDC	1,500	1,500	0	3,000
		Renovation Grants	Home Renovation Grants / Flexible Home Loans	SBDC	50	50	50	150
			Renovation Grants	CDC	50	50	50	150
			Renovation Grants - DFG	WDC	800	800	800	2,400
		Affordable Housing	Affordable Housing Action Plan (acquisitions)	SBDC	1,500	1,500	1,500	4,500
		Temporary Accommodation	Temporary Accom. Scheme	WDC	4,865	0	0	4,865
	Natural & built environment	Country Parks	Country Parks visitor resource building	BCC	1,500	0	0	1,500
		Flood Defences	Flood Defence Schemes	BCC	3,486	2,160	3,210	8,856
		Rights of Way	Rights of Way	BCC	242	242	200	684
	Strategic Highways Maintenance	Bridge Maintenance	Bridge Maintenance	BCC	990	1,020	1,020	3,030
		Casualty Reduction	Casualty Reduction	BCC	250	250	250	750
			Safety Fences	BCC	250	250	250	750
		Drainage	Maintenance Principal Roads - Drainage	BCC	1,000	1,000	1,000	3,000
		Footway Structural Repairs	Footway Structural Repairs	BCC	1,500	1,500	1,500	4,500
		Highways Maintenance	Strategic Highway Maintenance	BCC	15,000	15,000	15,000	45,000
		Street Lighting	Street Lighting Column Replacement	BCC	1,500	1,500	1,500	4,500
			Street Lighting Lantern Replace (Salix)	BCC	500	500	500	1,500
		Traffic signals	Replacement Traffic Signals	BCC	470	490	490	1,450
Housing Growth Economy Total					92,844	60,010	33,465	186,319
Resources	Corporate costs	Corporate contingency	Capital Contingency	BCC	500	500	500	1,500
			Capitalisation of Staff Costs	WDC	308	308	308	924
	ICT	ICT	Delivery of Technology Strategy	BCC	2,000	1,500	1,500	5,000
			Hardware - Laptops/Tablets	WDC	100	100	100	300
			Hardware - Servers	WDC	60	0	125	185
			IT - Replacement equipment / alterations	CDC	30	30	30	90
			IT - Replacement equipment / alterations	SBDC	20	20	20	60
			Purchase of IT Hardware / Software	BCC	700	700	700	2,100
		Social Care systems	Social Care Systems	BCC	300	0	0	300
		Digital First	Digital First	WDC	50	0	0	50
	Property and Assets	Strategic Acquisitions / Infrastructure	Strategic Acquisition	WDC	0	1,500	1,500	3,000
		Property Maintenance	Strategic Acquisitions/Infrastructure	WDC	3,000	10,000	4,000	17,000
			Brunel Shed	WDC	1,000	0	0	1,000
			Capswood Maintenance & Works	SBDC	10	0	25	35
			KGvH - Fixed wiring repairs / replacement of circuit	CDC	0	0	50	50
			Property Maintenance Programme	BCC	1,015	1,015	1,015	3,045
			Taplow Moorings	SBDC	85	0	0	85
Resources Total					9,178	15,673	9,873	34,724
Grand Total					178,414	104,967	76,362	359,743

Report for:	BUCKINGHAMSHIRE SHADOW EXECUTIVE
Meeting Date:	23 July 2019

Title of Report:	Overarching summary for Revenues & Benefits items
Responsible Officer or Relevant Member:	Richard Ambrose – Bucks CC
Officer Contact:	Richard Ambrose rambrose@buckscc.gov.uk
Recommendations:	It is recommended that under/overspends for these 3 policies be ring fenced so that variations arising from any one policy can be offset against the others.
Corporate Implications:	This report is a summary of the financial implications of the further 3 reports being considered by the Shadow Executive
Options: (If any)	Not applicable to this report
Reason: (Executive only)	The financial implications in the 3 reports being considered should be ring fenced to ensure cost neutrality

1. Purpose of Report

The purpose of this report is to provide an overarching summary of the 3 reports currently going through the authorisation process for Buckinghamshire Council. These reports are in respect of Council Tax Reduction; Council Tax Discounts & Premiums; and Discretionary Rate Relief.

2. Executive Summary

This report highlights the proposed harmonisations for District schemes to inform the budget setting process. The aim is for the overall effect of harmonisation to be cost neutral, balanced with the aim to minimise the financial impact on Council Tax Reduction (CTR) claimants as well as charitable organisations in receipt of Discretionary Rate Relief. Flexibility is in-built within these schemes to give officers discretion to quickly manage exceptions on a case by case basis.

3. Financial impact

There are variable factors that need to be taken into account when assessing the financial impact of harmonisation. These include the following factors:

- CTR caseloads fluctuate and are difficult to predict
- External factors influence the number of applications for discretionary awards of CTR, and it is difficult to model for this scenario

- Income from long term empty discounts is likely to influence customer behaviours that are likely to reduce income from this source
- It is not possible to know which organisations may apply for rate relief in the future
- Data is based on estimates
- Existing data has been taken from the 2018/19 financial year

It is prudent to allow a buffer to cushion the impact of variations within these schemes. Currently the overall position is as set out below. Table 1 estimates the likely impact that includes awarding a 50% Class D discount (properties undergoing structural alterations). Table 2 shows the likely impact if no Class D discount is awarded:

Table 1

		Current	Proposed	Difference
AVDC	CTR (no discretionary)	8,343,430	8,708,531	365,101
	DRR	303,225	303,225	-
	Discount/premium	798,000	732,700	- 65,300
	Total	9,444,655	9,744,456	299,801
CDC	CTR (no discretionary)	3,773,050	3,845,762	72,712
	DRR	166,599	166,599	-
	Discount/premium	213,000	102,300	- 110,700
	Total	4,152,649	4,114,661	- 37,988
SBDC	CTR (no discretionary)	2,936,000	2,967,575	31,575
	DRR	46,767	46,767	-
	Discount/premium	- 1,000	- 53,000	- 52,000
	Total	2,981,767	2,961,342	- 20,425
WDC	CTR (no discretionary)	7,915,000	8,121,522	206,522
	DRR	231,108	231,108	-
	Discount/premium	892,500	440,500	- 452,000
	Total	9,038,608	8,793,130	- 245,478
All	CTR (no discretionary)	22,967,480	23,643,390	675,910
	Discretionary fund	315,000	305,000	- 10,000
	DRR	747,699	747,699	-
	Discount/premium	1,902,500	1,222,500	- 680,000
	Total	25,932,679	25,918,589	- 14,090

Table 2

		Current	Proposed	Difference
AVDC	CTR (no discretionary)	8,343,430	8,708,531	365,101
	DRR	303,225	303,225	-
	Discount/premium	798,000	542,700	- 255,300
	Total	9,444,655	9,554,456	109,801
CDC	CTR (no discretionary)	3,773,050	3,845,762	72,712
	DRR	166,599	166,599	-
	Discount/premium	213,000	16,300	- 196,700
	Total	4,152,649	4,028,661	- 123,988
SBDC	CTR (no discretionary)	2,936,000	2,967,575	31,575
	DRR	46,767	46,767	-
	Discount/premium	- 1,000	- 114,000	- 113,000
	Total	2,981,767	2,900,342	- 81,425
WDC	CTR (no discretionary)	7,915,000	8,121,522	206,522
	DRR	231,108	231,108	-
	Discount/premium	892,500	270,500	- 622,000
	Total	9,038,608	8,623,130	- 415,478
All	CTR (no discretionary)	22,967,480	23,643,390	675,910
	Discretionary fund	315,000	305,000	- 10,000
	DRR	747,699	747,699	-
	Discount/premium	1,902,500	715,500	- 1,187,000
	Total	25,932,679	25,411,589	- 521,090

More details regarding the Class D discount are explained in the Discounts and Premiums report.

The above summary shows an overall budgeting impact between the current schemes and those proposed to take effect from 1st April 2020. The overall reduction is due in the main to the harmonisation of Premiums and discounts relating to empty properties. This policy has the intended benefit of bringing empty properties back into use as quickly as possible.

Summary/Conclusions

Current estimates of both options show reductions in spending from 1st April 2020. However this should be treated with caution, given the variable nature of the caseloads and difficult to predict nature of potential take up in the future.

4. Consultation

Not Applicable.

Background Papers	None
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Report for:	BUCKINGHAMSHIRE SHADOW EXECUTIVE
Meeting Date:	23 July 2019

Title of Report:	Harmonisation of Council Tax Discounts and Premiums
Responsible Officer or Relevant Member:	Richard Ambrose – Bucks CC
Officer Contact:	Richard Ambrose rambrose@buckscc.gov.uk
Recommendations:	<ol style="list-style-type: none"> 1. Unoccupied and substantially unfurnished properties (Class C) to receive a discount of 100% for one month, with an estimated annual saving of £214,000. There will also be a minimum occupation period of 12 weeks before another discount can be awarded. 2. Unoccupied and substantially unfurnished property which is empty due to it requiring structural alterations or major repairs to make it habitable (Class D) – 50% discount (these properties will receive a class C discount as above) with an estimated annual saving of £25,000 3. Second Homes – 10% Discount, with an estimated additional annual cost of £91,000 4. Long Term Empty Premiums – should be charged at the maximum levels allowed by Legislation as follows: <p style="margin-left: 40px;"><u>From 2020/2021</u></p> <p style="margin-left: 40px;">Where a property has been empty for more than 2 years but under 5 years a premium of 100% to be charged. (Equivalent to 2 x Council Tax)</p> <p style="margin-left: 40px;">Where a property has been empty between 5 years and 10 years a premium of 200% to be charged (Equivalent to 3 x Council Tax)</p> <p style="margin-left: 40px;"><u>From 2021 onwards</u></p> <p style="margin-left: 40px;">Where a property has been empty for more than 2 years but under 5 years a premium of 100% to be charged. (Equivalent to 2 x Council Tax)</p> <p style="margin-left: 40px;">Where a property has been empty between 5 years and 10 years a premium of 200% to be charged (Equivalent to 3 x Council Tax)</p>

	Where a property has been empty over 10 years a premium of 300% to be charged (Equivalent to 4 x Council Tax)
Corporate Implications:	Financial implications are included in the report and should be considered in conjunction with the overarching summary accompanying the 3 reports being considered by the Executive
Options: (If any)	The various options available are included in the report
Reason: (Executive only)	The options recommended meet the policy aims detailed in the report

1. Purpose of Report

To agree the policy as set out in this report to take effect from April 2020

2. Executive Summary

The Shadow Authority will need to determine whether Council Tax discretionary discounts are awarded in respect of empty properties, whether any discount is awarded in respect of second homes and also whether a premium is charged on long-term empty properties. The District Councils in Bucks currently operate different levels and periods of discount for empty properties and it is recommended that these are harmonised to take effect from 1 April 2020. This report details the current position throughout the county and likely costs / savings associated with harmonising charging arrangements for empty properties.

3. Harmonisation

Policy aims

The aims of this policy are:

- To be broadly cost neutral
- Encourage empty properties to be brought back into use
- Incentivise owners of empty properties requiring structural alterations to carry out works to make them habitable

Background and Issues

Prior to April 2013, a Council Tax exemption would be awarded in respect of the following:

- A 100% exemption would be awarded (for a maximum period of up to 12 months) if the dwelling was empty due to the fact that it required structural alterations or major repairs to make it habitable
- A 100% exemption would be awarded (for a maximum period of up to 6 months) if the dwelling had become empty and unoccupied

The Local Government Finance Act 2012 revoked the above exemptions and replaced them with discretionary discounts from April 2013. The Act also introduced powers allowing Councils to charge up to 100% of the Council Tax in respect of second homes, and to charge a 50% premium in respect of dwellings which have been unoccupied and unfurnished for at least two years. The legislation was introduced to provide Councils with greater discretion over the awarding of certain Council Tax discounts and enable them to raise additional revenue.

Each District Council then agreed and in some cases subsequently amended its policy for discounts and premiums and the current position for each authority is shown below. The approximate number of properties in each category is shown in brackets

	AVDC	CDC	SBDC	WDC
Unoccupied and substantially unfurnished (Class C)	1 month (323)	1 month (89)	1 month (112)	60 days (265)
Unoccupied and substantially unfurnished requiring major repairs (Class D)	50% discount for 12 months (184)	No discount (treated as Class C) (0)	No discount (treated as Class C) (0)	100% discount for 12 months (133)
Second Homes	No discount (0)	No discount (0)	No discount (0)	10% discount (320)
Long Term Empty Premiums	50% after 2 years (49)	No premium (0)	50% after 2 years (150)	100% after 2 years (205)

As the schemes within each district area currently vary, the effects of the recommendations above will be different throughout the county. The discount policy for empty homes can be used to support corporate aims to bring empty properties back into use. Maximising the amount payable is an incentive to an owner of a property to bring it back into use quickly. There is also financial incentive through the New Homes Bonus (NHB) scheme that rewards local authorities for growth in the Council Tax base. Growth is reduced by the number of empty properties that have been empty for more than six months. Therefore there is a strong incentive in keeping the number of empty properties that have been empty for more than six months to a minimum.

The following is a brief summary of the different effects throughout the county

Class C – Unoccupied and substantially unfurnished

With regard to standard empty properties (Class C), 3 of the existing 4 authorities currently offer a 1 month discount with only Wycombe DC providing a longer period (60 days). Between 2013 and 2018 both South Bucks and Chiltern offered 3 months however this was reduced to 1 month from 1 April 2018 and met with very little reaction. This change increased Council Tax income.

Reducing the Class C discounts from 60 days to 1 month may impact some landlords in the Wycombe District as they will pick up a charge when there are delays in finding new tenants. However this change ensures equality throughout the area.

Some other Councils have taken the decision not to award a discretionary discount at all in respect of empty properties. However, available anecdotal information suggests that this results in increased administration costs as the Council is faced with having to recover small debts which may not be cost effective to collect. It is believed that a 1 month discount strikes a reasonable balance that gives some flexibility to landlords/owners to find new tenants without creating small uneconomical debts.

It should be noted that Housing Associations may still be eligible for a 6 month period of no council tax charge whilst a property is empty between tenants as the relevant properties would be eligible to qualify for a council tax class B exemptions (if they are set up as a charity).

The effect of harmonisation by offering as 30 day Class C discount for unoccupied and substantially unfurnished properties is estimated as a saving of approximately £214,000 p.a. It should be noted that Housing Associations may still be eligible for a 6 month period of no council tax charge whilst a property is empty between tenants as the relevant properties would be eligible to qualify for a council tax class B exemptions providing they are a charity.

Class D – Unoccupied and substantially unfurnished requiring major repairs

Currently within Chiltern and South Bucks, properties such as these are treated in the same way as Class C properties and receive the standard Class C discount for Wycombe and AVDC however offer a discount of up to 12 months for properties undergoing major repairs. Aylesbury offer a 50% discount, whereas Wycombe offers 100% discount.

Class D discounts are awarded when properties are being renovated to bring them back into use. Typically this is where individuals buy a property to renovate it, or where an accident has occurred (such as fire or flooding) requiring extensive repairs and this discount supports residents at this difficult time

Retaining some level of discount (50% for 12 months) is seen as an incentive for owners of empty properties that are unfit for habitation to bring properties back into use and to support residents at a difficult time. It is also seen as beneficial for landlords to carry out improvements thus improving the quality of the housing stock.

It is estimated that a harmonised 12 month discount will make savings of approximately £25,000 and it is recommended that a 50% discount of up to 12 months should be awarded.

Second Homes

Currently only Wycombe district grants a discount for second homes. Second homes (which are furnished) help to maximise New Homes Bonus for the time being (the NHB funding may change in the future). Experience in Wycombe has shown that customers are more likely to tell the Council that their unoccupied properties are furnished if there is a financial incentive for them. The 10% second home discount provides this incentive. For Wycombe DC an average Band D would deliver a total New Homes Bonus of approximately £1,100 for one year compared with the cost of providing the 10% discount of approximately £178 per property. It is therefore recommended that the 10% discount is adopted by the new authority. This will benefit residents in existing CDC, SBDC and AVDC areas. It is estimated that the additional cost of awarding a 2nd home discount of 10% would be approximately £90,997.

Long Term Empty Premiums

Currently all apart from Chiltern DC charge a premium for long term empty properties (empty over 2 years). Legislation was passed in 2018 allowing a premium of 100% to be charged

from 1 April 2019. So far Wycombe are the only district within the county to adopt this. The legislation also allows for higher premiums where a property has been empty for between 5 and 10 years (from 2020) and over 10 years (from 2021). The rationale for charging the highest level of premium is to encourage empty property to be brought back into use hopefully increasing the availability of accommodation within the county.

Empty premium charge could potentially generate additional income estimated at up to £532,000 in 2020/21, however this figure should be treated with caution as taxpayer behaviour could change which could significantly vary this figure.

Financial implications

It is difficult to predict the overall financial impact from the recommendations as taxpayers behaviour may change once changes are introduced. In particular potential future income from an increase in the long term empty premium should be treated with caution. The following estimated have been calculated as an illustration of the possible changes, calculated using 2018/19 District data:

Estimated Harmonisation impacts					
	Unoccupied and substantially unfurnished (Class C)	Unoccupied and substantially unfurnished requiring major repairs (Class D) 50% for 12	2 nd Home discount (10%)	Long Term Empty Premium Potential maximum additional income in 2020	Net cost
AVDC	£0	£0	£18,700	£84,000	£65,300
CDC	£0	£86,000	£42,300	£239,000	£110,700
SBDC	£0	£61,000	£30,000	£143,000	£52,000
WDC	£214,000	£172,000	£0	£66,000	£452,000
Total cost (+) saving (-)	£214,000	£25,000	£91,000	£532,000	£680,000

Conclusions

The recommended level of discounts and premiums for the Buckinghamshire Council are summarised in the table below

Unoccupied and substantially unfurnished (Class C)	1 calendar month
Unoccupied and substantially unfurnished requiring major repairs (Class D)	50% Discount for 12 months
Second Homes (furnished)	10% discount

Long Term Empty Premiums	100% after empty for 2 years 200% after empty for 5 years 300% after empty for 10 years (from April 2021)
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4. Consultation

Not Applicable.

5. Next Steps

- This report will be shared with the Chairs of other Boards for awareness
- Systems and processes will be amended to enable the changes to be implemented for 1 April 2020.

Background Papers	None.
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**Shadow Authority
For delivering the Buckinghamshire Council**

**THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (MEETINGS AND ACCESS TO INFORMATION) (ENGLAND)
REGULATIONS 2012**

**SHADOW EXECUTIVE
28 Day Notice**

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

A further notice (the 'agenda') will be published no less than 5 working-days before the date of the Shadow Executive meeting and will be available via the [Shadow Authority website](#)

Y = key decision *All reports will be open unless specified otherwise

Report title & summary	Key	Decision maker	*Private report (Y/N) and reason private	Lead Member/ Officer(s) & Contact Officer(s)
TUESDAY 23 JULY 2019				
Devolved TfB contract with Town and Parish Councils To consider options for contract extension. <i>Item added 17.06.2019 and amended 27.06.20.</i>	Y	Shadow Executive	Part exempt (para 3)	Lead Member/ Officer(s): Contact Officer(s): Gill Harding Mark Jaggard

<p>Spending Protocol Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol. <i>Item added 03.07.2019.</i></p> <ul style="list-style-type: none"> • Consolidated Financial Position • Spade Oak Lake • Investment Property • Woodlands and Eastern Link Road South 	Y	Shadow Executive	Fully exempt (para 3)	Lead Member/ Officer(s): Contact Officer(s): Richard Ambrose
<p>Appointment of Chief Executive To consider a report of the Senior Appointments Sub Committee on the appointment of Chief Executive. <i>Item amended 02.07.2019.</i></p>	Y	Senior Appointments Committee 19 July 2019 Shadow Executive	Part exempt (paras, 1, 2)	Lead Member/ Officer(s): Councillor Martin Tett Contact Officer(s): Sarah Murphy-Brookman
<p>Chief Officer Resourcing and Designation To consider the formal process for Chief Officer appointments and designation. <i>Item added 11.07.2019.</i></p>	Y	Shadow Executive		Lead Member/ Officer(s): Councillor Martin Tett Contact Officer(s): Sarah Murphy-Brookman

<p>Senior Pay Proposals To consider pay proposals for tiers 1 to 3. <i>Item amended 11.07.2019</i></p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Councillor Martin Tett</p> <p>Contact Officer(s): Sarah Murphy-Brookman</p>
<p>Harmonisation of Council Tax Reduction Schemes To consider a harmonised Council Tax Reduction Scheme for Buckinghamshire. <i>Item added 24.06.2019.</i></p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Contact Officer(s): Richard Ambrose</p>
<p>Harmonisation of Council Tax Discounts and Premiums Consideration of harmonised levels of Council Tax Discounts and Premiums throughout Buckinghamshire. <i>Item added 24.06.2019.</i></p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Contact Officer(s): Richard Ambrose</p>
<p>Discretionary Rate Relief Policy Consideration of a new policy for the granting of Discretionary Rate Relief across Buckinghamshire. <i>Item added 24.06.2019.</i></p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Contact Officer(s): Richard Ambrose</p>

TUESDAY 20 AUGUST 2019

<p>Accommodation Strategy To consider the strategy for office accommodation.</p>	<p>Y</p>	<p>Shadow Executive</p>	<p>Fully exempt (para 3)</p>	<p>Lead Member/ Officer(s): John MacMillan Sarah Ashmead</p> <p>Contact Officer(s): John Reed</p>
<p>Council Tax Equalisation To consider the proposals for harmonising Council Tax. <i>Item amended 15.07.2019.</i></p>	<p>Y</p>	<p>Shadow Executive</p>		<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Richard Ambrose</p>
<p>Member Allowances and Independent Remuneration Panel (IRP) appointment process To consider the proposed process including recommendation on the appointment of an Independent Remuneration Panel.</p>	<p>Y</p>	<p>Shadow Executive</p>		<p>Lead Member/ Officer(s): Cath Whitehead</p> <p>Contact Officer(s): Mat Bloxham</p>

<p>Spending Protocol Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p>	Y	Shadow Executive	Fully exempt	<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p>Programme Update Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	N	Shadow Executive		<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>
TUESDAY 10 SEPTEMBER 2019				
<p>Chiltern Lifestyle Centre Details of proposal for new Lifestyle Centre in Chiltern.</p>	Y	Shadow Executive	Part exempt (para 3)	<p>Lead Member/ Officer(s): Bob Smith</p> <p>Contact Officer(s): Martin Holt</p>
<p>Civic and Ceremonial Proposals Proposal for civic arrangements for the Buckinghamshire Council.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Catherine Whitehead</p> <p>Contact Officer(s): Catherine Whitehead</p>

Independent Person Appointment Process	Y	Shadow Executive		Lead Member/ Officer(s): Catherine Whitehead Contact Officer(s): Catherine Whitehead
Local Access Points To consider the proposal on how local access will be delivered.	Y	Shadow Executive		Lead Member/ Officer(s): Contact Officer(s): Sara Turnbull
Spending Protocol Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.	Y	Shadow Executive	Fully exempt (para 3)	Lead Member/ Officer(s): Richard Ambrose Contact Officer(s): Richard Ambrose
Programme Update Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.	N	Shadow Executive		Lead Member/ Officer(s): Rachael Shimmin Contact Officer(s): Roger Goodes

TUESDAY 1 OCTOBER 2019

<p>Main Payscale, Reward, Terms and Conditions To consider a report on payscale, reward, terms and conditions</p>	<p>Y</p>	<p>Shadow Executive</p>		<p>Lead Member/ Officer(s): Councillor Martin Tett</p> <p>Contact Officer(s): Sarah Murphy-Brookman</p>
<p>Taxi Licensing To consider taxi licensing arrangements for Buckinghamshire Council.</p>	<p>Y</p>	<p>Shadow Executive</p>		<p>Lead Member/ Officer(s): Contact Officer(s): Steve Bambrick Gill Quinton</p>
<p>Delivering a Development Management Service in the New Authority To consider proposals for delivering a development management service in the new authority.</p>	<p>Y</p>	<p>Shadow Executive</p>		<p>Lead Member/ Officer(s): Contact Officer(s): Neil Gibson</p>
<p>Local Plans - Transition and a new Local Plan for Buckinghamshire</p>	<p>Y</p>	<p>Shadow Executive</p>		<p>Lead Member/ Officer(s): Contact Officer(s): Neil Gibson</p>

Consequential Parliamentary Orders Information on additional Orders laid through Parliament.	N	Shadow Executive		Lead Member/ Officer(s): Catherine Whitehead Contact Officer(s): Catherine Whitehead
Spending Protocol Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.	Y	Shadow Executive	Fully exempt (para 3)	Lead Member/ Officer(s): Richard Ambrose Contact Officer(s): Richard Ambrose
Programme Update Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.	N	Shadow Executive		Lead Member/ Officer(s): Rachael Shimmin Contact Officer(s): Roger Goodes
TUESDAY 22 OCTOBER 2019				
Spending Protocol Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.	Y	Shadow Executive	Fully exempt (para 3)	Lead Member/ Officer(s): Richard Ambrose Contact Officer(s): Richard Ambrose

<p>Programme Update Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	N	Shadow Executive		<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>
TUESDAY 12 NOVEMBER				
<p>Legal Services for the Buckinghamshire Council To consider arrangements for Legal Services for the Buckinghamshire Council.</p>	Y	Shadow Executive	Part exempt (para 3)	<p>Lead Member/ Officer(s): Catherine Whitehead</p> <p>Contact Officer(s): Catherine Whitehead</p>
<p>Community Governance Review Community Governance Review for High Wycombe.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Catherine Whitehead</p> <p>Contact Officer(s): Catherine Whitehead</p>
<p>Localism Strategy To consider the proposal for the Localism Strategy for the Buckinghamshire Council.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Contact Officer(s): Sara Turnbull</p>

<p>Spending Protocol Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p>	Y	Shadow Executive	Fully exempt (para 3)	<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p>Programme Update Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	N	Shadow Executive		<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>
TUESDAY 3 DECEMBER 2019				
<p>Spending Protocol Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p>	Y	Shadow Executive	Fully exempt (para 3)	<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p>Programme Update Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	N	Shadow Executive		<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>

TUESDAY 7 JANUARY 2020

<p>Draft Budget 2020/ 2021 To consider the draft budget 2020/2021 for the Buckinghamshire Council.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p>Spending Protocol Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p>	Y	Shadow Executive	Fully exempt (papa 3)	<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p>Programme Update Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	N			<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>

TUESDAY 28 JANUARY 2020

<p>Spending Protocol Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p>	<p align="center">Y</p>	<p align="center">Shadow Executive</p>	<p align="center">Fully exempt (para 3)</p>	<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
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TUESDAY 18 FEBRUARY 2020

<p>Spending Protocol Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p>	<p align="center">Y</p>	<p align="center">Shadow Executive</p>	<p align="center">Fully exempt (para 3)</p>	<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p>Programme Update Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	<p align="center">N</p>			<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>

TUESDAY 10 MARCH 2020

<p>Spending Protocol Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p>	Y	Shadow Executive	Fully exempt (para 3)	<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p>Programme Update Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	N			<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>

The Shadow Authority Constitution defines a 'key' decision as any decision taken in relation to a function that is the responsibility of the Shadow Executive and which is likely to:-

- (a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having regard to the relevant local authority's budget for the service or function to which the decision relates; or

- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant local authority.”

In determining the meaning of “significant” for these purposes the Shadow Authority will have regard to any guidance for the time being issued by the Secretary of State in accordance with section 9Q of the Local Government Act 2000 Act and the value of any decision under consideration (e.g. £1 million or above could be regarded as significant but this has to be considered in the context of the particular decision).

As a matter of good practice, this notice may also includes other items, in addition to key decisions, that are to be considered by the Shadow Executive.

Each item considered will have a report; appendices will be included (as appropriate). Regulation 9(1g) allows that other documents relevant to the item may be submitted to the decision-maker. Subject to prohibition or restriction on their disclosure, this information will be published on the website usually 5 working-days before the date of the meeting. Paper copies may be requested using the contact details below.

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

Paragraph 1	Information relating to any individual
Paragraph 2	Information which is likely to reveal the identity of an individual
Paragraph 3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Paragraph 4	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority
Paragraph 5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
Paragraph 6	Information which reveals that the authority proposes: (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment
Paragraph 7	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

Part II of Schedule 12A of the Local Government Act 1972 requires that information falling into paragraphs 1 - 7 above is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Nothing in the Regulations authorises or requires a local authority to disclose to the public or make available for public inspection any document or part of a document if, in the opinion of the proper officer, that document or part of a

document contains or may contain confidential information. Should you wish to make any representations in relation to any of the items being considered in private, you can do so – in writing – using the contact details below.

Democratic Services, Programme Management Office, Buckinghamshire County Council, Walton Street, Aylesbury, HP20 1UA
| 01296 674691 | demservices-shadow@buckscc.gov.uk

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