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SHADOW OVERVIEW & SCRUTINY COMMITTEE

Date: Wednesday, 4 March 2020
Time: 6.30 pm
Location: The Oculus, Aylesbury Vale District Council, Gatehouse Road, HP19 8FF - Aylesbury

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

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AGENDA

1. **CHAIRMAN'S INTRODUCTIONS**
2. **APOLOGIES FOR ABSENCE**
3. **DECLARATIONS OF INTEREST**
4. **MINUTES OF THE LAST MEETING** (Pages 3 - 12) **6.30 pm**
To approve the minutes of the meeting held on 4 February 2020.
5. **SPENDING PROTOCOL** (Pages 13 - 16) **6.40 pm**
The Committee will receive a report regarding the Spending Protocol. Members will have an opportunity to discuss, ask questions and comment.
6. **IMPLEMENTATION PLAN UPDATE** (Pages 17 - 22) **7.10 pm**
The Committee will receive an update on the Implementation Plan. Members will have an opportunity to discuss, ask questions and comment.
7. **BUDGET TFG UPDATE** (Pages 23 - 30) **7.40 pm**

To note the Shadow Executive response to the Budget TFG recommendations.

8. SHADOW EXECUTIVE FORWARD PLAN (Pages 31 - 38)

7.50 pm

To note the Shadow Executive Forward Plan.

EXEMPT

9. RISK REGISTER (Pages 41 - 42)

Delivering the new **BUCKINGHAMSHIRE COUNCIL**

Shadow Overview & Scrutiny Committee Minutes

Date: 4 February 2020

Time: 6.30 - 8.45 pm

PRESENT: Councillor A Collingwood (in the Chair)

Members: Councillors R Bagge, P Birchley, C Ford, B Gibbs, G Hollis, P Jones, R Newcombe, R Stuchbury, P Turner, J Waters, C Whitehead and M Rand

1. Chairman's Introductions

The Chairman thanked the members and officers for attending the meeting. He explained that the date had been changed due to a Wycombe District Council Cabinet meeting taking place on the evening of Monday 3 February. He noted that at this meeting Cabinet had considered a Climate Change Protocol which now brought the council in line with other Buckinghamshire councils.

2. Apologies for Absence

Apologies were received from Councillors L Clarke OBE, P Cooper, J Gladwin, P Kelly, S Lambert and S Renshell.

3. Declarations of Interest

There were no declarations of interest.

4. Minutes of the Last Meeting

Concern was raised that previous webcasts were not available to view as indicated in the previous minutes. The Chairman noted that these should be able to be accessed for openness and transparency. It was noted that webcasts should be available for 12 months and the officers would ensure that missing webcasts would be uploaded to the website.

RESOLVED: That the minutes of the meeting held on 25 November 2019 were AGREED as a correct record and signed by the Chairman.

5. Implementation Plan Update

The Committee considered a report providing an update on the progress of the implementation programme for the new unitary council. The Chairman of the Implementation Task and Finish Group, Councillor Barbara Gibbs, confirmed that the request for some of the March 'must haves' to be moved to January and February had

been undertaken. Also that regular officer update meetings were taking place to provide a seamless transition to the new council and she thanked the officers for the good work.

Mrs S Ashmead, Monitoring Officer, presented the report on behalf of Mr R Goodes, Programme Manager as he was unable to attend the meeting. It was noted that at the time of the meeting there were 58 days to go until vesting day.

The following points were noted:

- Corporate Directors and Services Directors had been appointed and recruitment was being undertaken for five remaining vacant roles. Interviews would take place in March with the aim of confirming appointments ahead of vesting day.
- Services Directors had undertaken work on the alignment of teams in their services areas. It was noted that this was an important piece of work to so that staff would be aware of where they sit in their structure. Staff would be informed in February of their positions in the structures and services directors would undertake a series of staff meetings.
- This information would also enable the development of the Service Plans that would sit underneath the new Council Plan.
- The Shadow Executive had agreed 16 Community Boards following extensive consultation.
- A Town and Parish Charter was under development with the help of representatives from town and parish councils.
- Town and Parish councils had been asked for expressions of interest in a devolution pilot scheme. Over twenty responses had been received and these were being evaluated for a decision on who would be included in the pilot.
- Work was continuing on the Council's Corporate Plan.
- Customer service standards had been agreed and training would be provided to all appropriate staff in preparation for 1 April.
- Testing of customer scenarios had been undertaken with AMEO.
- Preparations were being made for the upcoming elections in May.
- The Implementation Risk register was being closely monitored and key risks were being monitored on a weekly basis.
- The Budget Scrutiny Task and Finish Group had met for four days in January 2020 to consider the draft budget.
- Practical arrangements had been considered and agreed for the Interregnum period (1 April to 11 May 2020). These were to use existing committee measures if required during this time.
- A communications plan was being developed for day one and information would be available for residents so they know who and how to contact the new council.
- Staff roadshows were being carried out across the councils during January and February.
- A residents' magazine had been agreed and would be available in May once the new Council has been established.
- Officers remained confident that work was on track for April 2020 and focus was on the deliverables for day one.

In response to Member questions the following points were noted:

- New services directors would receive support from the Programme Office to provide capacity and help with deliverables. Development programmes were being undertaken and included management development programmes. Team building had been scheduled for services directors as a group and there was also support for individuals.
- Regular newsletters were sent out to Parish and Town Councils providing information on the new council. A meeting had been held recently with the Buckinghamshire and Milton Keynes Association of Local Councils (BMKALC) which had been well attended.
- A working group of town and parish council members had been considering, and helping with, a Parish and Town Council Charter. Information regarding the Charter could be shared with other parish and town councils if requested and it was noted that information had been shared with BMALC. The new Service Director for Localities and Strategic Partnerships, Claire Hawkes, is visiting town and parish councils to provide information on this and other matters regarding the new unitary.
- Regarding Community Boards it was noted that the Shadow Executive had the authority to set these up and allocation of funding was within their remit. Information had been provided to Buckingham Town Council regarding this matter and had been shared widely.
- Staff would be TUPED across to the new council on their existing terms and conditions. Further work regarding staffing and restructuring would be undertaken through the transformation programme.
- Regarding the unparished area of High Wycombe it was reported that the Charter Trustees would be involved in the process regarding formulating a Parish and Town Charter.
- Interim posts had been put in place for roles that had not yet been filled and some of these had been covered by existing staff. Appointments for the vacant services director posts would be made by the end of March 2020.
- The Parish and Town Charter would not be part of the new council's constitution. This would be a protocol document and adopted as part of the council's policy.
- It was suggested that services that individual town and parishes were responsible for should be listed on the website. This would be helpful information for parish and town councils and the new ward councillors.
- It was requested that the response that had been provided to Buckingham Town Council regarding the Charter be circulated to all the parish and town councils.
- Town and parish councils had provided an expression of interest in the Charter. Detailed work would be undertaken which would then include local ward members as part of the decision making process.
- It was suggested that some parish and town councils would have preferred some guidelines regarding areas of interest for a charter. If this had been available then more councils may have been involved.

The Chairman thanked Sarah for the update and noted that a further update would be provided to the next meeting in March 2020.

6. Task and Finish Group Updates

The Chairman of the Implementation Plan TFG, Councillor Barbara Gibbs, requested that a report be provided regarding the Spending Protocol to the Committee at the next meeting. The Chairman confirmed this would provide a further understanding on

how budgets would be managed during the interregnum period and to enable a smooth transition to the new council.

The Chairman of the Committee noted that a substantial minority of the Budget TFG had requested that the Council tax harmonisation should have been as the original business case where WDC residents council tax stayed at its current level and the rest of county areas brought down to that level.

It was accepted that the majority view of the TFG was to raise Council tax on average by 3.99 %. However, they wanted the council to be transparent with all residents regarding the exact increase as residents of Wycombe District Council would face a much larger increase due to harmonisation.

A member raised concerns regarding the information provided at the Budget TFG and the budget forecasts for special educational needs and Children's Services. Also regarding the Planning budget that further work should be done as this could be a great budget risk for the future. The Chairman confirmed that these issues had been highlighted during the budget scrutiny process and the Budget TFG recommendations to the Shadow Executive would take these issues into account. The Chairman thanked the officers and members for all their help during the Budget scrutiny process.

The Vice-Chairman of the Budget TFG, Councillor Chris Whitehead, provided a presentation on the 33 recommendations as agreed by the TFG to be provided to the Shadow Executive for a response. He noted that the budgets for the next 2 years had been examined as part of the legacy scrutiny arrangements however year 3 did not provide as much detail. It was noted some of the £18.2m savings outlined in the unitary business case had already been made by the legacy councils. It was expected that the remaining savings would be realised over the next few years, however there was further work to be done. Once the Shadow Executive had provided their response to the recommendations then the budget would be provided to the Shadow Authority for agreement.

The Budget Task and Finish Group recommended the following to the Shadow Executive:

Recommendation 1:

- a) There should be a consistent approach to how inflation and salary increases are applied across the budget.
- b) Where budgets include monies released from a reserve, this should be clearly noted in a separate budget line.
- c) Further work should be undertaken on Years 2 & 3 of the MTFP to ensure the robustness of the budgets in light of a number of external factors which are outside of the Council's control.

Recommendation 2: The Corporate Plan for Buckinghamshire Council should include a stronger commitment to Climate Change, with the aim of the Council being net Carbon Neutral by 2035 (subject to consideration of the results of the Council's Carbon Audit) and the County generally by 2050. This Commitment should be explicit and transparent and will require strong political leadership to ensure delivery.

Recommendation 3: The budget should include specific budget lines which demonstrate how it will deliver the Council being net Carbon Neutral by 2035.

Recommendation 4: A specific Portfolio and Portfolio Holder should be nominated to be responsible to driving the Climate Change & Carbon Neutral agenda forward across Buckinghamshire Council and to take a leading role in the championing this across the Country and beyond.

Recommendation 5: An overall recruitment and workforce strategy for Buckinghamshire Council as a whole should be developed as a priority.

Recommendation 6: A strategy to reduce the number of agency staff should also be prioritised. The delivery and performance of this strategy should be monitored regularly.

Recommendation 7: Buckinghamshire Council should ensure that there is sufficient capacity to deliver existing savings plans and an ambitious capital programme, as well as managing far-reaching service transformation.

Recommendation 8: Buckinghamshire Council should invest in Key Worker Housing as a priority, to aid recruitment, reduce staff turnover and unlock additional skills capacity in the County.

Recommendation 9: A robust centralised management system is put in place to manage all Development Contributions across the County, including CIL, S106 and S278 monies which are so integral to successful delivery of the Capital programme.

Recommendation 10: Risks around funding bids from Housing Infrastructure Fund and other government bodies are acknowledged and implications on cash flow/borrowing/interest and the timing of building projects should be clearly identified.

Recommendation 11: Capital programme should be divided into those schemes which are fully funded, with deliverable business cases and those that are more aspirational, in order to give members and residents a clearer understanding of the programme. The detail should be included in the final budget.

Recommendation 12: A detailed breakdown of the funding for each Community Board should be included in the final budget.

Recommendation 13: Responsibility for Community Boards and the associated budgets should sit with the Communities Portfolio to drive Localism forward and have visibility of community grants and support in one place.

Recommendation 14: Increased funding for feasibility work in years 2 & 3 should be investigated to reflect the quantum of Capital projects (£493m over 3 years).

Recommendation 15: The balance of the Unitary Implementation

transition fund should be added to the £14m transformation pot.

Recommendation 16: Further assessment should be made during 2020-21 as to whether the £14m Transformation Pot will be sufficient to enable the required service transformation over the 3 year period of the MTFP.

Recommendation 17: As soon as plans are finalised for the priority order of service transformation, these should be shared with all staff to enable them to understand the implications for them as individuals over the next 3 years.

Recommendation 18: A robust and clearly understood approach to risk management to be adopted by Buckinghamshire Council as a priority.

Recommendation 19: The option of the Home to School Transport team being integrated in the Education service and Client Transport team being integrated in Adult Social Care, to realise savings and improve outcomes for residents should be explored.

Recommendation 20: A management reporting system should be established which enables a true comparison of costs and key performance indicators, in particular the quality of service, between in-house and contracted services on a like-for-like basis to support Buckinghamshire Council's future decision-making.

Recommendation 21: Priority should be given to the recruitment of experienced staff to support the Planning service in dealing with increased demand and Members would recommend that a 'Grow you Own' programme such as those in Social Care should be investigated.

Recommendation 22: Additional funding should be set aside for the Local Plan reserve as £3m over the next three years is likely to be inadequate.

Recommendation 23: When the Planning Service is reviewed, adequate resources should be allocated to enable an effective and timely response to planning enforcement issues.

Recommendation 24: Development of a parking strategy, including how to increase capacity, should be a matter of priority for Buckinghamshire Council after the elections in May 2020.

Recommendation 25: A review should be undertaken ahead of the parking enforcement procurement, to investigate how the Council's on street and off street parking enforcement can be integrated to deliver an improved service and to review future requirements in light of the new parking strategy, to ensure quality service delivery and value for money.

Recommendation 26: During 2020-21, as Community Access Points are reviewed, consideration should be given to their future funding.

Recommendation 27: There should be continued investment in the Social Work Academy, which utilises the apprenticeship levy and will provide more stability in the Adult Social Care workforce and positive outcomes for

clients.

Recommendation 28: There should be further investment in the ASYE Academy to enable Children's Services to recruit and retain more qualified staff, which will stabilise the workforce and lead to improved outcomes for children and families. In turn, this should also support the pace of change required for Ofsted Improvement.

Recommendation 29: A specific line should be included in the budget for Special Expenses.

Recommendation 30: Voluntary sector organisations which provide vital community services at minimal cost should be nurtured and a full review carried out to establish how they have been funded to date and how grants and other funding from Buckinghamshire Council should be offered going forward to deliver improved outcomes for residents.

Recommendation 31: A strategy for Homelessness and Rough Sleeping should be developed as a priority for Buckinghamshire Council.

Recommendation 32: A consistent approach to licensing for HMOs and Taxis should be applied across the Country as soon as practicable after 1st April 2020.

Recommendation 33: The evaluation of the Wycombe Street Warden scheme should be reported to the new Cabinet as part of a wider review of Community Safety/Anti-Social Behaviour.

Members were provided with background and reasons for the recommendations. In response to queries the following points were noted:

- It was reported that further information regarding the 10 year capital programme had been requested from the Section 151 officer. This would provide detailed information on projects and how these would be funded. Concern had been raised regarding expected development contributions and budget risks.
- The affordable housing recommendation was for staff to be able to afford housing locally and encourage recruitment. It was confirmed that a larger budget was required regarding social/affordable housing to enable a better package.
- A member was concerned regarding the recommendation for increased car parking and the aim for the council to be carbon neutral by 2035. In response it was noted that the Car Parking strategy would be to look at parking spaces across the county and to allow the new council to be clear and specific about what was required over the localities in the county. This would also take into account current pollution problems in the county.
- Regarding the request for additional funding it was recognised that some changes in the budget would have to be made to accommodate the recommendations and flexibility would be required.

- It was suggested that the community access points be reviewed after the first year. This could enable redundant council offices to be sold in the future as office space and therefore save any building requirements on green belt land.
- It was noted that unknown future grants and costs were included on the risk register.
- Additional information that had been requested at the Budget TFG meetings would be circulated to the Group.
- It was noted that the recommendations should be kept general until adopted and developed in the new council's policy.
- It was believed that the budget could accommodate a lot of potential savings.
- The aim for the recommendations was to provide a better budget and council for residents.
- Members were informed that in response to a survey, members of the public named climate change as a priority above pot holes.
- Year one of the budget was considered robust but year two and three required further consideration.
- Regarding CIL contributions, information was needed regarding how the expected forecast in year three was to be achieved and further detailed work was required. It was noted that close management was also required on how income would be managed with regards to the affordability of future capital programme projects.

The Chairman of the Committee thanked the officers and members for all their work on the budget scrutiny and the recommendations. It was noted that the Chairman of the Budget TFG, Councillor John Gladwin had been involved in the formulation of all the recommendations. The Chairman also noted that the budget was robust and covered all three years however years two and three needed to be revisited due to the unknown factors which the recommendations outlined for consideration by the Shadow Executive.

7. Shadow Executive Forward Plan

Members noted the Shadow Executive Forward Plan.

8. Committee Work Programme

The Chairman requested that the spending protocol and a further Implementation Plan update be provided at the next meeting. He suggested that the draft Constitution be emailed to the Committee in advance of consideration by the Shadow Executive. He requested that if Members had any further suggestions for items then to email him directly.

A member requested the draft Parish Charter be provided to the Committee and that the Budget TFG recommendations also be circulated. The Chairman explained that a detailed report regarding the recommendations was being presented to the Shadow Executive and the additional information requested from officers would be circulated to the TFG members.

The next meeting was scheduled to take place on Tuesday 3 March at 6.30pm to be held at the Oculus, Aylesbury Vale District Council.

Following the meeting and in agreement with the Chairman the date of the
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meeting would be amended to take place on **Wednesday 4 March at 6.30pm**, also to be held at the Oculus, Aylesbury Vale District Council.

EXCLUSION OF PUBLIC AND PRESS

RESOLVED: That pursuant to Regulation 4(2)(b) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 the press and public be excluded from the meeting during consideration of Minute 9, because of their reference to matters which contain exempt information as defined as follows:

Minute 9 Risk Register

Information relating to the financial or business affairs of any particular person (including the authority holding that information) (Paragraph 3, Part 1 of Schedule 12A, Local Government Act 1972)

(The need to maintain the exemption outweighs the public interest in disclosure, because disclosure could prejudice the Council's position in any future tender process or negotiations)

10. Risk Register

The Committee received an update on the Unitary Implementation Risk Register. Sarah Ashmead provided specific information on 13 risks and confirmed that these were regularly monitored by the Programme Office and the Chief Executive's Group. Regarding red risks it was noted that these were on track but required close monitoring.

Members discussed and commented on the Risk Register, and received clarification on a number of points. It was requested that the Risk Register be provided to the Committee at the next meeting.

Chairman

The following officers were in attendance at the meeting:

K Sutherland	Committee and Governance Manager BCC
J Durkan	Democratic Services Officer
S Ashmead	Monitoring Officer & Deputy Chief Executive

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Projects considered by the Shadow Executive under the Spending Protocol

Project considered by the Shadow Executive under the Spending Protocol	Meeting date	Private report Y/N	The decision (as recorded) of the Shadow Executive	Has the project gone through the sovereign Council decision making process? Y/N	Sovereign Council	Included in Sovereign Council's Capital Programme? Y/N	Link to agenda / decision on Shadow website
Spade Oak Lake	23-Jul-19	Y	That the decision of Wycombe District Council's Cabinet be endorsed in the acquisition of Spade Oak Lake, Little Marlow. [Scheme cost = c£1.5m].	Y	WDC	Y	https://shadow-buckinghamshire.moderngov.co.uk/ieListDocuments.aspx?CId=136&MId=123&Ver=4
Woodlands and Eastern Link Road South	23-Jul-19	Y	That the funding from AVDC and BCC be approved to allow the ELRS and Woodlands development to progress. Also to support the establishment of a Member and Officer Stakeholder Board to represent the interests of AVDC, BCC and the future Council and provide a steer on the member representation on the Board.	Y	AVDC BCC	Partly	https://shadow-buckinghamshire.moderngov.co.uk/ieListDocuments.aspx?CId=136&MId=123&Ver=4
Investment Property	23-Jul-19	Y	The proposed purchase investment property by South Bucks District Council be approved subject to due diligence.	Y	SBDC	Y	https://shadow-buckinghamshire.moderngov.co.uk/ieListDocuments.aspx?CId=136&MId=123&Ver=4
Gerrards Cross Car Park	10-Sep-19	Partly private	That the decision to build the car park be deferred to the new Authority for determination once a new overarching parking strategy for the new combined on street and off street service has been developed. [Scheme cost = £13.051m profiled over 2-years].	Y	SBDC	Y	https://shadow-buckinghamshire.moderngov.co.uk/ieListDocuments.aspx?CId=136&MId=126&Ver=4

Chiltern Lifestyle Centre	10-Sep-19	Partly private	<p>That the proposal to develop the Chiltern Lifestyle Centre be agreed.</p> <p>That net expenditure of £33,500,000 as included in the current Chiltern District Council capital programme for the construction of this project, to be funded from borrowing, be agreed.</p> <p>That the appointment of the Leisure operator to manage the new Leisure facilities from 1st April 2020 be agreed.</p> <p>That it be agreed that additional expenditure for the refurbishment of Chalfont and Chesham leisure centres and the Furniture, Fixture and Equipment costs of the Chiltern Lifestyle Centre, as contained within the tender of the appointed leisure operator, be funded from borrowing.</p> <p>That the setting aside of £2.26M from General Reserves to cover the three year initial revenue costs be agreed. This is to be replenished during the 15 year contract period, ensuring the Chiltern Lifestyle Centre is delivered at no cost to the Council Tax payer.</p>	Y	CDC	Y	https://shadow-buckinghamshire.moderngov.co.uk/ieListDocuments.aspx?CId=136&MId=126&Ver=4
Waste Collection Contract Procurement for Chiltern, South Bucks, and Wycombe	20-Aug-19 & 8-Oct-19	Partly private	<p>To note the decisions taken by Wycombe and Chiltern District Councils that the existing procurement should continue, and also that the current contract be extended to September 2020, at which point the new service will be implemented.</p> <p>To agree that an officer acting on behalf of the Shadow Executive be involved in the procurement exercise in an advisory capacity.</p>	Y	CDC SBDC WDC	Y	https://shadow-buckinghamshire.moderngov.co.uk/ieListDocuments.aspx?CId=136&MId=128&Ver=4
Wycombe Regeneration Strategy and Outline Business Case for Eastern Quarter	12-Nov-19	N	That the Regeneration Strategy for High Wycombe, Princes Risborough and Marlow be approved as a draft to be considered and, in whole or part, be incorporated in a wider strategy by the new Buckinghamshire Council once it comes into being.	Y	WDC	Y	https://shadow-buckinghamshire.moderngov.co.uk/ieListDocuments.aspx?CId=136&MId=132&Ver=4
Princes Risborough Relief Road	12-Nov-19	Partly private	<p>To note the latest projected costs for Princes Risborough Relief Road Phase 1 and support Option 3 which involves progression of the scheme through detailed design and commencing CPO process/land negotiations, funded from the existing Wycombe District Council capital programme funds.</p> <p>To support the release of the funding which forms part of the WDC approved budget.</p> <p>That an update report be brought to the new Buckinghamshire Council in 2020/21 to update on costs and potential section 106 and other income. [Estimated cost has increased - potential funding identified]</p>	Y	WDC	Y	https://shadow-buckinghamshire.moderngov.co.uk/ieListDocuments.aspx?CId=136&MId=132&Ver=4

South East Aylesbury Link Road	07-Jan	Partly private	<p>The Shadow Executive approve the change of budget for the South East Aylesbury Link Road from £24,683,000 to £35,493,283.</p> <p>Note the opportunities the Project Team are currently seeking to reduce the cost of the scheme. This includes negotiations with HS2 over Surplus Excavated Material.</p> <p>Note the Compulsory Order Process the Council will be entering for the scheme.</p>	Y	BCC	Y	https://shadow-buckinghamshire.moderngov.co.uk/ieListDocuments.aspx?CId=136&MId=136&Ver=4
High Wycombe Cemetery	28-Jan-20	N	<p>1. That the Shadow Executive notes the content of this report.</p> <p>2. That the Shadow Executive:</p> <p>(a) Consents to a project budget increase of £253,210.</p> <p>(b) Consents to the release other project funds of £389,790.</p> <p>(c) Consents to the grant of delegated authority to enter into a build contract for the project.</p> <p>(d) Consents that the £50,000 annual maintenance cost of the new facility will be contained within the Special Expenses Reserve (SER) precept.</p> <p>3. Notes that this matter is also being reported to Wycombe District Council's Cabinet on February 3rd 2020.</p>	Y	WDC	Y	https://shadow-buckinghamshire.moderngov.co.uk/ieListDocuments.aspx?CId=136&MId=137&Ver=4
A404/A4155 Westhorpe Junction Improvements	18-Feb	N	<p>1) That the Shadow Executive approves the commission of the preliminary design phase of the project including ground investigation works (value £375,000 – using secured and released s106/CIL funding)</p> <p>2) That the Shadow Executive notes the risks associated with the scheme. [Scheme cost = £3.225m to £3.574m]</p>	Y	BCC	Y	https://shadow-buckinghamshire.moderngov.co.uk/ieListDocuments.aspx?CId=136&MId=140&Ver=4
Use of S106 Accrued Funds for Affordable Housing in Wycombe (Needham Bowl)	18-Feb-20	Partly private	<p>That the Shadow Executive endorse the November 2019 decision of Wycombe District Council's Cabinet to award funding of £800,000 to Paradigm Housing Association on the terms set out in paragraph 7 below.</p>	Y	WDC	Y	https://shadow-buckinghamshire.moderngov.co.uk/ieListDocuments.aspx?CId=136&MId=140&Ver=4

Ashwells/Bellfield/HQube	18-Feb-20	Partly private	<p>To ratify WDC Cabinet's approval of three linked projects:</p> <p>(1) Construction of infrastructure for Ashwells and its subsequent disposal as serviced residential development sites</p> <p>(2) Disposal of Bellfield for affordable housing</p> <p>(3) Development of HQube small workspace</p> <p>Including delegated authority to Officers to complete detailed terms of the contractual commitments involved.</p>	Y	WDC	Y	https://shadow-buckinghamshire.moderngov.co.uk/ieListDocuments.aspx?CId=136&MId=140&Ver=4
Cressex Island	18-Feb-20	Partly private	<p>To ratify WDC Cabinet's approval of:</p> <p>(1) Direct development of part of Cressex Island</p> <p>(2) Freehold disposal of the remainder of the site</p> <p>(3) Implementation of Crest Road signalisation works</p> <p>Including delegated authority to officers to complete the detailed terms of the contractual commitments involved.</p>	Y	WDC	Y	https://shadow-buckinghamshire.moderngov.co.uk/ieListDocuments.aspx?CId=136&MId=140&Ver=4
Waste collection, recycling and street cleansing contract for Chiltern, Wycombe and South Bucks District Areas	18-Feb-20	Y	<p>1. To note the background and progress on the waste, recycling and street cleansing contract procurement project.</p> <p>2. To approve the financial commitment for a new waste collection, recycling and street cleansing contract for the Chiltern, South Bucks and Wycombe areas, having regard to the procurement and financial information contained within this report and the confidential Appendix, which is in line with the approved budget.</p> <p>3. To note that the award of this contract is also being reported to Chiltern, South Bucks and Wycombe Council Cabinets for approval.</p> <p>To note that the reports to the District Councils will recommend:</p> <p>1. To note the background and progress on the waste, recycling and street cleansing contract procurement project.</p> <p>2. To award a contract to the preferred bidder for a new waste collection, recycling and street cleansing contract for the Chiltern, South Bucks and Wycombe areas having regard to the procurement and financial information contained within this report and the confidential Appendix.</p>	Y	CDC SBDC WDC	Y	https://shadow-buckinghamshire.moderngov.co.uk/ieListDocuments.aspx?CId=136&MId=140&Ver=4

Report for:	Overview and Scrutiny Committee
Meeting Date:	4 March 2020

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

Introduction

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

Overview

2. Last month saw a major milestone in the programme when the Shadow Authority met to consider the budget and constitution for the new council. Both of these documents were agreed by the Shadow Executive when it met on 18 February for consideration by the Shadow Authority.
3. In agreeing the budget the Shadow Executive considered the feedback from the Overview and Scrutiny meetings held in January to review the proposed budget.
4. The Shadow Executive confirmed their support for the funding for Voluntary and Community Groups that the five existing councils had agreed for the next two years, recognising the important role played by these groups in helping the residents of Buckinghamshire. Other policies agreed by the Shadow Executive include a number of policies which provide support for residents and businesses with council tax and

business rates, a revised approach to housing enforcement to protect vulnerable tenants and for the provision of housing adaptation grants and strategies on providing support for learning disabilities and mental health.

5. On the 2 March the Senior Appointments Committee met to interview the applicants for the vacant Corporate Director for Resources post.
6. With just over 4 weeks to go to the launch of the new council the Unitary programme remains on track to deliver the critical changes required for a smooth transition into the new council. In these final weeks the focus of the programme will turn to the many practical things that need to be in place for 1 April, ensuring there is clarity where changes are being introduced and reassurance where things will remain unchanged.

Members

7. At the Shadow Executive meeting held on 28 January, a number of decisions were made which focussed on how the new council will help its vulnerable residents. These included how Discretionary Housing Payments would be allocated, support for residents on War Disablement and War Widow's Pensions and support with Business Rates.
8. At the same meeting members approved a new policy for housing enforcement which looks at the enforcement of private sector housing standards and licensing of houses in multiple occupation (HMOs) together with associated fees. They also approved a common housing grant (Housing Improvement and Adaptations) policy to ensure that wherever applicants live, there is parity in terms of the available grant assistance, and assistance is targeted to maximise preventative actions.
9. Members also agreed new strategies on providing support for residents with learning disabilities and those affected by mental health problems. Both identified the importance of working together with our partners to address need, build resilience within the community and ensure people can access the right support when needed.
10. At the meeting of the Shadow Executive on 18 February members considered two of the significant milestones within the programme to create the new council; the new council's budget and constitution. In proposing the budget, which was considered at the Shadow Authority meeting on 27 February for agreement, they received feedback from the Overview and Scrutiny meetings held in January to review the proposed budget. The final budget considered by the Shadow Authority included a number of the changes proposed by the Overview and Scrutiny Committee, members of the Shadow Executive also thanked the members of Scrutiny for the thoroughness of this review and the value this has added to the final budget proposal.
11. Members also considered the final draft of the constitution which will form the basis of governance for the new council. This has been developed from the existing council constitutions together with current best practice for a modern unitary council. It also reflects a significant amount of work from both members and officers which the Shadow Executive recognised when considering the final draft. This also went forward to the Shadow Authority meeting later this week.
12. At the same Shadow Executive meeting members recognised the important work of the voluntary and community sector and, as seen in the strategies referred to above,

how collaborative working is critical given one organisation cannot solve complex problems alone.

13. Members confirmed their support for the continuation of the predecessor councils' multi-year funding arrangements. They also agreed that a review of these arrangements should be undertaken during this period to review how the funding is distributed across the county.
14. The Overview and Scrutiny Committee also met in February and reviewed the progress of the unitary programme together with the work of the scrutiny task and finish groups.

Organisational Structure

15. Following the appointment of the Service Directors in December there has been a considerable amount of work undertaken to align staff of the existing councils to the new services. As a result of this work all staff have now received confirmation of which Service Director they report to.
16. Following this Service Directors are hosting meetings for their staff to meet them and understand more about the priorities for their service over the coming months.
17. Ian Thompson the Corporate Director for Planning Growth and Sustainability started on 25 January. Ian was the last director appointed to the new council to start. There is however, as members are aware, a vacant Corporate Director post covering the Resources Directorate. The advertisement for this post has now closed and on 2 March the Senior Appointments Committee met to interview the shortlisted candidates.

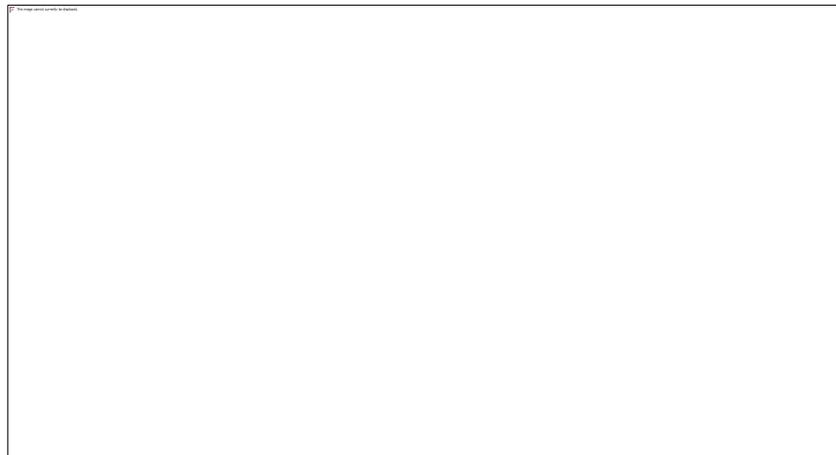
Progress

18. With just over 4 weeks left until the new council is launched, progress on the unitary programme continues to proceed well without any significant issues or concerns. In no small part this is down to the continued hard work of the many hundreds of staff from across the five councils working on the programme, as well as the support from members and partners.
19. Of the 115 critical deliverables or 'must haves' identified across the programme, 37 have been completed with a further 14 on track to be completed by the end of February. There are 40 'must haves' due to be delivered in March, many of which are linked to the April implementation date. In addition 24 'must haves' are scheduled for delivery after 1 April, which in part reflects the date of the election.
20. Overall there are just 8 of the remaining 78 'must haves', which are to be delivered, rated as Amber. However, all have mitigating actions and therefore remain on track to be delivered on time.
21. The latest update to the programme risk register also reflects the status of the programme with no new risks identified and a number of the existing ones removed. The revised risk register is attached at Appendix A.

22. The focus of the programme is now on reviewing the practical arrangements for day 1 and identifying any risks to the smooth transition from the old councils to the new. A number of Service Directors are running 'day 1' workshops with their teams to identify and iron out any of these risks and all Directors are producing service plans. These will map out the operational arrangements for their service areas from day 1, and in particular details of how the changes will affect current ways of working.
23. One of the critical areas for a successful launch of the new council is the 17 new Council Access Points. We have therefore asked our critical friend Ameo to carry out a review of our preparedness for 1 April. They have worked through a number of customer scenarios, talking to a range of staff and reviewing documentation and training plans. This review has not highlighted any major issues and subject to the training plans being delivered together with the other support arrangements we are putting in place, they found no fundamental problems with any one of the scenarios.
24. They also remarked from the conversations with staff that there is a very positive attitude about the launch of the new council and a can do attitude about making the experience as positive as possible for customers.
25. We are also working on a day 1 'response' plan so if there are issues in the early days of the new council we are able to deal with these immediately. This will include key staff 'floor walking' within all of the council office locations to deal with issues, in addition to telephone help desks and senior officers physically present in each location.

Communications

26. The external campaign running up to April to raise awareness of the new council has begun, using this theme:



27. Our new social media accounts are now live, posting updates including the first of a series of videos to reassure residents about continuity of services. Posters and adverts will start to appear from next week across the new council area and leaflets will be sent out in March to every household with council tax bills and to businesses through the business rates mailout. Articles are planned in the current councils' resident communications, as well as community magazines, and resources are being provided to town and parish councils and other partners to help spread the word.

28. The last of the current round of staff roadshows took place on 26 February, and throughout March we are running a series of drop in sessions across the council office locations where staff can get answers to any queries they have and to find out about support and training.

29. A new intranet is being developed to go live by day 1 for members and staff, which will provide key information for example on HR and finance policies.

Summary/Conclusions

30. We continue to remain confident that we are on track for April.

31. The hard work of staff and the support of members has ensured we are in a strong position and the assurance from our critical friend has provided additional reassurance that the plans we have put in place will ensure we launch the new council successfully on 1 April 2020.

Background Papers	None
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Budget Scrutiny 2020 – Recommendations from the Budget Scrutiny Task & Group Chairman – Cllr John Gladwin

Response from Shadow Executive – Cllr Martin Tett, Leader

Recommendation	Shadow Executive's Response – Y/N & comments	Lead Member/Officer
<p>1. a) There should be a consistent approach to how inflation and salary increases are applied across the budget.</p> <p>b) Where budgets include monies released from a reserve, this should be clearly noted in a separate budget line.</p> <p>c) Further work should be undertaken on Years 2 & 3 of the MTFP to ensure the robustness of the budgets in light of a number of external factors which are outside of the Council's control.</p>	<p>Agreed.</p> <p>In developing the budget for Buckinghamshire Council we started with the existing budget plans of the 5 predecessor Councils. These budgets were set in different ways and in pulling them together some compromises were required. Buckinghamshire Council will continue to develop and improve the presentation of its budgets in future year to ensure transparency and robustness.</p> <p>December 2020</p>	<p><i>Cllr Martin Tett, Shadow Executive Leader</i></p> <p><i>Richard Ambrose, Service Director for Corporate Finance</i></p>
<p>2. The Corporate Plan for Buckinghamshire Council should include a stronger commitment to Climate Change, with the aim of the Council being net Carbon Neutral by 2035(subject to consideration of the results of the Council's Carbon Audit) and the County generally by 2050. This commitment should be explicit and transparent and will require strong political leadership to ensure delivery.</p>	<p>In part. The Corporate Plan sets out a clear ambition to address climate change. The detailed objectives will need to be developed by the leadership of the new council, once it has the chance to review the results of the carbon audit which is currently underway.</p>	<p><i>Cllr Bill Chapple, Shadow Executive Environment Portfolio Holder</i></p> <p><i>Ian Thompson, Corporate Director, Planning, Growth and Sustainability</i></p>

<p>3. The budget should include specific budget lines which demonstrate how it will deliver the Council being net Carbon Neutral by 2035.</p>	<p>Agreed. As the new council develops its detailed climate change plan, in response to the carbon audit, it will need to clearly identify the associated budget.</p>	<p><i>Cllr Bill Chapple, Shadow Executive Environment Portfolio Holder</i></p> <p><i>Ian Thompson, Corporate Director, Planning, Growth and Sustainability</i></p>
<p>4. A specific Portfolio and Portfolio Holder should be nominated to be responsible for driving the Climate Change & Carbon Neutral agenda forward across Buckinghamshire Council and to take a leading role in championing this across the County and beyond.</p>	<p>Whilst the Shadow Executive has a Portfolio Holder leading on the Environment, the organisation of future portfolios will be the responsibility of the new Leader of Buckinghamshire Council, following the elections in May</p>	<p><i>Cllr Martin Tett, Shadow Executive Leader</i></p>
<p>5. An overall recruitment and workforce strategy for Buckinghamshire Council as a whole should be developed as a priority.</p>	<p>Agreed. A council wide strategy will be developed by October 2020</p>	<p><i>Cllr Katrina Wood, Shadow Executive Deputy Leader & Resources Portfolio Holder</i></p> <p><i>Sarah Murphy Brookman, Service Director for HR and OD</i></p>
<p>6. A strategy to reduce the number of agency staff should also be prioritised. The delivery & performance of this strategy should be monitored regularly.</p>	<p>Agreed. Whilst recognising that there are areas of the council's business where it is helpful to draw on agency staff and that agency staff provide organisational flexibility, there is a key priority to ensure that the use of Agency staff is appropriate and that an Agency worker's tenure is minimised through a clear exit plan. This will be one area of focus within the new recruitment and workforce strategy. In addition each service area will monitor its performance on the use of agency staff, and this will be reviewed on a quarterly basis by the Directorate Workforce Boards and CMT.</p>	<p><i>Cllr Katrina Wood, Shadow Executive Deputy Leader & Resources Portfolio Holder</i></p> <p><i>Sarah Murphy Brookman, Service Director for HR and OD</i></p>

<p>7. Buckinghamshire Council should ensure that there is sufficient capacity to deliver existing savings plans and an ambitious capital programme, as well as managing far-reaching service transformation.</p>	<p>Agreed. As the new Council develops its transformation programme, and reviews individual service areas, a key focus will be on ensuring that the organisation has the right skills and capacity to deliver the Corporate Plan ambitions.</p>	<p><i>Cllr Martin Tett, Shadow Executive Leader</i> <i>Rachael Shimmin, Chief Executive</i></p>
<p>8. Buckinghamshire Council should invest in Key Worker Housing as a priority, to aid recruitment, reduce staff turnover and unlock additional skills capacity in the County.</p>	<p>Agreed. Alternative options for developing Key Worker housing will be reviewed and business cases developed over the next year.</p>	<p><i>Cllr Katrina Wood, Shadow Executive Deputy Leader & Resources Portfolio Holder</i> <i>Ian Thompson, Corporate Director, Planning, Growth and Sustainability</i></p>
<p>9. A robust centralised management system is put in place to manage all Developer Contributions across the County, including CIL, S106 and S278 monies which are so integral to successful delivery of the Capital programme</p>	<p>Agreed. A harmonised approach to manage all developer contributions will be developed in the first year.</p>	<p><i>Cllr Nick Naylor, Shadow Executive Planning Portfolio Holder</i> <i>Ian Thompson, Corporate Director, Planning, Growth and Sustainability</i></p>
<p>10. Risks around funding bids from Housing Infrastructure Fund and other government bodies are acknowledged and implications on cash flow/borrowing/interest and the timing of building projects should be clearly identified.</p>	<p>Agreed. The final budget report to Shadow Executive / Shadow Authority will include a section on key risks, including those relating to cash flow and the potential need for temporary borrowing.</p> <p>February 2020.</p>	<p><i>Cllr Martin Tett, Shadow Executive Leader</i> <i>Richard Ambrose, Service Director for Corporate Finance</i></p>
<p>11. Capital programme should be divided into those schemes which are fully funded, with deliverable business cases and those that are more aspirational, in order to give members</p>	<p>Agreed. A further review of the capital programme will be undertaken post vesting day. This will include reviewing how the capital programme is presented with the aim to enhance both consistency in approach and transparency.</p>	<p><i>Cllr Martin Tett, Shadow Executive Leader</i></p>

<p>and residents a clearer understanding of the programme. This detail should be included in the final budget.</p>	<p>September 2020.</p>	<p><i>Richard Ambrose, Service Director for Corporate Finance</i></p>
<p>12. A detailed breakdown of the funding for each Community Board should be included in the final budget.</p>	<p>Agreed. A detailed breakdown of funding has been presented to the Shadow Executive. A review of the presentation of the budget will be undertaken for future budget setting with the aim of enhancing transparency.</p> <p>December 2020.</p>	<p><i>Cllr Martin Tett, Shadow Executive Leader</i></p> <p><i>Richard Ambrose, Service Director for Corporate Finance</i></p>
<p>13. Responsibility for Community Boards and the associated budgets should sit with the Communities Portfolio to drive Localism forward and have visibility of community grants and support in one place.</p>	<p>The organisation of future portfolios will be the responsibility of the new Leader of Buckinghamshire Council, following the elections in May</p>	<p><i>Cllr Martin Tett, Shadow Executive Leader</i></p>
<p>14. Increased funding for feasibility work in years 2 & 3 should be investigated to reflect the quantum of Capital projects (£493m over 3 years)</p>	<p>Agreed. This will be considered as part of the next budget round.</p> <p>December 2020.</p>	<p><i>Cllr Martin Tett, Shadow Executive Leader</i></p> <p><i>Richard Ambrose, Service Director for Corporate Finance</i></p>
<p>15. The balance of the Unitary Implementation transition fund should be added to the £14m transformation pot.</p>	<p>Agreed. This will be amended as part of the final budget.</p> <p>February 2020.</p>	<p><i>Cllr Martin Tett, Shadow Executive Leader</i></p> <p><i>Richard Ambrose, Service Director for Corporate Finance</i></p>
<p>16. Further assessment should be made during 2020-21 as to whether the £14m Transformation Pot will be sufficient to enable the required</p>	<p>Agreed. The process around how the transformation pot will be allocated out is to be agreed and any future investment requirements will be considered as part of the next budget round.</p>	<p><i>Cllr Martin Tett, Shadow Executive Leader</i></p>

<p>service transformation over the 3 year period of the MTFP.</p>	<p>December 2020.</p>	<p><i>Richard Ambrose, Service Director for Corporate Finance</i></p>
<p>17. As soon as plans are finalised for the priority order of service transformation, these should be shared with all staff to enable them to understand the implications for them as individuals over the next 3 years.</p>	<p>Agreed. The senior leadership team is currently developing a programme of service reviews, in order to be able to provide all employees with clarity about the implications for their own individual roles. March 2020</p>	<p><i>Cllr Martin Tett, Shadow Executive Leader</i> <i>Sarah Ashmead, Deputy Chief Executive</i></p>
<p>18. A robust and clearly understood approach to risk management be adopted by Buckinghamshire Council as a priority.</p>	<p>Agreed. Risk Management is a key element of assessment of both individual proposals and the overall budget proposal, and this needs to be clearly evidenced in budget proposals. December 2020</p>	<p><i>Cllr Katrina Wood, Deputy Leader & Resources Portfolio Holder</i> <i>Richard Ambrose, Service Director for Corporate Finance</i></p>
<p>19. The option of the Home to School Transport team being integrated in the Education service and the Client Transport team being integrated in Adult Social Care, to realise savings and improve outcomes for residents should be explored.</p>	<p>In part. Further alignment with the teams will be considered as part of a wider review and improvement plan of the client transport service. September 2020</p>	<p><i>Cllr Mark Shaw, Shadow Executive Transport Portfolio Holder</i> <i>Richard Barker, Corporate Director, Communities</i></p>
<p>20. A management reporting system should be established which enables a true comparison of costs and key performance indicators, in particular the quality of service, between in-house and contracted services on a like-for-like basis to support Buckinghamshire Council's future decision-making.</p>	<p>Agreed. The finance, procurement and business intelligence teams will develop a methodology which will support service areas in evaluating options for future models of service delivery as part of the transformation programme.</p>	<p><i>Cllr Martin Tett, Shadow Executive Leader</i> <i>Sarah Ashmead, Deputy Chief Executive</i></p>

<p>21. Priority should be given to the recruitment of experienced staff to support the Planning service in dealing with increased demand and Members would recommend that a ‘Grow your Own’ programme such as those in Social Care should be investigated.</p>	<p>Agreed. The recruitment of experienced planning staff is a priority, and this will need to be reflected in the wider recruitment and workforce strategy mentioned in item 5 above. As part of this work, consideration will be given to whether a grow your own programme would be the right solution</p>	<p><i>Cllr Nick Naylor, Shadow Executive Planning Portfolio Holder</i></p> <p><i>Ian Thompson, Corporate Director, Planning, Growth and Sustainability</i></p>
<p>22. Additional funding should be set aside for the Local Plan reserve as £3m over the next three years is likely to be inadequate.</p>	<p>As work commences on the Buckinghamshire Local Plan we will develop a project plan including estimated costs for supporting evidence and the eventual Examination in Public. We will review the figure in the reserve on the basis of this work in the next 12 months.</p>	<p><i>Cllr Nick Naylor, Shadow Executive Planning Portfolio Holder</i></p> <p><i>Ian Thompson, Corporate Director, Planning, Growth and Sustainability</i></p>
<p>23. When the Planning Service is reviewed, adequate resources should be allocated to enable an effective and timely response to planning enforcement issues.</p>	<p>Agreed. We are preparing a paper on the harmonised enforcement service looking at working practices and resources and will report back on the findings this year.</p>	<p><i>Cllr Nick Naylor, Shadow Executive Planning Portfolio Holder</i></p> <p><i>Ian Thompson, Corporate Director, Planning, Growth and Sustainability</i></p>
<p>24. Development of a parking strategy, including how to increase capacity, should be a matter of priority for Buckinghamshire Council after the elections in May 2020.</p>	<p>Agreed. This work will be progressed during 2020/21.</p> <p>March 2021</p>	<p><i>Cllr Mark Shaw, Shadow Executive Transport Portfolio Holder</i></p> <p><i>Richard Barker, Corporate Director, Communities</i></p>
<p>25. A review should be undertaken ahead of the parking enforcement procurement, to investigate how the Council’s on street and off street parking enforcement can be integrated to deliver an improved service and to review future requirements in light of the new parking</p>	<p>Agreed - this work is already being progressed through the programme workstream and will be presented for decision by the new Council in 2020/21.</p> <p>October 2020</p>	<p><i>Cllr Mark Shaw, Shadow Executive Transport Portfolio Holder</i></p> <p><i>Richard Barker, Corporate Director, Communities</i></p>

<p>strategy, to ensure quality service delivery and value for money.</p>		
<p>26. During 2020-21, as Community Access Points are reviewed, consideration should be given to their future funding.</p>	<p>Agreed. As the plans for moving from Council Access to Community Access Points are developed, business cases will be developed which assess the financial implications of individual proposals. The Council will then be able to consider the need for any funding provision.</p> <p>December 2020</p>	<p><i>Cllr Martin Tett, Shadow Executive Leader</i></p> <p><i>Sarah Ashmead, Deputy Chief Executive</i></p>
<p>27. There should be continued investment in the Social Work Academy, which utilises the apprenticeship levy and will provide more stability in the Adult Social Care workforce and positive outcomes for clients.</p>	<p>Agreed. The first cohort of students are due to be recruited in April and then a further cohort in September. Their progress will be closely monitored to ensure that the programme delivers the right outcomes and that a case can be demonstrated for ongoing investment.</p>	<p><i>Cllr Angela Macpherson, Shadow Executive Adult Social Care Portfolio Holder</i></p> <p><i>Gillian Quinton, Corporate Director Adults, Health & Housing</i></p>
<p>28. There should be further investment in the ASYE Academy to enable Children's Services to recruit and retain more qualified staff, which will stabilise the workforce and lead to improved outcomes for children and families. In turn, this should also support the pace of change required for Ofsted Improvement.</p>	<p>Agreed. We will increase the ASYE academy by another two cohorts of up to 20 each between now and 2021. The Executive has proposed an additional £2.2m as part of the draft budget in order to deliver this commitment, which will enable us to reduce agency staffing in future years</p>	<p><i>Cllr Warren Whyte, Shadow Executive Children's Portfolio Holder</i></p> <p><i>Tolis Vouyioukas, Corporate Director Children's Services</i></p>
<p>29. A specific line should be included in the budget for Special Expenses.</p>	<p>Agreed. Special Expenses income will be specifically identified on the face of the budget and an appendix presented with the final budget papers showing the budgets for Special Expense areas.</p> <p>February 2020.</p>	<p><i>Cllr Martin Tett, Shadow Executive Leader</i></p> <p><i>Richard Ambrose, Service Director for Corporate Finance</i></p>

<p>30. Voluntary sector organisations which provide vital community services at minimal cost should be nurtured and a full review carried out to establish how they have been funded to date and how grants and other funding from Buckinghamshire Council should be offered going forward to deliver improved outcomes for residents.</p>	<p>Agreed. A review of the council's relationship with the voluntary, community and charity sector will be undertaken during 2020/21, with a view to developing new funding arrangements for 2021/22.</p> <p>October 2020</p>	<p><i>Cllr Isobel Darby, Shadow Executive Communities Portfolio Holder</i> <i>Sarah Ashmead, Deputy Chief Executive</i></p>
<p>31. A strategy for Homelessness and Rough Sleeping should be developed as a priority for Buckinghamshire Council.</p>	<p>Agreed – the strategy will be developed in the first year of operation of the new Council, using a collaborative approach with key partners.</p>	<p><i>Cllr Isobel Darby, Shadow Executive Communities Portfolio Holder</i></p> <p><i>Gillian Quinton, Corporate Director Adults, Health & Housing</i></p>
<p>32. A consistent approach to licensing for HMOs and Taxis should be applied across the County as soon as practicable after 1st April 2020.</p>	<p>Agreed - a country wide taxi licencing policy will be progressed during 2020/21.</p> <p>February 2021</p>	<p><i>Cllr Isobel Darby, Shadow Executive Communities Portfolio Holder</i></p> <p><i>Richard Barker, Corporate Director, Communities</i></p>
<p>33. The evaluation of the Wycombe Street Warden scheme, should be reported to the new Cabinet as part of a wider review of Community Safety/Anti-Social Behaviour.</p>	<p>Agreed. The evaluation will be included as part of a wider review of enforcement activity across the new Council</p> <p>December 2020</p>	<p><i>Cllr Isobel Darby, Shadow Executive Communities Portfolio Holder</i></p> <p><i>Richard Barker, Corporate Director, Communities</i></p>

**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)
MONDAY 2 MARCH 2020				
Corporate Director Resources Appointment To consider a report on the Corporate Director Resources appointment	Y	Senior Appointments Sub Committee	Part exempt (<i>para 1, 3</i>)	Lead Member / Officer(s): Councillor Martin Tett, Councillor Katrina Wood Rachael Shimmin Contact Officer(s): Nicola Houwayek

TUESDAY 10 MARCH 2020

<p>Overarching Health & Safety Policy To consider the Health and Safety policy</p>	<p>Y</p>	<p>Shadow Executive</p>		<p>Lead Member / Officer(s): Councillor Katrina Wood John Reed</p> <p>Contact Officer(s): John Reed</p>
<p>Equalities Approach and Policy To consider a report on equalities approach and policy</p>	<p>Y</p>	<p>Shadow Executive</p>		<p>Lead Member / Officer(s): Councillor Martin Tett Catherine Whitehead</p> <p>Contact Officer(s): Natalie Donhou-Morley</p>
<p>Modern Day Slavery Statement To consider a report on the modern day slavery statement</p>	<p>Y</p>	<p>Shadow Executive</p>		<p>Lead Member / Officer(s): Councillor Isobel Darby Gill Quinton</p> <p>Contact Officer(s): Katie Galvin</p>
<p>Emergency Plan To consider the emergency plan</p>	<p>Y</p>	<p>Shadow Executive</p>		<p>Lead Member / Officer(s): Councillor Martin Tett Ben Coakley</p> <p>Contact Officer(s): Ben Coakley</p>

<p>Regulation of Investigatory Powers Act 2000 (RIPA) – Policy and Procedural Guidance A report seeking approval for Buckinghamshire Council’s policy and procedural guidance on the Regulation of Investigatory Powers Act 2000 to ensure compliance with legal requirements when carrying out any covert surveillance</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Martin Tett Joanna Swift</p> <p>Contact Officer(s): Joanna Swift</p>
<p>Financial Strategy To consider the financial strategy</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Katrina Wood Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p>Finance Policies To consider a report on finance policies</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Katrina Wood Richard Ambrose</p> <p>Contact Officer(s): Elspeth O'Neill</p>
<p>Risk Strategy To consider a report on the risk strategy</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Katrina Wood Maggie Gibb</p> <p>Contact Officer(s): Maggie Gibb</p>

<p>Carers Strategy To consider a report on the carer's strategy</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Angela Macpherson Jane Bowie</p> <p>Contact Officer(s): Elaina Quesada</p>
<p>Managing the Care Market: Proposal for Fee Increases To consider a report on a proposal for fee increases</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Angela Macpherson Gill Quinton</p> <p>Contact Officer(s): Matilda Moss</p>
<p>Prevention and Befriending Grants To consider a report on Prevention Grants</p>	Y	Shadow Executive	Part exempt (para 3)	<p>Lead Member / Officer(s): Councillor Angela Macpherson Jane Bowie</p> <p>Contact Officer(s): Marie-Claire Mickiewicz</p>
<p>Registered Providers Charging Arrangements To consider a report on registered providers charging arrangements</p>	Y	Shadow Executive	Part exempt (para 3)	<p>Lead Member / Officer(s): Councillor Isobel Darby Michael Veryard</p> <p>Contact Officer(s): Michael Veryard</p>

<p>MK Strategy 2050 To consider a report on the MK Strategy 2050</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Nick Naylor Ian Thompson</p> <p>Contact Officer(s): Sally Ovens</p>
<p>Street Naming & Numbering Policy To consider a report on the street naming and numbering policy</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Katrina Wood Neil Gibson</p> <p>Contact Officer(s): Jaqueline Williams</p>
<p>Abbey Barn Lane Realignment (ABLR) Decision to Award NEC 4 Early Contractor Involvement (ECI) Contract</p>	Y	Shadow Executive	Part exempt (para 3)	<p>Lead Member / Officer(s): Councillor Mark Shaw Rob Smith</p> <p>Contact Officer(s): Robin Smith</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	Part 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): Councillor Martin Tett Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>

TUESDAY 31 MARCH 2020

<p>Regulatory Services Enforcement Policy To consider a report on the regulatory services enforcement policy</p>	<p>Y</p>	<p>Shadow Executive</p>		<p>Lead Member / Officer(s): Councillor Isobel Darby Nigel Dicker</p> <p>Contact Officer(s): Nigel Dicker</p>
<p>Buckinghamshire Permit Scheme Following public consultation, this report is to agree an amendment to the Buckinghamshire Permit Scheme in order that it will apply to all adopted roads throughout the Buckinghamshire highways network</p>	<p>Y</p>	<p>Shadow Executive</p>		<p>Lead Member / Officer(s): Councillor Mark Shaw Rob Smith</p> <p>Contact Officer(s): Syed Hussain</p>
<p>Planning Enforcement To consider a report for a single planning enforcement and monitoring policy for Buckinghamshire Council</p>	<p>Y</p>	<p>Shadow Executive</p>		<p>Lead Member / Officer(s): Councillor Nick Naylor Steve Bambrick</p> <p>Contact Officer(s): Darran Eggleton</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>	<p>Y</p>	<p>Shadow Executive</p>	<p>Part exempt (para 3)</p>	<p>Lead Member / Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>

TUESDAY 21 APRIL 2020

<p>Internal Audit Plan To consider a report on the internal audit plan</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Katrina Wood Maggie Gibb</p> <p>Contact Officer(s): Maggie Gibb</p>
<p>Agreement of Terms of Reference for Bucks Growth Board To agree Terms of Reference for the Bucks Growth Board</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Martin Tett Lisa Michelson</p> <p>Contact Officer(s): Lisa Michelson</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 include other items, in addition to key decisions, that are to be considered by the Shadow Executive.

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

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

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

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

Democratic Services, Programme Management Office, Buckinghamshire County Council, Walton Street, Aylesbury, HP20 1UA
| 01296 382343 | demservices-shadow@buckscc.gov.uk

Notification for Press and Public

Notification of Items expected to be taken in exempt session, as required by access to information requirements.

The meeting will be asked to resolve that the Press and Public be excluded from the meeting during consideration of the following items as they contain exempt information as defined in Regulation 4(2)(b) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, more particularly as follows:-

Item 9 Risk Register

Information relating to the financial or business affairs of any particular person (including the authority holding that information) (Paragraph 3, Part 1 of Schedule 12A, Local Government Act 1972)

[The need to maintain the exemption outweighs the public interest in disclosure because disclosure could prejudice the Council's position in any future tender process or negotiations].

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