



Cabinet agenda

Date: Tuesday 26 May 2020

Time: 10.00 am

Venue: Via Video Conference

Accessible to members of the public online at

<https://buckinghamshire.public-i.tv/core/portal/home>

Membership:

M Tett (c), A Macpherson (Cabinet Member Adult Social Care) (Deputy Leader), K Wood (Cabinet Member Resources) (Deputy Leader), S Bowles (Cabinet Member Town Centre Regeneration), B Chapple OBE (Cabinet Member Environment and Climate Change), J Chilver (Cabinet Member Property & Assets), A Cranmer (Cabinet Member Education and Skills), I Darby (Cabinet Member Housing & Homelessness), T Green (Cabinet Member Youth Provision), C Harriss (Cabinet Member Sports and Leisure), P Hogan (Cabinet Member Culture), D Martin (Cabinet Member Logistics), N Naylor (Cabinet Member Transport), M Shaw (Cabinet Member Children's Services), W Whyte (Cabinet Member Planning and Enforcement), G Williams (Cabinet Member Communities & Public Health) and F Wilson (Cabinet Member Regulatory Services)

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Cabinet minutes

Minutes of the meeting of the Cabinet held on Tuesday 21 April 2020, commencing at 10.03 am and concluding at 12.39 pm.

Members present

M Tett, K Wood, S Bowles, B Chapple OBE, J Chilver, A Cranmer, I Darby, T Green, C Harriss, P Hogan, A Macpherson, D Martin, N Naylor, M Shaw, W Whyte, G Williams and F Wilson

Agenda Item

1 Apologies

Martin Tett, Leader, Buckinghamshire Council, welcomed everyone to the inaugural meeting of the Buckinghamshire Council's Cabinet. M Tett advised that the elections, which were due to be held in May 2020, had been suspended until May 2021. In the interim, the government had issued a Statutory Instrument which laid down rules under which the Council would operate for the next year. Those members who were part of the Shadow Authority had become the new councillors for Buckinghamshire Council. M Tett stated that he would continue as Leader and would be appointing portfolio responsibilities to cabinet members as soon as possible but this meeting would be conducted on the basis of the responsibilities that members had as part of the transition shadow executive.

There were no apologies.

2 Declarations of interest

Martin Tett advised that all the members had previously declared any interests under the Shadow Executive during the transition and queried whether the declarations had to be re-registered. Sarah Ashmead, Deputy Chief Executive and Monitoring Officer, confirmed that all previously declared interests were deemed carried forward for the purposes of this meeting but all Buckinghamshire Council members would be asked to review their declared interests for the year ahead; the information could be viewed on the Council and Democracy/Find your Councillor page of Buckinghamshire Council's website.

There were no declarations of interest.

RESOLVED: It was NOTED that all previously declared 'Interests' were deemed 'carried forward' for the purposes of this meeting.

3 Question Time
Cllr Robin Stuchbury

“In light of the report from the Cabinet member on the agenda proposing the possibility of a new waste and recycling site within Buckingham:

After the decision and recommendation has been made by the Cabinet, will the decision be going to the community board to discuss and if the decision is positive to allocate an enhanced waste refuge site within Buckingham and recycling; will the local members be involved in the discussions of a future site allocation?

If the decision of the cabinet is to meet the growth within Buckingham and the surrounding villages through delivering a new site and enhance facilities will there be consultation thereafter with the Buckingham town council, who will be drafting a new local plan very soon in corporation with Buckinghamshire Council, to ensure good working practices between both local representation and unitary representation. To be assured if it's a positive decision to invest within the Buckingham catchment area, site allocation between the two councils is a partnership as the council will be aware there is a Buckingham plan which still carries legal planning weight, and the Vale of Aylesbury Plan was not agreed unfortunately before Buckinghamshire Council came into operation, and it could be suggested the Buckingham plan carries more weight than emerging plan.

In light of the new local authority inheriting the aspirations of the previous authorities to improve and lower the carbon footprint, I would ask that some consideration of enhanced site enabling recycling and exchange as was historically the case before the new contract was agreed by Buckinghamshire county council, whereby consideration of residents both take property to the recycle centre and purchase materials/furniture, thereby lowering the need for transport of such materials within the county and creating a green exchange of property in-house where recycling of properties within the community could take place again and lower the councils overall carbon footprint.”

Response provided by Councillor Bill Chapple OBE:

There were nine household recycling sites in Buckinghamshire and the site in Buckingham was important but was limited by its size. However, the Council would be looking at options later in the year and would put a business case together to go into the medium term financial planning (MTFP) process this summer (as there was currently no funding to do a site search or review). If the business case was supported then work would be undertaken during 2021 to pull together a feasibility study for a new site for the Buckingham area. Therefore the engagement strategy had not yet been established. B Chapple saw no reason why some form of discussion with the Community Board and Town Council would not take place – the Town Council might even have land under their control which could feature in the site search process.

Councillor Alex Collingwood

“Currently, approximately 70 percent of councillors were represented on the main committees of the Council. Could we increase diversity and improve democracy by increased membership from 12 to 15 and 15 to 18 depending on the size of the committee as this would increase participation from 70 percent to approximately 92 percent. The Government had approved virtual meetings so how soon could we hold a full council meeting to amend the constitution?”

Response provided by Martin Tett:

M Tett stated that he did not accept the point made in Councillor Collingwood’s original question that only a minority of councillors could participate as there were 215 posts available on the various committees in the Council. The number of posts on each committee was laid down by the Shadow Authority and was embodied in the statute of the constitution and, therefore, could not be increased. The scrutiny committees had 15 posts and Councillor Collingwood was proposing 16 which included a member of the opposition; his original calculation did not include the fact that there were members from other parties represented. Virtually every member would have a chance to participate and every member was represented on the Community Boards; therefore, there was ample opportunity for all members to have a say in the running of this Council. There was also member representation on approximately 130 external bodies.

4 Forward Plan (28 Day Notice)

RESOLVED: Cabinet NOTED the forward plan.

5 Coronavirus Update

Martin Tett advised that the coronavirus emergency had struck just before the new Buckinghamshire Council had come into effect resulting in members and officers having the challenge of managing two huge tasks. M Tett thanked all the people involved in the emergency planning team. A ‘sit rep’ meeting was held daily between the Chief Executive, the NHS and other key players to discuss the developments across Buckinghamshire. The Council was ensuring that government policies were implemented, particularly to help safeguard vulnerable members of the community. Community hubs had been set up and were carrying out a valuable role across the county to support vulnerable residents who did not have friends and family nearby.

Rachael Shimmin, Chief Executive, Buckinghamshire Council, added her thanks to staff and partners who had carried out a commendable job, emphasising that the work undertaken collaboratively to form the new council had helped enormously. R Shimmin highlighted the following points:

- There were strong partnerships in Buckinghamshire and meetings were being held with various organisations e.g. the NHS, Bucks Business First (BBF), the Local Enterprise Partnership (LEP) etc. to provide support.

- Eight community hubs had been set up to help vulnerable residents by delivering food parcels and prescriptions and checking that residents were safe and well.
- Hundreds of volunteers had offered to help and the Council was working alongside, trying not to duplicate the work carried out by voluntary organisations.
- Regular communications had been issued to staff, residents, town and parish councils to ensure people understood the work that the Council was carrying out.
- Thousands of business grant applications had been processed and staff had worked during the weekend to ensure the money reached the businesses quickly.
- The vast majority of Buckinghamshire Council staff were working in their 'business as usual' role but libraries, household recycling centres and leisure centres were closed and staff had been re-purposed where applicable. Approximately 200 staff were supporting the social care team.
- The Council was working closely with the schools to provide care for the children of key workers.
- There was a joint stock of personal protective equipment (PPE) for care workers, clinicians and hospital staff across the health and social care service. There was clear guidance on when PPE was required. There was difficulty in the PPE supply chain, nationally and internationally and the situation was reviewed daily to allocate supplies. Care homes were encouraged to contact the Council if there was a problem accessing PPE. Donations had been received from universities, business and schools. Discussions were underway with NHS colleagues regarding the PPE specifications and whether local businesses could manufacture PPE.

Portfolio holders provided the following updates:

Councillor Gareth Williams, Cabinet Member for Health, Culture and Communities:

- There were four main strands of work:
 - The crisis room which issued the communications.
 - Updating the Buckinghamshire Council website which was acting as a central portal for residents to find out where to obtain help and for volunteers to offer their support.
 - Advising local organisations on safe guarding.
 - Supporting local initiatives.
- G Williams chaired a Charity Leaders Group meeting each week; two charities processed the volunteers to match them to the most appropriate role according to their experience.
- Funding was being allocated to organisations and daily contact was made to the food banks.

- The community hubs/cells, which each covered two community board areas, had been set up to identify gaps in provision to vulnerable residents.
- £250,000 had been released from the Community Board fund and had been allocated to the new Buckinghamshire Councillor's Coronavirus Councillor Fund to allow councillors to support their local voluntary and community groups where it was needed the most.
- The Public Health team was leading on mental health support; work was being undertaken with Bucks Mind and Oxford Mental Health on how to help residents.

A member of the Cabinet mentioned that many shielded residents had received unneeded food parcels and had returned them to the food banks for re-distribution. It was noted that it was possible for residents to de-register themselves from the list but this also removed shielded people from access to the priority online supermarket slots. It was confirmed that the Council was in contact with the government regarding the registration arrangements.

Councillor Angela Macpherson, Cabinet Member for Adult Social Care (ASC):

- A Macpherson thanked the ASC team for their magnificent work in providing support to vulnerable clients and the setting up of the Olympic Lodge at Stoke Mandeville Stadium as a reablement centre to help people recover; it had been noted as one of the best practice provisions across the region.
- A Macpherson was in daily contact with the ASC team to discuss operational matters, the provider network and the cost to the authority. ASC welcomed the additional support from the government.
- Close working with the providers was important and webinars with clinicians on infection control and the use of PPE were being held.
- There was a large amount of information available on the online portal.
- There were approximately 1200 vulnerable clients who had been split into two categories. Each Category One client received a daily phone call to check that their carer had turned up and that they had adequate food and medicine. Category Two clients were phoned twice a week. Excellent feedback had been received from the clients and family members regarding the phone calls.

Councillor Anita Cranmer, Cabinet Member for Education:

- Approximately 2,000 children of key workers had attended school during the Easter holidays.
- The government had set up a scheme for online learning which had commenced this week.
- A Cranmer thanked the schools who had donated goggles, laboratory coats and wellington boots for use in the care sector.

Councillor Warren Whyte, Cabinet Member for Children’s Services:

- The Family Information Service web page contained useful information, resources and advice on where to go for help for parents and carers.
- W Whyte thanked the Children’s Services staff who had reacted brilliantly to operating remotely. Foster and adoption panels were still operating, via video conference, and government support was available for families without online access.
- Work was being undertaken to organise coronavirus testing for key workers.

Councillor Nick Naylor, Cabinet Member for Planning:

- N Naylor had been acting as the gateway between government and local businesses.
- Approximately 4,250 applications for a small business grant had been received from 6,500 eligible businesses; 97% of which had been processed totalling over £52 million. Information was available on the Bucks Business First website.
- A group involving BBF, the LEP and private sector organisations had been set up to look at future economic recovery.
- Lessons learned would be used to prepare for future eventualities.
- Members of Parliament were regularly briefed on issues affecting local businesses.
- The LEP had provided a Business Resilience Fund of £2 million. Only one application had been successful so the regulations had been eased and contact would be made to those businesses which had already applied but been unsuccessful.

Councillor Isobel Darby, Cabinet Member for Communities:

- I Darby thanked the staff in the housing teams, many of whom had only recently started working together.
- Rough sleepers were extremely vulnerable; there had been approximately 80 rough sleepers and they were now in temporary accommodation. Currently, there was only one known rough sleeper in Buckinghamshire.
- The challenge would be in what could be done after the emergency had passed as the government required all rough sleeping to be eliminated by 2024.
- Help was available for people experiencing domestic violence.
- People’s mental health was important and work was being carried out with Public Health England and Healthy Minds.
- Travellers had been a concern, but it appeared that they were self-isolating during the crisis.

Councillor Bill Chapple, Cabinet Member for the Environment and lead member for Mutual Aid:

- B Chapple thanked all the officers involved, in particular, Sarah Murphy-Brookman and Karen Jones.
- Mutual Aid matched people to areas where their skills were needed across the Buckinghamshire, Oxfordshire and Berkshire West (BOB) area.
- 137 businesses had offered help, 58 via BBF.
- 14 businesses had offered to supply PPE.
- 311 staff were available for re-purposing; currently 147 had been temporarily reassigned.

Councillor Katrina Wood, Cabinet Member for Resources:

- Support was being provided to the community hubs/cells.
- ICT were supporting approximately 3,000 members of staff working from home.
- A 'my care project' platform had been developed to share medical and social care data in a secure way between the various health and social care teams.
- Human Resources were supporting staff and had provided a range of support packages to cover emotional wellbeing and bereavement support for Council employees and a tailored package for the Buckinghamshire schools staff.
- The quarterly 'Together' staff survey which measured employees' sentiments and feelings during this unprecedented time was currently open.
- The Customer Service Centre was open with 426 full time equivalent staff working from home.
- A 24 hour, 7 day a week, customer support centre telephone line had been launched to support COVID-19.
- School education appeals would be held via video conference meetings.
- The Finance Team were recording all costs associated with the coronavirus through the Treasurer's Network.
- Facilities Management were working with the NHS to identify a testing site as the official testing site for the BOB area was Gatwick airport.
- The admin team were sourcing hand sanitisers and face masks.

R Shimmin added that discussions had taken place with the NHS regarding the health boundaries as Milton Keynes would be much closer for residents of north Buckinghamshire but it was not in our health area. NHS colleagues were also investigating the possibility of setting up a mobile testing unit.

M Tett thanked the leaders of the other political groups who had all worked together on a non-political party basis. M Tett also paid tribute to the MPs; weekly sessions were held with the Chief Executive, the Leader and the MPs to try to resolve disparities.

M Tett stated that the Council's revenue had dropped significantly due to a number of reasons e.g. car parking charges being lifted, the leisure centres were closed, a drop in rental income from property, some residents being unable to pay their

council tax etc. This was causing a huge strain on the Council's finances. The Council had received a proportion of the £1.6 billion released by the government at the beginning of the crisis and a further £1.6 billion had recently been released; the amount Buckinghamshire Council would receive was unknown at the moment. However, Buckinghamshire Council would continue to do the right thing for its residents and its businesses.

6 Committee Appointments and Proportionality

Martin Tett referred to the report which sought approval of the proportionality arrangements for the committees of Buckinghamshire Council established in the constitution, and the next steps in appointing members to individual committees. Sarah Ashmead added that the regulation would come into force on 11 May 2020 (the Statutory Instrument stated 8 May 2020 but this was a bank holiday). It was proposed that a report be provided at the additional Cabinet meeting the following week; after which member training would commence. Since the report had been published there had been a further change to the membership of the political groups and the report for the additional Cabinet meeting would include the appointments and an updated version of the political proportionality arrangements. M Tett stated that the Buckinghamshire Council constitution allowed for two deputies within the Cabinet; Cllr Katrina Wood would continue as deputy leader and Cllr Angela Macpherson would be the other deputy leader.

The following points were raised by members of the Cabinet:

- In response to a query on the potential number of members on the High Wycombe Town Committee being 36, S Ashmead clarified that the members would be from wards in the High Wycombe area and would not be as high as 36; a list would be circulated.
- The group leaders had not all been confirmed and would be reported at the additional Cabinet meeting.
- A member of the Cabinet queried why only 20 members were required for a full council meeting to be quorate. S Ashmead advised that due to the coronavirus, an annual general meeting did not have to be held; this was an exception for one year. If a full council meeting was required under the current extraordinary circumstances, a low bar had been set, to enable one to go ahead.

RESOLVED: Cabinet AGREED that the Executive of Buckinghamshire Council: -

1. NOTED the Regulations set out in Appendix 1.

2. Subject to these Regulations coming into force:

a. NOTED the proportionality arrangements as set out at Appendix 2.

b. AGREED that, following discussion with the Group Leaders, the Executive would receive a further report at its next meeting to designate appointments to Council committees, and then confirm these on 11 May 2020.

c. NOTED that the two Deputy Leaders on the Executive would be Cllr Katrina Wood and Cllr Angela Macpherson.

7 Portfolio Responsibilities

This item was deferred.

8 Fly Tipping Enforcement Policy

Bill Chapple, OBE, Cabinet Member for the Environment, introduced the updated fly tipping enforcement policy report which detailed what the residents and businesses of Buckinghamshire could expect from Buckinghamshire Council when carrying out its regulatory and enforcement functions. The Council was committed to the principles of good enforcement as set out in legislation of the Regulatory Reform Act 2006. The Council believed the majority of businesses and residents wished to comply with the law and the aim of the policy was to protect individuals and target areas causing concern and detriment to the county. There was a wide range of advice, guidance and enforcement actions available to the Council which ranged from those intended to inform and support those it regulated through to formal legal proceedings depending on the severity of the case.

The proposed use of Fixed Penalty Notices (FPNs) against fly-tipping offences was intended to both compliment and replace (where appropriate) the issuing of simple cautions against first-time or low grade fly tipping offenders. It was not intended to replace cases where prosecutions were considered an appropriate response. Failure to pay the FPN would result in formal prosecution against the individual concerned. Prosecutions for more serious offences would result in a criminal record with a fine, or in more serious cases, a prison sentence. [Clarification was provided after the meeting that the policy document would be updated to reflect that the only method of appeal was to a Magistrate's court hearing and that it was incorrectly stated during the meeting that "*Businesses/people in receipt of a FPN would be given a period to appeal*".] The Council would always seek to prosecute offenders with a 'zero-tolerance' approach. The maximum FPN fine would be £400 with an early payment discounted rate of £300 (25% discount).

The following points were raised by members of the Cabinet:

- Gary Slee, Enforcement Team Leader, confirmed that the council would deal with fly-tipping on public and private land and would always prosecute where possible in order to accrue costs back to the landowner. The FPN would only be used if proportionate to do so. Landowners would cover the cost of removing waste from private land; but the council would look to prosecute offenders for fly-tipping on private land to recover their costs back.
- A member of the Cabinet highlighted that the information in the policy under paragraph 3, Guiding Principles of Legislative and Regulatory Enforcement (page 45 of the complete pack) did not contain as much detail under the 'Accountable' section as the overarching enforcement policy for the Council. It did not explain that there was an appeals process, although the fact that there was a period of appeal was mentioned under Formal Enforcement Actions. G Slee advised that the policies had been aligned as much as

possible and been kept concise; the operational detail of each service was slightly different but the approach had to be consistent. M Tett stressed the importance of the public being aware it was possible to appeal against a FPN, [clarification was provided after the meeting that this could only be done in a Magistrate's court].

- In response to being asked the annual cost of fly tipping to the Council; G Slee advised that last year it was approximately £605,000 but added that there were many variables such as officer time, legal costs and clearance costs which were not immediately quantifiable.
- It was noted that due to the household recycling centres being closed during the coronavirus pandemic, the public should check that waste carriers were licenced before utilising their services. The S.C.R.A.P campaign provided clear guidance on this. People needed to make changes and home composting was being promoted.
- A Cabinet member highlighted that the FPN discount amount under recommendation number three could be misinterpreted.

B Chapple summarised that Buckinghamshire Council would prosecute both the waste carrier and the disposer of the waste as it was the disposer's responsibility to ensure that the waste carrier was qualified and licensed. Buckinghamshire Council had a zero tolerance approach to fly tipping and had caught 1 in 38 offenders; whereas nationally the average figure was 1 in 638; more was spent to keep the countryside clear in Buckinghamshire.

It was agreed that the wording to recommendation number three be amended to read: To finalise agreed level of FPN issued for fly-tipping offences to be £400 with an early payment discount rate of £100 resulting in a FPN of £300.

RESOLVED: Members of the Cabinet AGREED the revised wording to recommendation number three. The following recommendations were AGREED for the Fly-Tipping Enforcement Policy.

- 1. To sign-off agreed Enforcement Policy regarding enforcement against fly-tipping attached as per Appendix A.**
- 2. To utilise powers to serve fixed penalty notices in response to low level dumping offences and failures in duty of care by householders.**
- 3. To finalise agreed level of FPN issued for fly-tipping offences to be £400 with an early payment discount rate of £100 resulting in a fine of £300.**

8A Inquorate Parish Councils

Joanna Swift, Head of Legal Services (CSB Team), introduced the report which related to the Council's powers in the Local Government Act 1972 to appoint temporary members to parish councils which could become inquorate. The report was being considered as an urgent decision and the proposed Order for the newly established Kingsbrook Parish Council would enable it to operate following the postponement of the local elections on 7 May 2020. The report sought approval to a Procedure setting out how Buckinghamshire Council would carry out its powers to

appoint temporary members to inquorate parish councils and authority for the Deputy Chief Executive to make such an Order for Kingsbrook Parish Council.

The following point was raised by members of the Cabinet:

- A cabinet member highlighted that there were six ward members eligible to be members of Kingsbrook Parish Council who should be approached before the local group members. Members of the community should also be involved. J Swift confirmed that the first stage would be to consult with ward members who had experience of the locality and the community; if there was a need to seek more interest the Service Director would work closely with local members.

RESOLVED: Cabinet APPROVED the procedure set out in Appendix 1 for making appointments to inquorate parish councils under section 91 of the Local Government Act 1972. Cabinet AUTHORISED the Deputy Chief Executive in consultation with the Group Leaders to make the Order attached at Appendix 2 to appoint Parish Councillors to Kingsbrook Parish Council to enable it to operate.

9 Household Recycling Centre (HRC) Service - Procurement Project

Martin Tett advised that this item would be in two parts; an introduction for the public and a private session to discuss the options.

Bill Chapple, OBE, Cabinet Member for the Environment introduced the report which was being brought before the Cabinet to seek a decision on the options for service delivery of the household recycling centre (HRC) service from April 2022. Changes were made to the service in April 2019 and customer satisfaction had remained high at 98 percent. The current operational contract had been extended and could not be legally extended any further.

There were no questions from the Cabinet and the meeting went into confidential session.

Following the confidential discussion the Leader advised that the members of the Cabinet had held a robust discussion. Warren Whyte stated that he supported the recommendation and stressed that the Buckingham HRC site covered a large area and was a small site but received very few complaints. W Whyte also highlighted Table 4: Betterment and policy change options for the HRC Service, and welcomed the detailed work and betterment options paper which would cover the whole county and be provided at a later date.

RESOLVED: Cabinet AGREED to proceed with Option C and to carry out a procurement process for the provision of a Household Recycling Centre service. Cabinet AGREED that authority be delegated to the Service Director for Neighbourhood Services, following consultation with the Cabinet Member for Environment, to take all necessary actions to agree the procurement strategy for the future Household Recycling Centre Service contract.

10 Exclusion of the public (if required)

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

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

**11 Household Recycling Centre (HRC) Service - Procurement Project
Private session to discuss the available options.**

**12 Date of next meeting
26 May 2020**

Questions for Cabinet – Household Recycling Centre (HRC) service – procurement project

21st April 2020

Questions raised by Cllr Robin Stuchbury on 10th April 2020:

In light of the report from the Cabinet member on the agenda proposing the possibility of a new waste and recycling site within Buckingham:

- A) After the decision and recommendation has been made by the Cabinet*
- B) Will the decision be going to the community board to discuss and,*
- C) If the decision is positive, to allocate an enhanced waste refuge site within Buckingham and recycling? Will the local members be involved in the discussions of a future site allocation? If the decision of the cabinet is to meet the growth within Buckingham and the surrounding villages through delivering a new site and enhance facilities, will there be consultation thereafter with the Buckingham Town Council, who will be drafting a new local plan very soon in corporation with Buckinghamshire Council, to ensure good working practices between both local representation and unitary representation? To be assured, if it's a positive decision to invest within the Buckingham catchment area, site allocation between the two councils is a partnership as the council will be aware there is a Buckingham Plan which still carries legal planning weight, and the Vale of Aylesbury Plan was not agreed unfortunately before Buckinghamshire Council came into operation and it could be suggested the Buckingham Plan carries more weight than the emerging plan.*
- D) In light of the new local authority inheriting the aspirations of the previous authorities to improve and lower the carbon footprint, I would ask that some consideration of an enhanced site enabling recycling and exchange as was historically the case before the new contract was agreed by Buckinghamshire County Council, whereby consideration of residents both take property to the recycle centre and purchase materials/furniture, thereby lowering the need for transport of such materials within the county and creating a green exchange of property in-house where recycling of properties within the community could take place again and lower the councils overall carbon footprint.*

Response:

We will be looking at options later in the year and will put a Business Case together to go into the MTFP process this summer (as there is currently no funding to do a site search or review). If the Business Case is supported then work will be undertaken during 2021 to pull together a feasibility study for a new site for the Buckingham area. Therefore the engagement strategy hasn't yet been established. I see no reason why some form of discussion with the Community Board and Town Council won't take place – the Town Council might even have land under their control which might feature in the site search process.

Questions raised by Cllr Robin Stuchbury on 14th April 2020:

Following my original question to cabinet previously three points occur to me:

a) Existing contract terms presumably make it impractical to bring all waste collections under a single contract immediately, but this could be done by granting shorter/longer renewals to current contracts, thereby eventually aligning them. I would see this as essential in order to (eventually) have them all under one contract – there would be clear advantages arising through economies of scale, but this is not mentioned in the paper.

Response:

The simple answer to this question is yes, it is not possible to bring all waste collections under one single contract immediately. As you will be aware a new collection contract was recently awarded to Veolia and starts on 7th September covering the old Chiltern and Wycombe areas and then will cover the old South Bucks area from November 2021. This is a 10 year contract, and no major change is possible until after 2025 when contractual changes can be triggered, but that would not be without some significant financial implications.

b) None of the narrative concerning HRCs factor in the cost of fly-tipping recovery and prosecution (it may have been mentioned in the non-attached appendices). I see this as important, particularly given the impact of the recently introduced charges for some goods on fly-tipping to date, and the likely escalation of fly-tipping if further HRCs are closed. This must surely be taken into account in the overall costing.

Response:

In regard to fly tipping, colleagues in the Fly Tipping enforcement team are clear that most fly tips are carried out by commercial operators (who would never use the HRCs anyway) and comprises of household waste that is free to bring to sites, like mattresses. So whilst it is a natural assumption that charges at HRCs may have a knock on effect on fly tipping, there is no evidence to suggest this. The savings being realised across in Waste Services include the disposal of fly tipping. The overall changes have seen reductions in the running costs of this service allowing the Council to spend that money on other services.

c) Reference to re-siting Buckingham HRC is puzzling. No mention is made of why this is deemed necessary except for the housing growth north of the county. Why hasn't BCC asked for s106 contributions from developers for increased waste handling? Would the Unitary Authority accept that developers have some responsibility for this? How much shortfall in capacity is there at the current site? Where is it proposed to site a new facility?

Response:

The Household Recycling Centre at Buckingham is near its operational capacity limits and there is limited space in which it can be expanded in its current location. The facility has a theoretical capacity of 5,400 tonnes per annum and provisional facility throughput for Buckingham for 2019/20 was c. 3,100 tonnes. I am sure you will be aware that during peak periods the site struggles to cope with the number of users and is not able to run as efficiently.



Cabinet minutes

Minutes of the meeting of the Cabinet held on Thursday 30 April 2020 Via video conference call, commencing at 1.00 pm and concluding at 2.16 pm.

Members present

M Tett (Leader), A Macpherson (Deputy Leader), K Wood (Deputy Leader), S Bowles, B Chapple OBE, J Chilver, A Cranmer, I Darby, T Green, C Harriss, P Hogan, D Martin, N Naylor, M Shaw, W Whyte, G Williams and F Wilson

Agenda Item

1 Apologies

Martin Tett, Leader, Buckinghamshire Council apologised for the technical difficulties which had resulted in a delayed start.

There were no apologies for absence.

2 Declarations of interest

Martin Tett, Leader, advised that all the members had previously declared any personal or financial interests under the previous councils but asked that any new declarations be made before the item if necessary.

There were no declarations of interest.

3 Question Time

The following question was received from Councillor Robin Stuchbury:

“Would the 11+ take place as I have received a considerable number of questions on this very concerning subject? Could the 11+ take place with the known circumstances where children of modest or low incomes, who would not be in education? Would they be able to achieve the very best result for their educational future if the 11+ happened in September noting that there had been disruption to GCSEs and A-levels Exams?”

I understand that the grammar schools were all academies and the decision may not be within Buckinghamshire Council’s hands on whether the 11+ could actually take place with the background of children being out of education for a long period in advance of the test in September.

My primary reason for asking this question was that it would be so unfortunate if this generation of children's life chances were changed through circumstances beyond their control and not having the formal education and support of their teachers and heads in preparation and gaining an understanding of the 11+ in advance of sitting the exam this year.

So I'm asking; would you be undertaking to question the academy group in Buckinghamshire as to what their aspirations were in regards to the 11+ taking place in September and communicating this to the public. Would they be putting any special procedures in place so that children in catchment areas within Buckinghamshire, who did not have the ability for tuition, were not prejudiced in taking this exam, against families who could afford online tuition or out of catchment area/county children who may be benefiting from additional support over and above what our important children living within the education authority area had during these unprecedented times. We must ensure that all children in Buckinghamshire had the opportunity to fulfil their ambitions; the coronavirus could prevent this happening."

Councillor Anita Cranmer, Cabinet Member for Education, provided the following response:

A Cranmer advised that it was difficult to provide a clear response but Buckinghamshire Council was currently liaising with The Buckinghamshire Grammar Schools Group (TBGS), who owned and managed the test for Buckinghamshire. TBGS was working closely with their test supplier, GL Assessment, to find a solution and all parties would be included in discussions with the Department for Education to understand the national implications of the virus on secondary selection and to ensure the Buckinghamshire solution was the best of all possible outcomes.

The application portal would open on schedule on 1 May 2020. This would enable the Council to establish, at the earliest opportunity, the group of children to be included in the secondary transfer process for 2021 school entry. A Cranmer advised that there were online resources available to all and encouraged parents to continue with the selection process as normal.

Councillor Stuchbury re-emphasised his concern that pupils from low income families might not be able to use the online resources and would not receive the mentoring in the principles of the 11+ exam if they were not in school.

A Cranmer advised that the Council was committed to ensuring that no child in Buckinghamshire would be disadvantaged by disruption or change and that all councillors would receive an update when known. Tablets were available for loan to families in need.

- 4 Forward Plan (28 Day Notice)**
RESOLVED: Cabinet NOTED the forward plan.

5 Covid-19 Update

Neil Macdonald, Chief Executive, Buckinghamshire Healthcare Trust provided the following update:

- A Level 4 incident was declared in the first week of March 2020 due to the coronavirus; this had never been experienced before.
- Significant transformation had been carried out at Stoke Mandeville Hospital (SMH) and Wycombe Hospital (WH) to segregate patients into green and red zones in order to provide protection and track the infection.
- Successful collaboration had taken place between Buckinghamshire Healthcare NHS Trust (BHT), Buckinghamshire Council (BC) and the health commissioners.
- Approximately 95% of out-patient appointments were transferred to a virtual platform in the first two weeks of the crisis.
- The majority of routine surgery and screening programmes had been suspended.
- Approximately 4,000 staff had been trained in the use of personal protective equipment (PPE); the national supply chain model was providing the PPE.
- Cancer services had been set up at the Chiltern Hospital in Great Missenden. The cancer ward in SMH had been relocated to the Shelburne Unit at WH to protect the particularly vulnerable patients.
- Approximately 2,500 members of staff were working from home.
- A mental health support line had been set up in partnership with Oxford Health to deal with the increased demand for mental health services.
- All emergency services, including maternity, had continued.
- BHT was engaging with local businesses to supply equipment and catering.
- The district nurse service had continued as normal and community services had played a significant role in linking in with BC colleagues and health commissioners to protect vulnerable residents and children.
- A level of change had been achieved which would normally have taken 3-4 years.
- The virus would be here for a while and would become the 'new normal'; preparations would be made for a possible second wave of infection.
- There was concern over the impact on residents' health as attendance for the most clinically serious 'type 1' admissions to Accident and Emergency (A&E) had reduced by 45%.
- The economic downturn would also impact people's health and BHT was working with BC and partners to support the non-hospital care sector.
- The priorities were to learn from the crisis and to shape future provision.
- People who needed urgent care should seek help immediately.
- A plateau had been reached and BHT was looking at safely bringing back other urgent services such cardiovascular.
- Risk assessment and segregations would need to be carried out to ensure safety of patients before bringing back routine services and would be a regional response in collaboration with other hospitals.

The Chairman invited a number of Cabinet Members to ask questions or provide a brief update as follows:

- In response to a query on the supply of PPE; N Macdonald explained that BHT had moved to a national PPE distribution model and overall the model had worked as the hospitals had not run out of PPE. BHT had been well supported by local businesses which had been making PPE and schools had offered their stock.
- A member of the cabinet asked how many patients were discharged early into care homes in order to free up beds and what would be carried out to ensure there had been no additional risk. N Macdonald was unable to provide the exact number of people who were discharged early due to the pandemic. The opening of Olympic Lodge had been a great success. BHT would work in conjunction with Public Health and the clinical commissioners to track the data on the early discharges.
- Concern was raised that the suspension of maternity services at WH could become permanent; however, N Macdonald confirmed that the ante-natal and post-natal services were continuing. The WH birthing centre would re-open when possible.
- A member of the cabinet commented on the amount of changes that had taken place in the hospitals and whether the collaborative work which had taken place previously had helped. N Macdonald acknowledged that a phenomenal amount of work had been carried out by his staff of approximately 6,500; he was proud of them all as it had been a scary experience treating so many Covid-19 patients. N Macdonald stressed that the strong public and private sector relationships had come to the fore when the crisis arose and worked extremely well; he hoped that some of the changes would be retained. It was noted that there had been a considerable amount of partnership work in many areas.
- The drop in 'type 1' A&E admissions was a concern; some people did not want to overwhelm the NHS and some people were fearful of catching the virus. N Macdonald advised that a new segregation unit had been built at the front of SMH; everyone was screened and checked before entering the hospital and diverted via the green route (non-Covid-19) or the red route (Covid-19). Patients were segregated throughout the hospital; this process was being considered for when routine services resumed. N Macdonald emphasised that everyone who needed urgent care should seek help.
- The Olympic Lodge was not being fully utilised enabling staff to be redeployed to other sectors of Adult Social Care (ASC).
- The situation in the care homes had been receiving media attention. ASC were working closely with the care homes; webinars had been provided on infection control and the use of PPE. PPE supplies had been obtained and testing was available which would help with staff shortages. Approximately 30% of the care homes in Buckinghamshire were affected by the virus.
- Approximately £65m of business grants had been provided to 5,000 businesses in Buckinghamshire. The remaining eligible businesses were encouraged to apply online for a business grant on the Bucks Business First

website.

- There was one known rough sleeper in Buckinghamshire who had not taken up the offer of temporary accommodation. Those in temporary accommodation had access to medication and food and did not need financial support; if members of the public wanted to help they should provide a donation to the food banks. The aim was that the housing team would continue to manage the rough sleepers once the pandemic was over.
- Green bin (or brown bin depending on the area) collections would recommence on Monday 11 May 2020; residents were requested to avoid over-filling the bins and extra bags/items would not be collected. Five Household Recycling Centres were ready to open but BC was awaiting government guidance. The sites at Amersham, Aston Clinton, Beaconsfield, Buckingham and High Wycombe would comply with the social distancing measures – opening dates would be published on the [BC website](#) when known.
- Approximately 1800 people had volunteered to help; BC was working closely with voluntary partners to allocate resources. A weekly funding call was held to avoid duplication; more funding was in the pipeline.
- BC was working on recovery stage planning. A mental health cell was working within the Voluntary Community Sector (VCS) framework and would tie-in with work being carried out by Public Health. Tribute was paid to the volunteers who were phoning vulnerable residents, and those in social isolation, to provide support.
- Debt and domestic violence were issues that would be focussed on.
- Children with Educational Health Care Plans or Special Educational Needs and Disabilities were still being taken to school by the school transport providers; the transport providers were also taking children of key workers to school and helping ASC patients attend their appointments.
- The Education Service was waiting for direction from central government on when the schools would be re-opened; information would be communicated as soon as it was available.

The Cabinet members expressed their thanks to Neil Macdonald and the NHS staff for their efforts and collaborative working.

6 Council Tax Hardship

Katrina Wood, Cabinet Member for Resources, introduced the Council Tax Hardship item and stated that the Government had announced it would provide the local authority with grant funding to support economically vulnerable people and households in their local area, due to the Covid-19 pandemic causing some residents to struggle to meet their council tax payments. Cabinet was recommended to approve the policy for Buckinghamshire Council which was set out in Appendix A and had been drawn up in line with government guidelines. An estimated £1.6 million would automatically be given to those working age residents already on the Council Tax reduction scheme who met the government's criteria; there was no requirement for them to apply for the hardship fund as it would automatically be

applied to their account. The remaining £1.2 million would be used for individuals in need and would be decided on a case by case basis. This approach was the most effective way to target the available funds to where they were needed most. It would also result in a large number of our most disadvantaged residents having to pay no Council Tax at all. Once the initial £150 awards were made, BC would be in a position to review the remaining allocation and identify the optimum method of distribution.

Government guidance suggested Billing authorities should re-visit the broader approach during the year and that they may wish to consider using remaining grant allocation as part of the wider local support mechanisms. At this early stage this report recommended that remaining funds from this specific allocation were used to give immediate extra support to claimants experiencing hardship through the established discretionary council tax awards process.

K Wood highlighted that software would be required to implement the award; updates were required to deliver a uniform and consistent approach to the claimants. M Tett advised that it had been suggested that the remaining £1.2m be given back to everybody in the county as general relief on their council tax but this would equate to approximately £2 per head and would not be in line with Government guidance.

Members of the Cabinet raised the following points:

- There would be no cash flow implications as BC had already received the £2.8 million council tax hardship grant.
- The cost of upgrading the software could be claimed back against “new burdens”.
- New bills would be issued to those in receipt of the extra relief.

RESOLVED: Cabinet APPROVED the following recommendations:

- 1. The Discretionary Policy set out in Appendix A.**
- 2. That Buckinghamshire Council used its discretion to award up to an extra £150 Council Tax Reduction to working age claimants for 2020-21.**
- 3. That any remaining funds were retained for distribution to claimants experiencing hardship using the Discretionary Award Payments Policy.**

That the S.151, in consultation with the Leader and the Portfolio Holder for Resources, be authorised to make any technical scheme amendments to the Council’s Discretionary Award Payments Policy to give effect to Recommendations 2 and 3.

7 Committee Appointments and Proportionality

Martin Tett referred to the report which contained the names of the members who been selected for the Buckinghamshire Council committees. Once agreed, the induction process and member training would commence. M Tett stressed that this was a very important item as it was fundamental to the operation of the Council.

M Tett also announced the following as representatives of Buckinghamshire Council on the Local Economic Partnership:

- Steve Broadbent
- Steve Bowles
- Martin Tett
- Nick Naylor
- Isobel Darby

Councillor Gareth Williams, Cabinet Member, Communities and Public Health, announced the Community Board Chairmen as follows:

- Beeches - David Anthony
- Buckingham and villages - Charlie Clare
- Wing and villages - Anne Wight
- Winslow and villages - Susan Renshell
- Haddenham and Waddesdon - Michael Rand
- Aylesbury - Mark Winn
- Wendover - Julie Ward
- Missendens - Peter Martin
- Chesham and villages - Patricia Birchley
- North West Chilterns - Gary Hall
- High Wycombe - Arif Hussain
- Amersham - Graham Harris
- South West Chilterns - Dominic Barnes
- Beaconsfield and Chepping Wye - Anita Cranmer
- Denham, Gerrards Cross and Chalfonts - Santokh Chhoker
- Wexham and Ivers - Jilly Jordan

M Tett announced the following cabinet member responsibilities:

- Councillor Martin Tett (Leader)
- Councillor Angela Macpherson (Deputy Leader) - Cabinet Member Adult Social Care
- Councillor Katrina Wood (Deputy Leader) - Cabinet Member Resources
- Councillor Steve Bowles - Cabinet Member Town Centre Regeneration
- Councillor Bill Chapple OBE - Cabinet Member Environment and Climate Change
- Councillor John Chilver - Cabinet Member Property and Assets
- Councillor Anita Cranmer - Cabinet Member Education and Skills
- Councillor Isobel Darby - Cabinet Member Housing and Homelessness
- Councillor Tony Green - Cabinet Member Youth Provision
- Councillor Clive Harriss - Cabinet Member Sports and Leisure
- Councillor Patrick Hogan - Cabinet Member Culture
- Councillor David Martin - Cabinet Member Logistics

- Councillor Nick Naylor - Cabinet Member Transport
- Councillor Mark Shaw - Cabinet Member Children's Services
- Councillor Warren Whyte - Cabinet Member Planning and Enforcement
- Councillor Gareth Williams - Cabinet Member Communities and Public Health
- Councillor Fred Wilson - Cabinet Member Regulatory Services

RESOLVED: The Cabinet AGREED the following recommendations:

That the Executive of Buckinghamshire Council: -

1. APPROVE the updated proportionality arrangements set out at table 2;

2. Subject to the Regulations coming into force:

a) AGREED to designate appointments to Council committees at Appendix 2, and then confirm these on 11 May 2020;

b) NOTED the appointments to Select Committees at Appendix 3, as designated by the Chief Executive, following discussion with the Group Leaders.

3. AGREED to delegate to the Monitoring Officer powers to vary the membership of a Committee at any point on a permanent or casual basis upon the written nomination of a Group Leader.

8 Date of next meeting

26 May 2020 at 10.00 am.

Buckinghamshire Council

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

**CABINET / CABINET MEMBER
Forward Plan**

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

A further notice (the 'agenda') will be published no less than 5 working-days before the date of the Cabinet meeting and will be available via the [Buckinghamshire Council 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 26 MAY CABINET				
Covid-19 Update To receive an update on Covid-19	N	Cabinet		Lead Member / Officer(s): Councillor Martin Tett Sarah Ashmead Contact Officer(s): Sarah Ashmead

CABINET 16 JUNE 2020

<p>Aylesbury Garden Town - Governance & Masterplan To gain approval on the governance arrangements for Aylesbury Garden Town and to agree the Aylesbury Garden Town Masterplan</p>	Y	Cabinet		<p>Lead Member / Officer(s): Councillor Steve Bowles Ian Thompson</p> <p>Contact Officer(s): Clare Manders</p>
<p>Financial Outturn report for 2019/20 To consider financial outturn reports from legacy councils</p>	Y	Cabinet		<p>Lead Member / Officer(s): Councillor Katrina Wood Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p>Local Planning Enforcement and Monitoring Plan To consider a report for a single planning enforcement and monitoring policy for Buckinghamshire Council</p>	Y	Cabinet		<p>Lead Member / Officer(s): Councillor Warren Whyte Steve Bambrick</p> <p>Contact Officer(s): Darran Eggleton</p>

MAY 2020 CABINET MEMBER DECISIONS

<p>Adult Social Care Supervision Policy To agree a supervision policy for adult social care practitioners</p>	Y	Deputy Leader and Cabinet Member Adult Social Care		<p>Lead Member / Officer(s): Councillor Angela Macpherson</p> <p>Contact Officer(s): Jennifer McAteer</p>
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<p>Allocation of Grants for Children’s Social Care purposes The government has provided grant funding for specific purposes to the Council but these were not ring-fenced grants. This decision report is to ring-fence these grants for the Children’s Social Care Portfolio to use in the intended way.</p>	Y	Cabinet Member Children’s Services		<p>Lead Member / Officer(s): Councillor Mark Shaw</p> <p>Contact Officer(s): Liz Williams</p>
<p>Allocation of Grants for Education purposes The government has provided grant funding for specific purposes to the Council but these were not ring-fenced grants. This decision report is to ring-fence these grants for the Education Portfolio to use in the intended way.</p>	Y	Cabinet Member Education and Skills		<p>Lead Member / Officer(s): Councillor Anita Cranmer</p> <p>Contact Officer(s): Liz Williams</p>
<p>Allocation of Top-Up Funding – Outcome of Consultation and Recommendations for Implementation This report provides and update on the outcomes of the consultation on the allocation of top-up funding to support pupils with Education, Health and Care Plans (EHCPs) and includes proposals for a needs led funding system based on an adapted model for Buckinghamshire.</p>	Y	Cabinet Member Children’s Services		<p>Lead Member / Officer(s): Councillor Mark Shaw</p> <p>Contact Officer(s): Liz Williams</p>
<p>An Approved List for Children’s Domiciliary Care To agree an approved List for Children’s Domiciliary Care</p>	Y	Cabinet Member Children’s Services	Part exempt (<i>para 3</i>)	<p>Lead Member / Officer(s): Councillor Mark Shaw</p> <p>Contact Officer(s): Stuart Kelly</p>

<p>Bledlow Household Waste & Recycling Centre Bledlow Household Waste & Recycling Centre, Wigans Lane, Bledlow – Grant of Lease to the Bledlow Ridge HRC Community Interest Company</p>	Y	Cabinet Member Property & Assets	Part exempt <i>(para 3)</i>	Lead Member / Officer(s): Councillor John Chilver Contact Officer(s): Brian Dean
<p>Buckinghamshire Network Tender Award contract for implementing a new data network for Buckinghamshire, in partnership with the Buckinghamshire NHS Trust and the CCG.</p>	Y	Deputy Leader and Cabinet Member Resources	Part exempt <i>(para 3)</i>	Lead Member / Officer(s): Councillor Katrina Wood Contact Officer(s): Prod Sarigianis
<p>Budget Adjustments to the Approved Capital Programme To approve amendments to the approved budgets within the Capital Programme</p>	Y	Deputy Leader and Cabinet Member Resources		Lead Member / Officer(s): Councillor Katrina Wood Contact Officer(s): Sue Palmer
<p>Development of specialist disability children's home provision Property allocation and business case approval for project to develop specialist disability children's home provision</p>	Y	Cabinet Member Children's Services, Cabinet Member Property & Assets	Part exempt <i>(para 3)</i>	Lead Member / Officer(s): Councillor John Chilver, Councillor Mark Shaw Contact Officer(s): Nathan Whitley

<p>EWR Western Section - Digital Connectivity Funding contribution for EWR towards the provision of digital connectivity alongside the EWR route</p>	Y	Leader		<p>Lead Member / Officer(s): Councillor Martin Tett</p> <p>Contact Officer(s): Joan Hancox</p>
<p>Income Loss - client contributions and other loss of income during the COVID-19 Emergency The Cabinet Member is asked to agree not to charge clients who have been provided with new, additional or changes to their long term care packages during the emergency period.</p>	Y	Deputy Leader and Cabinet Member Adult Social Care		<p>Lead Member / Officer(s): Councillor Angela Macpherson</p> <p>Contact Officer(s): Falil Onikoyi</p>
<p>Marlow Library: Capitalisation of Revenue Contribution the capitalising of £160k from the 2019/20 library service revenue budget to be used to fund the replacement of fixture and fittings at Marlow library as part of a wider capital scheme</p>	Y	Cabinet Member Communities & Public Health		<p>Lead Member / Officer(s): Councillor Gareth Williams</p> <p>Contact Officer(s): David Jones</p>
<p>A412 Uxbridge Road junction with Black Park Road - Traffic Regulation Order (TRO) This is a Decision Report that highlights the recommendation to turn the current ETRO to a permanent TRO, which prohibits a 'right turn' manoeuvre from Black Park Road onto the A412 Uxbridge Road, and prohibit a 'U' turn on the A412 Uxbridge Road at the junction with Black Park Road</p>	Y	Cabinet Member Transport		<p>Lead Member / Officer(s): Councillor Nick Naylor</p> <p>Contact Officer(s): Kirk Adams</p>

<p>Aston Clinton - Traffic Calming Vertical traffic calming and speed limit reduction</p>	Y	Cabinet Member Transport		<p>Lead Member / Officer(s): Councillor Nick Naylor</p> <p>Contact Officer(s): Zunara Aslam</p>
<p>Court Lane and Marsh Lane, Dorney, Proposed Waiting and Loading Restrictions (Amendment 1030) This report summarises the results of the statutory consultation for formalising the “No Waiting at any time” restrictions on Court Lane and Marsh Lane, Dorney.</p>	Y	Cabinet Member Transport		<p>Lead Member / Officer(s): Councillor Nick Naylor</p> <p>Contact Officer(s): Ryan Curtis</p>
<p>Dollicot Road, Haddenham - Proposed 20mph Speed Limit S106 Scheme for the provision of a speed limit TRO in Dollicott, Haddenham, and its adjoining roads. This is to mitigate concerns relating to road safety as a result of increased vehicular and pedestrian traffic, following residential development in the immediate vicinity. The proposal relates to an area wide 20mph speed limit being introduced in the residential streets.</p>	Y	Cabinet Member Transport		<p>Lead Member / Officer(s): Councillor Nick Naylor</p> <p>Contact Officer(s): Tom McCarthy</p>
<p>Grafton Street, High Wycombe, Proposed Waiting Restrictions (Amendment 1041) Results of statutory consultation exercise on proposals to introduce 'no waiting at any time' double yellow line restrictions at a number of places on Grafton Road to secure access to off-street parking and ensure visibility for traffic leaving the off-street parking to avoiding danger to persons or other traffic using the highway.</p>	Y	Cabinet Member Transport		<p>Lead Member / Officer(s): Councillor Nick Naylor</p> <p>Contact Officer(s): Ian Thomas</p>

<p>Knights Templar Way, Daws Hill - No Waiting and No Loading Parking Restrictions S106 Scheme for the provision of a parking TRO in Knights Templar Way / Daws Hill Lane in mitigation of parking related concerns as a result of residential development in the nearby vicinity. The proposal relates to the introduction of waiting and loading restrictions.</p>	Y	Cabinet Member Transport		<p>Lead Member / Officer(s): Councillor Nick Naylor</p> <p>Contact Officer(s): Tom McCarthy</p>
<p>Long Crendon - Traffic Calming Vertical traffic calming, Increase of a speed limit</p>	Y	Cabinet Member Transport		<p>Lead Member / Officer(s): Councillor Nick Naylor</p> <p>Contact Officer(s): Zunara Aslam</p>
<p>Malthouse Way/Barley, Marlow - Waiting Parking Restrictions S106 Scheme for the provision of a parking TRO in Malthouse Way / Barley in mitigation of parking related concerns as a result of residential development in the immediate vicinity. The proposal relates to the introduction of waiting restrictions.</p>	Y	Cabinet Member Transport		<p>Lead Member / Officer(s): Councillor Nick Naylor</p> <p>Contact Officer(s): Tom McCarthy</p>
<p>Mary Macmanus Drive, Buckingham, Proposed Parking Restrictions Mary Macmanus Drive, Buckingham, Proposed Parking Restrictions</p>	Y	Cabinet Member Transport		<p>Lead Member / Officer(s): Councillor Nick Naylor</p> <p>Contact Officer(s): Ian Thomas</p>

<p>New Road, Weston Turville - Proposed extension of 40mph Speed Limit S106 Scheme for the provision of a speed limit TRO on New Road, Weston Turville. This is to mitigate concerns relating to road safety following the development of new residential premises adjacent to New Road. The proposal relates to an extension of the existing 40mph speed limit covering the extent of the new residential development.</p>	Y	Cabinet Member Transport		<p>Lead Member / Officer(s): Councillor Nick Naylor</p> <p>Contact Officer(s): Tom McCarthy</p>
<p>Park Parade in Hazlemere, High Wycombe, Proposed Waiting & Parking Restrictions Park Parade in Hazlemere, High Wycombe, Proposed Waiting & Parking Restrictions</p>	Y	Cabinet Member Transport		<p>Lead Member / Officer(s): Councillor Nick Naylor</p> <p>Contact Officer(s): Ian Thomas</p>
<p>Parkway, Marlow - Waiting Restrictions Introduction of waiting restrictions along Parkway, Marlow.</p>	Y	Cabinet Member Transport		<p>Lead Member / Officer(s): Councillor Nick Naylor</p> <p>Contact Officer(s): Daniel Pearson</p>
<p>Proposed 40 mph Speed Limit - A418 Scotsgrove Hill / Aylesbury Road Proposed 40 mph Speed Limit for A418 Scotsgrove Hill / Aylesbury Road, C70 Thame Road & Mill Lane, Haddenham.</p>	Y	Cabinet Member Transport		<p>Lead Member / Officer(s): Councillor Nick Naylor</p> <p>Contact Officer(s): Shane Thomas</p>

<p>Proposed Traffic Calming Scheme - Dadford Village, Buckinghamshire The developer of land at Silverstone Park, Dadford Road, Biddlesden, Buckinghamshire proposes to construct a raised Zebra Crossing, raised Table Junction, Gateways and a Road Narrowing in the publicly maintained section of Dadford Road, Dadford</p>	Y	Cabinet Member Transport		<p>Lead Member / Officer(s): Councillor Nick Naylor</p> <p>Contact Officer(s): Christine Urry</p>
<p>Reclassification Order, Bellingdon Road and Townsend Road, Chesham A short section of Bellingdon Road and Townsend Road in Chesham are classified as B Roads. It seems that this is a historic issue which was not correctly dealt with at the time the A416 St Marys Way was constructed. This order resolves this historic issue</p>	Y	Cabinet Member Transport		<p>Lead Member / Officer(s): Councillor Nick Naylor</p> <p>Contact Officer(s): Keith Carpenter</p>
<p>Rights of Way Enforcement Policy To review and update the existing Rights of Way Enforcement Policy The document will outline the legislative powers available to the authority regarding enforcement, give details of what action our customers may expect the authority to take on illegalities found on the rights of way network.</p>	Y	Cabinet Member Transport		<p>Lead Member / Officer(s): Councillor Nick Naylor</p> <p>Contact Officer(s): David Sutherland</p>
<p>Sandelswood Waiting Restrictions Cabinet Member Decision for Sandelswood Waiting Restrictions, following Statutory Consultation and the objections received.</p>	Y	Cabinet Member Transport		<p>Lead Member / Officer(s): Councillor Nick Naylor</p> <p>Contact Officer(s): Shane Thomas</p>

<p>Stanbridge Road, Haddenham - Proposed extension of 30mph Speed Limit S106 Scheme for the provision of a speed limit TRO on Stanbridge Road, Haddenham. This is to mitigate concerns relating to road safety as a result of increased vehicular and pedestrian traffic, following residential development in the immediate vicinity. The proposal relates to an extension of the existing 30mph speed limit covering the extent of the new residential development.</p>	Y	Cabinet Member Transport		<p>Lead Member / Officer(s): Councillor Nick Naylor</p> <p>Contact Officer(s): Tom McCarthy</p>
<p>The Broadway, Amersham, Proposed Waiting and Loading Restrictions (Amendment 1028) Proposed Waiting and Loading Restrictions out side the retirement development on The Broadway, Amersham</p>	Y	Cabinet Member Transport		<p>Lead Member / Officer(s): Councillor Nick Naylor</p> <p>Contact Officer(s): Ian Thomas</p>
<p>Willow Road, Aylesbury, Proposed Waiting and Parking Restrictions Willow Road, Aylesbury, Proposed Waiting and Parking Restrictions</p>	Y	Cabinet Member Transport		<p>Lead Member / Officer(s): Councillor Nick Naylor</p> <p>Contact Officer(s): Ian Thomas</p>

JUNE 2020 CABINET MEMBER DECISIONS

<p>A4157 Douglas Road, Aylesbury - No Right Turn into Stocklake (Urban) Traffic Regulation Order Buckinghamshire Council as traffic authority intends to make the above ETRO. This will prohibit any vehicle (other than a vehicle in emergency use for police, fire brigade or ambulance purposes) proceeding in a south-easterly direction in A4157 Douglas Road to turn right into Stocklake (Urban)</p>	<p align="center">Y</p>	<p align="center">Cabinet Member Transport</p>		<p>Lead Member / Officer(s): Councillor Nick Naylor</p> <p>Contact Officer(s): David Cairney</p>
<p>Appointments to Partnerships and Outside Bodies To agree appointments to Partnerships and Outside Bodies</p>	<p align="center">Y</p>	<p align="center">Leader</p>		<p>Lead Member / Officer(s): Councillor Martin Tett</p> <p>Contact Officer(s): Sarah Ashmead</p>
<p>Aylesbury National Productivity Investment Fund Implementation (Phase 2) Junction Improvements</p>	<p align="center">Y</p>	<p align="center">Cabinet Member Transport</p>		<p>Lead Member / Officer(s): Councillor Nick Naylor</p> <p>Contact Officer(s): Ian McGowan</p>

<p>Westhorpe Interchange - Globe Park access Decision to progress the Westhorpe junction improvement project from feasibility through to detailed design and construction. Purchase land required for the scheme.</p>	Y	Cabinet Member Property & Assets, Cabinet Member Transport	Part exempt (<i>para 3</i>)	Lead Member / Officer(s): Councillor Nick Naylor, Councillor John Chilver Contact Officer(s): Ian McGowan
JULY 2020 CABINET MEMBER DECISIONS				
<p>Burnham Beeches Special Area of Conservation Mitigation Strategy – Supplementary Planning Document This Supplementary Planning Document (SPD) is supplementary to the 2011 Chiltern Core Strategy and the 2011 South Bucks Core Strategy. The SPD sets out the mitigation strategy for any net increase in homes within a zone between 500 meters and 5.6 kilometres. The purpose of this report is seek the delegation of the Cabinet Member to adopt the SPD following a four week public consultation.</p>	Y	Cabinet Member Planning and Enforcement		Lead Member / Officer(s): Councillor Warren Whyte Contact Officer(s): Cathy Gallagher

Individual cabinet member decisions are not discussed at meetings – a report is presented to the cabinet member and they will decide whether to sign the decision. Cabinet members can take key decisions that only affect their portfolio area and can also take joint cabinet member decisions. However, if a decision crosses portfolios, this generally should be agreed by cabinet.

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

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

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

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

Paragraph 1 - Information relating to any individual

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

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

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

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

Paragraph 6 - Information which reveals that the authority proposes:

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

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

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

Part II of schedule 12a of the Local Government Act 1972 requires that information falling into paragraphs 1 - 7 above is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Nothing in the regulations authorises or requires a local authority to disclose to the public or make available for public inspection any document or part of a document if, in the opinion of the proper officer, that document or part of a document contains or may contain confidential information. Should you wish to make any representations in relation to any of the items being considered in private, you can do so – in writing – using the contact details below. Democratic services, Buckinghamshire Council, The Gateway, Gatehouse Road, Aylesbury, Buckinghamshire HP19 8FF 01296 382343 democracy@buckinghamshire.gov.uk

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Report to Cabinet

Date: 26 May 2020

Title: Buckinghamshire Council – Implications of Coronavirus

Relevant councillor(s): Martin Tett, Leader

Author and/or contact officer: Rachael Shimmin, Chief Executive

Ward(s) affected: All

Recommendations: to note the impact of the coronavirus emergency on Buckinghamshire Council.

Purpose of report

To provide an account of the action taken by Buckinghamshire Council in response to the coronavirus emergency to date, and the impact on council services.

Content of report

Background

1. On 12 January 2020 it was announced that a novel coronavirus had been identified. The World Health Organisation (WHO) confirmed the name of the new coronavirus as Covid-19. A Major Incident was declared for Buckinghamshire on 19 March 2020, and the national lockdown was put in place on 23 March 2020.
2. The purpose of this report is to provide members with a summary of the Council's response to the Covid-19 emergency and the implications for council services, as currently understood.
3. At the time the coronavirus situation began to escalate, in Buckinghamshire we were one week away from our go live date as a new organisation. The work that we had done in the preceding nine months to bring together services, managers, teams, create structures, appoint senior managers and agree key policies meant that we were able to develop a strong organisational and place based response to the pandemic.

Emergency Response

4. By the middle of March, we had in place a co-ordinated crisis response with clearly structured accountability, a clear interface with the NHS locally and with a strong link to the Thames Valley Local Resilience Forum. Initially this required a seven-day crisis response management team (the Councils Corporate Management Team) and the establishment of 12 separate 'cells', each with support sub-cell structures as appropriate were established. These cells have continued to operate with the crisis management team meeting several times a week to co-ordinate activity. The Leader of the Council attends these meetings to ensure a real time understanding of the breadth and range of issues that we are tackling. The cells are shown below. Each of the cells is led by a member of the Corporate Management Team, with an aligned Cabinet Member.

- NHS & Adult social care (with sub cells on the discharge process, vulnerable people, Providers, Workforce, Recovery)
- Housing & temporary accommodation
- Local death management process
- Communications and media
- Volunteering
- Local support hubs
- Food collection & distribution
- Business & suppliers
- Mutual Aid
- Resources
- Children's social care & Education
- Enforcement.

Support to Residents, Communities and Businesses

5. A large part of the Council's response has focussed on providing support to residents, communities and businesses either delivering initiatives from central government or developing more local solutions to respond to local challenges. A number of examples are noted below.

Working with health sector

6. A critical part of the local response has been the very close working between the health sector and the council to solve problems collectively and ensure adequate flow of patients across the system. One outcome of this has been to identify Olympic Lodge as

a reablement and care facility. In a three week period, we transformed the Olympic Lodge, a hotel which is part of the Stoke Mandeville Stadium into a 240 bed special social care facility for vulnerable adults during the coronavirus pandemic. The centre is designed to help free up hospital beds for people who need critical care as well as keeping these vulnerable adults out of hospital and at less risk of catching the infection. This model has been identified as best practice across the region and used by others to support work they are doing in their area. This facility is staffed by people who would normally work in operational services such as day care services.

7. In addition to this, the Council has also led on discharge from hospital in order for the NHS to focus on those who required critical care. As a result of this work the health and social care system developed, for the first time, a county wide Discharge to Assess function which included beds in residential and nursing homes as well as home care support for people who could go home.
8. We have arranged a series of webinars in partnership with our local NHS for care homes to support them in responding to the emergency. The first is on providing safe care in care home settings and provides information on infections control and how to take steps to protect staff.
9. Via the Integrated Commissioning Service, the Council is leading on the interface with the care market across the health and social care system in Buckinghamshire. To do this, in the first week of the crisis, a single point of contact was established to enable care homes, home care providers and Supported Living settings to email the Council and for us to get information out to them in a quick and easy way. We used this mechanism to also receive feedback from the sector which then focused our activity around the support we offered. During this time, the Council developed criteria for financial assistance to the care market, we worked closely with the CCG and other partners to create a 24/7 emergency PPE store and we also worked proactively to develop a local solution to testing for providers when national routes were failing to respond quickly. More recently, the Council has brought partners together in whole system meetings to develop an Enhanced Care Offer for care providers which goes beyond testing, access to PPE and financial assistance and includes elements on training and practical ways to support the health and wellbeing of the care sector workforce.

Working with partners

10. Also key to the response has been the collaboration with other local partners such as housing associations, universities, blue light services, military, parish councils and charities which has ensured a coordinated pan Buckinghamshire approach. Staff from across these organisations worked with all council cells to redesign their business model at pace, working long hours to develop daily communications and find solutions to support residents on the ground.

11. With 2400 charities in Buckinghamshire, the voluntary sector was always going to play a significant part in both the emergency and recovery response. A strategic voluntary sector taskforce has met with the Council on a weekly basis to share intelligence on emerging issues, ensuring a consolidated response and collective problem solving. As part of this response, we have worked with the key voluntary and community sector funders across the county to prioritise and coordinate our spending in the sector.
12. Close connections with 171 Parish Councils has also been a significant part of the local response. The Cabinet Member and Localities service has chaired weekly strategic discussion with BMKALC (the local association for Town and Parish Councils) and regular discussions with parish clerks to share intelligence or best practice and ensure a joined-up approach, as well as considering the impact on local councils to prepare for the recovery phase.

Working with Business

13. The Council's partnership with Buckinghamshire Business First (BBF) has enabled us to work closely with the local business community to provide guidance and support for those whose business has been affected by COVID-19. The online Business Support Hub was developed on the Council's website to provide a source of key information, linked to BBF's covid website. By working together, Buckinghamshire Council and BBF are ensuring that there is no 'wrong front door' for businesses seeking support.
14. In response to the coronavirus pandemic the government announced grants for small businesses, and businesses in the retail, hospitality and leisure industries in the form of grants to compensate them for loss of business from the emergency and resulting lockdown.
15. The Council is responsible for administering these grants and received just over £91m from the government to fund the grants. Working closely with Bucks Business First we identified those businesses who would be eligible and contacted just under 6500 businesses across Buckinghamshire who are eligible to receive a business grant. In addition to this direct contact we have promoted the scheme regularly via BBF, press releases and on our website to encourage high levels of take up.
16. Most businesses in the retail, hospitality and leisure sectors and those receiving Small Business Rate Relief or Rural Rate Relief will receive a grant as follows:
 - Properties with a rateable value of £15,000 or less will receive a £10,000 grant
 - Properties with a rateable value of more than £15,000 and up to £51,000 will receive a £25,000 grant.
17. In order to ensure that businesses received funding as soon as possible, we developed a five working day end to end process from receipt of the application to the money arriving in the business bank account. We have asked staff to work over weekends to ensure that this money reaches our business as soon as possible To date, we have

received and processed applications from over 5500 eligible businesses and awarded over £72m of grants as of 11 May 2020

18. We continually look for ways to communicate to the remaining businesses that are eligible to encourage them to apply. This includes through BBF, social media and local radio stations.
19. The Buckinghamshire Local Enterprise Partnership also established a £2m Buckinghamshire Business Resilience Fund, administered by BBF, to support those businesses which are not eligible for the Government's business grants or business rates holidays. Response from businesses was overwhelming and the Council redeployed staff to assist BBF with the administration of this fund.

Council tax relief

20. Following the award of £2.8m of hardship funding from the government, we agreed a policy to support working age claimants most in need with their Council Tax during the Covid-19 crisis. This includes providing residents already claiming support under the Council Tax Reduction scheme up to a further £150 this year. Once these initial awards have been made, we will carry out a further review of the remaining budget to recommend the best way to allocate these funds to support the most vulnerable residents.
21. Furthermore, we have also been taking a very pragmatic approach to arrears encouraging residents to get in touch with us if they are suffering financial hardship so that we can work with them to help identify a longer-term solution without necessarily taking our normal enforcement action.

Local support hubs

22. In developing our response to the growing needs within local communities eight support hubs were established within days of the emergency being classed as a major incident.
23. These hubs have been established to help support the most vulnerable people in our communities, as part of the national 'shielded residents' scheme. As of 15 May, 13,800 residents in Buckinghamshire had registered on the national 'shielded' list, and some 3500 of these had requested assistance with accessing essential supplies and/or meeting basic care needs. The hubs are playing a key role in communicating with these individuals, linking them into local support groups where appropriate and providing them with emergency food supplies and supporting them to access services etc. Approximately 100 council staff have been redeployed from their day jobs to contribute to the hubs, working with volunteers who are helping to deliver food and prescriptions etc. A number of local supermarkets have donated food to support this effort, and Food Banks across Buckinghamshire have played a vital role in supporting vulnerable individuals and families in accessing food supplies.

24. 1,800 residents registered with the Council as volunteers to help their neighbours and local communities. To help with this, two local charities, Community Impact Bucks and The Clare Foundation, worked with the Council to establish a volunteering platform and brokering service to link the volunteers with the charities, community groups, and other organisations in need of extra people power. We have been particularly fortunate to have the support of all of those who volunteered and are willing to do so in the coming months as well as the staff and charities supporting behind the scenes, who collectively demonstrate the significant community spirit in Buckinghamshire.
25. In addition to the work with more established charities, we have worked alongside localised informal groups which have rapidly established themselves in communities. Our locality area coordinators have been advising on best practice such as safeguarding and operating remotely, mapping provision to avoid duplication or identify gaps as well as signposting to funding.
26. As part of our response, the Council identified 900 residents from amongst our social care clients who could be particularly vulnerable during this period. 300 of these receive a daily call from social care staff to ensure we keep in touch with them and ensure they are receiving the support they require with the remaining 600 being contacted twice each week.
27. Alongside our social care staff, we are also working with 113 volunteers to help with these telephone calls who work under the supervision of social workers.

Homelessness

28. The council housing team supported by a significant number of other agencies, volunteer groups, local churches and businesses has found temporary accommodation for 80 people. Taking advantage of the availability of accommodation in a number of hotels, bed & breakfast establishments and other accommodation providers as their usual customers are staying away due to the current travel restrictions has ensured suitable accommodation has been found for these 80 people. Rough sleepers are a highly vulnerable group; often unable to isolate themselves, many have underlying health conditions that could leave them less able to fight coronavirus and at risk of passing it on to others, they have also been supported for their on-going health needs and are being provided with food. There are a very small number who have so far declined the offer of accommodation and these continue to be supported by outreach teams - again looking after their physical and mental health needs and ensuring they have food and medication.

Councillor fund

29. One of the key policies of Buckinghamshire Council is its commitment to support local councillors in tackling issues within their communities, using 16 community boards as the building blocks for this approach.

30. The Council released £250k from its community board funding to create an emergency fund for each community board so that councillors could provide financial support to local communities and groups who are a critical part of the emergency response.
31. The fund is primarily to support local communities in responding to the needs of vulnerable residents and to provide additional help where all other avenues of funding have been explored. As of 8 May, £162,000 had been paid to support 97 local initiatives, with projects including the supply of food parcels, support for Food Banks, debt advice, printing leaflets etc.

Mutual aid

32. As part of the Council's response, we identified the opportunity for Mutual Aid, with businesses being able to help others in need. Having put out a call for help, we have received over 210 responses from local businesses, offering everything from staff to PPE to support the local response.
33. We set up a registration scheme on-line and through our business partner Buckinghamshire Business First, we continue to work closely with the local business community to provide and support our local communities' needs.
34. Examples of help has included:
- Local firms providing oxygen supplies to local hospitals.
 - A local gin distillery making hand sanitiser.
 - Help with PPE including donations of equipment and a local university and local businesses printing personal protective equipment.
 - A local pub turning itself into a community shop.
 - Numerous offers of help with food from farms, local specialist shops, transport companies and even several celebrity chefs Jack (son of Heston) Blumenthal and Tom Kerridge producing, donating and delivering food to those in need and local hospitals.
 - Volunteers from the Bucks and Oxon 4x4 Response Group (a team of volunteer drivers who are usually called on in bad weather!) who have been out every day making deliveries.
 - Local car dealerships offering cars for volunteers to drive to make deliveries.

Implications for Council Services

35. The implications of the lockdown on individual service areas has varied considerably, depending on the nature of the service. The nature of the council service has dictated the response with the vast majority of teams and services continuing to be operational albeit working from home. The council's investment in IT solutions has made this possible and we were able to move 2500 people onto Teams software within 48 hours in

order to ensure video enabled meetings. A significant proportion of the council staff have been redeployed from their day jobs through to supporting the response.

36. Three buildings have remained open: Gateway; Walton Street and Wycombe and a small number of staff have continued to work in their office environment to carry out specific tasks, maintaining social distancing. Examples of staff who have continued to be on site include:

- Reception staff
- Face to Face Customer Service Centre Teams
- A limited number of ICT staff to maintain resilience
- Registrars.

37. The Council moved at pace to design and establish new service offerings where appropriate – for example to support the ‘shielded’ population – and to provide direct support to health colleagues as well as other local public, private and voluntary sector organisations involved in the response.

38. The following table identifies front line council services and summaries the current state of service delivery as 15 May 2020. *(Please note that due to the rapid pace of change, this information may have changed since publication of the report and will be updated verbally at Cabinet).*

Front Line Services	Status as at 15 May 2020
Adult Social Care <ul style="list-style-type: none"> • Safeguarding Older People • Mental Health • Physical Disability • Learning Disability 	<ul style="list-style-type: none"> • The service continues to provide support and care for adults, their families and carers. No public facing community services are running. Day Services were closed from the 23 March.
Communities and Public Health <ul style="list-style-type: none"> • Libraries/Customer Access Points 	<ul style="list-style-type: none"> • As of 23 March, libraries were closed. Online books and audio books still available. • Many staff have been re-deployed to support the community hubs, others are working on back office activity to improve the on-line resources for residents and the training for Customer Access Points has also been delivered. • Some staff have been engaged in trialling the re-commencement of the home delivery library service to provide resources to vulnerable residents. • Government guidance published on 11 May confirmed that libraries should remain closed for the time being.
Sports and Leisure	<ul style="list-style-type: none"> • Country Parks. As of 22 March, county parks were closed,

Front Line Services	Status as at 15 May 2020
<ul style="list-style-type: none"> • Local Parks • Country Parks • Leisure Centres 	<p>including car parks, refreshments, activities etc. Rights of way remained accessible to enable local residents to exercise. Staff (a number reside on site) engaged in maintenance and facilities monitoring activity of the facilities. Following Government guidance issued on 11 May, Country Parks re-opened to the public on 13th May with some operational changes to promote social distancing.</p> <ul style="list-style-type: none"> • Local Parks. Parks remain open for exercise but gatherings of people in different households are not permitted. Children’s play areas are closed. • South Buckinghamshire Golf Course. The Council’s golf course reopened to the public on 13th May following government guidance. • Leisure Centres. In accordance with the Government guidance, leisure centres remain closed to the public.
<p>Culture</p> <ul style="list-style-type: none"> • Museums 	<ul style="list-style-type: none"> • Museums that are funded, but not directly delivered by the Council, closed on 24 March
<p>Children’s Services</p> <ul style="list-style-type: none"> • Safeguarding • Children with Disabilities • Children in Need • Early Help 	<p>The Early Help service continues to support families that require early intervention in order to prevent escalation to statutory social care services. Resources are targeted at those most in need of help, and this support is being offered virtually.</p> <ul style="list-style-type: none"> • The Children’s social care service continues to provide care and protection to children at risk of or subject to harm to keep them safe. • Support is currently prioritised to those children and families in greatest need, and in the majority of cases this is taking the form of virtual contact, including the use of video calls. • Where absolutely necessary, home visits are completed if there are significant concerns in relation to a family. PPE is provided where appropriate, and government guidelines are followed.
<p>Youth Provision</p> <ul style="list-style-type: none"> • Fostering and Adoption 	<ul style="list-style-type: none"> • The service continues to operate and both the fostering panel and adoption panel have been able to meet via MS Teams.
<p>Education and Skills</p> <ul style="list-style-type: none"> • Education Provision • Early Years 	<ul style="list-style-type: none"> • Early Years providers and schools remain open for children of key workers, children with an Educational, Health and Care (EHC) Plans and vulnerable children only. • Children’s services have been working closely with school leaders, DFE and Ofsted throughout the lockdown period to make sure that school places are offered to children of

Front Line Services	Status as at 15 May 2020
	<p>key workers and vulnerable children across all education phases.</p> <ul style="list-style-type: none"> Following the Government announcements on 11 May, we are working closely with schools to prepare for the potential re-opening of schools to some year groups on 1 June.
<p>Housing and Homelessness</p> <ul style="list-style-type: none"> Housing services 	<ul style="list-style-type: none"> The service continues to support those who may be at risk of losing their accommodation or currently have nowhere to live. (see paragraph 26 above).
<p>Regulatory Services</p> <ul style="list-style-type: none"> Trading Standards Licencing Environmental Health Registrars Coroners Crematoria Cemeteries 	<ul style="list-style-type: none"> Trading Standards - The service is directly working on coronavirus related matters including: supporting residents who are most vulnerable to scams and raising awareness of scams more generally; helping businesses who need advice; considering complaints about businesses who have remained open; and investigating the safety of goods including PPE. Businesses are not being charged for advice which relates to coronavirus The Licensing service is operating an amended service, with all officers working remotely. E-licenses are being issued where appropriate to allow businesses to continue to trade if they need to. Site visits and inspections are not being carried out at the current time. Cremations & Burials - Since March, funerals continue to take place with restrictions on attendance. The processing of memorial applications and other non-essential matters are temporarily suspended. Registrars are only undertaking death registrations and these are by telephone. Births, marriages, civil partnerships and citizenship ceremonies are all currently suspended. Coroners are working at home continuing to deal with sudden or unexpected deaths. Inquests have been suspended until 15 May. Environmental Health are undertaking a very limited amount of site visits and the focus is on reactive work (customer complaints). Officers are enforcing the new legislation around businesses unable to trade at the moment and are gathering and reacting to intelligence. They are also providing advice regarding social distancing to businesses that are able to trade.
<p>Transport</p> <ul style="list-style-type: none"> Highways Rights of Way 	<ul style="list-style-type: none"> Public rights of way networks remain open and accessible for exercise or essential journeys. Highways Services delivered through Transport for

Front Line Services	Status as at 15 May 2020
	<p>Buckinghamshire continue to operate with some adjustments to operations to enable social distancing etc. Where possible, works are being accelerated given the significant reduction in traffic volumes.</p>
<p>Logistics</p> <ul style="list-style-type: none"> • Home to School Transport • Integrated Transport • Parking • Buses 	<ul style="list-style-type: none"> • Since the end of March, bus companies are operating a reduced timetable • As of 23 March, concessionary bus pass holders are allowed free bus travel at any time to enable them to access early shopping hours. • School transport services continue to take eligible children to school and plans are being developed for the potential re-opening of schools to some year groups on 1 June. • As of 24 March, parking charges for Council owned car parks and on street parking have been suspended. Some staff have been redeployed to support the emergency response including the Community Hubs and support for the Olympic Lodge
<p>Planning and Enforcement</p> <ul style="list-style-type: none"> • Development Management • Planning and Building Regulation Enforcement 	<ul style="list-style-type: none"> • The service is operating an amended service, with planning and building control officers working remotely and systems put in place to allow the service to continue. • Plans are being developed to ensure that Planning Committees are able to meet from June.
<p>Environment and Climate Change</p> <ul style="list-style-type: none"> • Waste Strategy and Management 	<ul style="list-style-type: none"> • Collection services continue with a reduced number of staff due to staff absenteeism across all areas. • Services have been delivered in accordance with Government guidance and clinical, general waste and recycling collections have been prioritised • Garden waste collections were suspended for all areas at the end of March but were reinstated from 11 May 2020. • Bulky waste collections were temporarily suspended but have now been resumed • Food waste. South Bucks and Aylesbury areas have continued as normal and food waste is currently being mixed with general waste in the Wycombe & Chiltern areas. It is anticipated this will return to normal towards the end of May • Recycling collections were temporarily suspended for a short period in the Wycombe and Chiltern areas but have since resumed. • Household Waste & Recycling Centres (HWRCs). Household recycling centres were closed on 26 March. On 6th May five HWRC sites (Amersham, Aston Clinton,

Front Line Services	Status as at 15 May 2020
	Buckingham, Beaconsfield and High Wycombe) re-opened and are operating seven days a week, 9am-6pm.

Council staffing

39. The council has tracked staff availability on a daily basis. The Covid positive sickness rate have been relatively stable at c.0.5-1% of all employees and those who have declared themselves as Covid symptomatic but still working and/or Shielding has been in the range of 14-17%. With the introduction of full home working from Tuesday 24th March this has meant that from the start of the pandemic we have consistently had in excess of 80% staff fully available for work, many of whom are directly involved in supporting the Covid response... A ‘snapshot’ exercise undertaken on 20 April 2020 demonstrated that, out of a total workforce of 3959 employees on that day, only 79 people had no assigned work(0.73% of our workforce). These people work almost exclusively in very part time roles e.g. working 2 hours a day as a school crossing patroller and moving them into other work has not always been possible. To note the deployment of people into other work varies from day to day according to demands.
40. Where staff cannot undertake their normal work. we have repurposed 147 staff into a variety of areas including:
- a. Volunteer Cell
 - b. The Local Support Hubs
 - c. Crematoria as Chapel Attendants and Admin Assistants
 - d. Olympic Lodge as a back-up Care support Team
 - e. Into the BHT Bereavement Service.

Performance

41. We have been monitoring the impact of Covid19 on our business as usual. Key metrics that are monitored on a weekly basis are included at Appendix A.

Financial Impact

42. Buckinghamshire Council received just over £91m from government for business grants on the 1st April (upfront of payments made). This money is ringfenced for business grants and any money not used for that purpose will need to be returned to the Treasury. We have also received £2.8m for council tax hardship and £25.6m emergency funding (from the two nationally announced pots of £1.6bn) for our response to covid-19 (un-ringfenced).

43. We anticipate that our additional costs / lost income will exceed this overall funding but by how much depends on the timescales around the current lockdown and also the period of time before we return to the normal provision of services. We will continue to lobby government to ensure that all of our additional costs / lost income is fully recovered. Examples of our Covid-19 related spend include increased demand and costs within adult social care, increased costs due to schools opening over the Easter Holiday, emergency food packages and temporary accommodation costs. Examples of our lost income include parking charges, property rental income and planning income.

Consultation and communication

44. We have taken a proactive approach to communications realising the important part this plays in responding to the emergency.

45. A separate communications and media cell was established as part of the emergency response, working closely with all partners including the Clinical Commissioning Group and Buckinghamshire Healthcare Trust and also supporting the Thames Valley Local Resilience Forum.

46. The central point for our resident communications is the Community Support Hub, set up on the new council's website in response to the emergency, providing all the critical messaging issued both locally by the council and Public Health, and the national messaging from central government.

47. A comprehensive communications programme has been put in place using a variety of channels including press (national and local), newsletters, video and social media, alongside the website. Highlights include:

- #ProudofBucks campaign to highlight the community spirit across Buckinghamshire. To date we have over 100 examples of local initiatives and projects;
- Rapid expansion of our social media following - our tweets have been loaded over 18 million times and our Facebook posts being seen by 671,000 accounts;
- Daily video blog by the Leader with guest speakers, covering topics from mental health, business support, advice on keeping fit whilst staying at home and information on how the council's main services have been affected. These have been viewed by over 1,000 residents.
- Twice weekly e-newsletter which has been read by over 135,000 residents; this has been extremely well received with numerous compliments following each edition.
- Daily email update to the Council's elected members ensuring they are kept informed of all the latest developments.
- Internally, the Chief Executive produces a daily video blog which is sent to all staff and is viewed by over 500 staff each day

- weekly updates to Town and Parish Councils
- promotion of local foodbanks, encouraging donations through our wider communications and local marketing materials.
- Provision of supporting materials for local councils and groups including banners for social distancing, social media graphics and many posters for self-isolating etc.

Next steps and review

48. The Council is currently working with partners to develop its recovery planning for Buckinghamshire, linked into the emerging national guidance. For the Council, this includes arrangements for re-opening services at the appropriate time, as well as building on the lessons arising from this emergency period for the future design and delivery of services as part of the unitary programme. The Recovery Plan will be considered by Cabinet in June.
49. We are currently developing a Covid 19 risk assessment, in accordance with the Government's Covid-19 secure guidelines, to ensure that staff are able to return to their workplaces in due course, as appropriate. This will be published on our website.

Background papers

None

Your questions and views (for key decisions)

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

democracy@buckinghamshire.gov.uk

Appendix A – Weekly Metrics (14/5/20)

Ref	KPI	Reporting Frequency	Period Reported	Benchmark (as at 15th March)	Latest performance
C001	Number of missed bin collections	Weekly	27th April - 3rd May	356 out of 225,260	261
C002	% of missed bin collections	Weekly	27th April - 3rd May	0.16%	0.12%
C003	% of Emergency highways defects attended to in 2 hours	Monthly	1st April - 30th April	98% (target)	100%
C004	% of Category 1 defects repaired in 2 working days	Monthly	1st April - 30th April	98% (target)	99%
C005	Number of streetworks/permit applications received weekly	Weekly	4th May - 10th May	na	895
P001	Number of planning applications submitted	Fortnightly	27th Apr-10th May	363 (23rd Mar-5th Apr)	272
P002	Number of valid applications submitted	Fortnightly	27th Apr-10th May	304 (23rd Mar-5th Apr)	237
P003	Number of planning application decisions made	Fortnightly	27th Apr-10th May	414 (23rd Mar-5th Apr)	301
CS001	Number of Looked After Children	Weekly	As at 10th May	487	484
CS002	Number of children on a Child Protection Plan	Weekly	As at 10th May	599	532



Ref	KPI	Reporting Frequency	Period Reported	Benchmark (as at 15th March)	Latest performance
CS003	Number of pupils with Education, Health and Care Plans	Weekly	As at 10th May	4705	4756
CS004	% of Education, Health and Care Plans issued within 20 weeks	Weekly	4th May - 10th May	60% (wk ending 15th March)	70%
CS005	Number of Buckinghamshire Schools reported as open	Weekly	As at 7th May	272	185
CS006	Number of pupils attending Buckinghamshire schools	Weekly	As at 7th May	95456 (January estimate)	1754
A001	Number of contacts regarding a safeguarding concern for Adults	Weekly	4th May - 10th May	188 (wk ending 15th March)	162
R001	Number of calls answered in the Customer Service Centre	Weekly	4th May - 10th May	3159 (March avg week)	2259
R002	% of calls answered (Target 90%)	Weekly	4th May - 10th May	90% (March avg week)	92%
R003	Number of Webchats	Weekly	4th May - 10th May	302 (March avg week)	336
R004	Number of emails/contact us forms	Weekly	4th May - 10th May	160 (March avg week)	244
R005	Number of residents in receipt of housing benefit	Monthly	1st April - 30th April	16,733 (March)	16,612
R006	Number of residents in receipt of Council tax reduction	Monthly	1st April - 30th April	22,290 (March)	22,871
R007	Value of business grants paid (cumulative)	Daily	As at 11th May	£0	£72,321,000

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