



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, THE BUCKINGHAM CENTRE,
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Town Clerk: Mr C. P. Wayman

Tuesday, 08 August 2017

Councillors,

You are summoned to a meeting of the Full Council of Buckingham Town Council to be held on **Monday 14th August 2017** at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham.

Mr C. P. Wayman
Town Clerk

Please note that the Full Council will be preceded by a Public Session in accordance with Standing Order 3.f, which will last for a maximum of 15 minutes.

AGENDA

1. Apologies for Absence

Members are asked to receive apologies from members.

2. Declarations of Interest

To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.

3. Minutes

To receive the minutes and confirm the recommendations therein of the Full Council Meeting held on Monday 26th June 2017. **Copy previously circulated BTC/3/17**

4. Interim Minutes

To receive the minutes and confirm the recommendations therein of the Interim Council meeting held on Monday 24th July 2017. **Copy previously circulated IM/2/17**

5. Planning Committee

To receive the minutes and confirm the recommendations therein of the Planning Committee meetings held on:

- Monday 3rd July 2017
- Monday 24th July 2017

Copy previously circulated PL/3/17

Copy previously circulated PL/4/17

6. Town Centre and Events Committee

To receive the minutes and confirm the recommendations therein of the Town Centre and Events Committee meetings held on Monday 10th July 2017. **Copy previously circulated TCE/02/17**

Proposed by Cllr. Stuehbury, seconded by Cllr. Smith, and AGREED to RECOMMEND to Full Council that the Town Clerk explore whether a bylaw could be sought to allow the charging of people who leave posters on display.

Buckingham



LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD



Twinned with Mouvaux, France

Members are reminded to declare any prejudicial interest as soon as it becomes apparent.

All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

7. Environment Committee

To receive the minutes and confirm the recommendations therein of the Environment Committee meeting held on Monday 17th July 2017. **Copy previously circulated E/2/17**

8. Resources Committee

To receive the minutes and confirm the recommendations therein of the Resources Committee meeting held on Monday 31st July 2017. **Copy previously circulated R/2/17**

9. To receive reports from District and County Councillors

10. Motion – Cllr. Bates

In consideration of the provisions of the Equality Act, this Council re-affirms its commitment to its staff members and recognizes the value of the work of all staff for the benefit of Buckingham and its residents. This commitment should be adhered to not only in its policies but also during discussions of Agenda items at Council meetings.

11. Action List

Appendix A

12. Dementia Action Alliance – local member.

To become a local member and agree three actions for the Council:

Appendix B

- 12.1 To have all staff and Councillors as Dementia Friends
- 12.2 Raise the profile of dementia within the Town Council's newsletter
- 12.3 Plan Town Council services with dementia considered

13. Review of Town Council regarding Milton Keynes Joint Health Overview and Scrutiny Committee

Members to discuss at the request of Cllr. Stuchbury

Appendix C

14. New Homes Bonus

14.1 To receive and discuss AVDC's press release of the 20th July 2017

Appendix D

14.2 To resolve whether BTC should prepare one combined or several NHB bids to enhance the town, pedestrian & cyclist safety & well-being (prompted partly with reference to failed Moreton Road phase three s106 changes that had been drafted) with these items for consideration in the package

a) BMX Track

b) Moreton Road pedestrian refuge (between King's Head and Prezzo)

c) Missing footpath between points D-E (south end)

Appendix E

d) Missing footpath between points A-C (rugby club end)

Appendix F

e) Safer crossing at the bottom of Maids Moreton Avenue across from the Stratford Road car park- type to be determined

f) Safer crossing at the bottom of Badgers across Bourton Road to circular walk- type to be determined

g) Enhanced cycling scheme (Town Clerk to provide further information)

15. Buckinghamshire County Council Devolution

To receive a verbal update from the Town Clerk and Cllr. Smith and agree any actions

Appendix G

16. Consideration to Redistribute 2017/2018 Apprenticeship Budget

BTC/15/17

To receive a written report and agree any actions

17. Health STP Meeting

To note slides from the meeting

Appendix H

18. Annual Investment Strategy

To receive and agree the Council's Annual Investment Strategy

Appendix I

19. Reports from Representatives on Outside Bodies

Members are asked to note the reports listed below:

20. Mayoral Engagements

To receive a list of events attended by the Mayor and Deputy Mayor.

Functions the Mayor has attended:

Tue 27 Jun Public Sector Show - ExCel
Fri 30 Jun RAF Croughton 4th July festivities
Sat 1 Jul Maids Moreton School Fete - opening
Sun 2 Jul Bicester Town Council Civic Service
Sun 2 Jul Milton Keynes Civic Service
Sun 2 Jul Art in the Park, Milton Keynes
Thu 6 Jul Purbrook Park School, Waterlooville. Donation to school library of Jo Cox book
Thu 6 Jul Buckingham School: Sports Presentation Evening
Sat 8 Jul Buckingham Festival Gala concert
Wed 12 Jul Café Crawl
Wed 12 Jul Bourton Meadow teacher training graduation ceremony
Fri 14 Jul Twinning Boules at Cattle pens
Sat 15 Jul Fringe Quiz night
Sun 16 Jul Fringe Dog show
Mon 17 Jul Bucks Vision visit
Mon 17 Jul Rotary lunch at the Golf Club
Mon 17 Jul Tea with Sir Anthony Seldon
Tue 18 Jul Fringe Cream Tea
Tue 18 Jul Fringe Youth project
Tue 18 Jul Lace Hill Residents Association
Thu 20 Jul Public meeting at Lace Hill on health matters
Fri 21 Jul George Grenville School - leavers assembly
Sat 22 Jul Buckingham! International Busking Day
Sat 22 Jul Fringe Kite Flying event
Sun 23 Jul Fringe Family Fun Day at Lace Hill
Sun 23 Jul Fringe Comedy Night
Mon 24 Jul Opening of Lace Hill Playground
Tue 25 Jul Fin Shudell raising money for the hospital treating his Mum
Fri 28 Jul Judging Fairtrade cake design competition
Tue 1 Aug Action for young people

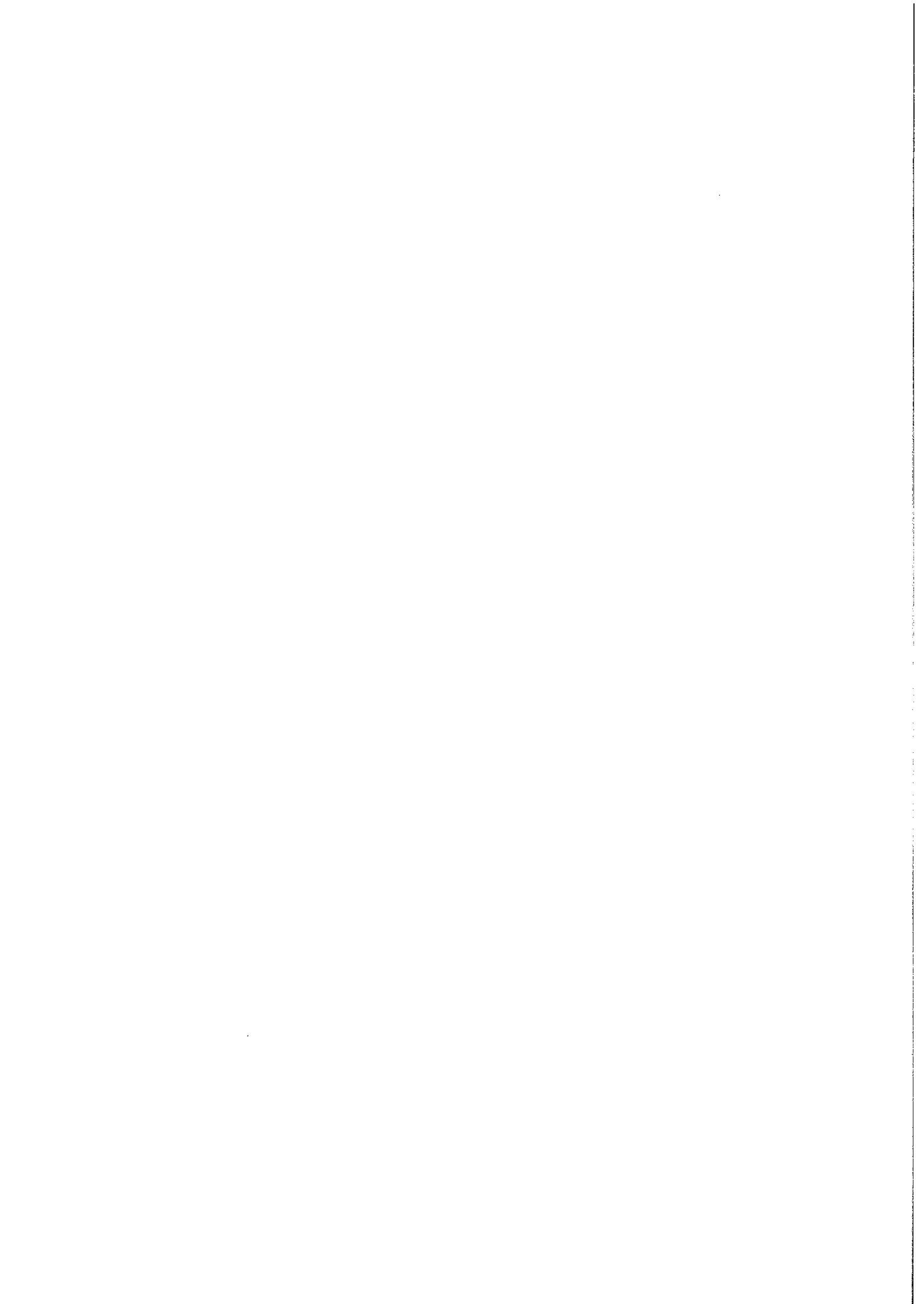
Functions the Deputy Mayor has attended:

4th July Chandos Park Bowls Club 50th Anniversary v Bowls England

21. News Releases

22. Chair's Announcements

23. Date of the next meeting: Interim Council – Monday 11th September 2017
Full Council – Monday 2nd October 2017

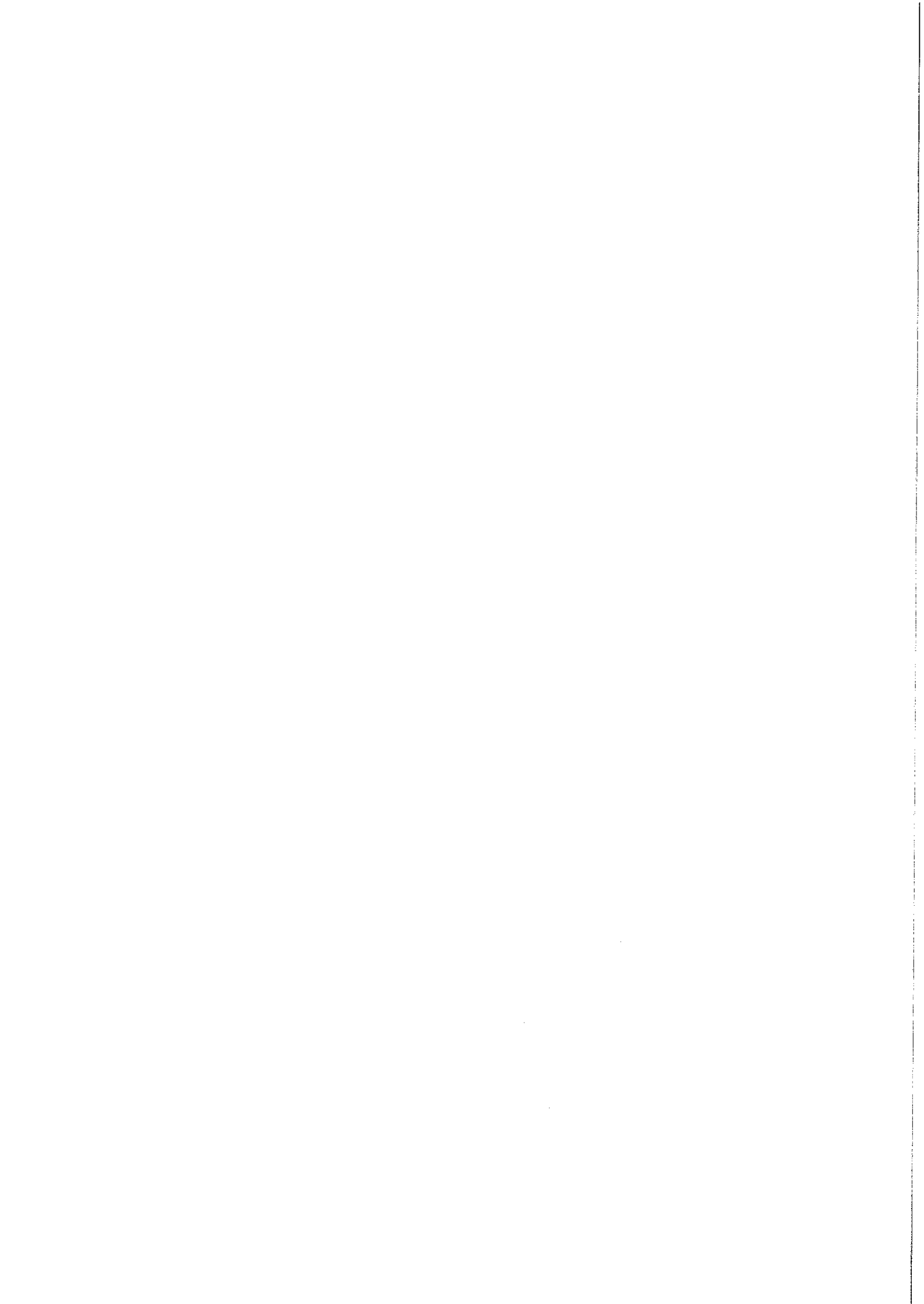


ACTION LIST

Appendix A

FULL COUNCIL, INTERIM COUNCIL & EXTRAORDINARY MEETINGS

Subject	Minute	Form	Response received	Social Value	Officer Effort	Urgency	Total
Toilets	220/14	DTC & TC to arrange for the construction	Work to begin in February 2017.	4	1	4	9
Community Centre Freehold	393/14 716/15	Draw up funding Plan for Community Centre	Currently in the process of purchasing for £50,000	3	2	3	8
Cycling Signage	643/14	Work with BCC and other parishes – discuss with Canal Society and BCC cycling route	Indicated to start in 2017	3	2	3	8
Community Land Trust	712/15	Proceed with membership and advertising for local interest		4	1	3	8
Moreton Rd toilets	837/15 303/16	Prepare report for costs of keeping facility open Town Clerk to investigate proposal with AVDC Report to Resources	Awaiting information from AVDC – New Officer	3	2	1	5
Mayor Admin support	841/15	Report to Resources		1	3	1	5
The Bucks, Oxen, Berks West Sustainability Transformation Plan 2016	850/16	Facilitate a workshop between local GP surgeries, members of the community, Councillors and other local healthcare representatives	Meeting proposed 20 th July 2017	3	3	3	9



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Dementia Statements

Dementia Statements (I Statements)

In 2010, the organisations that went on to form the Dementia Action Alliance (DAA) asked people affected by dementia, and other key stakeholders, what type of care and support they would hope to receive in the future. Informed by these conversations, they created the National Dementia Declaration, a set of seven expectations or 'I' statements of what life should be like for people with dementia. A lot has changed since 2010. So, in 2016, Alzheimer's Society led a review on behalf of the DAA alongside people living with dementia to ensure they reflect what people want today.

In April 2017, the Statements were welcomed and endorsed by the Dementia Programme Board that monitors and supports the implementation of the Prime Minister's Challenge on Dementia 2020 across the NHS, social care, the research sector and wider society.

The new Dementia Statements (formerly known as I Statements) reflect the things people with dementia say are essential to their quality of life. Grounded in human rights law, they are a rallying call to improve the lives of people with dementia and to recognise that they shouldn't be treated differently because of their diagnosis. By championing the rights of people living with dementia we will transform the landscape of dementia forever.

The Dementia Statements

- We have the right to be recognised as who we are, to make choices about our lives including taking risks, and to contribute to society. Our diagnosis should not define us, nor should we be ashamed of it.
- We have the right to continue with day to day and family life, without discrimination or unfair cost, to be accepted and included in our communities and not live in isolation or loneliness.
- We have the right to an early and accurate diagnosis, and to receive evidence based, appropriate, compassionate and properly funded care and treatment, from trained people who understand us and how dementia affects us. This must meet our needs, wherever we live.
- We have the right to be respected, and recognised as partners in care, provided with education, support, services, and training which enables us to plan and make decisions about the future.

- We have the right to know about and decide if we want to be involved in research that looks at cause, cure and care for dementia and be supported to take part.

The Dementia Declaration - Alzheimer's Society



How we will champion the rights of people affected by dementia

Using these statements, we must now build the growing movement for change. Articulating the needs of people affected by dementia through a rights-based lens, gives more urgency and weight to this movement, and makes dementia something that no one can ignore. We need to move on from the issues identified in this report and unite to fix dementia care, eradicate stigma and see people living with dementia participating on their terms and invest more in research. We must end a culture where people with dementia are treated as second class citizens towards one where their rights are upheld and respected.

We are now working to ensure that the statements will be understood and implemented across a range of different settings. We will also be developing a guidance document which explains the legal background to the statements as well as some additional helpful information.

By championing the rights of people living with dementia we will transform the landscape of dementia forever.

- Read more about the review - [Dementia \(I\) Statements Review - May 2017.docx](#)
- Read more about State of the Nation, our largest ever consultation with people affected by dementia

Local Membership Form (short version)

- By completing this action plan we support the National Dementia Declaration.
- We want to join our local Dementia Action Alliance.
- We commit to the actions below.

Part 1 of 3: Completing actions

Please complete at least 3 actions - you can add more if necessary.

Action 1 title:

What we are going to do:

Action 2 title:

What we are going to do:

Action 3 title:

What we are going to do:

Part 2 of 3: Making a difference

1. Consider why you want to be a DAA member. How will you establish what actions are important locally for people affected by dementia?

2. How would you want to review the effectiveness of these actions?

Part 3 of 3: Your contact details

Organisation name:

Organisation type - please tick the relevant words that best reflect your organisation

- | | | | |
|---|---|--|------------------------------------|
| <input type="checkbox"/> Arts | <input type="checkbox"/> Health | <input type="checkbox"/> Public sector | <input type="checkbox"/> Utility |
| <input type="checkbox"/> Care | <input type="checkbox"/> Hospitality | <input type="checkbox"/> Recreation | <input type="checkbox"/> Voluntary |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Medical | <input type="checkbox"/> Research | <input type="checkbox"/> Other |
| <input type="checkbox"/> Emergency Services | <input type="checkbox"/> Membership | <input type="checkbox"/> Retail | |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Pharmaceutical | <input type="checkbox"/> Transport | |

Contact name:
Address:
Telephone:
Email:
Website address:
What does your organisation do? (Maximum 50 words.)
Can we share your contact details with other DAA members? YES / NO
Area your organisation covers:

Please **attach your organisation logo** and return this form to:
dementiaactionalliance@alzheimers.org.uk

Thank you very much for joining your local Dementia Action Alliance.

By joining as a local member your organisation will be given a page on the DAA's website
www.dementiaaction.org.uk

On 3 Aug 2017, at 11:45, McKenzie, Dwight <Dwight.McKenzie@milton-keynes.gov.uk> wrote:

Dear Cllr. Stuchbury,

Thank you for your query.

As per our telephone conversation, please note that *Milton Keynes Council, Bedford Council, Central Bedfordshire Council and Luton Council* are in discussion to form a **Joint Health Overview and Scrutiny Committee (JHOSC)**. The aim of this **JHOSC** will be to scrutinise and review the "**Bedfordshire, Luton and Milton Keynes (BLMK) Sustainability and Transformation Plan (STP)**" which aims to transform the provision of health services across these boroughs including as relates to hospitals. Development and implementation of the **BLMK STP** is being undertaken by several NHS organisations including 3 Clinical Commissioning Groups, 3 hospitals, 2 ambulance trusts, Central and North West London NHS Foundation Trust and 3 other partners that work within these areas, in partnership with the above Councils.

At this point in time the Terms of Reference of the **JHOSC** have yet to be agreed by all the above Councils, however it is hoped that this will be achieved by September 2017 following discussion among the Councils. Milton Keynes hopes to be able to submit the **JHOSC** proposal to full Council in September 2017, subject to mutual agreement of the Terms of Reference. The **JHOSC** will commence shortly after agreement of the Terms of Reference by all the Councils.

As further informed during our telephone conversation, the detailed timetable including engagement/consultation calendar for the **BLMK STP** is not yet known. It is however expected that this information will be made available by the **BLMK STP** team upon formation of the **JHOSC**, so as to enable development of the **JHOSC** Work Programme.

I will further liaise with you in September so as to provide an update in respect the **JHOSC**.

Regards

Dwight

Dwight McKenzie

Scrutiny Review Officer

Tel: 01908 252177

Email: Dwight.McKenzie@milton-keynes.gov.uk

Link to council website: <http://www.milton-keynes.gov.uk> / Milton Keynes Council

| Democratic Services | Civic Offices | Saxon Gate East | Milton Keynes | MK9 3EJ



Please consider the environment before printing this e-mail

-----Original Message-----

From: Richardson, Elizabeth

Sent: 03 August 2017 09:21

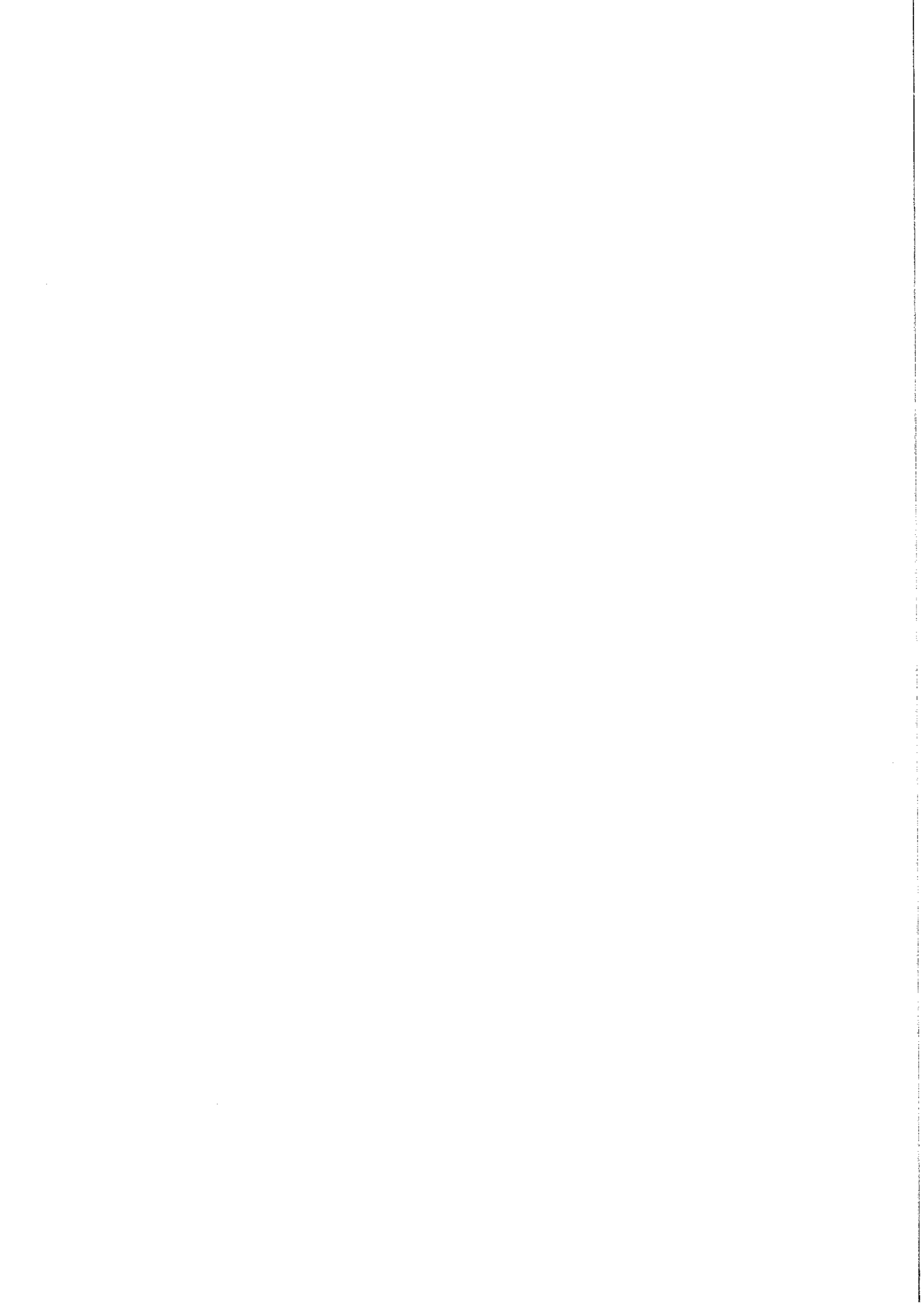
To: 'Cllr Robin Stuchbury'

Cc: McKenzie, Dwight

Subject: RE: Seeking help and on when your next health scrutiny meet,

Dear Robin

I no longer deal with the Health and Adult Social Care Scrutiny Committee; this is now handled by my colleague, Dwight McKenzie, who has a lot of experience in the field of Healthcare Scrutiny and is



New Homes Bonus grants to boost local community projects

20 Jul 2017



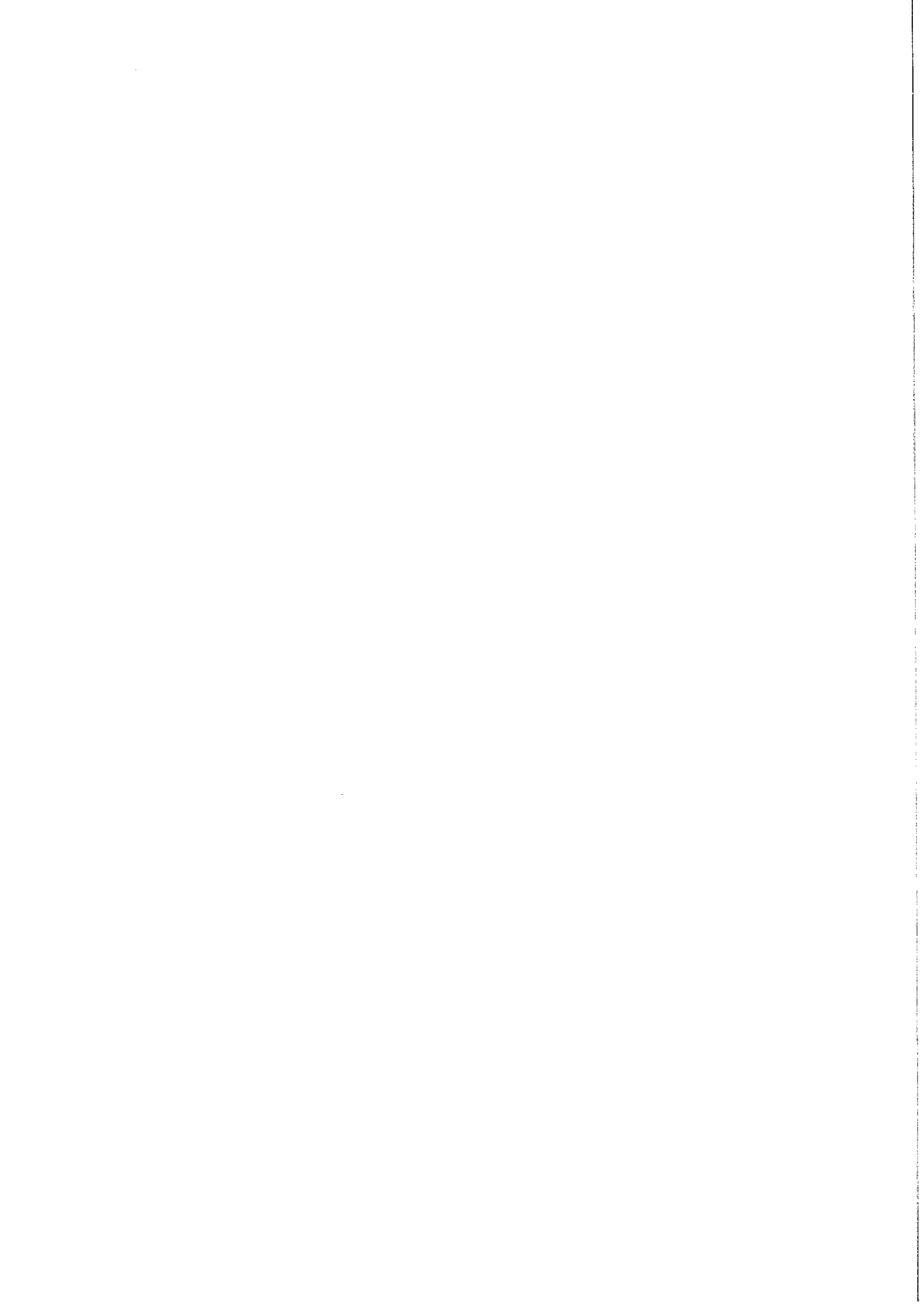
Voluntary and community sector organisations, as well as parish and town councils are being invited to apply to Aylesbury Vale District Council for micro grants of up to £1,000 each to help fund local projects.

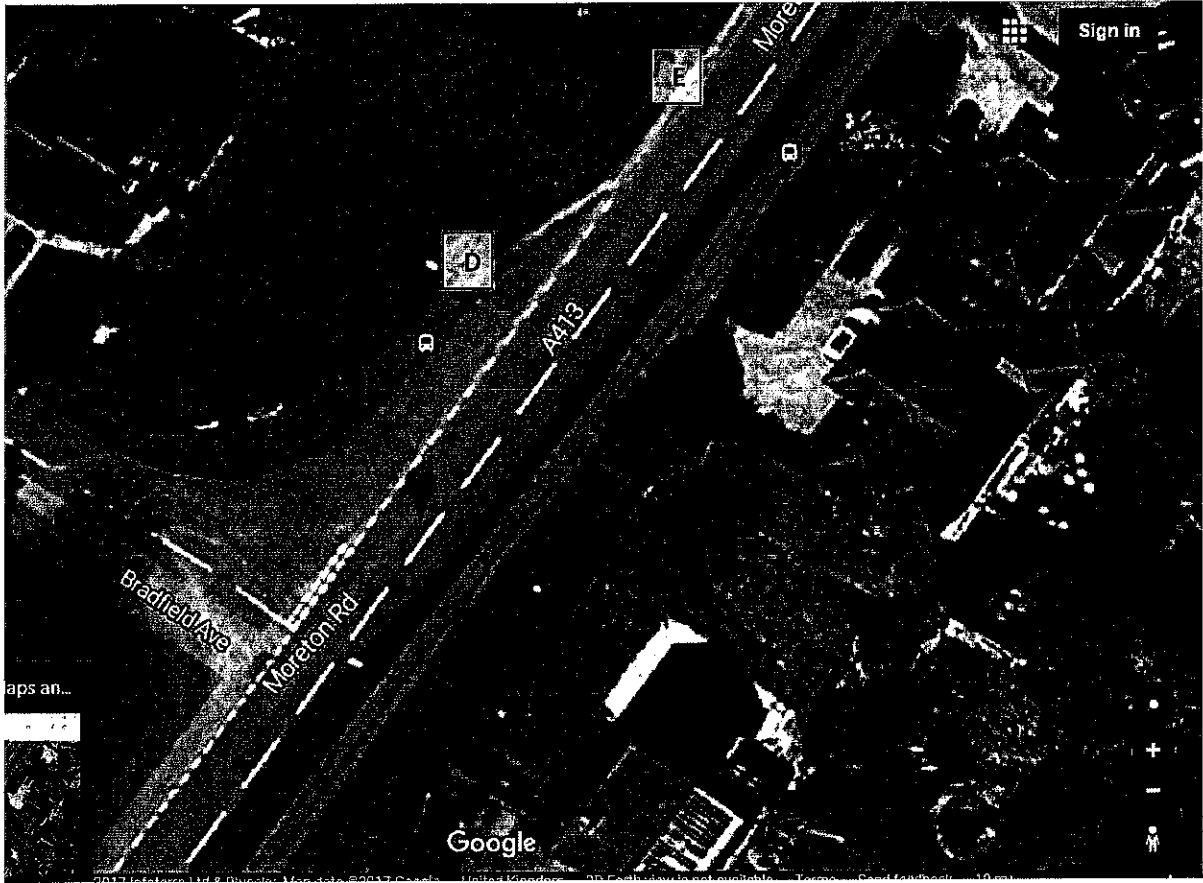
The funding is being made available through the New Homes Bonus (NHB) scheme and is aimed at smaller community projects within parishes, such as the refurbishment of village halls, buying new equipment or running costs.

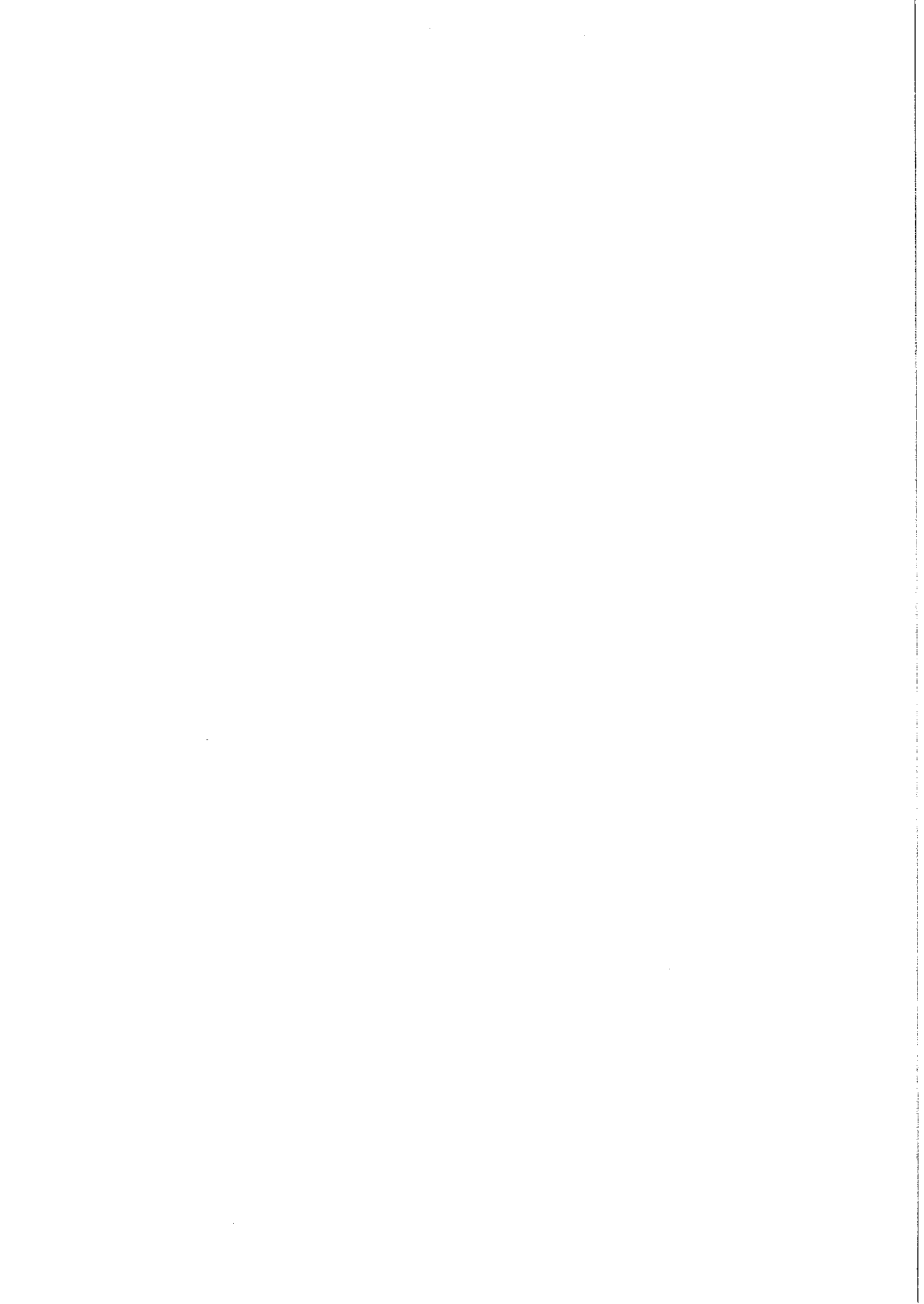
The NHB was introduced by the Government in 2011 to ensure the economic benefits of housing growth are returned to the councils and communities where the growth has taken place. Larger grants to parish and town councils have also been made and thanks to the scheme, residents in Haddenham are to receive £102,225 for a specially designed community path. The new improved 1km section of path will be ideal for pedestrians, wheelchair users and cyclists. It will also provide a safe route for Stone and Dinton residents to Haddenham Medical Centre.

Cllr Neil Blake, Leader of the Council, said: "The Haddenham path is the latest in a long list of community projects that have benefitted from the NHB scheme. With the introduction of micro grants, smaller projects can now also benefit and we invite community groups to get in contact."

The closing date for micro grant applications is the 15th of each month and the first round closes on Friday 15 September 2017. For further information about AVDC's New Homes Bonus funding schemes and how to apply go to www.aylesburyvaledc.gov.uk/new-homes-bonus-funding-scheme











Buckinghamshire County Council

Modernising Local Government in Buckinghamshire

Community Boards and Local Area Working



Buckinghamshire County Council

From the Business Plan

Our ambition for a new county-wide single unitary council for Buckinghamshire:

- **Single voice** – speaking up on behalf of residents, businesses and partners
- **More local** – delivering an innovative locality based structure built on the ambition of our town and parish councils who are leading the way both locally and nationally, local area planning committees, and new, legally constituted Community Boards with decision making powers
- **Better quality** – improving the quality, cohesiveness and accessibility of services, with local delivery enabled by a network of multi-agency Community Hubs
- **More efficient** – moving £18m of council tax payers money each year away from management overheads and investing it in priority, front line services

nationally, local area planning committee and new, legally constituted Community Boards with decision making powers

Buckinghamshire County Council

Community Boards; the Vision

- Enable local councillors and the community to
 - have a say about issues that affect them and
 - take action to resolve issues.
- Formal committees of a new Buckinghamshire Council; Councillors in each area could take decisions on issues such as the funding for local community groups.
- A formal consultee for all major changes to Buckinghamshire Council services in the area so that local people have a stronger voice on service planning.

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Community Boards; Role

- **To enable local Members & residents to influence Buckinghamshire Council & Partner service planning.** e.g. budget consultation or Cabinet Member decisions with local impact e.g. service change/transport/transfer or disposal of assets
- **To lead & encourage community action** to resolve local issues - road repairs, traffic problems and speeding, litter, facilities for young people, affordable housing, reducing loneliness and social isolation. To help communities to help themselves.
- **To have particular regard to the health, social care needs and well-being of residents in the area** – using their local knowledge and networks to both identify local needs/issues as well as solutions; and their influence to help resolve these needs

Buckinghamshire County Council

Community Boards; Role

- **To have an oversight & scrutiny role of local public sector performance & delivery in the area** – identifying & communicating any issues to the relevant bodies e.g. Buckinghamshire Council and partners; including oversight of the devolution service offers to parishes/town councils in area
- **To take decisions on delegated Council budgets** - it is envisaged that £2m could be allocated between the 19 Community Boards, providing enhanced opportunities for participatory budgeting and generating match funding.
- **To provide a local point of access to Members and council services.** e.g by providing regular well publicised formal meetings and forums

Buckinghamshire County Council

Membership

- Formal voting membership would be all Members of Buckinghamshire Council in the area
- Key invited partners would include town and parish councils, health, police, businesses, voluntary and community sector groups
- It is expected that the Boards would work by consensus wherever possible

Buckinghamshire County Council

Participation

- Innovative variety of approaches to talk to residents would be explored and used
- Younger people and other less engaged groups would be reached out to

Buckinghamshire County Council

Sample Agenda

Example Agenda for a Community Board

Decision on:

- The allocation of devolved Revenue and Capital Funding
- Disposal of non-strategic assets
- Speeding reviews, dropped kerbs, traffic calming measures
- Oversight of detailed works negotiated through S106

Consultation on:

- Proposals to change hospital services (CCG)
- Priorities for Allocations of Community Infrastructure Levy Funding (CIL)
- Developing a multi-use community hub (partners involved)
- Allocation of new school places

Scrutiny on:

- How agencies are planning to prevent flooding
- Effectiveness of local community transport
- Performance of highways provider on pothole filling

Work planning:

- Setting up a group to plan community workshops for people to have their say on forthcoming changes in children's centres.

Feature	Current			Future		
	Local Area Forums	Community Boards	Town/Parish Councils	Local Area Forums	Community Boards	Town/Parish Councils
Delegated Decision-making powers on behalf of Unitary Council	x	✓	x	x	✓	x
Devolved council budget for local projects	✓ Informal arrangement	✓ Formal accountability	x	x	✓	x
Delivery of local services	x	x	✓	x	x	✓
Scrutiny of local service delivery	x	✓	x	x	✓	x
Committee on all significant council service changes impacting on area	x Sometimes	✓ Always	x	x	✓	x
Statutory committee on planning	x	x	✓	x	x	✓
Raise taxation to invest in local issues	x	x	✓	x	x	✓
Dedicated Officer Support	x	✓	n/a	x	✓	n/a

Differences from LAFs

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Proposed Boundaries

- Based on school catchment areas
- Focussed on natural identities
- Draft for consultation

Buckinghamshire County Council

Feedback from meetings held - Concerns

- Community Boards will not have any real powers and will not bring anything new.
- Town and Parish Councils won't have influence if only Councillors from the new council have a vote
- Parish councillors are volunteers who are already stretched; why would they attend any more meetings?
- The proposed boundaries won't work
- Would £2million be enough?

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Feedback from meetings held - opportunities

- Some parishes do not feel the current/proposed boundaries work for them and suggested possible alternative options for better local cooperation.
- Could there be a Board for rural parishes, or support for smaller parishes?

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Feedback from Workshops; What would success look like?

- Engage the boards in local events rather than create more
- Clear understanding of how parish councils work and their structures/procedures
- Expert boards as well as 'local area based boards'
- Uniform standards for financial decisions across unitary area.
- Budgets should be assessed on the particular needs of the communities involved
- Set up not geographical but topical

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Success

- Depends on committed Chairmen and local members
- 1FTE per Board
- Measures could include
 - Public attendance
 - Community groups attending
 - Voting in community budgeting schemes
 - Outcomes from funded projects

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Flexibility; Boards could be asked to decide:

- Formal role of police and other partners
- Meet 2 – 6 times a year?
- Some formal meetings, some informal?
- Annual engagement day / event?
- Parallel youth board? Youth members elected by parishes?

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Funding

- £2million commitment
- Local decisions on transport / other split?
- 4 year schemes allowed?
- Small grant scheme allowed?
- Each Council service to provide costed offers for funding?
- Capital / revenue split? (LAF funding is revenue)

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What powers can be devolved to boards?

- Traffic Regulation Orders (e.g. parking restrictions)
- Speed limit reductions
- Prioritising capital highways schemes
- Library opening hours
- Disposal of community buildings

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Next steps

- Consult on boundaries Pilot different models of engagement

3. Potential District assets to transfer

Aylesbury Town Council noted that the Jonathan Page Centre has become income raising since it was taken on the by the Town Council.

- Play areas
- Sports grounds and pavilions
- Local parks and open spaces
- Public toilets
- Allotments
- Community centres
- Cemeteries and churchyards
- Town / Parish council offices
- Theatres
- Leisure centres

4. Potential District services to devolve

- Grass cutting and open space maintenance
- Fly tipping clearance
- Street cleaning
- Abandoned vehicles
- Off street car parks
- Community safety
- Dog control and fouling
- Management of common land
- Leisure Centre management
- Event and pub licensing
- Table licenses
- PSPO management

5. General issues to explore

- TUPE; any service offered for transfer would need a clear statement of TUPE obligations
- What is available? Mark Averill agreed to provide a list of assets in each area
- Some councils are keen to explore possibilities for asset transfers. Where the County Council has given peppercorn rents for buildings including youth clubs and community libraries, they would be interested in exploring full transfer, giving parish councils or local groups the opportunity to make best use of these buildings.
- Aylesbury Town Council would like to take on Judges Lodgings and the Exhibition Suite.
- Parishes without the general power of competence would not be able to take on many of the services listed.
- Councils would like to see a report on devolved services so far – pilots and current successes.
- The group generally supported the approach of each council reaching an individual agreement with the new council

Revised list of potential assets and services to consider for transfer

1. Potential County Council assets to transfer

- Community library premises and Youth centres (currently on peppercorn rents)

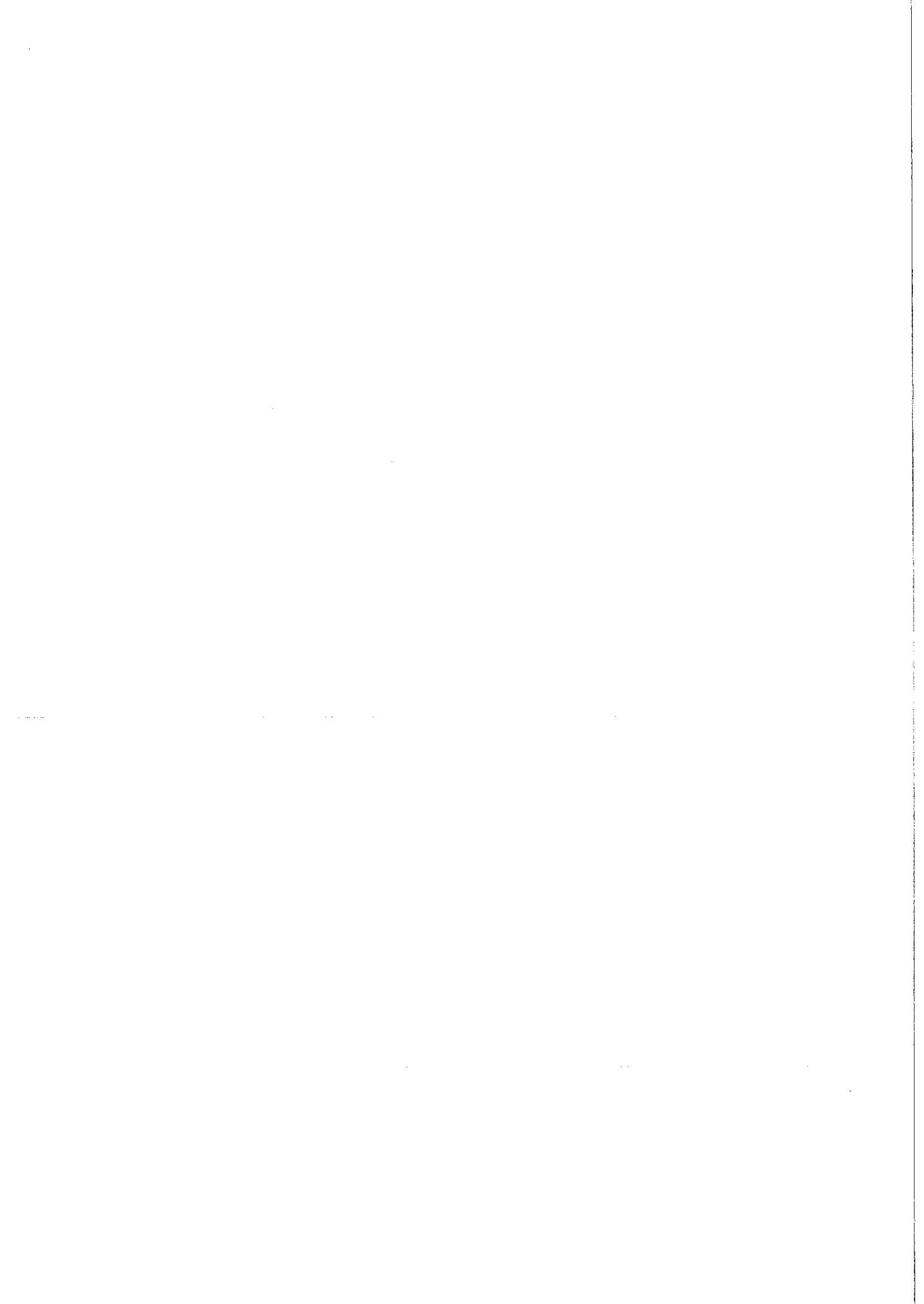
2. Potential County services to devolve

- The current devolved services
Local councils would want to continue with these, providing budgets continued to be provided.

- Minor road and footpath repairs including
Gerrards Cross want to take on potholes, possibly in conjunction with Amersham. For non A and B roads. MA confirmed that BCC are investigating, using Amersham as a guinea pig, and that the process for addressing defects and insurance are clear before work takes place.

BCC are currently reviewing the options for piloting this with Amersham TC.

- Gully cleaning
GC have taken on some gully cleaning at their own cost but would like to take on formally using their portion of the current revenue budget.
- Tree management (crowning)
- Off street car and on street car park income
- *Overall, parishes would welcome a way to influence parking, to be part of a holistic approach to on and off street parking, and to share the decision and cost or benefit of changing parking costs*
- Parking enforcement
Councils would like a clear path for funding additional parking enforcement in their area
- Traffic Regulation Orders, e.g. for parking schemes and speed limit reductions
- Dropped kerb licensing
- Footpath lighting
- Road closures for special events
- Traffic management (i.e. for litter-picking)
- School crossing patrollers
There is interest in taking on or establishing school crossing patrollers, although there are questions around TUPE, supervision and training
- Community safety/ neighbourhood watch
- Community transport
- Fly tipping enforcement



BUCKINGHAM TOWN COUNCIL

Full Council

Monday 14th August 2017

Contact Officer: Mr. Christopher Wayman

Subject: Consideration to Redistribute 2017/2018 Apprenticeship Budget (£4,000 from 4003/100) for Fixed Term Estates Administrator post (Oct-17 to Mar-18)

The following report was submitted to Resources Committee on Monday 31st July.

Background:

Previously the Town Council has discussed the possibility of taking on an apprentice to aid in handling the work load. Initially this was to help with the outside maintenance. However, although there were 3 applicants there was no suitable candidate.

After this it was agreed to look into an apprentice within the office. However, the number of staff changes delayed this. With the increase in workload the last two years it is increasingly difficult to find where the time would be to train an apprentice.

Information

There has been an increase in the workload of the Estates department the last few years with the introduction of the devolved services and the increase of facilities with Lace Hill now online.

In an effort to free up the Estates Manager to undertake other tasks it is felt that it would be more productive to offer a role for 9 hours a week which could be filled by September (with no provider and no advertisement currently for an office apprenticeship it is unlikely that it could be filled this September). Initially it could be offered to existing staff members on part-time contracts to facilitate a quick and easy appointment. It would allow the Estates Manager to pass on a number of time consuming and relatively low skilled tasks e.g. filling out the cemetery paperwork and research into projects, to someone else.

There is currently £6,500 in the expenditure budget for an apprenticeship and £2,500 in estimated grant income. Thus leaving £4,000 as the net cost. Someone employed on SCP19 between September and the end of March would be an overall cost to the Town Council (including pension and National Insurance) of £3,635.

Recommendation:

That a trial until the end of March is undertaken with a person employed for 9 hours to undertake work for the Estates Department with the money being transferred from 101/4003 Apprenticeship.

This period will be used to ascertain if 9-hours is sufficient for this function going forward, or if additional support will be required taking into account future planning for the addition of the new cemetery, and potentially adding in more devolved services.

If the addition of a new permanent post is agreed, this would be included in the precept planning for FY 2018/2019. It is not the proposal to completely remove the Apprentice Budget Line, and this budget line would be reinstated from April 2018.

The details of the post are proposed as:

Job Role:	Estates Administrator
Hours:	9 Hours per Week from Oct-17 to Mar-18 (26 Weeks) Fixed Term
Salary Scale:	SCP 19 – hourly rate £9.74 (<i>FTE salary £18,746 for 2017/18</i>)
Total Salary Cost:	£3,098.98 (<i>incl. NI & Pension Contributions if required</i>)

An additional report is being prepared for Interim Committee (11th September) with details of the options, proposal and timetable to recruit to the Apprentice Post for Financial Year 2018/19.

Apprentices are paid for normal working hours, and training that is included as part of the apprenticeship (usually one day per week).

Some Initial research indicates potential staffing costs (excluding training) would be:

BTC Budget Allocated:	£4,000
Apprenticeship Grant:	£2,500
TOTAL BUDGET:	£6,500

Current allocated Budget would cover: 1/9/2017 – 31/3/2018 (211 days)

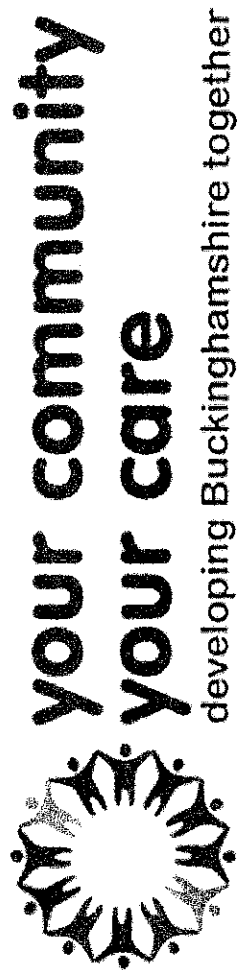
		WAGES / SALARY		TRAINING
		Minimum Cost for 37 Hours Per Week (not incl. training)	Budget Required for Part Year (211 Days)	
All Apprentices in first year	£3.50	£6,734.00	£3,903.50	+ Training Costs

From Second year:

Apprentice Under 19	£3.50	£6,734.00	£3,903.50	+ Training Costs
Apprentice aged 20	£5.60	£10,774.40	£6,245.60	
Apprentice aged 21-24	£7.05	£13,564.20	£7,862.76	
Apprentice aged 25 and over	£7.50	£14,430.00	£8,364.64	

Costs will be dependant on the age of the apprentice, and the level / content of the course

Intermediate	Level 2	GCSE
Advanced	Level 3	A Level
Higher	4, 5, 6 and 7	Foundation Degree and Above
Degree	6 and 7	Bachelor's or Master's Degree



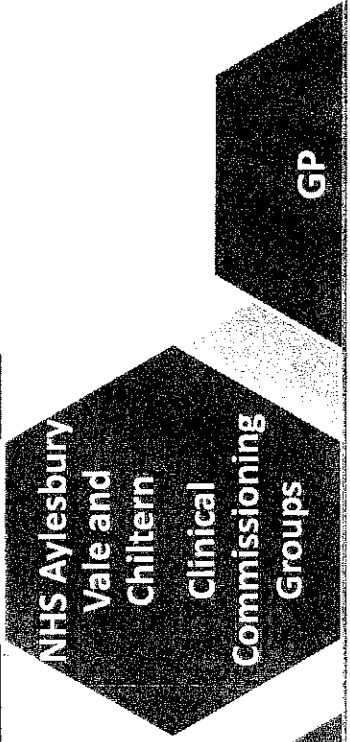
Health and Care in Buckinghamshire

Introduction to panel:

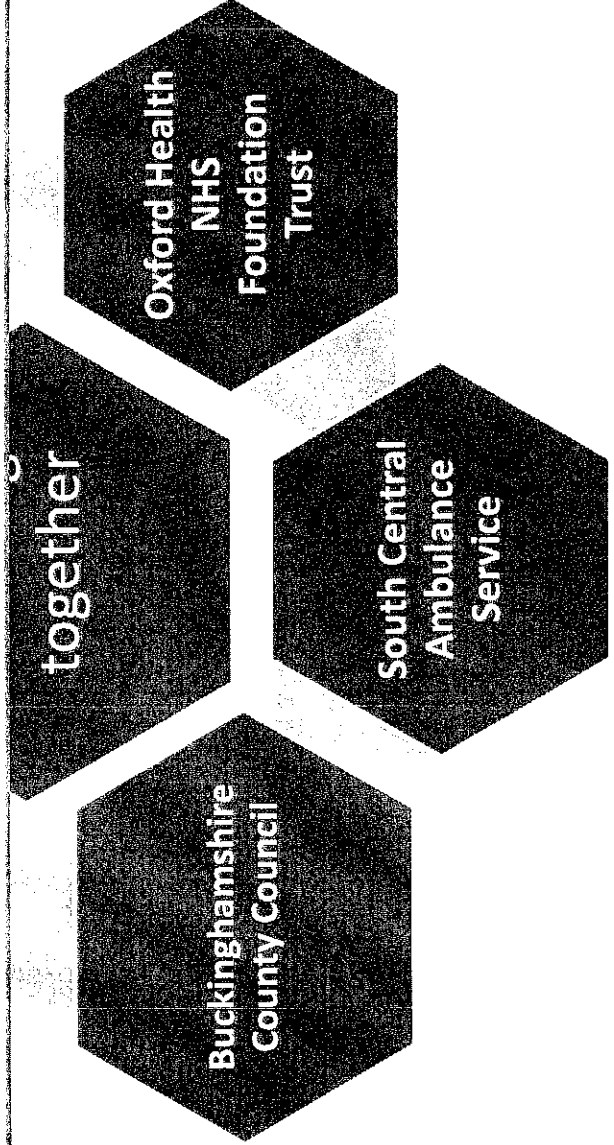


- **Dr Graham Jackson** – Clinical Chair, NHS Aylesbury Vale
Clinical Commissioning Group
- **Robert Majilton** – Deputy Chief Officer, NHS Aylesbury Vale
and Chiltern Clinical Commissioning Groups
- **Dr Jonathan Pryse** – GP, Swan Practice
- **Dr George Gavriel** – GP, Swan Practice and GP Director of
Medicas
- **Jane Bowie** – Director Joint Commissioning, Buckinghamshire
County Council
- **Dr Tina Kenny** – Medical Director, Buckinghamshire
Healthcare NHS Trust

Who we are:



BUCKINGHAMSHIRE ACCOUNTABLE CARE SYSTEM



Clinical Commissioning Groups



A snapshot:

- We commission general hospital care, community healthcare services, mental health, learning disability services, NHS 111 and ambulance services
- **Clinical decision making by local GPs remains at the heart of our organisation**
- We now have one Executive Team and our Governing Bodies meet in common. **We are working towards a formal merger for April 2018**

Our shared challenges:

An ageing population

A growing population


New demands cost the NHS at least an extra £10bn a year


Evolving healthcare needs such as the increase in obesity and diabetes





Local health services serve a population of **522,200** people in Buckinghamshire and this is predicted to increase by **40,400** by 2025.


18% of the population is over 65 and this will rise to **21%** in the next 15 years.

 **1 in 5** adults are physically inactive

 **2 in 3** adults are overweight or obese

 **1 in 8** adults are at risk of developing diabetes

 **1 in 9** adults smoke (1 in 5 adults in manual workers)

 **1 in 5** adults drink harmful levels of alcohol

Growing numbers of people...



aged 80 and over in Bucks:

26,800 32,200 38,700 48,200

with dementia in Bucks:

6,826 8,123 9,704 11,522

Our shared principles:

- Co-ordinating people's care at every stage
- A shared focus on the local population's health needs and risks
- Treating and supporting people in most appropriate settings
- Involving patients, service users and staff in the changes
- Supporting collaboration (sharing information, skills and resources)
- More multi-disciplinary working

Our strong track record – what we have done so far...

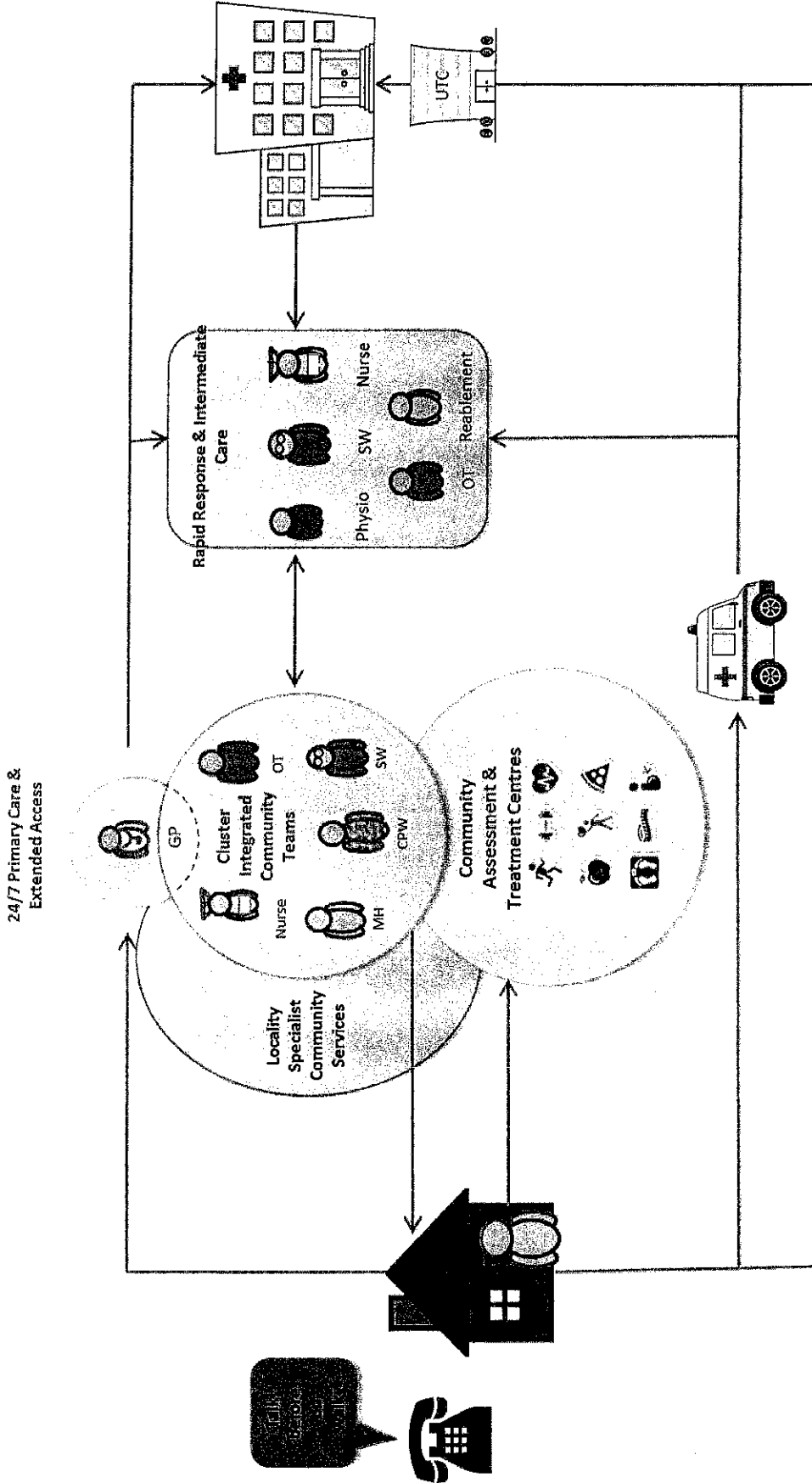
- **Better Healthcare in Bucks** successfully centralised A&E and emergency services
- **Stroke and cardiac** - innovative models of care at Wycombe Hospital
- **Introduced care and support planning** for people with long-term conditions
- **Working together to improve quality** e.g. Looked After Children
- **Over 75s community nursing** reducing admissions and shortening length of hospital stays
- **Joint commissioning** e.g. Better Care Fund, mental health and therapies for children and young people

Our Year One priorities:



- Integrated community teams, community hubs and GP clusters: piloting new ways of joining up health and social care closer to home, tailored to the needs of local communities
- Improving 24 hour access to urgent primary care through innovative out of hours integration
- Simpler pathways of care for people with diabetes and musculo-skeletal problems
- Improve prevention, diagnosis and treatment of cancer

Changes to Community Services



Developing patient outcomes for Community Services

Community consultation

Work in progress

I want a system
that is.....

Fair and inclusive

Empowering

Responsive
to my needs

Close to home

Promoting
my well-being

Benchmarked,
sustainable &
accountable



Dorset video:



<https://www.youtube.com/watch?v=Y9hYaD201rl&feature=youtu.be>



Developing more care closer to home

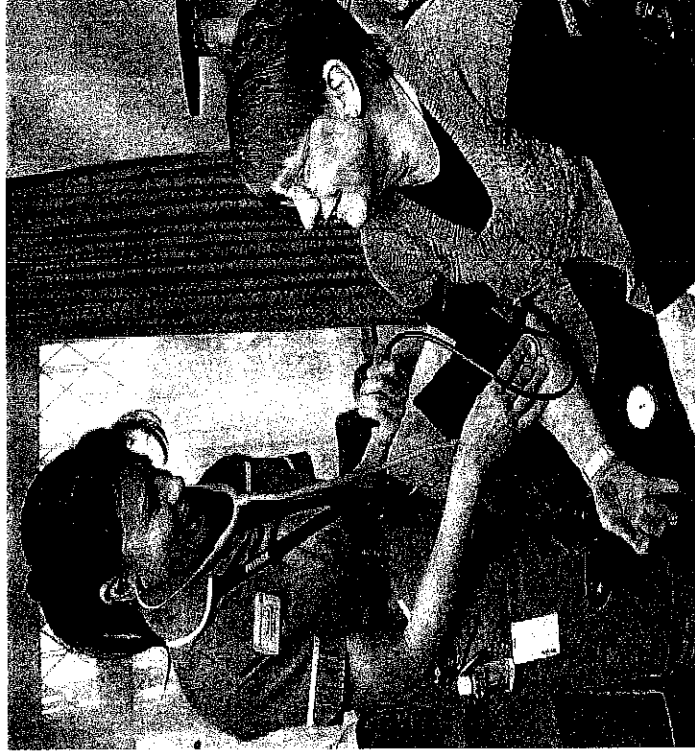


We are investing over £1m to expand community services – providing more care out of hospital and making it easier for patients to get the right support when they need it.

Community hubs (6 month pilot) at Marlow and Thame hospitals providing a new community assessment and treatment service (frailty assessment service), more outpatient clinics and more diagnostic testing

Joined-up care with GPs, nurses, social care and the voluntary sector working together to support patients and carers

Short-term care and rehabilitation packages to support more people in their own homes



Community hubs pilots

- Pilot launched in April at Marlow and Thame hospitals for six months
- Community hubs are providing the following:
 - **NEW** community assessment and treatment service
 - **MORE** outpatient clinics
 - **NEW** voluntary sector and signposting
 - **LOCAL** diagnostic facilities
- During the pilot patients are not being admitted overnight to the inpatient wards at Marlow (12beds) and Thame (8beds) hospitals.

A local patient story...

A lady in her 70s has worsening breathing problems and has had 2 recent hospital admissions

Action – Was seen by the community assessment treatment services geriatrician and therapy team. Had a complete review of her medication, blood test and a therapy review which considered any changes needed at home. Follow up call by the GP to give assurance that her bloods were normal and the occupational therapist called to how she was getting on with possibility of a home visit if required.

Outcome – Patient remained at home. Prevented admission to hospital

Patient feedback – Very happy with the service which gave her early support and reassurance

How are we monitoring the pilot?

- Piloting to give us a better understanding of what works for these two communities
- Medical director and chief nurse are overseeing
- **Responsive & able to quickly adapt**
- Range of performance measures

During the pilot we will...

- Manage almost **20,000 referrals** through the community care coordinator
- **Double** the number of outpatient appointments offered at Marlow and Thame
- See **350 patients** through the one-stop frailty assessment clinic
- Provide rapid response intermediate care to over **3000 people**
- **Avoid** almost **300 hospital admissions**, reduce delayed discharges
- Improve **patient experience**

Patient feedback:

They cared about the patient thank you.

Very happy with assessment and advice

Excellent service. Had a proper MOT

This is perfect NHS very well looked after.

All very caring and sensitive to our needs

Rather more waiting about than I would have liked, but lots of good tea made up for some of it. Will improve with time I think.

Parking the usual trouble at all hospitals.

Staff could not of been more helpful and understanding. Found them easy to talk to and explained everything to us. Very friendly and attentive. Learnt quite a lot from them to ease our problems. Especially the urine containers. We hope it will enable us to go out more without a worry. We thank you all.

I felt totally confident in the expertise of the doctor and nurses.

Nice well intimate feel - Excellent

It would be difficult to find any aspect needing improvement, I am very impressed.

I have had pain since April and been unable to have a normal live, the staff have explained my medical condition and given me hope that I will get better and resume a normal life.

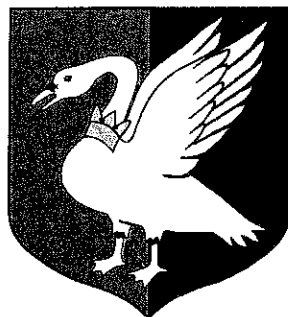
Treated in a friendly + welcoming manner, which really makes a difference when coming for assessment. We can't praise this team highly enough. Thank you so much.



your community
your care

developing Buckinghamshire: together

Any questions?



BUCKINGHAM TOWN COUNCIL ANNUAL INVESTMENT STRATEGY

INTRODUCTION

Buckingham Town Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.

This Strategy complies with the revised requirements set out in Section 15(1)(a) of the Local Government Act 2003, the Guidance on Local Government Investments issued by the Department of Communities and Local Government in 2010 and Governance and Accountability for Smaller Authorities in England 2017.

INVESTMENT OBJECTIVES

In accordance with Section 15(1) of the 2003 Act, the Council will have regard (a) to such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State may by regulations specify. Through this guidance issued in 2010 para 3.3 states that if a Parish Council invests more than £500,000 then the guidance applies in full. However, if the investment is between £10,000 and £500,000 "it should decide on the extent, if any, to which it would be reasonable to have regard to the guidance in relation to that year."

The Town Council will comply with the guidance in full.

The Council's investment priorities are the security of reserves and liquidity of its investments.

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

All investments will be made in sterling.

The Department for Communities and Local Government maintains that borrowing of monies purely to invest or to lend and made a return, is unlawful and this Council will not engage in such activity.

SPECIFIED INVESTMENTS

Specified Investments are those offering high security and high liquidity, made in sterling and maturing within a year. Such short term investments made with the UK Government or a local authority or town parish council will automatically be Specified Investments.

For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use:

Deposits with banks, building societies, funds specific for Town and Parish Councils, local authorities or other public authorities.

The Town Council's investments for the financial year will consist entirely of Specified Investments

NON-SPECIFIED INVESTMENTS

These investments have greater potential risk – examples include investment in the money market, stocks and shares.

Given the unpredictability and uncertainties surrounding such investments, the Council will not use this type of investment.

LIQUIDITY OF INVESTMENTS

The Responsible Finance Officer in consultation with the Finance Officer will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity. However, this will not be any longer than 12 months.

Investments will be regarded as commencing on the date the commitment to invest is entered into, rather than the date on which the funds are paid over to the counterparty.

INVESTMENT RISK

The Town Council will only invest in Specified Investments i.e. deposits with banks, building societies, funds specific for Town and Parish Councils, local authorities or other public authorities. This will reduce the risk of loss. Credit rating will play a limited scope within the decision of who to invest with. The length of the investments will be limited but if there is a significant change in credit rating then action will be taken.

The Town Council will not use Treasury management advisors over the course of the financial year.

The Responsible Finance Officer and the Finance Officer will attend any sector specific training which is relevant for Council investments

REVIEW AND AMENDMENT OF REGULATIONS

The strategy will be reviewed annually. The Annual Strategy for the coming financial year will be prepared by the Responsible Finance Officer and presented for approval at a Resources Committee Meeting which will then make a recommendation to the Full Council.

The Council reserves the right to made variations to the Strategy at any time, subject to the approval of the Full Council. Any variations will be made available to the public.

FREEDOM OF INFORMATION

In accordance with the Freedom of Information Act 2000, this Document will be posted on the Council's Website www.buckingham-tc.gov.uk

