

AYLESBURY VALE DISTRICT COUNCIL

Environmental Health and Licensing

Please ask for: Simon Gallacher
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 Email: sgallacher@aylesburyvaledc.gov.uk
 Our Ref: GA05_Policy_Review_2019
 Your Ref:



6 July 2018

Gambling Act 2005 Licensing Policy Review 2019-22

We are interested to hear from you if you have any views on premises based gambling in Aylesbury Vale. Premises based gambling includes betting shops, bingo, adult gaming centres and the provision of gaming machines in pubs and clubs.

The Council, acting as Licensing Authority, together with the Gambling Commission and providers of gambling facilities, have responsibility for promoting the following objectives:

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime
- Ensuring that gambling is conducted in a fair and open way
- Protecting children and other vulnerable persons from being harmed or exploited by gambling

The Council's policy sets out the principles that will be applied when exercising its functions under the Gambling Act 2005. The policy must be reviewed at least every three years, with the latest version due to be published by January 2019. A draft version of the revised policy is available on the Council's web site:

<https://www.aylesburyvaledc.gov.uk/gambling-policy-review>

The revised policy emphasises the importance of risk assessments and the promotion of the above objectives. Operators of licensed gambling premises are required to carry out a local assessment to determine whether in light of their activities additional steps need to be taken to help promote the above objectives. In order to assist with this assessment the Council intends to prepare and publish a Local Area Profiles (LAPs) to highlight local risk factors.

The Council welcomes any comments you wish to make about the content of the draft policy or the proposed Local Area Profile. You can respond by e-mailing to licensing@aylesburyvaledc.gov.uk or writing to us at the above address. Please be aware that due to legal restraints there are certain matters that we can not consider when formulating policy, which includes objections to gambling facilities on moral, economic or planning grounds.


The deadline for comments is the **31 August 2018**.

Please forward this correspondence to other individuals or organisations that you feel may wish to contribute to this consultation.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S. Gallacher', with a long horizontal stroke extending to the right.

Simon Gallacher
Principal Licensing Officer

 <p>Buckingham Town Council Financial Risk Assessment</p>	<p>Date Agreed: 13/3/17 Minute Number:846.3/16 Prepared by: Version: 5.0</p> <p>Mr. C.P. Wayman</p>
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RISK AREA	RISK IDENTIFIED	MITIGATION	NOTES
To provide and maintain standards for Town Council services to the residents of Buckingham	The risk of legislative change which will have an impact on the Town Councils power's, duties and funding	Town Clerk & staff keep appraised of developments	
	The protection of physical assets owned by the Town Council including buildings and equipment (loss or damage)	All physical assets insured All assets checked regularly Management Systems being put in place	
	The risk of damage to third party property or individuals as a consequence of the Town council providing services (public liability)	Public liability Insurance renewed annually	
	Insufficient staff or other resources to deliver the service needs	Staff have general awareness of other team member's essential tasks and can provide cover when required. Town Clerk to formally monitor and review staff and work levels. Any concerns regarding this to then be brought to Council	
To provide a safe and fulfilling working environment for staff	Employees contravene H & S Regs	H & S & First Aid training, insurance, Risk Assessments regularly checked and updated	
	Potential legal proceedings up to corporate manslaughter	Employers Liability insurance Employee training and awareness	

	Staff retention issues	Staff training where appropriate	
To maintain financial records that are correct and comply with all recommended accounting practice	Adverse audit reports, legal action and loss of confidence in Town Council Loss of income through error or fraud	Clerk keeps up to date with legislative changes, discusses latest requirements with internal and external auditors Fidelity Guarantee Insurance Town Clerk continually review controls and current procedures	
To ensure that all actions taken by the Town Council comply with all current Legislation	Non-compliance with legislation or practice Council being 'Ultra Vires'	Town Clerk to keep up to date with changes in legislation, seek advice from SLCC, BMKALC, NALC and others as necessary	
Cemetery	Inadequate space to meet demand Loss of income	Current Negotiations with Landowner	
Employment Contract	Compensation claims from employee for contractual employment defects (including statutory failure)	Contract of employment in place Matters relating to staff discussed in confidential session and discussed by Staffing (Confidential Matters) Committee Town Clerk to keep up to date with employment law and seek HR advice where appropriate Other policies in place	Limit of cover £100,000
Staff	Compensation claim from employee for contractual employment defects (including statutory failure) Loss of services of employee	Legal insurance in place By distributing knowledge and roles ensure, so far as reasonably practical, that loss of any one employee does not cause unrecoverable damage to business	Limit of cover £100,000

	Loss of key staff trained in financial systems, process or rules	Staffing arrange so that knowledge is distributed between RFO and at least two other staff	
Financial Control	Inappropriate expenditure made	Payments reported to Resources committee for review and corrective action if necessary	
	Financial Regulations become out of date with change in technology, regulation or business	Council to review financial regulations once a year The RFO and Clerk react to any changes in legislation or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council's practices	
	Lack of budgetary overview/overspend against budget	Quarterly review of nominal ledger Monthly review of income and expenditure Seven week review by Resources Committee	
	Lack of finance to meet unbudgeted, urgent commitments (with safety or other critical implications)	Contingency included in budget Reserves equivalent to at least three month's spend available	
Financial Systems & Records	Accounts	A back up is also made to the main server at the end of each day; this is then backed up to a cloud server off site.	
	The RBS Omega accounts system is used which is an accepted accounts package	Hard copies linked to council reports are held on file together with bank reconciliation reports, invoices/receipts/payments and cheques issued All cheques issued from the main account are authorised and signed by 2 Councillors with respective approval by the Resources Committee. Documents are retained for 12 years	

<p>Vat</p> <p>The RBS Omega system incorporates a Vat schedule which is an accepted package which allows differentiation between tax rates etc. which is itemised in a full report relating back to the original item within the accounts</p>	<p>Vat is applied to all mileage payments at the rate applicable at the time as advise by HMRC</p> <p>Vat returns are lodged on a quarterly basis in line with accepted procedures</p>
<p>Payroll</p> <p>The Sage payroll system is used which is an accepted payroll package</p>	<p>The Clerk authorises any overtime, mileage or special duty payments act, on a monthly basis</p> <p>Back-ups are made to the server and cloud server</p> <p>Hard copies linked to pay roll reports are held on file together with payslips, BACs payments and cheques issued to the pension fund and HMRC</p> <p>The associated SAGE printouts which show loading references are maintained on file</p> <p>All cheques to the pension fund & HMRC are authorised by council on a meeting cycle basis</p> <p>The monthly pay is issued in BACs payments which have been established for some time with the bank and special monthly password are required which are held by the Finance Officer.</p> <p>Payments can only be issued for the nominated employees, which must be authorised in advance of the payment with accuracy checked by a Finance Officer.</p> <p>Documents are retained for 12 years</p> <p>Annual pension and year end payroll returns are issued in a timely manner to the appropriate bodies that inspect the</p>

		information & highlight and discrepancies
Pensions		The Council agrees the salary scales for the Town Council staff.
Banking Arrangements & Procedures Banking Security/Access to Finances	The Lloyds Bank is used which offers no Bank charges Accounts Cheques	one bank account used daily with RFO & Finance Officer. Reviewing how much is placed into a higher rate deposit account to maximise income while not affecting cash flow. Each cheque from the main account must be signed by 2 Councillors as detailed on the back mandates (which are amended when required to ensure that sufficient signatories are available at all times)
	Transfers	There should be no transfers between Council bank accounts as only one account exists.
	Bank Reconciliation	All accounts are reconciled using the RBS Omega system within 5 days of receipt of any statement Any discrepancies are immediately reported to the bank for investigation All petty cash accounts which do not have statements are reconciled on a monthly basis by the Finance Officer against the cash held and any discrepancies are immediately reported to the Clerk
	Separation of Duties	The office has established separation of duties over the last few years to ensure that no one person has access to the bank balances or cash wherever possible a two councillors signatures are required.
	Access to the main bank accounts	As detailed under Banking arrangements & Procedures above, no one person has access to monies held in the main account.

<p>Cheques</p>	<p>Any new account would require agreement from the Town Council.</p> <p>All invoices are checked by the Finance Officer in advance of payment and if related to an order, this has passed through the ordering procedure which has numerous stages of authorisation to ensure that fraudulent activities are not taking place (please refer to the Ordering Procedure section)</p>	
<p>Access to petty cash accounts</p>	<p>The Financial Regulations specify maximum balances to ensure that individuals do not have access to large amounts of money</p>	
<p>Cheques</p>	<p>All payments must be authorised by the RFO before any cheque is issued. The RFO is to sign the invoice to confirm and record that the cheques have been authorised.</p> <p>Only payments or transfers below £250 are normally accepted and are reported to Finance Administration & Personnel Committee</p>	
<p>Petty Cash – Cash Payments</p>	<p>All payments made in cash must be substantiated by an invoice etc. which has been authorised by the Clerk</p> <p>All payments are reported to Finance with a full reconciliation report for sign-off</p>	
<p>Hire Charges</p>	<p>Council agree the charges</p> <p>The office must abide by these rates and any requests for preferential rates must be made by the hirer to Council for their approval</p> <p>All bookings must be paid for in advance to avoid bad debts other block bookers are invoiced or given the option of paying</p>	

		<p>the sites on a weekly basis</p> <p>All post is logged by an Officer and any payments received are itemised & given to the Finance Officer for processing</p> <p>All cash received from hirers that visit the office is itemised on the Accounts system</p> <p>All cash collected at events is collected by appointed staff and volunteers in approved charity buckets which are allocated at the start of the event</p> <p>Any buckets are locked securely in the Town Council office or Chamber and at the end of the event</p> <p>At the office the cash is emptied and counted manually the following working day by at least two members of staff</p> <p>When the money is received it is balanced within the office against any receipts/invoices and any discrepancies are followed up</p> <p>When the monies have been balanced, it is input onto the RBS Omega system and all entry references are printed out and retained</p> <p>The hire charges are banked when received</p> <p>The cash element is usually below £500</p> <p>A unique pay in reference is applied to each batch of banking which is loaded onto the RBS Omega system which is then checked against the bank reconciliation</p> <p>This is a strict routine that ensures that any booked hire cannot</p>	
<p>Hire charges received within the office</p> <p>Cash collected from community events</p> <p>Processing and banking</p>			

	proceed without receiving the payments and guarantees that all monies are accounted for	
Financial Administration	Records non-compliant or inadequate	Internal auditor reviews record keeping annually
	Expenditure/income coded incorrectly	Advice taken from internal auditor, external auditor, accountant, SLCC + NALC on changes in regulation
	Standing Orders	RFO checks nominal ledger every quarter Items are coded
	Standing orders are reviewed and approved by Town Council on an annual basis at the AGM	The Clerk reacts to any changes in legislation, requests from Town Council or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council practices
	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	Programme of meetings to meet statutory deadlines
	Invoice payment without authority	All payments reviewed against purchase order Town Clerk authorises two councillors sign cheques and Resources Committee review
	Incoming cash and cheque misappropriation	Individual receipts to be issued for all cash payments and for cheque payments on request
	Theft of funds	Bank statements reconciled monthly, Fidelity Insurance in place against theft of funds by staff, Councillors and other persons Cash and cheques stored securely and banked within 5 working days of receipt

	Incorrect entries by bank	Bank statements reconciled monthly	
Ordering Procedure	To avoid fraud and ensure authority of expenditure	<p>A comprehensive ordering system was established which ensures that all orders are requested in writing, correctly authorised by the Clerk or approved by council & are within acceptable budget limits</p> <p>This system incorporates job numbers/minutes and RBS Omega codes so that any order can be traced from origin to finish across a variety of systems</p>	
Annual Budget & Precept Calculations	The annual budget and precept calculations	<p>The annual budget and precept calculations are initially calculated in October/November based upon the performance of the prior year and incorporating projected requirements which have been lodged by the office and council members</p> <p>The Town Clerk also completes a mid-year review in October for the current year to calculate possible year end surpluses which may be incorporated within the future budget. The actual precept level is then calculated from the balance sheet assuming that the remainder of the current year's budget will be utilised in order to estimate the year end bank balance</p> <p>The new budgeted income, expenditure and reserves are then set against this balance in order to calculate a budget shortfall on which the future precept is based</p> <p>The new budget is discussed and fine-tuned through the October, November and December Council and Committee meetings after the up to date number of band D properties have been confirmed by AVDC discuss & amend any highlighted budget levels in order to best achieve, an acceptable precept level</p>	

		<p>Comprehensive minutes are recorded at each stage to substantiate the budget development</p> <p>The final budget is approved in January and AVDC is immediately advised of the precept</p>	
Monitoring of Budgets	Comprehensive budgets	<p>Comprehensive budgets are set for each committee & these are loaded onto RBS Omega accounts system at the start of the new financial year</p>	
	Monitoring	<p>On-going daily expenditures have already been incorporated within the budget and the RFO monitors invoices etc. against the budget schedule to confirm that they are within the limits</p> <p>All orders are checked against the accounts system to verify expenditure within the account code to date and the remaining budget</p> <p>Any over expenditure is highlighted and brought to the attention of the Clerk</p>	
	Reporting	<p>A full report of expenditures against budget is lodged with council at each Resources Committee meeting</p> <p>This incorporates a print out of the income and expenditure against each annual budget and the cashbook extract</p> <p>Any that do not meet the budget levels are highlighted by member if needed along with committed expenditure</p>	Limit of cover £10,000,000
Insurable Risks	Public Liability	<p>Insurance cover</p> <p>In addition, weekly, annual checks of play equipment</p>	Limit cover £10,000,000
	Employers Liability	<p>Insurance cover</p>	Limit cover

				£10,000,000
Theft of money by third party	Insurance cover			Cover varies depending on situation Reviewed annually
Theft of money by employee or member	Fidelity Guarantee cover			Limit of cover £10,000,000
Property	Cover for buildings & contents All risks cover for selected items			
Officials Indemnity	Continue with existing cover (£250k)			
Libel and Slander	Continued existing cover (£250k)			Limit of cover £250,000
Personal Accident	Continue with existing cover (scale benefits)			
Legal disputes	Cover for specified legal disputes			Limit of cover £10,000,000
Long term sickness of employee	Not covered Liability limited by contract			
Business interruption	Potential alternative premises, IT back-up off site and ability to restore onto hired equipment etc Cover in place for excess costs			Limit of cover £50,000

	Loss/destruction of financial records	Key financial data held electronically and backed up off site All electronic documents backed up daily offsite	Residual risk considered acceptable
Loss of Records	Loss of documentation	Deeds and other legal documents relating to real estate stored in the office, historic stored at the farm	
Asset List	Purchased	An asset list is maintained by the Town Council Office on an excel spread sheet This is updated throughout the year from new assets which are in addition, a schedule of road furniture/bins/dog bins/bus shelters play area equipment etc., is kept on a secondary list The asset list is circulated to staff on an annual basis to ensure that all items are correct	
Asset List	Maintained	The Town Council has a scheme for maintenance of assets	
Internal Audit	Internal Audit	The Internal Auditor is approved annually by Council at the AGM and attends the office to complete the internal audit in May of each year The report is presented to Council for acceptance	
Annual Audit	Annual Audit	The annual auditor is appointed and directs the format and structure of the audit in line with current legislation and requirements Audit costs and levels of requirement are determined by government legislation based upon the annual income or expenditure levels The Town Clerk & Accounts Assistant completes the year end accounts to audit trial level and prepares any additional reports	

		<p>required by the external auditor</p> <p>The Town Clerk presents the completed Annual Return, Financial Statement and other documentation required to Council in line with the timescales provided by the external auditor</p> <p>Once these have been formally adopted and signed by Council, they are lodged with external auditors</p> <p>Any queries raised by the auditors are dealt with by the Town Clerk in the first instance</p> <p>Final sign-off by the external auditor is presented to Council</p>	
Insurance	Fidelity Insurance	<p>Fidelity insurance levels have been set after taking into account the possibility of fraudulent activities gaining access to the bank accounts</p> <p>Procedures in place (as previously detailed) have been established over the past few years incorporating separation of duties, cross referenced receipts of income and the decision not to currently use e-banking</p> <p>These provisions have ensured that no individual is able to gain access to withdraw funds without due process</p>	
Insurance		<p>Zurich has been used as a recognised Town Council provider. BTC are currently tied into a deal until 2020.</p> <p>Annual reviews are carried out to ensure sufficient cover is in place</p>	

Reviews will take place yearly unless clearly stated differently within each section.

Appendix H

From: Bev Kelly [<mailto:bev.kelly@buckingham.ac.uk>]
Sent: 07 August 2018 12:30
To: Amanda Brubaker
Subject: UoB - opening of the Vinson Building, 28 November 2018

Dear Amanda,

Good to speak with you today, thanks for your time.

As mentioned, we have the opening of the new Vinson Building at the UoB on 28 November. It will be opened by Lord Nigel Vinson and the Rt Hon. Frank Field MP. The Mayor, Mayoress and Town Councillors will be invited, along with around 300 other guests.

As part of that event, I would like to make a short video highlighting the community links with the town and county to show in the 167 seater theatre.

If you have anything (photographs or films) I could use – especially if they show the interaction between the university and the town, but anything that highlights Buckingham, that would be great. I would need to have that material by 1 September please so I can make the video.

Also, we plan to have a small business exhibition on the second floor to highlight business innovation and collaboration in Buckinghamshire. The TC are very welcome to have a stand / display there too. You'd have to be self-sufficient and provide everything you need and someone to man the stand if you choose to participate.

I do hope the TC can be part of this special event – the building is lovely and will be a great addition to the university and the town.

Please call if you have any questions. Thanks again.

Best wishes,

Bev

Beverley Kelly

Head of Development Services

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Access for All

Minutes of May 2018 Meeting
14th May 2018 - Council Chamber

In attendance: Joy Fuchter, Cllr. Derrick Isham, Pat Knibbs, Una Robinson, John Russell (Chair), Cllr. Mike Smith, Cllr. Christine Strain-Clark, Peter Strain-Clark, John Squires, Pam Tonge (Minutes)

Apologies: Cllr. Jenny Bates, Ed Grimsdale

1. Welcome and Introductions:

John Russell welcomed all to the meeting.

2. Minutes of the Meeting held on 9 April 2018 had been circulated.

3. Matters Arising: See below.

4. Acting Chairman's Report:

John Russell said he had been negotiating with the Chantry Chapel on access and had a positive report. The builders had found the wall and the fence on one side had been damaged by cars and now need to find out who owns these. When they are replaced or repaired, builders will put in a handrail along that side. On the inside they have repaired the tap in the toilet and the lighting. A lot more could be done regarding access through their doors. It is ongoing. John had made a visit to Stowe last week. The electric lift had changed as Christine previously mentioned, however, he did not put his mobility scooter on it. Christine said there was a path that goes all the way round for vehicles and scooters. The man on the gate did not inform John about access, however, he did offer to collect a wheelchair.

5. Treasurer's Report:

As last month, there is currently £939.45 in the bank account.

6. Secretary's Report:

Nothing to report.

7. Picnic Benches:

Mike Smith reminded everyone that he needed wheelchair users to determine what the ideal table top height should be. The dimensions are needed because the tops are mounted on two cross-pieces to vary the height. He suggested a standard wheelchair should be used to give the maximum, comfortable height. John Russell suggested they had to be normal table top height to allow clearance underneath. He said he would go to Bourton Park and take dimensions. Christine and Peter will also check height.

8. Villiers Hotel and Ballroom Access:

Christine said the previous owner was going to put in a ramp. Access was previously via the French windows but is now via the lift. Inspection was last carried out two years ago. It was agreed to ask Jennie to send a letter to Jean

Rush, General Manager, on A4A headed paper setting out the issues and asking what can be done about access. Advise Jane that the lift is unsuitable and Villiers need to make access easier for people with mobility problems, especially wheelchair users. The previous manager had put up a notice with directions on the Castle Street door. Christine remarked that the only disabled toilet in Villiers was via a room that was often booked out. John said that a Fund Raising event in aid of Cancer Research was due to take place in June and tickets were £50 a head, £100 a couple. He wondered whether he would be able to get to the ballroom. Jennie to send a letter, mentioning the June event.

9. **Buckingham Hospital/Lace Hill:**

John Russell was pleased that Derrick Isham was now on the Stakeholder Committee, a quite small but not insignificant group. Christine said the proposal was gradually being accepted by a lot of people that we lose Buckingham Hospital and turn it into flats as we can use private beds in some care homes. John Squires remarked that they would not have the nursing staff. Mike Smith suggested we needed to look at the whole thing. The present Health Service, patients coming out of hospital, not enough doctors; the NHS is currently run by lots of different groups who don't talk to other groups and that is one of the delivery issues. Another is that it is under-funded. A general discussion followed. It was agreed that Lace Hill still had access problems for some local people. It was preferable to have a Medical Centre in Buckingham rather than having to go to main hospitals in Aylesbury or Wycombe. Several members had used Buckingham Hospital in the past as in-patients and attended outpatient clinics for private dental care, incontinence care and skin complaints which were now referred to Milton Keynes Hospital. Una raised the subject of the expensive new X-ray facility which had been installed in Buckingham Hospital and asked whether Lace Hill would have the specially adapted lead-lined facility. John said that point had also been raised at the Friends of Buckingham Hospital AGM. Derrick said this was being looked into.

10. **Adaptive Community Bus:**

Christine reported an ideal applicant had been found. Final details to be sorted out this Wednesday. She confirmed this was a 26 weeks contract for a part time Project Manager to set up a pilot scheme and invited those present to suggest how such a bus might help them. What days and times were needed and frequency? Pam suggested putting a survey in the local paper or on Facebook. Mike Smith agreed that canvassing a response would give a majority view. Need to identify we have a need for the pilot scheme. Pam suggested groups like the U3A would be interested in using it. John Russell suggested it could be used to take people to Lace Hill. People living in the villages might use it to come into town and return. Initially, project would use Section 106 money to set up. Need to ensure viability after initial funding phase. Christine confirmed a vehicle had been found. The ensuing discussion highlighted expenses for recruiting volunteer drivers, maintenance of vehicle, fuel etc. John Squires said many disabled residents had their own transport. It was agreed that Dial-a-Ride was not going to be replaced. Passengers would pay for their journey.

11. Accessibility Issues:

Prezzo's: Joy said there were three steps at the entrance but a member of staff had shown them a side door and put out a ramp for her. Christine had found access to the disabled toilet was blocked by chairs.

Pavements: John Squires commented on the state of the pavements on established estates. John Russell said he had sent a thank you email to the Council for the recent work on town centre pavement surfaces. Joy said area outside post office was still uneven.

Parking: Everyone agreed not enough parking in town centre. John Russell said there was insufficient length of parking space for getting a scooter into the rear of a vehicle. John Squires suggested a white line for parking in Verney Close to enable disabled to visit surgery when car park was full. Christine said traffic warden had criticized drivers for parking next to each other outside surgery. Apparently they should park lengthwise along the wall.

Cemetery: John commented that the gardeners who tended the cemetery did not clear up after themselves and grass cuttings went all over the grave stones. Mike said he would have a word. Derrick asked if there was any problem with dog faeces but was told not a problem in the older part of the cemetery.

Footpath: Una said she had used the crossing to footbridge in car park. There is a slope from the bridge onto the asphalt. A lady in a scooter in front of hers, which had little wheels, nearly came off when she came to the second ramp which was on a slight incline. Una had noticed that when you come off the bridge there is a strip of metal. **Contact Warren Whyte.**

Shopmobility: Joy said kerb outside needed attention where some blocks have been used and you have to approach at an angle to get up and down it.

Contact: Howard Mordue at AVDC. John Russell to follow up access issues.

Dropped Kerbs: Joy said there was no dropped kerb on Bourton Road at the end of Badgers Estate. Mike said this was because there was already one by the Green. Joy offered to put a comment on Facebook.

12. Website and other Publicity Ideas:

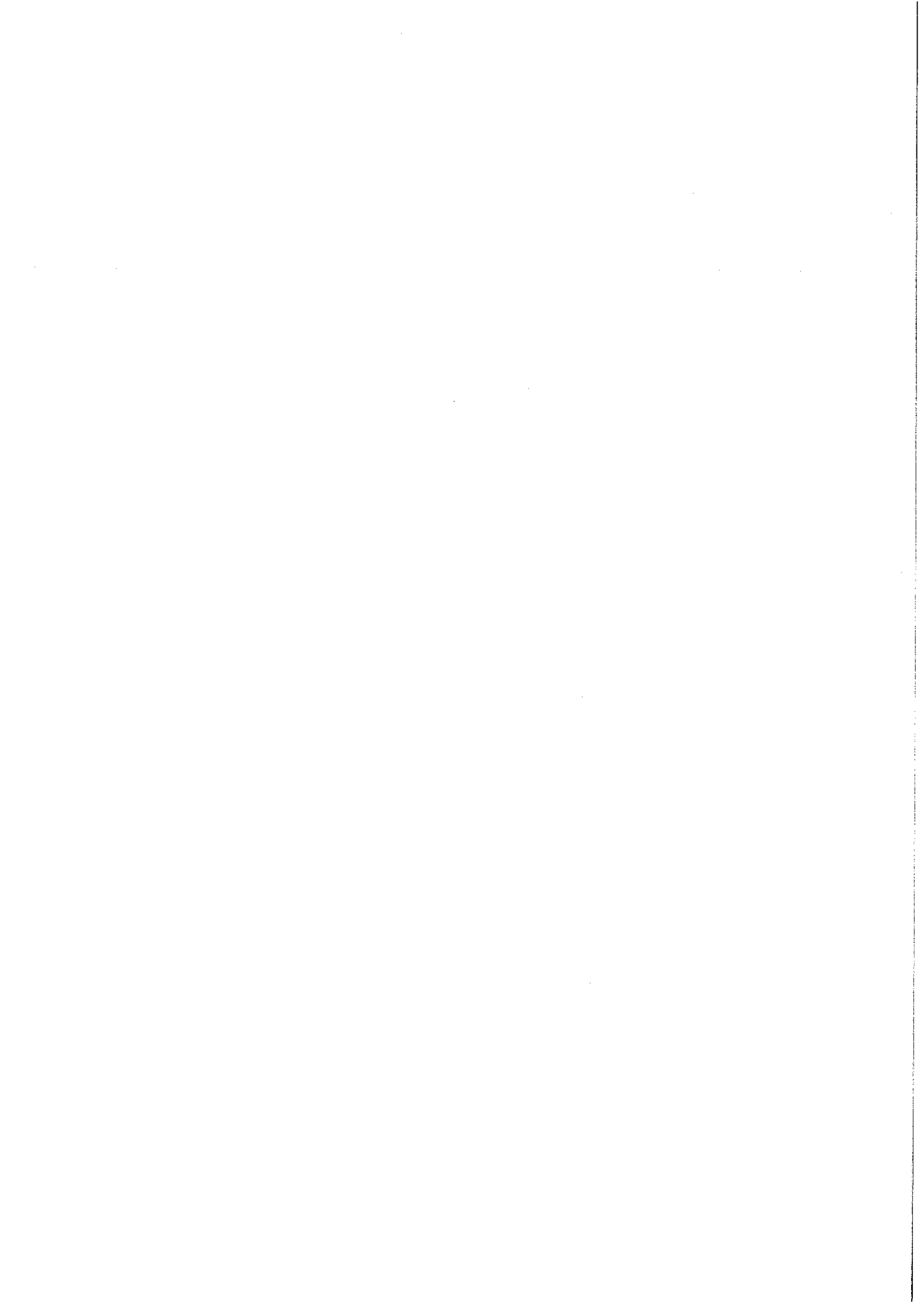
Ed Grimsdale wants to see more users on Facebook. BUDS disability group are using it.

13. Any Other Business:

There was a general discussion on proposals for either a Unitary Authority or two District Councils covering the North and South Bucks.

14. Date of Next Meeting: Monday, 11 June 2018, 2.00-3.30 p.m. in the Council Chamber.

Meeting ended at 3.20pm



Access for All

Minutes of June 2018 meeting

18 June 2018 - Council Chamber

Actions from the meeting:	
All members	To continue to monitor the Buckingham DisabledGo website to check details, make corrections and add comments To report problems with roads and pavements to Transport for Bucks as they arise using the TfB website
Ed	To write to Villiers Hotel about poor accessibility at the hotel and ballroom.
Jenny	To write to Buckingham Dental Practice
John R	To provide Mike with dimensions for picnic benches

In attendance: Cllr Jenny Bates, Joy Fuchter , Cllr Derrick Isham, John Russell (Chair), Cllr Mike Smith, Cllr Christine Strain-Clark, Peter Strain-Clark, Graham White

Apologies: Mary Buckingham, Ed Grimsdale, Pat Knibbs, Cllr Ruth Newell, Una Robinson, John Squires, Cllr Warren Whyte

1. Welcome, introductions and apologies

John Russell welcomed all to the meeting.

2. Minutes of the Meeting held on 12 March 2018

Agreed.

3. Matters arising if not elsewhere on the Agenda.

Nothing to report.

4. Acting Chairman's Report

John R reported that he has not made any further progress with the Chantry Chapel. In the last email from the National Trust he was told that a car had damaged the wall and fence and they were trying to find out who owned it. John has checked the wall and fence himself and cannot see any damage, it seems perfectly ok. Mike suggest that the CAB might know who the landlord is. John said that he has not been able to deal with the other issues raised at the May meeting. Concerns were raised about the River bridge kerb and outside Shopmobility but he feels that there are other kerbs in town that are worse.

5. Treasurer's Report

There is currently £939.45 in the bank account.

6. Secretary's Report

Nothing to report.

7. **Buckingham Hospital/Lace Hill Medical Centre**

John R said that he thinks that things will go ahead as they are currently planned regardless of public opinion. The only option is to try to limit damage. The suggestion had been made that there are no other suitable sites closer to or in the town centre. Having looked around, John suggested that part of the Heartlands area could be set aside for a new medical centre.

7. **Picnic benches**

JR has measured the benches in Chandos Park but not those in Bourton Park. Mike said that there are several in Bourton Park with the one in the children's playground having the right height with overhang. It is possible to buy them off the shelf but Lee, the Green Spaces Manager, has had them made locally at a lower cost. Lee needs to know what the dimensions need to be to avoid anyone in a wheelchair hitting their legs on the table's support legs. While the benches on the internet would give an idea of the depth but the input of users is needed to give an idea of the right size. John agreed to provide Mike with dimensions. Christine mentioned the need to consider the need for new picnic benches to be on level ground and near the pavements.

8. **Villiers Hotel and Ballroom**

Ed has offered to write a letter to Jean Rush with the group's concerns. Chris said that Jean Rush has offered to have a meeting with her to discuss her concerns but this has not happened as yet. Meanwhile she doesn't think official events should be held there.

7. **Adaptive community bus**

Graham reported that a Project Coordinator has been appointed who is currently looking at how the Bernwode bus can be used temporarily. He will be looking to recruit volunteer drivers. He was planning to attend the LAF meeting on 27 June with the bus. Graham also said that the Winslow Big Society group now has their accessible car up and running.

8. **Other Access issues**

Buckingham Dental Practice, Nelson Street: John R has been contacted by a 94 year old lady who has difficulty getting upstairs to see her dentist at the practice and would like them to install a handrail. Jenny was asked to write a letter on behalf of A4A to Dr Denton to raise this matter.

Seating outside Binns: Members have experienced problems getting past the seats outside Binns. It is felt that the problem is caused by the setts and that this could be resolved by using proper paving slabs instead.

9. **Website and other publicity ideas**

It was suggested that a link to the facebook page be added to the Agenda as a strapline.

10. **Next meeting – Monday, 9 July 2018, 2:00 – 3:30pm, Council Chamber**



Lace Hill Health Hub Development

Focus Group Meeting

26th June 2018

Present: George Gavriel; Debbie Ratu; Frank Donlon; Steve Long; Barbara Smith; Kay Bradley; Martin Try; Rosemary Stuchbury; Anne McGahan; Christine Strain-Clark; Chris Brown; Derek Isham; John Russell; Sandra Drew; Tina Kenny; David Williams; Louise Watson.

Apologies; Apologies had been received from a number of people but listing was deemed not to be required as this a fluid and somewhat virtual group.

1. New members and visitors were welcomed and introductions made.

The minutes of the last meeting were briefly discussed and agreed.

Matters Arising

There was one matter arising which, due to a misunderstanding, was not include in the current agenda. This concerned the proposed 'pop-up' surgery potentially to be located in what is currently the garage attached to the Library.

An informal agreement is in place for the proposed use of the former garage with the library, as suggested and agreed at the One Public Estate meeting.

Ann McGahan has asked

- Will it be staffed by doctors or nurses, - both though sessions have not as yet been agreed
- Will it offer blood tests, injections, dressings and nurse treatments – yes
- Will prescriptions be able to be collected – no as the dispensing rights will move to the new build, but we do have the delivery driver who can help with this.
- Can we assure the Bucks Carers that the two surgeries won't close until the new hub is 100% running – yes we will make sure there is a service provision.

2. Terms of Reference

Since the last meeting there have been developments which mean that the project has a new significance. Buckinghamshire Healthcare Trust (BHT) wants to work with The Swan in establishing a Healthcare Hub for Buckingham and the surrounding area and envisage it being based at the new building. They have in effect become project partners with the Swan Practice in this enterprise; preliminary talks have been taking place for some time.

It is therefore important that this change be reflected explicitly in the Terms of Reference (TORs) and that the stakeholder group is clearly identified.

Modification of various aspects of the TORs was discussed, revisions suggested and agreed.

The TORs document has been subsequently revised and is distributed with these notes. (DR)

It was agreed that the TORs should be reviewed on a regular basis at least annually though no time was fixed.

3. Patient Lead and Point of Contact for Focus Group

Steve Long has volunteered to be the Patient lead within the group, any queries, suggestions etc. can be channelled through him.

The possibility of email contact within the group was discussed and it was agreed that this was an option, particularly as this is 'virtual group' for some; however if an individual did not want this to happen then DR and SL should be advised and all general communications could be sent using 'bcc' for that person.

It is envisaged that the make-up of the Focus Group will evolve as the project continues and should be positively expanded to include those in all aspects of the Integrated Care System (ICS) and any other potential stakeholders.

4. Update on Project

The involvement of BHT in the project allowed a bid for capital for potential development to be submitted, deadlines meant this was done rather quickly and was unsuccessful. It did highlight the areas in which greater detail is required such as

- Where do people currently go for treatment and for what specialities – what is the activity across all healthcare providers
- Required local resources and particular demographics of the area
- Actual population to be served including planned growth

This information will be key to making a further bid; it is important that the need for cohesion in any such bid is recognised by all involved parties across the ICS.

The ongoing work with the BITS (Buckingham Integrated Teams) is well placed to deliver many of the services, via the community health care teams and also the future community hubs projects.

The project will need to be future proofed by the CCG, the current growth rate indicates approximately 15% increase in numbers before the new building is completed. The possibility of expansion must be explored and included in final plans. There are currently many premises projects in place which dilutes the



availability of funds and many are running behind time. The 'What if not....' test applied for different areas indicates Buckingham as a high priority.

The many services currently available in Buckingham must not be lost and ideally they should be expanded was an opinion strongly and vociferously expressed.

A Directory of Services for the locality is needed comparing what we have, what we need and what we would like, not forgetting Mental Health. (DW/ LW /DR)

5. BHT and Community Hubs

The Community Hub Project at Marlow and Thame has been running for about a year.

While it is a basis for such hubs there is no desire to plant an identical one into Buckingham, each area has its own specific requirements which must be taken into account.

GPs are at the heart of hubs with good provision for Out Patient Clinics and Physiotherapy facilities amongst other services. The input of stakeholder groups is vital to ensure as much of the required provision, including transport facilities, is included in the planning stage, also these groups need to remain in place after the project is up and running. Special interest groups need to talk to others and not try to work in isolation.

Buckingham has such good voluntary services; other areas are not so lucky and could benefit from a similar set up.

Community Care North Bucks has received the Queen's Award for Carers.

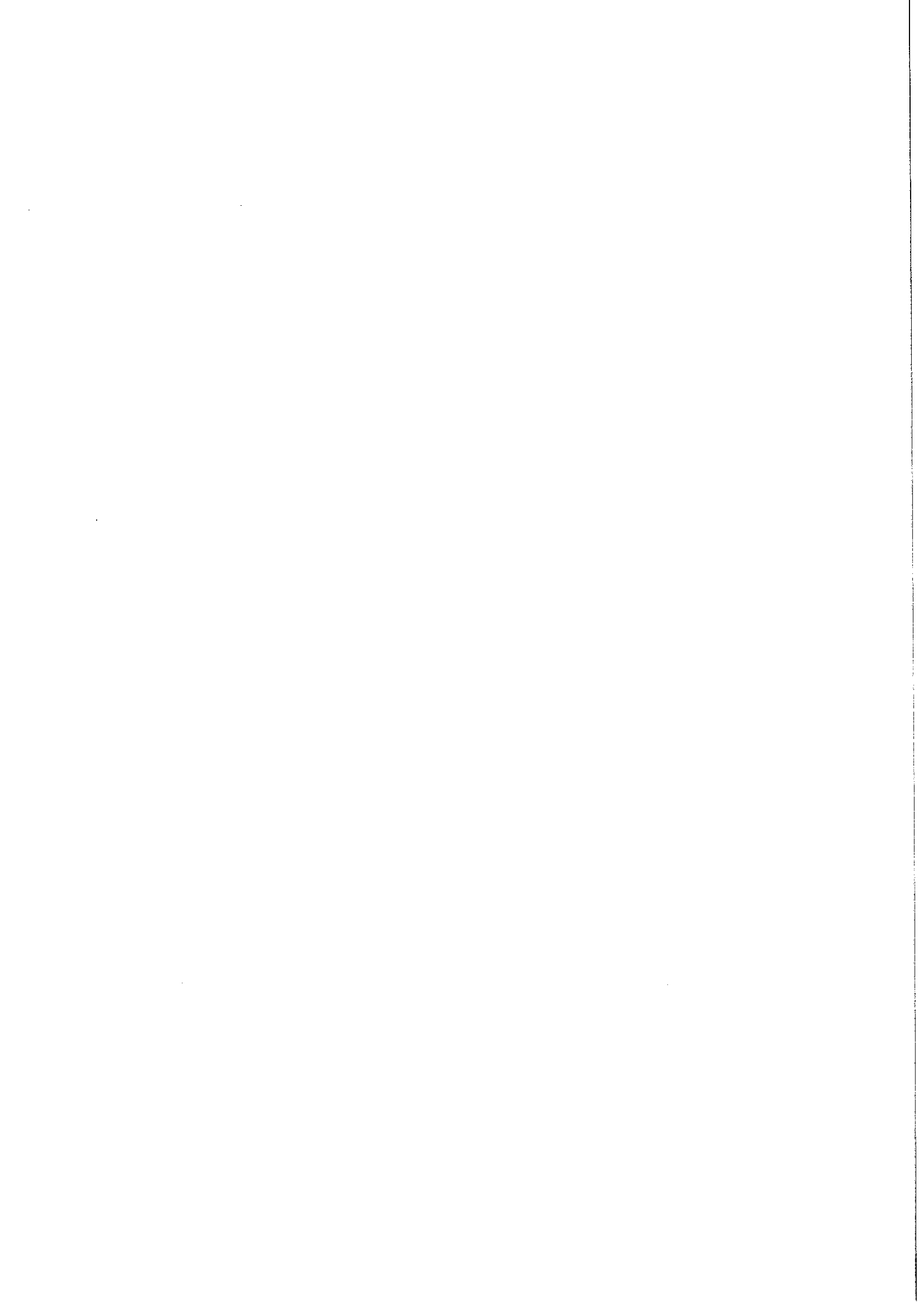
6. Planning

The original planning application was submitted in June 2017 and has still not moved forward (44 weeks at time of meeting). It was suggested that a letter be written to John Bercow prior to an appeal being submitted to the Secretary of State by the developer. However DW (BHT) offered to apply so pressure and asked for a two week delay which was agreed. It was also suggested that County Councillors also be approached.

7. Date of Next Meeting

It was agreed that the next meeting will take place on Tuesday 23 October at 6.30pm in the Verney Close Centre, any important issues occurring before that date will be advised by email/post

The meeting closed at 8.10pm all thanked for attending.



Lace Hill Health Hub Development Focus Group Terms of Reference

1. Aims of the Focus Group

- 1.1 Represent the patient population and local stakeholders, and community, in discussions and planning for a new health hub development on Lace Hill.
- 1.2 Be an inclusive Integrated Care System (ICS) wide group.
- 1.3 Facilitate good relations between all stakeholders and critically to analyse decision making by communicating patient experience, interests and concerns and providing feedback to the practice on proposed new developments.
- 1.4 Work collaboratively and positively with the all stakeholders to improve services and facilities for the local population.
- 1.5 Build two-way communication and co-operation between all stakeholders and the wider community to the mutual benefit of all.
- 1.6 Act as a representative group to influence local provision of health and social care.
- 1.7 Advise, support and be a critical friend to all stakeholders.

2. Focus Group Structure and Membership

- 2.1 Membership will be open to all stakeholders; it will be not limited to patients of the Swan Practice but to all those who have an interest in the community services and estates development agenda. Membership should reflect the demographic profile and be widely representative and inclusive of different genders, ethnicities, ages and abilities.
- 2.2 The Focus Group will be non-political and non-sectarian and will at all times respect diversity and exemplify its commitment to the principles contained within the Equality Act. See Appendix 2.



- 2.3 Members can choose to attend meetings, or be part of an email distribution / virtual group in order to keep abreast of developments.
- 2.4 There will be no formal chair, but there will be a lay lead who will be nominated jointly to manage the group.
- 2.5 Brief minutes will be taken and publicly shared with any confidential or sensitive elements redacted. Minutes will be circulated via email / post for attendees to comment on within 2 weeks of the meeting occurring, at which point they will be adopted and shared as appropriate.
- 2.6 Email addresses which are given and shared to the group, are done willingly and consent given appearing on the distribution list.

3. Confidentiality

- 3.1 All members of the Focus Group (including the Face-to-Face and Virtual Groups) must be made aware of the need to maintain absolute patient / commercial confidentiality. Sensitive information may be discussed in the group and this will be highlighted as 'not for sharing'. Any member whose work on behalf of the Focus Group may include work in the practice or consulting with other patients or members of the public should sign and return a copy of the practice's Confidentiality Agreement before undertaking any such activity.

4. Code of Conduct

- 4.1 All Focus Group members must abide by the Code of Conduct shown at Appendix 1.

5. Activities

- 5.1 Contribute to decision-making at the practice premises and consult on service development and provision where appropriate, expressing opinions on these matters on behalf of stakeholders.
- 5.2 Act as a sounding board to provide feedback on people's needs, concerns and interests and challenge the practice constructively whenever necessary.
- 5.3 Communicate information which may promote or assist with the development of new local service and new premises.



- 5.4 Explore overarching ideas and issues that arise from the proposals.
- 5.5 Work in conjunction with all stakeholders.

6. Signed agreement

These Terms of Reference were adopted at the meeting held on 26th June and may be reviewed according to emerging needs and at 6 monthly intervals

Signed by:

Focus Group Lead

Dated

ICS Representative

Dated

DRAFT



Appendix 1

Code of Conduct

The Focus Group Membership is not based on opinions or characteristics of individuals and shall be non-political and non-sectarian, at all times respecting diversity and exemplifying its commitment to the principles contained within the Equality Act.

All Members of the group make this commitment:

- A. To respect practice and patient confidentiality at all times.
- B. To treat each other with mutual respect and act and contribute in a manner that is in the best interests of all patients.
- C. To be open and flexible and to listen and support each other.
- D. To abide by the seven Nolan Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.
- E. Not to use the group as a forum for personal agendas or complaints. These should be taken forward through other appropriate channels.
- F. To accept that the ruling of nominated leads are final on matters relating to orderly conduct.
- G. Otherwise to abide by principles of good meeting practice, for example:
 - 1. Reading papers in advance
 - 2. Arriving on time
 - 3. Switching mobile phones to silent
 - 4. Allowing others to speak and be heard/respected
 - 5. Adhere to the set agenda
- H. To keep AOB to a minimum and to forward AOB items as early as possible prior to the meeting.

Appendix 2 Equality

Equality Act 2010

Q: What is the purpose of the Act?

A: The Equality Act 2010 brings together a number of existing laws into one place. It sets out the personal characteristics that are protected by the law and the behaviour that is unlawful. Simplifying legislation and harmonising protection for all of the characteristics covered will help Britain become a fairer society, improve public services, and help business perform well. A copy of the Equality Act 2010 and the Explanatory Notes that accompany it can be found on the [Home Office website](#)

Q: Who is protected by the Act?

A: Everyone in Britain is protected by the Act. The "protected characteristics" under the Act are (in alphabetical order):

- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion and belief
- Gender

Sexual orientation <https://www.gov.uk/equality-act-2010-guidance>

