



Executive Committee
10.30 a.m. 26th February 2015

Chilterns Conservation Board
The Lodge, Station Road, Chinnor OX3 94HA

Agenda

1. Apologies
2. Declaration of Interest
3. Minutes
4. Matters Arising
5. Public Question Time
6. Finance Report (April 2014 – January 2015)
7. Draft Budget 2015-16
8. Business plan and work programme 2015 – 2016
9. Treasury Management
10. Review of Risk Register
11. Report on Management Review
12. HS2 – update on Chilterns Long Tunnel
13. A.O.B.
14. Dates of meetings 2015



MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE HELD ON Wednesday 10th December 2014 at Princes Risborough Golf Club, Saunderton Lee HP27 9NX commencing at 10.30AM AND CONCLUDING AT 12.30PM

Present:

Dr Heather Barrett-Mold	Board member
Cllr. John Griffin	Board Member
Cllr David Nimmo-Smith	Board Member
Ray Payne	Board Member
Cllr. Ian Reay	Board Member, Chairman of the meeting
Cllr Jeremy Ryman	Board Member
Helen Tuffs	Board Member
Cllr Alan Walters	Board Member
Cllr Julia Wells	Board Member
Kath Daly	CCB Countryside Officer
Steve Rodrick	CCB Chief Officer
Chris Smith	CCB Finance Officer

In attendance
Deirdre Hansen Clerk to the Board

14/15-17 Item 1- Apologies for absence.

Apologies for absence were received from Cllr. Marion Mustoe.

14/15-18. Item 2- Declarations of interest

No declarations of interest were made.

14/15-19. Item 3- Minutes of the previous meeting

The minutes of the meeting of 17th September 2014 were approved as a true record and signed by the Chairman after the following amendments were made:

- P82 14/15-7 item7: 2nd paragraph, apostrophe in Boards' moved to read Board's.
- P84 14/15-11 item 11.1st paragraph Jarman changed to Charman.
- P84 14/15-11 item 11. Final paragraph's' removed from acknowledges to read acknowledge.

- P85 14/15-12 item 12. 2nd paragraph add “and he has accepted a further 3 year appointment.
It was noted that apologies for Elizabeth Wilson had been included, but that she is not a member of the Executive Committee.

14/15-20. Item 4- Matters Arising from the minutes 17th September 2014

1. The Chief Officer reported that Wendy Jordan has been appointed to the Board by Three Rivers DC replacing Brian Norman.
2. The Secretary of State has announced a £30m Community and Business Support Fund for HS2.
3. The Chief Officer will have completed a paper on the establishment of a Board Member Fellowship before the end of the year.

10.40 David Nimmo-Smith arrived.

14/15-21. Item 5- Public Question time

No members of the public were present.

14/15-22. Item 6- Finance Report

The Chief Officer informed members that DEFRA will not be reducing its grant this financial year.

The Finance Officer advised the Committee of the Board's financial position to the end of the November 2014 and the projected position by the end of the year. Members discussed the position.

The current financial position is satisfactory with no significant problems to report.

1. Core expenditure at the end of November is just £1,520 below profile or 0.4%
2. Ongoing activity is on target with the exception of Special Events activity which is falling behind profile.
3. Project expenditure is £17,795 below profile; special projects are likely to be underspent.
4. Income from all the various sources is generally in line with expectation. The anticipated in-year reduction in DEFRA funding not taking place is reflected in the reinstatement of £7,845
5. Other income is £ 12,880 above profile, primarily due to the success of the Countryside Festival.
6. It is anticipated that the financial impact of staff changes from November to March will result in potential saving of £7,857.
7. The figures presented to the meeting show that the reserves at the end of the year will be largely unchanged.

The Finance Officer informed the Committee of the proposed changes to the presentation of the financial figures in the next year. The Committee welcomed the intended changes.

1. The Committee NOTED the current financial position.

14/15-23. Item 7- Bank Signatories

The Finance Officer informed the Committee that the forthcoming retirement of Steve Rodrick necessitates a change to the bank mandate. The mandate with HSBC provides for financial transactions, other than money market negotiations, to be subject to any two signatories from a list of four. The four signatories are: Steve Rodrick, Colin White, Claire Forrest and Donna Webb. It was proposed to replace Steve Rodrick with Kath Daly with the effect from 1st January 2015.

1. The Committee AGREED to replace Steve Rodrick with Kath Daly as a bank signatory with effect from 1st January 2015.

14/15-24. Item 8. Fidelity Guarantee Insurance

The Finance Officer asked the Committee to carry out its annual review of policy on fidelity guarantee insurance. He advised the Committee to continue the current policy. The current position is unchanged from a year ago. Reserve holdings are in the region of £700,000, whereas cover is £250,000. Money market transactions are under the direct control of the Finance Officer, who is not a cheque signatory and no individual investment exceeds £250,000.

1. The Committee DECIDED to leave the amount of fidelity cover unchanged on the grounds that the funds are under the direct control of the Finance Officer, who is not a bank signatory and no individual investment exceeds £250,000,

14/15-25 item 9. Review of Risk Register

The Finance Officer reminded the Committee that due to the Board's changing objectives and operating environment it was resolved at the Committee's last meeting to review the Risk Register at each meeting.

The Chief Officer and Finance Officer had reviewed the risk register and had concluded that in the majority of cases the control measures in place are adequate to control the risks facing the Board. The highest risks remain those associated with the retirement of the Chief Officer and the potential for future funding cuts.

The Committee reviewed in detail the latest version of the Risk Register. The Committee also looked at whether the Risk Register was appropriate and fit for purpose. After discussion it was agreed to bring suggested changes to the next Executive Committee meeting.

- 1. The Committee CONFIRMED this version of the Risk Register as controlling risks currently faced by the Board.**
- 2. The Committee AGREED to consider at its next meeting whether the risk process currently in use is fit for purpose.**
- 3. The Committee NOTED that the Register will be thoroughly reviewed at the next meeting of the Committee.**

14/15-26. Item 10- Budget 2015-16.

The Finance Officer sought guidance on the assumptions used for preparing the 2015-16 budget. The draft budget has been prepared on slightly changed definitions to its component parts.

1. The current round of Government funding will end in 2015-16. In 2015-16 DEFRA is offering the same as in 2014-15 with no allowance for inflation.
2. Contributions from local authorities are assumed to be falling slightly.
3. The works programme and major projects will rely on securing external funding, earned income and possibly Board Reserves.
4. The budget has already been re-structured separating basic core activity (operating costs) ensuring the Board was able to live within its means by covering these costs in full by the funding provided by DEFRA and local authorities. Any surplus can be used to fund Ongoing activity. Further proposals were made to simplify the budget.
 - a. Core activity to be retitled as Operating Costs. Up to 80% of these costs can be funded by DEFRA grant and the balance by local authorities' and investment income. The Chalk Streams Officer post is now treated as a core post, and its funding provided by the Environment Agency and water companies is treated as core income.
 - b. Ongoing activity to be retitled as Work Programme, funded by the balance of DEFRA grant, earned income and Board Reserves.
 - c. Projects to be retitled as Major Projects, largely funded by external sources.
 - d. Special projects to be subsumed into the Work Programme
 - e. Reserves stand at over £650,000. The Budget Equalisation Reserve will be used to cover any shortfall in the work programme and Development Reserve to support the Major Projects Programme subject to a limit of 10% of the reserves.
5. Operating costs: The main elements of these are employment costs together with office and Board costs. No provision has yet been made for inflationary pay awards or increments. The other operating costs are likely to remain unchanged.
6. Operating income: the DEFRA grant is expected to remain unchanged; the Board must be prepared for possible in-year changes following the election.
7. Overall income from local authorities is expected to fall by 5%, with some increases and decreases anticipated. It is proposed to ask for an inflation adjustment.
8. Work Programme: all those activities which are not considered a basic operating cost will be included in the Work Programme.
9. Special Project support will be included in the Works Programme with a reduced budget of £10,000.
10. Board contributions to Major Projects will appear in the Work Programme.

11. Major Projects: two of these, Commons and Box Wood projects will come to an end in 2015-16, but two new projects could begin next year; Hillforts and Historic Harm Buildings.
12. Income to cover the Work Programme will be derived from a variety of sources

Based on early assessment of the requirements and the above assumptions implications are that:

- a. Operating costs would reduce by some £20,000
- b. 93% of the DEFRA grant would be needed to balance the expenditure after taking account of local authority income.
- c. Assuming earned income will equal 2014-15 an overall balanced budget could be achieved.
- d. Staff pay awards and increments will add further costs
- e. The Board review may cost more than anticipated.
- f. DEFRA in-year cuts are possible
- g. There is the possibility of a rent increase.
- h. In the event of an overall deficit the Board's reserves will be applied to cover the shortfall.

The budget for 2015-16 will be worked up for submission to the Board and Executive Committee in January and February 2015.

The Committee discussed the new approach to the budget and the various types of expenditure. The new budget format was welcomed by the Committee.

- 1. The Committee AGREED to the restructuring of the budget and the re-titling as proposed.**
- 2. The Committee AGREED that the budget should be prepared on the following assumptions:**
 - a. That local authorities should be asked to contribute the same as in 2014-15 but adjusted for inflation.
 - b. That staff and members be awarded a cost of living increment based on the CPI in February.
 - c. That staff receive any contractual rise due to them and those on discretionary pay scales receive any performance related increments.
 - d. That the budget for Special Projects may be revised upwards from £10,000 subject to further discussion around funding for Parish Councils.

14/15-27. Item 11 Management Review

The Chairman sought approval for the proposed terms of reference and programme for the review of the Board's management structure and operation.

1. The Board meeting of 26th June 2014 established a working group to oversee the recruitment of a Chief Officer to take up the position upon the retirement of Steve Rodrick at the end of December 2014.

2. It was decided that it would be prudent to review the need for any changes to the management structure and modus operandi to help ensure the Board is equipped to face the challenges ahead.
 3. The process has begun with the appointment of Kath Daly as Acting Chief Officer w.e.f. 1st January 2015.
 4. The review will be led by a working group supported by Kath Daly. The aim is to complete the review by June 2015. The working group will report to the Executive Committee, who in turn will report to the full Board.
 5. At the October Board meeting Board members were invited to advise the Chairman if they wished to be involved in the Review Group. The Review Group is made up of the following members: Ian Ray, Helen Tuffs, Ray Payne, Alan Walters, Jeremy Ryman, Wendy Jordan and Gill Gowing.
 6. Kath Daly will report regularly to the working group (review group). She outlined the scope of the review. The overview will cover:
 - External factors and trends likely to impact the operation of the Board over the next 5 years (and longer)
 - Business planning
 - Effectiveness of the current organisational structure in supporting delivery of the Board's objectives.
 - Measures of success and best practice
 - The Board's relationships with key stakeholders
 - Resources and management
 - Governance
 7. It is envisaged that the Review Group will commission additional support to help with specific elements of the review. It is also envisaged that the Board's HR Advisor, Sally Charman and the Finance Officer, Chris Smith will participate in the review process. Active involvement of all Board members, staff, key volunteers and stakeholders will be encouraged.
 8. A budget of £4,000 was proposed to primarily to meet the cost of commissioning external support. The money to be allocated from the Project Support budget.
 9. The aim is to complete a significant part of the review process in the period January – April 2015 in order to present initial findings and recommendations to the Board meeting in April.
 10. Further work packages are expected to be identified which will be developed and completed over a longer period of time.
 11. A timetable was presented and agreed with final recommendations to be presented at the June Board meeting and if required to the AGM in June.
1. **The Committee Approved the proposed scope, terms of reference, programme and timetable of the Management Review, subject to further refinements that may be proposed by the Review Working Group.**
 2. **The Committee AGREED an initial budget of £4,000 to be allocated from the Project Support Budget.**

14/15-28. Item 12 Backfilling Countryside Officer post- update.

Kath Daly, Acting Chief Officer (Jan-June 2015), updated the Committee on the appointment of Neil Jackson, Conservation and Landscape Officer, to the post from January 2015 for 6 months.

1. To cover the workload of the Conservation and Landscape Officer there appears to be no realistic scope for internal recruitment.
2. It was proposed that identified elements of the Conservation and Landscape Officer's work programme would be covered by buying in support. Other aspects can be deferred or temporarily covered in other ways. For a 6 month period this was considered to be a pragmatic and realistic approach. Some aspects of the role will require continued input from Neil, notably HS2.
3. A provision of £10,000 over a 6 month period was proposed to pay for external support. This cost would be fully covered by savings made through staffing arrangements over this period.

- 1. The Committee APPROVED the proposed approach to covering the Conservation and Landscape Officer role over the 6 month period January to June 2015 and AGREED to make provision in the budget to buy in support on specific work.**

14/15-29. Item 13 Board Member Role and Specification

The Chief Officer had put before the Committee a draft specification of the role of Board member.

1. It had been noted that Secretary of State Appointments to the Board have to apply and as part of that process they are supplied with an information pack which includes a description of the role.
2. The matter had been discussed at the Board meeting in October and it was felt that the role description should not be overtly prescriptive or specify the qualities of individual members, as there are advantages to diversity.

The Committee considered and discussed the draft role specification and made suggestions refining the role.

- 1. The Committee CONSIDERED the draft Board member role specification and the Committee RECOMMENDED the draft Board member role specification following a number of changes.**

14/15-30 item 14. 50th Anniversary of the AONB

The Acting Chief Officer (January to June 2015) advised the Committee of the proposed programme of celebrations to mark the 50th anniversary of the designation of the Chilterns as an AONB (16th December 1965).

1. She presented an outline programme.

- 2. Much of the proposed programme is based on existing planned activity and at a minimal or no additional cost.
- 3. 2015 is also the 50th anniversary of the Chiltern Society. A proposed joint celebration had been agreed at the June Board meeting. Initial discussions have been held with the Chiltern Society, which have proven very positive.
- 4. The main cost would be a join event with the Chiltern Society and an event planned for the anniversary date December 2015. A budget of £3,000 was proposed.
- 5. The Information Officer will develop a more detailed proposal of events and present it to the Board meeting in January.

1. The Committee NOTED the outline programme of events and activities for the 50th anniversary of the designation of the Chilterns as an Area of Outstanding Natural Beauty.

2. The Committee APPROVED a budget of up to £3,000 for the 50th anniversary celebrations and AGREED to make provision for it within the 2015-16 budget.

14/15-30. Next meeting:

Thursday 26th February 2015 at 10.30 am at the offices in Chinnor

Future meeting dates: Wednesday 20th May 2015, Thursday 10th September 2015 and Wednesday 9th December 2015.

The meeting closed at 12.30

The Chairman.....

Date.....

Item 6 Finance Report

Author: Chris Smith Finance Officer

Summary To the end of January 2015 the expenditure against the operating budget was 0.5% below profile and income 0.3% above profile. The work programme, funded by earned income and the Development Reserve, is progressing satisfactorily with the exception of the special projects budget which will underspend on the year. By the end of the financial year it is currently forecast that reserves will have fallen by £4,353.

Purpose of Report: To advise members of the Board's financial position to the end of January and likely position at the end of the financial year.

Background

1. The current financial position is generally satisfactory with the exception of the underspend on special projects, with the result that reserves will not be drawn down as planned. Savings resulting from staffing changes have also reduced the call on reserves.
2. The presentation of the figures attached has been re-worked to reflect the changes agreed at the last meeting of the Committee, and now records activity against each of three categories: Operating activity, the Work Programme, and Major Projects. These are shown on pages 1 – 12 and include all Board financial activity, ending with reserve movements.
3. Additional pages are provided that detail activity on events (pages 13 and 14), special projects (page 15) and other income (page 16).
4. Operating costs are just £2,219 below profile after ten months of the financial year, and the work programme £13,372 below. This latter figure reflects the underspend on special projects (See page 15).
5. Income from Defra, local authorities, and external funders is generally in line with expectation, and includes the re-instatement of the original grant allocation from Defra.
6. Pages 13 and 14 now show expenditure and income on events brought together in one statement. It shows that a net income of £13,782 has been achieved to date, compared to an original budget of £11,520.

7. Page 15 details special projects that have been funded so far. It is anticipated that by the end of the year £7,500 will have been committed, an underspend against the original budget of £12,500.
8. Page 16 details other income earned by the Board that is not associated with events. It shows that merchandise sales are falling below target.

Recommendations:

1. **To note the current financial position.**

BUDGET CONTROL 2014-15							
MONTH 10: JANUARY 2015							
Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
OPERATING COSTS							
<i>Expenditure</i>							
Department 100:							
Promotion and Awareness							
<i>Operating expenditure:</i>							
Information Officer & E&A Officer	(94,689)	(78,908)	(78,908)	(0)	(94,689)	-	
Travel and subsistence	(1,700)	(1,417)	(1,104)	313	(1,500)	200	
Web site	(300)	(250)	(328)	(78)	(330)	(30)	
Printing & distribution costs	(900)	(750)	(26)	724	(1,145)	(245)	
Events and exhibitions	(700)	(583)	-	583	(100)	600	
Miscellaneous	(200)	(167)	(48)	119	(50)	150	
105 Annual Report	(750)	(742)	(780)	(38)	(785)	(35)	
106 Annual Forum	(800)	(800)	(779)	21	(779)	21	
Sub total	(100,039)	(83,616)	(81,972)	1,644	(99,378)	661	

BUDGET CONTROL 2014-15							
MONTH 10: JANUARY 2015							
Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
Department 200:							
Countryside Management							
Operating expenditure:							
Countryside & FLU Officer	(109,984)	(91,653)	(90,356)	1,297	(102,468)	7,516	Staffing changes
Consultancy fees	-	-	-	-	(3,571)	(3,571)	Staffing changes
Travel and subsistence	(900)	(750)	(1,159)	(409)	(1,200)	(300)	
Subscriptions: organisations	(90)	(75)	(77)	(2)	(90)	-	
Miscellaneous	(85)	(71)	-	71	(85)	-	
206 State of Environment Report	(500)	-	-	-	(500)	-	
207 Con'bn to Chiltern Woodlands Projects	(6,500)	(6,500)	(6,500)	-	(6,500)	-	
Sub total	(118,059)	(99,049)	(98,091)	958	(114,414)	3,645	

BUDGET CONTROL 2014-15							
MONTH 10: JANUARY 2015							
Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
Department 300:							
Planning and development							
<i>Operating expenditure:</i>							
Planning Officer	(63,747)	(53,123)	(53,228)	(105)	(65,547)	(1,800)	Recruitment costs
Travel & subsistence	(1,180)	(983)	(722)	261	(1,180)	-	
Miscellaneous	(150)	(125)	(73)	52	(150)	-	
301 Planning Committee	(520)	(350)	(343)	7	(520)	-	
Sub total	(65,597)	(54,581)	(54,366)	214	(67,397)	(1,800)	

BUDGET CONTROL 2014-15							
MONTH 10: JANUARY 2015							
Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
Department 400:							
Recreation and Access							
<i>Operating expenditure:</i>							
Access Officer	(27,786)	(23,155)	(23,155)	(0)	(27,786)	-	
Travel and subsistence	(500)	(417)	-	417	(500)	-	
Miscellaneous	(150)	(125)	(49)	76	(150)	-	
Sub total	(28,436)	(23,697)	(23,204)	493	(28,436)	-	
Department 500:							
Corporate Services							
<i>Operating expenditure:</i>							
Chief Officer / Admin Officer	(105,503)	(87,919)	(87,177)	742	(100,591)	4,912	Staffing changes
Travel and subsistence	(1,750)	(1,458)	(1,826)	(368)	(1,750)	-	
Staff training	(2,000)	(1,667)	(2,466)	(799)	(2,465)	(465)	
Premises	(28,535)	(26,688)	(26,840)	(152)	(28,702)	(167)	
Office costs	(7,625)	(6,441)	(7,403)	(963)	(9,174)	(1,549)	
IT (incl telephone & voicemail support)	(5,785)	(4,821)	(6,006)	(1,185)	(7,285)	(1,500)	moved from "Work Programme" + addll budget
Subscriptions to organisations	(100)	(83)	(90)	(7)	(100)	-	
Meetings & events	(435)	(363)	(362)	1	(435)	-	
Finance	(19,605)	(16,321)	(16,158)	163	(20,605)	(1,000)	to support new staffing structure
Personnel	(2,730)	(2,382)	(2,923)	(542)	(3,290)	(560)	to support review process
Legal and Clerk services	(1,500)	(1,250)	(956)	294	(1,750)	(250)	includes health care plan and child care administration
Insurance	(4,800)	(4,800)	(4,548)	252	(4,800)	-	
Miscellaneous	(250)	(208)	-	208	(250)	-	
Sub total	(180,618)	(154,400)	(156,755)	(2,355)	(181,197)	(579)	

BUDGET CONTROL 2014-15							
MONTH 10: JANUARY 2015							
Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
Member Services							
<i>Operating expenditure:</i>							
Members' allowances	(30,325)	(25,271)	(23,920)	1,351	(30,325)	-	
Board member training	(750)	(625)	(975)	(350)	(1,000)	(250)	
Board meetings	(1,000)	(833)	(643)	191	(1,000)	-	
Miscellaneous	(50)	(42)	-	42	(50)	-	
601 Executive Committee	(150)	(100)	(69)	31	(150)	-	
Sub total	(32,275)	(26,871)	(25,606)	1,265	(32,525)	(250)	
Global increment provision	-				-	-	
TOTAL OPERATING COSTS	(525,024)	(442,213)	(439,994)	2,219	(523,347)	1,677	
National AONB	(2,500)	(2,500)	(2,630)	(130)	(2,630)	(130)	

BUDGET CONTROL 2014-15							
MONTH 10: JANUARY 2015							
Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
Operating Income							
Defra: Core	405,023	412,868	412,868	-	412,868	7,845	78% of core expenditure
Local Authorities	105,000	105,000	106,291	1,291	106,291	1,291	
Bucks CC (Chalk Streams)	-	-	2,000	2,000	2,000	2,000	
Environment Agency	5,000	5,000	5,000	-	5,000	-	
Water Companies	6,600	3,300	3,300	-	6,600	-	
Town and Parish Councils	3,000	2,500	900	(1,600)	2,000	(1,000)	
Investment income	5,000	2,150	2,190	40	5,000	-	
TOTAL OPERATING INCOME	529,623	530,818	532,549	1,731	539,759	10,136	
NET OPERATING INCOME / (EXP.)	2,099	86,105	89,925	3,820	13,782	11,683	
FUNDED BY:-							
Development Reserve:							
- Core surplus	8,099				16,782	8,683	
Budget Equalisation Reserve:							
- Core deficit	-				-	-	
Chalk Streams Reserve:							
- Contribution	(6,000)				(3,000)	3,000	
TOTAL TRANSFERS TO / (FROM) RESERVES	2,099	-	-	-	13,782	11,683	

BUDGET CONTROL 2014-15							
MONTH 10: JANUARY 2015							
Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
WORK PROGRAMME							
<i>Expenditure</i>							
Work Programme Department 100: Promotion and Awareness							
107 Chalk and Trees 1st edition	(5,975)	(3,350)	(5,266)	(1,916)	(5,265)	710	
108 Chalk and Trees 2nd edition	(5,975)	-	(16)	(16)	(5,975)	-	
113 Chilternsaetna (newsletter)	(1,100)	(1,100)	(1,051)	49	(1,140)	(40)	
Sub total	(13,050)	(4,450)	(6,333)	(1,883)	(12,380)	670	
Work Programme Department 200: Countryside Management							
210 Site Management (small works)	(2,000)	(50)	(50)	-	(2,000)	-	Incl. commons & chalk grassland
211 Local Nature Partnerships	(2,000)	(2,000)	(2,695)	(695)	(2,000)	-	
212 Chilterns Farm Advice Project	(2,000)	(2,000)	(2,000)	-	(2,000)	-	
214 Commons Project Contribution	(4,000)	(4,000)	(4,000)	-	(4,000)	-	
215 Historic Environment (Hillforts)	(2,000)	-	-	-	(2,000)	-	To prepare bid + up to 5k stage 2 bid over 2 years
218 Box Project Contribution	(1,250)	-	-	-	(1,250)	-	Continuation of project + 6k addtl partner funding
220 Traditional Farmsteads Project	(3,000)	-	-	-	-	3,000	
Sub total	(16,250)	(8,050)	(8,745)	(695)	(13,250)	3,000	
Work Programme Department 300: Planning and development							
311 High Speed Two	(5,000)	(4,167)	(4,286)	(120)	(11,000)	(6,000)	Addl. Agreed Board meeting 29 Jan 15
Sub total	(5,000)	(4,167)	(4,286)	(120)	(11,000)	(6,000)	
Work Programme Department 400: Recreation and Access							
401 Access public'ns incl. Country Walks	(1,000)	(833)	(139)	695	(1,000)	-	
404 National Trail Projects	(1,500)	(1,500)	(1,809)	(309)	(1,810)	(310)	Agreed Board meeting 16 Oct 14
405 Access improvements	(1,000)	(160)	(160)	0	(1,000)	-	incl. Access for All
Sub total	(3,500)	(2,493)	(2,107)	386	(3,810)	(310)	
Work Programme Department 500: Corporate Services							
503 Bursaries	(1,000)	-	-	-	(1,000)	-	
504 IT Upgrades	(2,000)	-	-	-	(2,000)	-	
Sub total	(3,000)	-	-	-	(3,000)	-	
Work Programme Department 600 Member Services							
Sub total	-	-	-	-	-	-	

BUDGET CONTROL 2014-15							
MONTH 10: JANUARY 2015							
Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
Special Projects expenditure	(20,000)	(16,667)	(983)	15,683	(7,500)	12,500	To be allocated as year progresses
TOTAL WORK PROGRAMME EXP.	(60,800)	(35,827)	(22,455)	13,372	(50,940)	9,860	

BUDGET CONTROL 2014-15							
MONTH 10: JANUARY 2015							
Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
Work Programme Income							
Defra balance	-				-	-	
Events net income	11,520	9,600	13,782	4,182	13,835	2,315	To be allocated as year progresses
Merchandise sales	6,000	5,000	2,874	(2,126)	4,000	(2,000)	
Other income	10,275	6,870	5,196	(1,674)	11,095	820	
TOTAL WORK PROGRAMME INCOME	27,795	21,470	21,852	382	28,930	1,135	
NET INCOME / (EXPENDITURE)	(33,005)	(14,357)	(602)	13,754	(22,010)	10,995	
FUNDED BY:-							
Development Reserve:							
Contributions	(33,005)				(22,010)	10,995	
TOTAL TRANSFERS TO / (FROM) RESERVES	(33,005)	-	-	-	(22,010)	10,995	

BUDGET CONTROL 2014-15							
MONTH 10: JANUARY 2015							
Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
MAJOR PROJECTS							
<i>Expenditure</i>							
Major Projects Department 200:							
Countryside Management							
251 Chilterns Chalk Streams (Projects)	(4,850)	(4,042)	(5,305)	(1,264)	(14,123)	(9,273)	
255 Chilterns Commons Project	(142,102)	(108,044)	(112,802)	(4,758)	(142,102)	-	
258 Box Woods Project	(30,070)	(25,058)	(16,654)	8,404	(30,070)	-	
260 Farm Advice Project	(27,000)	(2,975)	(2,974)	1	(27,000)	-	Year 2 subject to confirmation
261 Traditional Farmsteads Project	-	-	-	-	-	-	Subject to successful bid, then £3k p.a.
262 Hillforts	-	-	-	-	-	-	Subject to successful bid 58k
Sub total	(204,022)	(140,119)	(137,736)	2,384	(213,295)	(9,273)	

BUDGET CONTROL 2014-15							
MONTH 10: JANUARY 2015							
Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
TOTAL MAJOR PROJECT EXPENDITURE	(204,022)	(140,119)	(137,736)	2,384	(213,295)	(9,273)	
Major Project Income							
251 Chalk Streams external income (projects)	6,000	2,000	17,707	15,707	17,998	11,998	
255 Chilterns Commons Project: HLF	133,602	7,906	79,284	71,378	133,602	-	
255 Chilterns Commons Project: other	8,500	7,000	8,500	1,500	8,500	-	
258 Box Woods Project: HLF	26,320	18,000	-	(18,000)	26,320	-	
258 Box Woods Project: Other	3,750	-	-	-	3,750	-	
260 Farm Advice Project	27,000	27,000	27,000	-	27,000	-	Year 2 subject to confirmation
261 Historic Farmsteads Survey	-	-	-	-	-	-	
262 Hillforts	-	-	-	-	-	-	
TOTAL MAJOR PROJECT INCOME	205,172	61,906	132,491	70,585	217,170	11,998	

BUDGET CONTROL 2014-15							
MONTH 10: JANUARY 2015							
Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
NET INCOME / (EXPENDITURE)	1,150	(78,213)	(5,245)	72,969	3,875	2,725	
FUNDED BY:-							
Development Reserve:	-				-	-	
Budget Equalisation Reserve:	-				-	-	
Chalk Streams Reserve	1,150				3,875	2,725	
	-				-	-	
Income received in advance:	-				-	-	
TOTAL TRANSFERS TO / (FROM) RESERVES	1,150	-	-	-	3,875	2,725	
RESERVES MOVEMENTS							
General	-				-	-	
Budget Equalisation	-				-	-	
Development	(24,906)				(5,228)		
Chalk Stream earmarked reserve	(4,850)				875		
TOTAL RESERVES MOVEMENTS	(29,756)				(4,353)		
RESERVES AT YEAR START / END	01-Apr-15				31-Mar-15		
General	100,000				100,000		
Budget Equalisation	137,772				137,772		
Development	293,744				288,516		
Chalk Streams	24,693				25,568		
Red Kites	5,859				5,859		
TOTAL RESERVES	562,068				557,715		

BUDGET CONTROL 2014-15							
MONTH 10: JANUARY 2015							
Description	Annual Budget	Profiled Budget	Actual Exp to date	Actual Inc to date	Net to date	Projected Outturn	Notes
	Net	to date					
	£	£	£	£	£		
EVENTS							
<i>Expenditure</i>							
Events Department 100:							
Promotion and Awareness							
103 Countryside Festival	-	-	(11,934)	20,095	8,161	-	
109 Educational Events	-	-	(502)	4,328	3,826	-	
Sub total	-	-	(12,436)	24,423	11,988	-	
Events Department 200:							
Countryside Management							
213 Chilterns Rural Skills	-	-	(168)	1,157	989	-	
215 Hillforts Conference			(851)	2,085	1,234		
217 Farmers' Forum	-	-	(304)	400	96	-	
State of Environment Seminar			(321)	270	(51)		
Commons Day			(180)	315	135		
Commons and the Law			(183)	190	7		
Chalk Habitats Day			(410)	420	10		
Sub total	-	-	(2,416)	4,837	2,421	-	
Events Department 300:							
Planning and development							
302 Planning conference	-	-	(825)	825	(0)	-	
304 Building design awards	-	-	(1,564)	780	(784)	-	
Sub total	-	-	(2,389)	1,605	(784)	-	
Events Department 400:							
Recreation and Access							
402 Access conference	-	-	(413)	570	158	-	
Sub total	-	-	(413)	570	158	-	

BUDGET CONTROL 2014-15							
MONTH 10: JANUARY 2015							
Description	Annual Budget	Profiled Budget	Actual Exp to date	Actual Inc to date	Net to date	Projected Outturn	Notes
	Net	to date					
	£	£	£	£	£		
Events Department 500:							
Corporate Services							
Sub total	-	-	-	-	-	-	
Events Department 600							
Member Services							
Sub total	-	-	-	-	-	-	
TOTAL EVENTS NET INCOME	11,520	9,600	(17,653)	31,435	13,782	13,835	

BUDGET CONTROL 2014-15					
MONTH 10: JANUARY 2015					
Description	Annual Budget	Profiled Budget to date	Actual Exp to date	Projected Outturn	Notes
	£	£	£		
Special Projects					
Expenditure					
SP01 declined					
SP02 Herts & Middlesex WT			(725)		Chalk Grassland restoration project
SP03 declined					
SP04 Naphill Village Hall Council					Naphill interpretation project
SP05 Chinnor Parish Council			(258)		WW I Trees project
SP06 BBOWT					Yoesden Bank
SP07 CCB					Our Land quiz
SP08 Anne Carpmael Trust					Sand martin project
SP09 Bucks NEP / Chiltern Rangers					Bucks BOA project
SP10 CCB Box Project					Access enhancements
TOTAL SPECIAL PROJECTS EXP.	(20,000)	(16,667)	(983)	(7,500)	

		Other Income	Budget for year	Budget to date	Actual to date	Variance	Projected Outturn
			£	£	£	£	£
10							
		Other Income					
100.4900	Promotion & Awareness	Earned income	600	500	645	145	600
106.4900	Annual Forum	Income	300	300	700	400	640
107.4004	Chalk & Trees edition 1	Advertising income	2,395	2,395	2,746	351	2,800
107.4901	Chalk & Trees edition 1	Electronic subscriptions	200	167	195	28	200
108.4004	Chalk & Trees edition 2	Advertising income	2,300	-	-	-	2,300
203.4900	Commons		800	667	87	(579)	100
206.4900	State of the Environment Report		270	-	-	-	-
211.4900	Local Nature Partnerships		-	-	510	510	510
300.4900	Planning	Earned income	670	558	-	(558)	855
305.4900	Technical Assistance		950	792	-	(792)	-
400.4400	Recreation & Access	Advertising income	490	408	-	(408)	490
401.4900	Access Publications		300	250	77	(174)	1,300
405.4400	Access Improvements		200	167	500	333	500
500.4900	Miscellaneous income	incl. Red Kite donations	1,000	833	198	(635)	1,000
500.4901	Solar panels income		400	333	183	(150)	400
		Sub Total	10,275	6,870	5,196	(1,674)	11,095
	Merchandise sales						
	Promotion & Awareness	incl. People & Places book		2,400	1,410		
	Planning			200	223		
	Cycleway guidebooks			2,400	1,241		
		Sub Total	6,000	5,000	2,874	(2,126)	4,000
		Total	16,275	11,870	8,070	(3,800)	15,095

Item 7 **Budget 2015-16**

Author: Kath Daly Acting Chief Officer
 Chris Smith Finance Officer

Summary A detailed budget has been prepared that reflects the decisions of the Executive Committee regarding structure and of the Board regarding strategy.

Purpose of Report: To present a detailed budget for 2015-16 for consideration and recommendation to the Board.

Background

1. The financial year 2015-16 represents the last of a Defra four year funding programme and brings to an end the Board's current medium term financial plan.
2. A new medium term plan will be prepared later in the year when the Government's spending plans are known and when the Board's internal review has been completed.
3. The budget for 2015-16 may well change as the year proceeds, due to the outcome of the current management review and the general election.
4. The departure of the current Planning Officer is likely to create a saving, and a provisional figure of £12,000 has been included.
5. In December 2014 the Executive Committee considered and agreed a change to the structure of the budget as described below.

Budget 2015-16

6. The budget attached comprises three parts.
7. The ***Operating Budget***, comprising in the main employment, office and Board costs, funded by part of the Defra grant, local authority contributions, investment income and some former chalk streams grants.
8. The ***Work Programme***, comprising one-off initiatives, regular publications, preparation of funding bids, Board contributions to major projects and special projects.
9. The Work Programme is funded by the balance of Defra grant, net income from Board events, merchandise sales, other income and Board reserves.

10. **Major Projects** are those funded from sources such as the Heritage Lottery Fund together with contributions from the Work Programme budget.
11. As the year progresses, and events (£10,000 net income) and projects (£10,000) are identified, detailed sheets of performance will be presented to the Committee.
12. Draft changes to the budget, compared to last year, include:-
- | | |
|---|---------|
| • Provision for IT and telephone upgrades | £6,500 |
| • Increased IT support | £2,500 |
| • Increased HR support | £1,800 |
| • Marketing and Communications Review | £1,500 |
| • Increased contribution to the Hillforts project | £5,000 |
| • Provision for staff increments | £4,430 |
| • Management review consultancy / support | £4,000 |
| • Box project additional contribution | £5,000 |
| • 50 th Anniversary celebrations | £3,000 |
| • Board members' Fellowship | £1,000 |
| • Provision for a Commons Network | £4,000 |
| • National trails marketing | £1,000 |
| • Additional HS2 budget | £10,000 |
| • Reductions in merchandise sales | £2,000 |
13. Savings compared to the 2014-15 budget include staffing changes, including the Planning Officer post, and a reduced Special Projects budget.
14. Further minor changes have been made to both expenditure and income in consultation with staff.
15. The net effect of this budget will be to draw down £16,867 from reserves.
16. Still to be included is a cost of living award for staff which will be based on the Consumer Prices Index in March, subject to a minimum award of 0%. A 0.5% award, for example, would add £1,800 to the final budget.

Recommendation:

1. **To consider the budget for 2015-16 and recommend its adoption to the Board.**

BUDGET 2015-16				
Description	Annual	Revised	Draft	Notes
	Budget	Budget	Budget	
	2014-15	2014-15	2015-16	
	£	£		
OPERATING COSTS				
<i>Expenditure</i>				
Department 100:				
Promotion and Awareness				
<i>Operating expenditure:</i>				
Information Officer & E&A Officer	(94,689)	(94,689)	(94,689)	
Travel and subsistence	(1,700)	(1,500)	(1,500)	
Web site	(300)	(330)	(300)	
Printing & distribution costs	(900)	(1,145)	(1,800)	
Events and exhibitions	(700)	(100)	(100)	
Miscellaneous	(200)	(50)	(100)	
Marketing & Communications Review	-	-	(1,500)	
105 Annual Report	(750)	(785)	(750)	
106 Annual Forum	(800)	(779)	(800)	
Sub total	(100,039)	(99,378)	(101,539)	

BUDGET 2015-16				
Description	Annual	Revised	Draft	Notes
	Budget	Budget	Budget	
	2014-15	2014-15	2015-16	
	£	£		
Department 200:				
Countryside Management				
Operating expenditure:				
Countryside & FLU Officer	(109,984)	(102,468)	(74,692)	Staffing changes
Consultancy fees	-	(3,571)	(8,600)	Staffing changes
Travel and subsistence	(900)	(1,200)	(900)	
Subscriptions: organisations	(90)	(90)	(90)	
Miscellaneous	(85)	(85)	(85)	
206 State of Environment Report	(500)	(500)	(500)	
207 Con'bn to Chiltern Woodlands Projects	(6,500)	(6,500)	(7,000)	
Sub total	(118,059)	(114,414)	(91,867)	

BUDGET 2015-16				
Description	Annual Budget	Revised Budget	Draft Budget	Notes
	2014-15	2014-15	2015-16	
	£	£		
Department 300:				
Planning and development				
<i>Operating expenditure:</i>				
Planning Officer	(63,747)	(65,547)	(51,747)	Staffing changes
Travel & subsistence	(1,180)	(1,180)	(1,180)	
Miscellaneous	(150)	(150)	(150)	
301 Planning Committee	(520)	(520)	(520)	
Sub total	(65,597)	(67,397)	(53,597)	

BUDGET 2015-16				
Description	Annual	Revised	Draft	Notes
	Budget	Budget	Budget	
	2014-15	2014-15	2015-16	
	£	£		
Department 400:				
Recreation and Access				
Operating expenditure:				
Access Officer	(27,786)	(27,786)	(27,786)	
Travel and subsistence	(500)	(500)	(500)	
Miscellaneous	(150)	(150)	(150)	
Sub total	(28,436)	(28,436)	(28,436)	
Department 500:				
Corporate Services				
Operating expenditure:				
Chief Officer / Admin Officer	(105,503)	(100,591)	(87,950)	Staffing changes
Travel and subsistence	(1,750)	(1,750)	(1,750)	
Staff training	(2,000)	(2,465)	(3,000)	
Premises	(28,535)	(28,702)	(28,485)	
Office costs	(7,625)	(9,174)	(9,040)	
IT (incl telephone & voicemail support)	(5,785)	(7,285)	(15,125)	
Subscriptions to organisations	(100)	(100)	(100)	
Meetings & events	(435)	(435)	(435)	
Finance	(19,605)	(20,605)	(23,705)	to support review process
Consultancy	-	-	(4,000)	to support review process
Personnel	(2,730)	(3,290)	(5,090)	to support review process
Legal and Clerk services	(1,500)	(1,750)	(2,375)	
Insurance	(4,800)	(4,800)	(5,650)	additional cover
Miscellaneous	(250)	(250)	(250)	
Sub total	(180,618)	(181,197)	(186,955)	

BUDGET 2015-16				
Description	Annual	Revised	Draft	Notes
	Budget	Budget	Budget	
	2014-15	2014-15	2015-16	
	£	£		
Member Services				
<i>Operating expenditure:</i>				
Members' allowances	(30,325)	(30,325)	(30,475)	
Board member training	(750)	(1,000)	(1,500)	
Board meetings	(1,000)	(1,000)	(1,350)	
Miscellaneous	(50)	(50)	(50)	
601 Executive Committee	(150)	(150)	(150)	
603rd Members' Fellowship	-	-	(1,000)	
Sub total	(32,275)	(32,525)	(34,525)	
Global increment provision	-	-	(1,500)	
TOTAL OPERATING COSTS	(525,024)	(523,347)	(498,419)	
National AONB	(2,500)	(2,630)	(2,500)	

BUDGET 2015-16				
Description	Annual Budget	Revised Budget	Draft Budget	Notes
	2014-15	2014-15	2015-16	
	£	£		
Operating Income				
Defra: Core	405,023	412,868	378,164	76% of operating expenditure
Local Authorities	105,000	106,291	103,905	
Bucks CC (Chalk Streams)	-	2,000	-	
Environment Agency	5,000	5,000	5,000	
Water Companies	6,600	6,600	6,600	
Town and Parish Councils	3,000	2,000	2,000	
Investment income	5,000	5,000	5,250	
TOTAL OPERATING INCOME	529,623	539,759	500,919	
NET OPERATING INCOME / (EXP.)	2,099	13,782	-	
FUNDED BY:-				
Development Reserve:				
- Core surplus	8,099	16,782	-	
Budget Equalisation Reserve:				
- Core deficit	-	-	-	
Chalk Streams Reserve:				
- Contribution	(6,000)	(3,000)	-	
TOTAL TRANSFERS TO / (FROM) RESERVES	2,099	13,782	-	

BUDGET 2015-16				
Description	Annual Budget	Revised Budget	Draft Budget	Notes
	2014-15	2014-15	2015-16	
	£	£		
WORK PROGRAMME				
<i>Expenditure</i>				
Work Programme Department 100:				
Promotion and Awareness				
107 Chalk and Trees 1st edition	(5,975)	(5,265)	(5,975)	
108 Chalk and Trees 2nd edition	(5,975)	(5,975)	(5,975)	
111 Environmental Tourism	-	-	(500)	
113 Chilternsaetna (newsletter)	(1,100)	(1,140)	(1,100)	
115 50th Anniversary	-	-	(3,000)	
Sub total	(13,050)	(12,380)	(16,550)	
Work Programme Department 200:				
Countryside Management				
203 Commons Network	-	-	(4,000)	
210 Site Management (small works)	(2,000)	(2,000)	(2,000)	Incl. commons & chalk grassland
211 Local Nature Partnerships	(2,000)	(2,000)	(2,000)	
212 Chilterns Farm Advice Project	(2,000)	(2,000)	-	
214 Commons Project Contribution	(4,000)	(4,000)	(4,000)	
215 Historic Environment (Hillforts)	(2,000)	(2,000)	(7,500)	To prepare bid + up to 5k stage 2 bid over 2 years
218 Box Project Contribution	(1,250)	(1,250)	(6,000)	Addl partner funding
220 Traditional Farmsteads Project	(3,000)	-	(3,000)	
Sub total	(16,250)	(13,250)	(28,500)	
Work Programme Department 300:				
Planning and development				
311 High Speed Two	(5,000)	(11,000)	(15,000)	Addl budget
Sub total	(5,000)	(11,000)	(15,000)	
Work Programme Department 400:				
Recreation and Access				
401 Access public'ns incl. Country Walks	(1,000)	(1,000)	(1,000)	
404 National Trail Projects	(1,500)	(1,810)	(3,500)	Addl marketing budget
405 Access improvements	(1,000)	(1,000)	(1,000)	incl. Access for All
Sub total	(3,500)	(3,810)	(5,500)	
Work Programme Department 500:				
Corporate Services				
503 Bursaries	(1,000)	(1,000)	(2,000)	
504 IT Upgrades	(2,000)	(2,000)	-	now in operating budget
Sub total	(3,000)	(3,000)	(2,000)	
Work Programme Department 600				

BUDGET 2015-16				
Description	Annual Budget	Revised Budget	Draft Budget	Notes
	2014-15	2014-15	2015-16	
	£	£		
Member Services				
Sub total	-	-	-	
Special Projects expenditure	(20,000)	(7,500)	(10,000)	To be allocated as year progresses
TOTAL WORK PROGRAMME EXP.	(60,800)	(50,940)	(77,550)	

BUDGET 2015-16				
Description	Annual Budget	Revised Budget	Draft Budget	Notes
	2014-15	2014-15	2015-16	
	£	£		
Work Programme Income				
Defra balance	-	-	34,704	
Events net income	11,520	13,835	10,000	To be allocated as year progresses
Merchandise sales	6,000	4,000	4,000	
Other income	10,275	11,095	9,335	
TOTAL WORK PROGRAMME INCOME	27,795	28,930	58,039	
NET INCOME / (EXPENDITURE)	(33,005)	(22,010)	(19,511)	
FUNDED BY:-				
Development Reserve:				
Contributions	(33,005)	(22,010)	(19,511)	
TOTAL TRANSFERS TO / (FROM) RESERVES	(33,005)	(22,010)	(19,511)	

BUDGET 2015-16				
Description	Annual Budget	Revised Budget	Draft Budget	Notes
	2014-15	2014-15	2015-16	
	£	£		
MAJOR PROJECTS				
<i>Expenditure</i>				
Major Projects Department 200:				
Countryside Management				
251 Chilterns Chalk Streams (Projects)	(4,850)	(14,123)	(45,195)	
255 Chilterns Commons Project	(142,102)	(142,102)	(29,336)	
258 Box Woods Project	(30,070)	(30,070)	(30,000)	
260 Farm Advice Project	(27,000)	(27,000)	-	
261 Traditional Farmsteads Project	-	-	-	Subject to successful bid, then £3k p.a.
262 Hillforts	-	-	-	Subject to successful bid 58k
Sub total	(204,022)	(213,295)	(104,531)	

BUDGET 2015-16				
Description	Annual Budget	Revised Budget	Draft Budget	Notes
	2014-15	2014-15	2015-16	
	£	£		
TOTAL MAJOR PROJECT EXPENDITURE	(204,022)	(213,295)	(104,531)	
Major Project Income				
251 Chalk Streams external income (projects)	6,000	17,998	47,839	
255 Chilterns Commons Project: HLF	133,602	133,602	25,336	
255 Chilterns Commons Project: other	8,500	8,500	4,000	
258 Box Woods Project: HLF	26,320	26,320	21,500	
258 Box Woods Project: Other	3,750	3,750	8,500	
260 Farm Advice Project	27,000	27,000	-	
261 Historic Farmsteads Survey	-	-	-	
262 Hillforts	-	-	-	
TOTAL MAJOR PROJECT INCOME	205,172	217,170	107,175	

BUDGET 2015-16				
Description	Annual Budget	Revised Budget	Draft Budget	Notes
	2014-15	2014-15	2015-16	
	£	£		
NET INCOME / (EXPENDITURE)	1,150	3,875	2,644	
FUNDED BY:-				
Development Reserve:			2,644	surplus on Chalk Streams consultancy
	-	-	-	
	-	-	-	
Budget Equalisation Reserve:				
Chalk Streams Reserve	1,150	3,875	-	
	-	-	-	
TOTAL TRANSFERS TO / (FROM) RESERVES	1,150	3,875	2,644	
RESERVES MOVEMENTS				
General	-	-	-	
Budget Equalisation	-	-	-	
Development	(24,906)	(5,228)	(16,867)	
Chalk Stream earmarked reserve	(4,850)	875	-	
TOTAL RESERVES MOVEMENTS	(29,756)	(4,353)	(16,867)	
RESERVES AT YEAR START / END	01-Apr-15	31-Mar-15	31-Mar-16	
General	100,000	100,000	100,000	
Budget Equalisation	137,772	137,772	137,772	
Development	293,744	288,516	271,649	
Chalk Streams	24,693	25,568	25,568	
Red Kites	5,859	5,859	5,859	
TOTAL RESERVES	562,068	557,715	540,848	

Item 8 Business plan and work programme 2015 – 2016**Author:** Kath Daly (Acting Chief Officer)**Summary:** A draft business plan and work programme for 2015 – 2016 will be presented to the meeting of the Board on March 26th for discussion and approval. This paper outlines the main elements of the proposed work programme 2015- 2016 and seeks feedback from the committee.

The management review currently underway will consider the process by which the Board produces its business plan and work programme. The review is due to report to the June meeting of the Board, and is expected to impact upon the future approach to business plan development.

Purpose: To update members on development of the 2015 – 2016 Board business plan, and to seek the committee's views on the main areas of work proposed for the coming year.**Background**

1. The annual business plan has in the past been viewed as an iterative document which was constantly evolving and updated as opportunities arose. The business plan incorporates the Board's work programme and budget for a 12 month period. It has been seen as both an internal working document and as a source of information for those who wish to know more about the work of the Board.
2. The management review currently underway includes consideration of the capacity, skills, resources and processes for setting and achieving the Board's priorities. It is to be expected that, as a result of the review, there will be changes proposed to the way that the business plan and work programme are developed.
3. Strong emerging themes of the Review include the need for a more strategic approach to development of the business plan priorities, more focus on longer term outcomes and greater involvement of Board members and the staff team.
4. The Board works to a 4 year medium term financial plan which is in line with the 4 year cycle of Defra funding. It would seem sensible for the Review Group to consider whether aligning the business plan with the 4 year funding cycle would contribute to development of a more strategic approach.
5. The Review's final report and recommendations will be made to the Board meeting in June 2015.

6. In the meantime an interim 2015 – 2016 business plan/ work programme is needed to provide continuity and set out the Board's plans and priorities for the next 12 months.
7. It is anticipated that there are likely to be further refinements to the 2015 – 2016 business plan and work programme following the conclusion of the Review. Any proposed amendments will be presented for consideration at the October meeting of the Board.
8. **It is proposed that key elements of the 2015 – 2016 work programme are as follows:**
 1. Management review—complete the review, identify further work and being to implement recommendations.
 2. 50th Anniversary of the AONB – develop, promote and implement celebration programme.
 3. Develop an accord with the Chiltern Society setting out shared objectives and approaches to joint work.
 4. Events programme – review, develop and implement programme including educational events and countryside festival. Strengthen engagement with under-represented sectors of the community.
 5. HS2 – develop mitigation proposals; prepare for select committee hearings and visits.
 6. Strengthen links with education and research establishments; promote and develop bursary fund.
 7. Review of communications, marketing and merchandise strategies.
 8. Hillforts project – develop and submit bid for 4 year project to HLF.
 9. Rural skills programme – research and develop; explore scope for income generation.
 10. Farm advice project – EA funded 3 year project to improve water and soil quality (final year of project).
 11. Chalk streams project – continuation of work to include practical enhancement schemes; catchment based approach/ development of catchment management plans (funding available for catchment hosts); river-fly monitoring initiative (potential income generation through training); support to local community partnerships; technical advice to landowners.

12. Box woodland project – ends May 2015 –complete outputs; legacy and promotion.
 13. Commons HLF project – ends July 2015 – legacy plan and establishment of post project commons/ green spaces network
 14. Promoting sustainable tourism – promote and expand Chilterns Tourism Network website and membership; distribute literature to tourism businesses.
 15. Landscape scale conservation - development of / support for joint initiatives to support habitat restoration/ enhancement.
 16. Woodland management - advice and training on woodland management to owners of small woodlands (via Chiltern Woodlands Project); Ash die-back/ acute oak decline strategies - promote.
 17. Promote good land management practice – active promotion of uptake of new Countryside Stewardship scheme. Explore potential for payment as intermediary.
 18. Respond to planning applications and strategies; publish relevant position statements
 19. Buildings design award – organise and promote
 20. Development and management of National Trails - including implementation of marketing plan for Chilterns section of the Ridgeway
 21. Development and management of Walks and Rides section of website and other on-line information; Review Chilterns Country Routes
 22. Chilterns cycleway – review and promote route; improve where needed.
 23. Cycle Chilterns – project ends 2015 –develop and implement legacy plan.
 24. Enjoying the historic environment - website development and newsletter
 25. State of the Environment monitoring - annual report
9. The above is not comprehensive and as explained previously is likely to be subject to refinement once the review is completed.

Recommendation:

1. To note the content of the report and provide feedback on the main areas of work proposed.

Item 9 Treasury Management

Author: Chris Smith Finance Officer

Summary: A Treasury Management Strategy will be adopted and reviewed on an annual basis.

Purpose of Report: To present a draft Treasury Management Strategy for the Conservation Board for the approval of members.

Background :

1. In 2001 the Chartered Institute of Public Finance and Accountancy (CIPFA) published "Treasury Management in the Public Services: Code of Practice".
2. Public services have been taken to include those organisations which are, in terms of government expenditure classification, the public sector, together with certain other organisations which are materially reliant on government funding or subsidy, and/or have significant social, democratic or political influences on their activities.
3. In the case of local authorities the Code has a particular significance, since adoption of its recommendations satisfies the requirement for "proper practice" under the provisions of the Local Government and Housing Act 1989.
4. Whilst the same legal requirement does not apply to the Board the adoption of the good practice contained in the Code has been adopted as an appropriate step for the Board.
5. Treasury Management activity is defined in the document as:

"The management of the organisation's cash flows, its banking, money market and capital market transactions; the effective control of risks associated with those activities; and the pursuit of optimum performance consistent with those risks".
6. The Code recommends that the organisation should receive two reports each year on its Treasury Management activity – an annual strategy and plan in advance of the year, and an annual report after its close. The remainder of this paper comprises the first of those reports and covers policy and strategy for 2015-16.
7. The Board adopted a Treasury Management Strategy for the first time, in February 2008.

Treasury Management Policy

8. This is detailed in the attached Appendix 'A'.

Treasury Management Strategy

9. The overall objective is to balance risk against return. The avoidance of risk takes precedence over maximising returns. The strategy covers:

Managing the Day to Day Cash Position of the Board

The objective is to generate more funds to assist the Board's budget.

Borrowing

The Board has not, to date, found it necessary to borrow money as its cash flow has always been positive. In the event that this should change in the future an appropriate addition will be recommended to the strategy.

Lending (Investing)

At any one time the Board currently has available up to £600,000 to invest. This is a combination of reserves supplemented by positive cash flow i.e. grant income coming in before expenditure is incurred. Whilst the objective is to maximise returns, security of the investment is the overriding consideration in selecting the organisations with which the funds are invested.

Only those types of organisations approved by the Government are used and within this only those with the highest credit rating according to the Credit Rating Agency list are recommended. The credit ratings are monitored on a quarterly basis. If a rating did fall below the required level no further loans would be made and current investments would be withdrawn as soon as possible.

Current strategy is low risk and simple. All available funds are invested on the money market with HSBC (the Board's bankers) other UK clearing banks and major building societies.

All high street banks have separate departments where they "buy and sell" money – the "money market". This way of investing "spare" cash is only open to the larger investors and a minimum of £50,000 is needed. The money can be placed with the bank for different periods from 1 week to 1 year depending on the market situation and on the need for cash. The significant reduction in interest rates since the autumn of 2008 has resulted in the need to extend our investing

beyond HSBC. Bank of Scotland (HBOS) was approved for investment in December 2008 and Nationwide International in 2012.

Once the money is placed for an agreed period, the money cannot be accessed.

There are no significant risks associated with this category of investment.

Recommendations

- 1. To adopt the Treasury Management Strategy outlined in the report and the Treasury Management Policy Statement detailed in Appendix 'A'.**
- 2. To receive a report on the performance of the Treasury Management after the end of each financial year and to review its Treasury Management strategy before the start of each year.**

APPENDIX 'A'

CHILTERN'S CONSERVATION BOARD

Treasury Management Policy Statement

Scope

1. This statement covers the following activities which comprise the Treasury Management functions:-
 - short term lending;
 - capital financing other than borrowing, e.g. leasing;
 - overall cash resource management.

Treasury Management Policy and Objectives

2. This organisation defines its treasury management activities as:
"The management of the organisation's cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."
3. This organisation regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation.
4. This organisation acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving best value in treasury management, and to employing suitable performance measurement techniques, within the context of effective risk management."
5. All activities will be in accordance with the Board's Parliamentary Establishment Order.(Part II and Part IV)

Roles in Relation to Treasury Management

6. The Board (authority has been delegated to the Executive Committee) will agree the overall Treasury Management policy and the annual strategy. The Finance Officer will implement the strategy in accordance with the policy. If any short term variances are necessary they will be undertaken by the Finance Officer in liaison with the Chief

Officer, and reported to the next meeting of the Executive Committee. If necessary an extraordinary meeting would be called.

7. Other than for short term operational needs the Board requires the Secretary of State's permission to borrow funds. (Parliamentary Establishment Order Part IV Section 28). The approval of the full Board is needed to borrow funds.

Approved Sources and Methods of Borrowing/Financing

8. These are:-

- all banking institutions on the Bank of England's official list using loan instruments and other credit arrangements.

Approved Organisations for Lending

9. These are:-

<u>Institution</u>	<u>Maximum Loan £</u>	<u>Maximum Period of Loan</u>
Clearing Banks	500,000	364 days
Foreign Banks	nil	n/a
Other Banks	nil	n/a
Building Societies:		
Assets over £30bn	250,000	6 months
Assets over £20bn	100,000	6 months
Assets over £10bn	nil	n/a
Assets over £4bn	nil	n/a

Institutions within each category will only be used if their credit rating is satisfactory. The use of Building Societies will be dependent on the size of the asset base as well as the credit rating.

The above limits will not apply where they have been breached merely by the addition of accrued interest to a sum which when invested was within the limit.

Policy on Delegation

10. The Board's Financial Regulations delegate to the Finance Officer responsibility for implementation of all Treasury Management. The policies in this statement will be observed. However, if in exceptional circumstances, an urgent variation to the policy is required, it will be

approved by the Finance Officer and reported retrospectively to the Committee.

11. It is the Chief Officer's role to ensure all financial management observes the Board's financial regulations.

Reporting Arrangements

12. A review of the Treasury Management policy will be undertaken annually and a proposed strategy reported to the Committee for approval at the commencement of each financial year.
13. In addition there will be an annual report to the Committee covering transactions in the previous financial year.

Policy on External Managers

13. The current policy is not to employ external managers but to utilise the service of an external advisor if required.

Approved by the Chilterns Conservation Board Executive Committee

7. The current version appears on the following pages. Highest scores are classified as red risks, with lower scores classified as amber or green as appropriate.

Review of Risks

8. The highest risk remains the potential for future further funding cuts.
9. At its last meeting the Committee discussed the risks currently identified in the Register and concluded that some changes could be considered.
10. Firstly, under Section 2e, the risk of an ineffective Board could be added, together with the risk of project failure.
11. Secondly, to ensure that attention is focused on the more serious risks, some lesser ones could either be bundled or moved to a staff based process.

Recommendations:

1. **To review this version of the Risk Register.**
2. **To consider whether the risk process currently in use is fit for purpose, and whether changes should be made by the Committee or as part of the Board review procedure.**
2. **To note that the Register will be reviewed again at the next meeting of the Committee.**

	4 Very High	3 High	2 Medium	1 Low
4 DISASTER Significant service failure / total loss of public confidence / fatality / major financial crisis.	RED	RED	RED	AMBER
3 MAJOR Significant service disruption / serious public criticism / serious injury / large financial cost.	RED	RED	AMBER	GREEN
2 NOTICEABLE Some service delivery disruption / reduced public confidence / minor injury / unplanned financial cost.	RED	AMBER	AMBER	GREEN
1 MINIMAL Minor service delivery disruption / adverse public comment / no injury / low financial cost	AMBER	GREEN	GREEN	GREEN

No	Area	Description	Assessment – NO controls in place			Control Measures	Responsibility	Assessment – WITH controls in place		
			Likelihood	Impact	Score			Likelihood	Impact	Score
1. REPUTATION: Any action or inaction that could damage the profile and status of the Board										
1a	Reputation	Poor results from Audit Commission inspection leading to lack of credibility / loss of public confidence.	3	3	9	Robust Executive Committee, with regular reports from Section 151 Officer. Regular discussions at staff meetings. Internal audit.	Kath Daly Chris Smith	1	3	3
1b	Reputation	Loss of reputation due to member scandal / impropriety.	2	2	4	PR response	Chairman Kath Daly Claire Forrest	1	2	2

No	Area	Description	Assessment – NO controls in place			Control Measures	Responsibility	Assessment – WITH controls in place		
			Likelihood	Impact	Score			Likelihood	Impact	Score
1c	Reputation	Public conflict between Board and Defra leading to loss of reputation.	1	3	3	Regular liaison at Chairman and Chief Officer level.	Chairman Kath Daly	1	3	3
1d	Reputation	Failure to ensure environmental sustainability of the Board's operations, in particular failure to reduce carbon emissions.	2	2	4	Carbon emissions target set. Action programme in place. Regular monitoring Solar panels installed.	Kath Daly Colin White	1	2	2
2. PERFORMANCE: Failure to establish appropriate frameworks to deliver the required standards										
2a	Performance	Lack of focus on strategy.	3	3	9	Regular discussions at Board and Executive Committee. Business Plan.	Executive Committee Chairman	1	3	3

No	Area	Description	Assessment – NO controls in place			Control Measures	Responsibility	Assessment – WITH controls in place		
			Likelihood	Impact	Score			Likelihood	Impact	Score
						Production of 5 year Management Plan.	Kath Daly			
2b	Performance	Ineffective working relationship with Defra and/or partners (local authorities, National trust, etc.)	2	3	6	Regular liaison at Chairman and Chief Officer level.	Chairman Kath Daly	1	3	3
2c	Performance	Poor report from Audit Commission.	2	2	4	Implementation of Audit Commission recommendations.	Chris Smith Kath Daly	1	2	2
2d	Performance	Inadequate staff capacity - turnover, lack of training, inability to recruit. Retirement of Chief	3	3	9	Training programmes. Support from Service Level Agreements (Legal Services). Recruitment Panel	Kath Daly Sally Charman	2	3	6

No	Area	Description	Assessment – NO controls in place			Control Measures	Responsibility	Assessment – WITH controls in place		
			Likelihood	Impact	Score			Likelihood	Impact	Score
		Officer				formed with HR support. Recruitment plan in place. Chief Officer role to be reviewed Interim arrangements are being put in place with additional input from Chairman, Finance Officer and members of the Recruitment panel Handover from retiring Chief Officer				

No	Area	Description	Assessment – NO controls in place			Control Measures	Responsibility	Assessment – WITH controls in place		
			Likelihood	Impact	Score			Likelihood	Impact	Score
2e	Performance	<p>Ineffective staff – disproportionate amount of time spent on management rather than project or technical tasks.</p> <p>Reduction in morale due to funding cuts.</p> <p>Ineffective Board</p> <p>Failure to deliver projects</p>	3	3	9	<p>Staff appraisals.</p> <p>Staff meetings.</p> <p>Staff feedback.</p> <p>Training programmes.</p> <p>Support negotiated from local authorities / commercial providers in the event of loss of key personnel.</p> <p>Additional leave in lieu of salary increases.</p>	<p>Kath Daly</p> <p>Sally Charman</p>	1	3	3
2f	Performance	Major failure of IT Systems	2	4	8	<p>Contract with IT maintenance engineer.</p> <p>Programme of</p>	<p>Kath Daly</p> <p>Donna Webb</p>	1	3	3

No	Area	Description	Assessment – NO controls in place			Control Measures	Responsibility	Assessment – WITH controls in place		
			Likelihood	Impact	Score			Likelihood	Impact	Score
					8	replacement to keep hardware & software up to date. Effective back up system.				3
2g	Performance	Failure or dangerous malfunction of electrical equipment.	2	2	4	Annual check for all electrical equipment.	Claire Forrest Donna Webb	1	2	2
2h	Performance	Failure to ensure business continuity in the event of significant incident.	2	4	8	Business Continuity Plan.	Kath Daly	1	3	3
3. FINANCIAL: Weaknesses of planning, control and monitoring										
3a	Financial	Lack of resources due to Defra and local			8	Detailed scrutiny of planned spending and	Executive			3

No	Area	Description	Assessment – NO controls in place			Control Measures	Responsibility	Assessment – WITH controls in place		
			Likelihood	Impact	Score			Likelihood	Impact	Score
		<p>authority grant allocations.</p> <p>Reductions in reserves.</p> <p>Accelerated reduction in Defra grant for 2014-15.</p>	4	4	16	<p>income generation.</p> <p>Seek longer term funding agreements with Defra and local authorities.</p> <p>Budget Realignment from 2013-14. Report to Executive Committee September 2013 resulted in the establishment of a sub-committee. Medium term forecast updated.</p> <p>Effective management of reserves, including maintenance of minimum operational reserve.</p>	<p>Committee</p> <p>Kath Daly</p> <p>Chris Smith</p>	2	3	6

No	Area	Description	Assessment – NO controls in place			Control Measures	Responsibility	Assessment – WITH controls in place		
			Likelihood	Impact	Score			Likelihood	Impact	Score
					9					3
3b	Financial	Poor planning, control and monitoring	3	3	9	Preparation of medium term financial plan. Detailed scrutiny of proposed annual budget to match costs with resources. Provide adequate resources for the repair and renewal of assets. Review budget monitoring reports on a regular basis. Ensure that a reserves policy is established and reviewed annually. Budget Realignment	Executive Committee Kath Daly Chris Smith	1	3	3

No	Area	Description	Assessment – NO controls in place			Control Measures	Responsibility	Assessment – WITH controls in place		
			Likelihood	Impact	Score			Likelihood	Impact	Score
						from 2013-14 and new budget structure from 2014-15.				
3c	Financial	Failure to pay salaries and allowances to staff and members.	2	3	9	Sage payroll operated in-house. Both Finance Officer and Administration Officer conversant with procedures.	Chris Smith Donna Webb	1	3	3
3d	Financial	Failure to manage cash flow effectively.	3	3	9	Production of Treasury Management Policy. Production of cash flow	Chris Smith Kath Daly	1	3	3

No	Area	Description	Assessment – NO controls in place			Control Measures	Responsibility	Assessment – WITH controls in place		
			Likelihood	Impact	Score			Likelihood	Impact	Score
					6	forecasts Expenditure controls.				3
4. STATUTORY: Failure to meet legal requirements of any sort										
4a	Statutory	Failure to comply with legal obligations, leading to action resulting in loss of reputation.	2	3	6	Appointment of Section 151 Officer. Health and safety Policy. Appointment of Monitoring Officer.	Kath Daly Chris Smith Monitoring Officer	1	3	3
5. GOVERNANCE: Failure to operate as an effective and efficient body										
5a	Governance	Failure to comply with corporate governance			6	Standing Orders	Kath Daly			3

No	Area	Description	Assessment – NO controls in place			Control Measures	Responsibility	Assessment – WITH controls in place		
			Likelihood	Impact	Score			Likelihood	Impact	Score
		requirements (eg legal obligations, diversity agenda, health and safety requirements.	2	2	4	Regulations Codes of Conduct Training & advice Appointment of Monitoring Officer.	Bucks CC Sally Charman	1	2	2
5b	Governance	Lack of control over appointment and competence of externally appointed Board members.	2	1	2	DEFRA selection process Guidance to Parish Councils	DEFRA	1	1	1
5c	Governance	Failure to provide adequate level of HR support to staff.	2	3	6	Appointment of HR consultant.	Kath Daly Sally Charman	1	3	3

No	Area	Description	Assessment – NO controls in place			Control Measures	Responsibility	Assessment – WITH controls in place		
			Likelihood	Impact	Score			Likelihood	Impact	Score
5d	Governance	Failure to combat financial mismanagement, fraud, theft.	2	4	8	Appointment of internal audit service. Appointment of Section 151 Officer	Executive Committee Kath Daly Chris Smith	1	3	3
5e	Governance	Failure to ensure public and staff safety at external events.	3	4	12	Risk assessment undertaken for all events. Public liability insurance in place.	Kath Daly Cathy Rose et al	1	4	4

Item 11 **Management Review**

Authors: Ian Reay (Chairman)
 Kath Daly (Acting Chief Officer)

Summary: A review of the Board's management structure and modus operandi is currently underway, overseen by a sub-group of the Executive Committee with the support of the Acting Chief Officer.

The purpose of the review is to help ensure that the Board fulfils its statutory purposes effectively over the next 5 years (and longer).

This report provides an update of progress, and a brief report of key themes emerging from the work carried out to date. This has included two workshops held in January and February (one with Board Members, one with staff); and a 'fact-finding' visit to the Cotswolds Conservation Board.

The report also provides an overview of work still to be undertaken, in particular regarding stakeholder views; source and application of funds; and governance.

Purpose: To update members on progress in carrying out the review and the emerging themes.

Background

1. The Terms of Reference for a review of the Board's management structure and operation were agreed in principle at the meeting of the Executive Committee on 10th December 2014 and subsequently refined and finalised by the review working group on 18th December 2014.
2. The aim is to complete the significant elements of the review by June 2015, with an interim report from to the Board in March 2015 and a final report with conclusions and recommendations to the Board in June.
3. Four main objectives of the review are set out in the Terms of Reference (see appendix 1). The intention is to give priority to the first two objectives over the period January – April and to focus on the remaining two objectives from April – June 2015.
4. It is to be expected that amongst the recommendations of the review will be identification of further work to be carried out over a longer time frame.

5. The working group members are: Ian Reay, Gill Gowing, Wendy Jordan, Ray Payne, Jeremy Ryman, Helen Tuffs and Alan Walters. The group has met on 3 occasions to date.
6. The review is being led by the review working group and Acting Chief Officer and it is felt to be essential that the review incorporates the perspectives of Board members, staff and stakeholders.

Board member and staff workshops

7. As part of this process, a Board member workshop was held on January 29th immediately following the January Board meeting and a similar workshop held with the staff team on February 12th 2015.
8. The purpose of the workshops was to invite views and perspectives from Board members and staff on the following:
 - 1) Capacity, skills and resources for achieving the Board's priorities.
 - 2) Processes for setting Business Plan priorities.
 - 3) Relations with key stakeholders – and any gaps/ priorities for improvement.
9. The workshops gave staff and Board members the opportunity to voice opinions and thoughts on each of the above topic, to help inform the remainder of the review process.
10. The workshops were led and facilitated by Nicola Thomas, a self-employed consultant, who will provide a brief report on each workshop to the review working group.

Emerging themes

11. **Both workshops (staff and Board member)** identified the following as key issues:
 - a. **The need for the Board to be more strategic and prioritise its work more**, with a clearer link between the objectives of the AONB management plan, the Board's Business Plan and the work programme.
 - b. **Concerns over future financial resources** – this along with possible diversification of the funding base will be explored in more detail later in the Management Review.
 - c. **The need to work more closely with under-represented sectors of the community** for example young people and urban populations.

- d. **The need to increase the visibility of the Board and its work.**
 - e. **Strengthening links with key stakeholders** including local authorities (particularly members), landowners, the Chiltern Society and Defra.
12. Other issues raised by **both staff and Board members** were the need to:
- f. Make better use **of the skills and networks of Board members.**
 - g. Pay more regard to **long term outcomes and measures of success.**
The need to prioritise quality over quantity.
 - h. **Strengthen links with various sectors including education and research; health and well-being; business.**

Both workshops recognised the **skills, capabilities, flexibility and stability of the staff team** as an important strength of the Board.

13. Staff also highlighted that the AONB's **proximity and accessibility to London** was a distinct opportunity which warranted further consideration, including better promotion to potential visitors. Also that whilst development posed a threat it also posed an opportunity - to galvanise support, action and awareness of the AONB, and potentially through developer contributions.
14. Board members put more emphasis on possible changes to the governance structure of the Board and ongoing training/ support of Board members to allow them to make better use of their skills and contacts in support of the work of the Board.
15. The above is not intended to be a comprehensive list of issues raised - a copy of the both workshop reports will be available shortly.
16. The workshops provided a very useful snap-shot of views and perspectives which will feed into the considerations of the working group as it draws up its report and recommendations to the March Board meeting.
17. As anticipated, both workshops highlighted a number of gaps in knowledge and understanding amongst Board members and staff members regarding how the Board currently operates. In themselves these gaps are interesting and raise other issues.

Visit to Cotswolds Conservation Board 10th February

18. As the Cotswolds and the Chilterns are the only Conservation Boards in the country the review working group felt a 'fact-finding' mission to the Cotswolds would be instructive as part of the review process.
19. The 'meeting of the Boards' took place at the Cotswolds Conservation Board offices in Northleach on 10th February. In attendance from the Chilterns were

Ian Reay, Helen Tuffs, Ray Payne, Jeremy Ryman and Wendy Jordan along with the Acting Chief Officer and Planning Officer.

20. The discussion was wide ranging including:

- Organisational structure
- Role and involvement of Board Members
- Board profile and branding
- Funding model
- Friends of the Cotswolds
- Position of the Boards within the Protected Landscape family.

21. Particular points of interest included:

- Work in the Cotswolds to demonstrate the AONB's contribution to economic growth, and efforts to engage with the Local Economic Partnerships – with mixed results. The LEPs have an interest in improving skills which we may be able to link with.
- The Cotswold's committee structure and high level of involvement of Board members in committees (32 out of 37 members actively involved).
- The importance of clear branding and logo.
- Health and well-being agenda – difficulties of engagement. There ought to be a strong incentive to engage with AONBs on this, but so far there is little evidence that Las are doing so.
- Income generation – sponsorship (e.g. First Great Western); visitor giving; long term investment in café/ visitor facility; rural skills.
- Relationships between protected landscapes and London/ other city regions.
- Joint Board initiatives e.g. on LEP engagement, health and well-being and funding.

22. It was felt that there was potential benefit in closer joint working between the two Boards on a number of issues (e.g. engaging with the growth and health and well-being agendas).

Next steps

24. Further work is planned regarding stakeholder relationships, including a survey of the stakeholder perspectives.

25. The review working group meets in mid- March to consider the emerging issues from the work to date, to prepare interim recommendations to the Board and to start to plan the approach to the next phase of the review which will look at the source and application of funds in more detail and will assess

the extent to which the Board complies with the principles of good governance.

Recommendation

- 1. To note the progress of the Review to date and provide feedback on the emerging themes.**

Item 12 HS2 - update on Chilterns Long Tunnel proposal

Authors: Ray Payne Board Member
 Kath Daly Acting Chief Officer

Summary: A final draft report has been prepared regarding the Chilterns Long Tunnel (CLT) proposal. The report concludes that the CLT would have far less impact on the Government's Proposed Scheme or the previous 'Green route' proposal. Ray Payne will provide a presentation of the key points at the meeting.

Purpose of Paper To update the committee on progress in the development of the Chilterns Long Tunnel proposal and seek approval of the approach proposed.

Background

1. In February 2014 Chiltern District Council (CDC) commissioned Peter Brett Associates (PBA) to produce a report on a full length bored tunnel through the AONB. The report was intended to provide the basis for petitioning the Select Committee.
2. The resulting report *High Speed Rail in the Chilterns: Feasibility Study of Alternative Tunnelling Options (PBA, April 2014)* provided a technical evaluation of several alternative tunnel alignments all within 3km either side of the government's Proposed Scheme.
3. The report advocated one of these alignments – known as the Green Route – to be the preferred option, on the basis that it satisfied the purposes of the report better than other alternatives considered.
4. A major determining factor in the route alignment considered as part of the April 2014 work was the EU safety requirement regarding an intervention gap open to air on all tunnels over 20km in length.
5. This requirement is now being changed and a Draft EU Commission Regulation has been published which has a number of features of relevance to the proposed tunnel.
6. The new draft Regulation does not require any UK enabling legislation to give it effect.
7. The direct result of the publication of the draft EU Regulation was to compel CDC to commission another study. The report (*High Speed Rail in the Chilterns: Feasibility Study of an Alternative Tunnelling Option (PBA January 2015)*) has now been completed, and has identified an alternative route – referred to as the Chilterns Long Tunnel (CLT).

8. The study concluded that the CLT would comply with the new draft EU Regulation and have far less impact on the Misbourne Valley than either the Green Route or the government's Proposed Scheme. The report also concludes that the CLT would be better operationally.
9. The other work streams which the statutory partners have commissioned are:
 - Work Package A: Chilterns Long Tunnel;
 - Work Package B: Analysis of Risk;
 - Work Package C; Environmental Assessment;
 - Work Package D: Proofs of Evidence;
 - Work Package E: Economic Evolution for CDC; and
 - Work Package F: Second Edition of the Non-Market Effects Report
10. Packages A, B and C have now been completed and a draft final report has been prepared.
11. Ray Payne, representing the Board, has contributed considerable time in kind to prepare the brief and manage and support the development of this work. He has also acted as advisor to CDC on the technical aspects of this work.
12. Ray Payne will make a presentation to the committee regarding the proposals within the draft final report (work packages A, B and C), outlining the key elements of the proposal and seeking the committee's approval of the approach proposed within the report.

Recommendation

1. To note the proposals and provide feedback.
2. To approve the proposed approach