

A meeting of the **OVERVIEW AND SCRUTINY PANEL (ECONOMIC WELL-BEING)** will be held in **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29** on **THURSDAY, 8 OCTOBER 2015** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 5 - 8)

To approve as a correct record the Minutes of the meeting held on 3 September 2015.

L Berridge 388026

2. MEMBER'S INTERESTS

To receive from Members declarations as to disclosable pecuniary and other interests in relations to any agenda item.

L Berridge 388026

3. NOTICE OF KEY EXECUTIVE DECISIONS (Pages 9 - 12)

A copy of the current Notice of Key Executive Decisions is attached. Members are invited to note the Plan and to comment as appropriate on any items as contained therein.

**Democratic Services
388015**

4. PROJECT MANAGEMENT SELECT COMMITTEE - 6 MONTH REVIEW (Pages 13 - 16)

The Programme and Projects Manager will present a six month update report on the Project Management Select Committee to the Panel.

L Lock 388086

5. SHARED SERVICES UPDATE

The Corporate Director for Services will make a presentation to the Panel, providing an update on Shared Services.

J Slatter 388103

6. WORKPLAN STUDIES (Pages 17 - 20)

To consider the Work Programmes of the Social and Environmental Well-Being Overview and Scrutiny Panels.

L Berridge 388026

7. OVERVIEW AND SCRUTINY PROGRESS (Pages 21 - 24)

To consider a report on the Panel's activities.

L Berridge 388026

8. SCRUTINY (Pages 25 - 38)

To scrutinise decisions taken since the last meeting as set out in the

Democratic

Decision Digest and to raise any other matters for scrutiny that sit within the remit of the Panel.

Services 388015

Dated this 30 day of September 2015



Head of Paid Service

Notes

1. Disclosable Pecuniary Interests

- (1) *Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.*
- (2) *A Member has a disclosable pecuniary interest if it -*
 - (a) *relates to you, or*
 - (b) *is an interest of -*
 - (i) *your spouse or civil partner; or*
 - (ii) *a person with whom you are living as husband and wife; or*
 - (iii) *a person with whom you are living as if you were civil partners*

and you are aware that the other person has the interest.
- (3) *Disclosable pecuniary interests includes -*
 - (a) *any employment or profession carried out for profit or gain;*
 - (b) *any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);*
 - (c) *any current contracts with the Council;*
 - (d) *any beneficial interest in land/property within the Council's area;*
 - (e) *any licence for a month or longer to occupy land in the Council's area;*
 - (f) *any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or*
 - (g) *a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.*

Non-Statutory Disclosable Interests

- (4) *If a Member has a non-statutory disclosable interest then you are required to declare that interest, but may remain to discuss and vote providing you do not breach the overall Nolan principles.*
- (5) *A Member has a non-statutory disclosable interest where -*
 - (a) *a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or*
 - (b) *it relates to or is likely to affect a disclosable pecuniary interest, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association, or*
 - (c) *it relates to or is likely to affect any body –*
 - (i) *exercising functions of a public nature; or*

- (ii) directed to charitable purposes; or
- (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a Member or in a position of control or management.

and that interest is not a disclosable pecuniary interest.

2. Filming, Photography and Recording at Council Meetings

The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening at meetings. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and available via the following link [filming,photography-and-recording-at-council-meetings.pdf](#) or on request from the Democratic Services Team. The Council understands that some members of the public attending its meetings may not wish to be filmed. The Chairman of the meeting will facilitate this preference by ensuring that any such request not to be recorded is respected.

Please contact Ms Lucie Berridge,Scrutiny Officer, Tel No. 01480 388026/e-mail Lucie.Berridge@huntingdonshire.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.

Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.

Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.

Agenda and enclosures can be viewed on the District Council's website – www.huntingdonshire.gov.uk (under Councils and Democracy).

If you would like a translation of Agenda/Minutes/Reports or would like a large text version or an audio version please contact the Elections & Democratic Services Manager and we will try to accommodate your needs.

Emergency Procedure

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.

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HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (ECONOMIC WELL-BEING) held in Civic Suite 0.1A, Pathfinder House, St Mary's Street, Huntingdon, PE29 on Thursday, 3 September 2015.

PRESENT: Councillor G J Bull – Chairman.

Councillors T D Alban, E R Butler,
Mrs A D Curtis, R S Farrer, B Hyland,
M F Shellens and J E White.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors P L E Bucknell, L George, D Harty and J M Palmer.

IN ATTENDANCE: C Mason, J Slatter, A Dobbyne, Councillor D Tysoe, Councillors J Gray, R Howe, and R Harrison.

129. MINUTES

The Minutes of the meeting of the Panel held on 9 July 2015 were approved as a correct record and signed by the Chairman.

130. MEMBER'S INTERESTS

There were no declarations of interest received from those Members that were present.

131. NOTICE OF KEY EXECUTIVE DECISIONS

The Panel received and noted the current Notice of Key Executive Decisions (a copy of which is appended in the Minute Book) which has been prepared by the Executive Leader for the period 1 September to 31 December 2015.

132. INTEGRATED PERFORMANCE MONITORING (QUARTER 1)

The Executive Leader of the Council introduced the Integrated Performance Monitoring (Quarter 1) report to the Panel, emphasising the achievements made which have contributed to Huntingdonshire District Council being one of the best placed Councils financially in the Cambridgeshire and Peterborough area.

The Chairman of the Panel led the discussion by congratulating those involved in the report on the presentation of the information and the improvements that have been made.

The Panel were informed that the success of projects and events (which are analysed in Appendix B) will be measured by attendance and feedback. In the future the Council will be cutting back on this

type of scheme and will work alongside other agencies collaboratively to make such events more targeted, and they will continue as long as there is some value and that it is contributing to the local economy.

Councillors queried whether the decline in employee expenditure for One Leisure is a permanent reduction and whether that leaves the group short staffed. Councillor Robin Howe, The Executive Member for Commercial Activities, explained that the reduction in staff levels and operational costs will continue. In terms of staffing, the majority of the savings have come from management restructure, rather than reducing the number of staff.

It was confirmed to the Panel that reductions in wage costs will be impacted minimally by further minimum wage increases and that the appetite for change within the Council means that One Leisure aim to be as competitive as possible.

In response to a question about business rate collection, the Executive Councillor for Resources stated that the Council was capable of achieving the target by the end of the year.

It was confirmed that income from the sale of land on St Mary's Street would be invested through the Commercial Investment Strategy in order to generate additional revenue for the Council

The Panel recommended the report in full to Cabinet.

133. COMMERCIAL INVESTMENT STRATEGY

Councillor Jonathan Gray, the Executive Councillor for Resources, introduced the Commercial Investment Strategy report to the Panel. The report sets out the high level strategic approach taken in terms of investments, the approach to risk and a balance in the Council's portfolio. The Panel were informed that the information will be broken down further and that a Business Plan will follow on from this report.

It was explained that the investments the Council have at the moment are both high tough and high risk; diversification will reduce the risk and in the process will allow the Council to find other ways of delivering services rather than cutting them.

In terms of locality in future investments, the Panel heard that the location of potential property investments is not restricted to Huntingdonshire. Diversification of investments is important and allows the Council to expand the commercial portfolio. The Council consider this to be investing in the UK economy and there will be no overseas element.

Subject to Cabinet agreeing that a quarterly report on CIS performance be submitted to Overview and Scrutiny, the Panel has endorsed the recommendations for Cabinet to approve the Commercial Investment Strategy and the "enhanced as is" model of governance arrangements set out in the report.

134. ZERO BASED BUDGETING

The Zero Based Budgeting (ZBB) Report was presented to the Panel by Jonathan Gray, the Executive Councillor for Resources. Councillor Gray provided a brief background to explain the basics of ZBB to the Panel, informing Members that the process has been broken down into three different strands (Tranches). By the conclusion of Tranche 3 in November 2015, all services will have been subject to the detailed ZBB process.

The Head of Resources, Clive Mason, referred the Panel to Appendix 1 of the report, which lists the projects that Heads of Service presented to the 'Star Chamber'. The Appendix lists a range of innovative projects such as:

- Relocation of the Call Centre;
- 'One Stop Shop' multi-agency customer service' hub and
- procurement of IT systems

The Panel were informed that Officers have endeavoured to create progressive plans to deliver savings. There is more work to do to identify savings but the Council is moving in the right direction.

The Chairman of the Panel took this opportunity to acknowledge that work completed, and congratulated those staff members involved for being part of the ZBB.

Panel members queried the reductions in repairs and maintenance and were advised that these charges will now be payable by tenants as the additional charges currently in the terms and conditions, which should yield an income rather than a reduction in expenditure. The transformation work will deliver better outcomes for less money, making the Council more effective.

The Panel were informed that consultancy costs in Planning Services would be reduced through a wider range of expertise as a result of sharing services.

135. IMPLEMENTATION OF AUDIT ACTIONS

The Panel have endorsed the contents of a report on the implementation of outstanding audit actions prior to its consideration by Cabinet and has questioned the need for Overview and Scrutiny to consider this matter in future.

136. LANGLEY COURT - LOAN TO LUMINUS

The report was introduced to the Panel by the Executive Councillor for Resources, Jonathan Gray. The Panel were informed that the report proposes the transfer of a piece of land to Luminus to enable the redevelopment of Langley Court to proceed and updates Members on the terms of a loan to Luminus.

The Executive Leader added that when considering the corporate

objectives, the housing needs assessment has been the driver in this project, as there is a clear need in the area for additional care facilities. It was explained that as adult social care becomes a wider issue, the Council need to work with strategic partners to deliver solutions. The fundamental need is the driver behind the loan, rather than commercial interest or need.

The Chairman commented that the decision to complete this plan has been long awaited, and the Panel were in agreement that those recommendations included in the report should be approved.

137. WORKPLAN STUDIES

The Panel received and noted a report (a copy of which is appended in the Minute Book) which contained details of studies being undertaken by the Overview and Scrutiny Panels for Social Well-Being and Environmental Well-Being.

138. OVERVIEW AND SCRUTINY PROGRESS

With the aid of a report (a copy of which is appended in the Minute Book) the Panel reviewed the progress of its activities since the last meeting.

139. SCRUTINY

The 157th Edition of the Decision Digest was received and noted.

Chairman

NOTICE OF KEY EXECUTIVE DECISIONS INCLUDING THOSE TO BE CONSIDERED IN PRIVATE

Prepared by Councillor J D Ablewhite
Date of Publication: 23 September 2015
For Period: 1 October 2015 to 31 January 2016

Membership of the Cabinet is as follows:-

Councillor J D Ablewhite	- Executive Leader of the Council	3 Pettis Road St. Ives Huntingdon PE27 6SR Tel: 01480 466941 E-mail: Jason.Ablewhite@huntingdonshire.gov.uk
Councillor R C Carter	- Executive Councillor for Operations & Environment	5 The Paddock Bluntisham Huntingdon PE28 3NR Tel: 07986 325637 E-mail: Robin.Carter@huntingdonshire.gov.uk
Councillor S Cawley	- Executive Councillor for Organisational Change & Development	6 Levers Water Huntingdon PE29 6TH Tel: 01480 435188 E-mail: Stephen.Cawley@huntingdonshire.gov.uk
Councillor D B Dew	- Executive Councillor for Strategic Planning & Housing	4 Weir Road Hemingford Grey Huntingdon PE28 9EH Tel: 01480 469814 E-mail: Douglas.Dew@huntingdonshire.gov.uk

Councillor J A Gray - Executive Councillor for Resources	Vine Cottage 2 Station Row Catworth Huntingdon PE28 0PE Tel: 01480 861941 E-mail: Jonathan.Gray@huntingdonshire.gov.uk
Councillor R Harrison - Executive Councillor for Strategic Economic Development & Legal	55 Bushmead Road Eaton Socon St Neots PE19 8GC Tel: 01480 406664 Email: Roger.Harrison@huntingdonshire.gov.uk
Councillor R Howe - Deputy Executive Leader of the Council with responsibility for Commercial Activities	The Old Barn High Street Upwood Huntingdon PE26 2QE Tel: 01487 814393 E-mail: Robin.Howe@huntingdonshire.gov.uk
10 Councillor D M Tysoe - Executive Councillor for Customer Services	Grove Cottage Maltings Lane Ellington Huntingdon PE28 OAA Tel: 01480 388310 E-mail: Darren.Tysoe@huntingdonshire.gov.uk

Notice is hereby given of:

- Key decisions that will be taken by the Cabinet (or other decision maker)
- Confidential or exempt executive decisions that will be taken in a meeting from which the public will be excluded (for whole or part).

A notice/agenda together with reports and supporting documents for each meeting will be published at least five working days before the date of the meeting. In order to enquire about the availability of documents and subject to any restrictions on their disclosure, copies may be requested by contacting the Democratic Services Team on 01480 388169 or E-mail Democratic.Services@huntingdonshire.gov.uk. Agendas may be accessed electronically at www.huntingdonshire.gov.uk.

Formal notice is hereby given under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that, where indicated part of the meetings listed in this notice will be held in private because the agenda and reports for the meeting will contain confidential or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. See the relevant paragraphs below.

Any person who wishes to make representations to the decision maker about a decision which is to be made or wishes to object to an item being considered in private may do so by emailing Democratic.Services@huntingdonshire.gov.uk or by contacting the Democratic Services Team. If representations are received at least eight working days before the date of the meeting, they will be published with the agenda together with a statement of the District Council's response. Any representations received after this time will be verbally reported and considered at the meeting.

Paragraphs of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) (Reason for the report to be considered in private)

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

Huntingdonshire District Council
 Pathfinder House
 St Mary's Street
 Huntingdon PE29 3TN.

Notes:- (i) Additions changes from the previous Forward Plan are annotated ***
 (ii) Part II confidential items which will be considered in private are annotated ## and shown in italic.

 Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Commercial Investment Strategy Business Plan ***	Cabinet	22 Oct 2015		Ms Julie Slatter, Corporate Director (Services) Tel No. 01480 388301 email: Julie.Slatter@huntingdonshire.gov.uk		J Gray	Economic Well-Being
Statement of Licensing Policy	Cabinet	19 Nov 2015		Christine Allison, Licensing Manager Tel No. 01480 388010 email: Christine.Allison@huntingdonshire.gov.uk		R Harrison	Social Well-Being
Gambling Act 2005 Statement of Principles	Cabinet	19 Nov 2015		Christine Allison, Licensing Manager Tel No. 01480 388010 email: Christine.Allison@huntingdonshire.gov.uk		R Harrison	Social Well-Being

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Housing Register Lettings Policy Amendment	Cabinet	19 Nov 2015		Jon Collen, Housing Needs and Resources Manager Tel No. 01480 388220 or email: Jon.Collen@huntingdonshire.gov.uk		D Tysoe	Social Well-Being
Huntingdonshire Infrastructure Business Plan ***	Cabinet	19 Nov 2015		Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 email: Paul.Bland@huntingdonshire.gov.uk		D Dew	Environmental Well-Being
Approval of Council Tax Base	COMT (Chief Officers Management Team)	1 Dec 2015		Ian Sims, Local Taxation Manager, Local Taxation Manager Tel No. 01480 388138 or email Ian.Sims@huntingdonshire.gov.uk		J Gray	Economic Well-Being
Home Improvement Agency - Annual Report ***	Cabinet	10 Dec 2015		Jo Emmerton, Housing Strategy Manager Tel No. 01480 388203 or email: Jo.Emmerton@huntingdonshire.gov.uk		D B Dew	Social Well-Being
Fraud Prosecution Policy ***	Cabinet	10 Dec 2015		Amanda Burns, Benefits Manager, Benefits Manager Tel No. 01480 388122 email: Amanda.Burns@huntingdonshire.gov.uk		D Tysoe	Economic Well-Being

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Project Management Select Committee – Six Month Review
Meeting/Date: O&S Economic Well-being, 8 October 2015
Executive Portfolio: Executive Leader and Executive Councillor for Resources
Report by: Programme and Project Manager
Ward(s) affected: All

Executive Summary:

In February 2015 a Select Committee was held to look at project management at HDC and the governance systems in place.

This report is a six month review, as requested by Scrutiny, on the In-Cab Technology project and other projects at delivery stage.

The In-Cab Technology project is currently on hold until a review of the core processes and systems of the Waste Service has been completed.

12 other projects at delivery stage have been reviewed and the Programme and Project Manager considers whilst progress has been made, further work is still required.

A further review by the Project Management Select Committee will be scheduled for April 2016.

Recommendation(s):

To note the report.

1. PURPOSE

2. BACKGROUND

- 2.1 The Select Committee was held on 17 February 2015 and involved looking back at past projects (Huntingdon Multi-Storey Car Park and the redevelopment of One Leisure St Ives), a demonstration of the Council's project management tools and three workshop sessions each focussed on different project phases. Members were also given a range of information on how projects should be managed and access to details of current and past projects.
- 2.2 Throughout the day, a range of issues were discussed and a number of recommendations were proposed. In summary, the Chairman considered that the Select Committee was able to offer reassurance to the Council on the general direction of the new management team with regards to project management.
- 2.3 The recommendations of the committee were agreed by Cabinet on 23 April 2015. The recommendations relating to project management are as follows:
1. Project management guidance be amended to require original Business Cases to be kept live and linked from the definition section of the Project Initiation Document (PID);
 2. a session with the Programme and Projects Manager be arranged to explain the purpose of this new role and what it will achieve;
 3. project updates be included in the quarterly performance reports to Overview and Scrutiny Panels;
 4. a review by the Overview & Scrutiny (Economic Well-Being) Panel be arranged for 6 months' time to review steps followed in delivering the In-Cab Technology project and other projects currently in the delivery stage, including their procurement processes, and to assess how well the highlight reports for these projects are working, and;
 5. a review by Members of the Project Management Select Committee be arranged for 12 months' time to review financial reporting on projects and the post-delivery stage.

Recommendations one, two and three have been completed. This report is to comply with recommendation four. The final recommendation will be completed in April 2016.

3. IN-CAB TECHNOLOGY

- 3.1 The In-Cab Technology project is currently on hold until a review of the core processes and systems of the Waste Service has been completed. These processes are being re-written and the core line of business system for the Waste Service, the Operations Database needs to be replaced as a priority as it is now an unsupported system.

This database contains all the detail of the collection services, property details, bins and routing and rounding schedules. It drives the daily work sheets produced and specific work requirements for individual crews. It is linked to the Council Land and Property Gazetteer but the replacement system also needs to be linked into the Council's CRM system and the In-Cab technology. This will give the capacity to deal with customer issues in live time through the Call Centre. Therefore the procurement of the In-Cab Technology has been paused to allow the new line of business systems to be identified to ensure that this fundamental connectivity is achieved. This is not a radical approach but all the high

performing waste services operate on this basis. The formal procurement of the In-Cab Technology will now commence in early 2016.

4. PROJECTS CURRENTLY IN THE DELIVERY STAGE

- 4.1 In September 2015, 28 projects were reported to the three Overview and Scrutiny Panels, each panel receiving a report showing the projects that aligned with their corporate priority as well as Cabinet.
- 4.2 Of these 28 projects, 11 were pending approval and are therefore not at delivery stage. One is pending closure with nine classified as green, four were amber and three were red using RAG status measurement.
- 4.3 Of the 16 currently being delivered, one is the responsibility of the County Council (Loves Farm Community Building) and the documentation is only on issues relevant to HDC. Three relate to Shared Services and are only used for sharing documents with impacted members of staff.
- 4.4 Of the remaining 12 these have all been looked at to see how procurement and Highlight Reports are working.
- 4.5 Of the projects involving procurement, there is evidence of the process available on the sites, although in some cases signed Single Tender Agreements are not on the project site. These agreements are held by Procurement.
- 4.6 Highlight reports provide Project Boards with an update on progress and issues, as well as potential problems or areas where assistance is required. The use of highlight reports is limited with some using them well and others using meeting documents to provide similar information. There are still some sites with no documentation on the site, section five of this report covers plans in place to ensure sites are complete and up to date.
- 4.7 The highest profile project currently being delivered is the new HDC website. A presentation of the governance arrangements of the website project will be given to the Overview and Scrutiny Panel at the October meeting. The governance of this project is of an especially high standard and is being used as a good practice example for other project managers.

5. PROJECT MANAGEMENT GOVERNANCE OVER THE LAST SIX MONTHS

- 5.1 Over the last six months there have been several changes in the governance arrangements for projects.
- 5.2 Capital Programme administration is now managed by the Programme Office. In order for the Capital expenditure provisionally approved by Cabinet to be released it is necessary to get approval from the Finance Governance Board and in most cases the relevant Executive Councillor. Once approval has been given, the Project Management Governance Board take over monitoring all capital expenditure that has been classified as a project. All Capital bids now have a SharePoint site.
- 5.3 All projects are reported quarterly to Corporate Management Team followed by the relevant Overview and Scrutiny Panel before being presented to Cabinet. This report includes an assessment of the SharePoint project site and progress of the project. It contains a RAG status given by the Programme Office to reflect both the progress of the project and the completeness of the project site.

- 5.4 Now the reporting mechanism is finalised, all projects with a Red RAG status will be presented to the Project Management Governance Board and the Project Managers will be invited to attend the Board to explain the current issues they are having with their projects.
- 5.5 The Programme and Project Manager has monthly meetings with the Managing Director to discuss progress of projects and ensure the completeness of the projects list.
- 5.6 A pre-project proposition form is in place to ensure HDC allocate resources according to the priorities and objectives we have as a Council.
- 5.7 It is accepted that there are still issues regarding engagement from Project Managers, but the relevant Head of Service is now copied in on all emails regarding incomplete sites. Projects that lack documentation are largely those in areas of restructure (Operations) or where there have been significant staffing issues.

6. RECOMMENDATION

- 6.1 To note the report.

CONTACT OFFICER

Laura Lock, Programme and Project Manager

 (01480) 388086

CURRENT ACTIVITIES

STUDY	OBJECTIVES	PANEL	STATUS
Delivery of Advisory Services Across the District	To monitor the performance of the voluntary organisations awarded grant aid by the Council in 2013 – 2015. To discuss funding arrangements for the final year of the Voluntary sector agreements.	Social Well-Being	The Head of Community will present an update to the Panel October 2015.
Housing and Council Tax Benefit Changes and the Potential Impact Upon Huntingdonshire	To monitor the effect of Government changes to the Housing Benefit System arising from the Welfare Reform Act.	Social Well-Being	The Panel received the latest six-monthly report on the effect of the Government's Welfare Reform programme and how it impacts on households in Huntingdonshire. Further updates only to be provided when circumstances require it. Benefits Risk Based Verification Policy presented to the Panel on 07/07/15
Flood Prevention within the District	To investigate flood prevention arrangements in the District and the impact of flooding on associated local policy developments.	Environmental Well-Being	Representatives from the Environment Agency delivered a presentation on flood risk management within Huntingdonshire. A scoping report was considered by the Panel in April 2014 and a Working Group was appointed. The Chief Executive and Clerk to the Middle Level Commissioners delivered a presentation to the Panel's June 2014 meeting to outline their role with flood alleviation in the District. A meeting of the Working Group was held on 25th March 2015 at which Members considered the draft Cambridgeshire Flooding and Water SPD. UPDATE: Agreed that Working Groups scrutinising the Operations policies at HDC stand down until the Operations Review has been completed and implemented.
Waste Collection Policies	To assist the Head of Operations and Executive Member for Operations &	Environmental Well-Being	First meeting of Working Group held on 24th June 2014. Further meeting to be arranged to consider the outcome of the survey work being undertaken by the Operations

	Environment with reviewing waste collection policies in relation to the collection points for wheeled bins/sacks and remote properties (farms and lodges).		Division on affected properties and various other matters. Agreed that Working Groups scrutinising the Operations policies at HDC stand down until the Operations Review has been completed and implemented.
Litter Policies and Practices (to include graffiti removal)	To consider and make recommendations on future litter and graffiti service scope and standards and on public appetite for changes.	Environmental Well-Being	Scoping report received. Working Group appointed. Agreed that Working Groups scrutinising the Operations policies at HDC stand down until the Operations Review has been completed and implemented.
Affordable Housing	To make recommendations for the next Housing Strategy 2016-19 by considering and making recommendations on ways to deliver affordable housing, including through the rural and enabled exceptions policy of the Local Plan and through the Community Land Trust.	Social Well-Being	A Working Group meeting was held on 16th March 2015. Government changes affecting the supply of new affordable housing and the Elphick-House Report were reviewed. Next meeting to be held to scrutinise: • The housing register • Statistics on homelessness • Housing Need • Bands of people on the register The Working Group is seeking a member from each of the Economic and Environmental Panels to join the Working Group. The next meeting of the Affordable Housing Working Group is to be held on 20th April 2015. Given the imminent submission date of the Local Plan it was agreed that a meeting would be arranged with the Affordable Housing Working Group, the Managing Director, the Executive Councillor (Strategic Planning and Housing) and the Leader in order to progress the matter including the inclusion of recommendations for the Local Plan and to inform any refresh of the housing strategy. Following the meeting of the Affordable Housing Working Group in April 2015, a report on the group's activities will be

			completed and submitted for scrutiny in November 2015.
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Panel Date	Decision	Action	Response	Date for Future Action
	<u>Scrutiny of Partnerships</u> The Panel has received two presentations on the Local Enterprise Partnership. A presentation on the Local Enterprise Zone was given to the Panel's meeting in November 2011		The Panel has invited the Chairman and the Chief Executive of the Local Enterprise Partnership to a future meeting to give a presentation on their business plan. The Panel will pursue this request with the new Chief Executive on their appointment after the Council's Budget setting process. UPDATE: Presenting to the Panel	03/09/2015 Nov 2015

12/06/14 10/07/14	<u>Project Management</u> Reiterated a request for the post project appraisals for the development of the Huntingdon multi-storey car park and One Leisure, St. Ives. With a view to undertaking a review of the Project Management Arrangements within the Authority, the Panel has been updated on the progress which has been made by the Council's Project Management arrangements within the Authority.		A project closure report for the Huntingdon Multi-Storey Car Park and One Leisure St.Ives was presented to the Panel's November meeting (2014) Members considered a study	
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Panel Date	Decision	Action	Response	Date for Future Action
06/11/14	The Panel received a project closure report for the Huntingdon Multi-Storey Car Park and One Leisure St Ives developments and agreed to establish a Project Management Select Committee in February 2015 to give further consideration to the issue of project management within the Authority.		template identifying terms of reference and other parameters for the Select Committees. The Panel received a demonstration of the Council's programme and project management toolkit and an update from the Corporate Office Manager. A further informal meeting was held before the Panel's January 2015 meeting.	
17/02/15	Select Committee held. 2 Members were co-opted from each of the Social and Environmental Well-being Panels.			
09/04/15	A report on the findings of the Select Committee was submitted to the Panel. The Panel endorsed the report and agreed to make several recommendations to Cabinet.		The Panel's recommendations to Cabinet were agreed in April 2015. These included arranging two further reviews:	
			6 month review (Panel only) 12 month review (Select Committee)	08/10/15 04/02/16
05/03/15	<u>Investment Strategy</u> Panel to hold early discussions on the terms of the strategy prior to its publication as a draft			
09/04/15	Workshop held			

Panel Date	Decision	Action	Response	Date for Future Action
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ACTION LOG
(Requests for information/actions other than those covered within the Progress Report)

Date of Request	Description	Response
04/09/14	Huntingdon West Masterplan to be circulated. Panel Members will also receive an invitation to attend the Overview and Scrutiny Panel (Environmental Well-Being) when this is discussed.	The Huntingdonshire Infrastructure Business Plan is expected to emerge in October 2015
04/09/14	Councillor M F Shellens requested a copy of the Huntingdonshire Infrastructure Business Plan in due course. Panel members will also receive an invitation to attend the Overview and Scrutiny Panel (Environmental Well-Being) when this is discussed	

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Decision Digest

Edition 158

Monthly summary of the decisions taken at meetings of the Council, Cabinet, Overview & Scrutiny and other Panels for the period 1st to 25th September 2015.

APPROVAL FOR PUBLICATION OF THE 2014/15 ANNUAL GOVERNANCE STATEMENT AND THE ANNUAL FINANCIAL REPORT

The Corporate Governance Panel has been apprised of the process required to be undertaken prior to the publication of the 2013/14 final accounts. This includes receiving both the External Auditor's report on the audit of the accounts and their Letter of Representation, the production of the Annual Governance Statement (AGS) and the draft Annual Financial Report (AFR) for the year ended 31st March 2015.

As a consequence of the Corporate Governance Panel meeting being held a week earlier than in previous years, the final validation checks by the External Auditors of both the AGS and the AFR were incomplete by the date of the meeting. Consequently the Panel has agreed:

- i. in principal to both the AGS and the AFR, as well as the Letter of Representation; and
- ii. that following confirmation by the External Auditor that both documents are unqualified, delegate authority to the:
 - Executive Leader and the Managing Director to sign the AGS;
 - Head of Resources to sign the Letter of Representation; and

- Corporate Governance Panel Chairman to sign the AFR.

CHANGE IN EXTERNAL AUDITOR AND AUDIT FEES 2015/16

The Panel has received and noted a report in respect of the change to the External Auditor and the audit fees for 2015/16.

As a consequence of the:

- abolition of the Audit Commission's public audit responsibility;
- re-tendering of the Audit Commission 'private sector provider' external audit contracts on the 31st March 2015; and
- transfer of responsibility for the appointment of external auditors to each local authority from 2017,

the Audit Commission has appointed Ernst & Young as the Council's External Auditor for the two financial years 2015/16 and 2016/17.

As a consequence of the new local authority audit regulations, all local authorities will be permitted to appoint their own Auditor from 2017/18 onwards. Until this time, as PricewaterhouseCoopers did not bid for the contract, the Council's appointed auditors for the two intervening years will be Ernst & Young.

IMPLEMENTATION OF AUDIT ACTIONS

Performance information regarding the implementation of agreed internal audit actions for the year ending 31st August 2015 has been presented to the Panel.

The Corporate Management Team has set a target that 100% of agreed internal audit actions should be introduced on time. There were 78 actions due to be introduced in the year ending 31st August 2015. 77% (60 in number) of agreed audit actions were introduced on time. A further 17% (13 in number) of the agreed audit actions have been introduced and 6% (5 in number) remained outstanding.

The five actions not introduced were considered previously by the Panel at its meeting in June 2015 and via a recommendation from Council at their meeting in July 2015, were referred for consideration to the Cabinet at its meeting on 17th September 2015.

The Overview and Scrutiny Panel (Economic Well-Being) has endorsed a report on the implementation of outstanding audit actions prior to its consideration by Cabinet but has questioned the need for Overview and Scrutiny to consider this matter in the future.

The Cabinet has considered the recommendation from Council regarding the Internal Audit Actions outstanding as at the 30th April 2015.

The Corporate Governance Panel at its meeting in June 2015 expressed concern at the outstanding audit actions and wanted these issues to be highlighted to the Cabinet for appropriate action to address their concerns.

Of the 13 recommendations that were not implemented when reported to the Corporate Governance Panel:

- 4 recommendations are now fully implemented;
- 4 recommendations are partially implemented; and
- 5 recommendations are not implemented.

By the end of October 2015 all recommendations, with the exception of one, are scheduled to be fully implemented.

The Cabinet has requested that the relevant Executive Councillors ensure that recommendations are implemented where appropriate in line with the revised deadlines and report to the Cabinet if the revised deadlines are not achieved.

REVIEW OF THE EFFECTIVENESS OF THE CORPORATE GOVERNANCE PANEL

The Corporate Governance Panel has been acquainted with the outcome of the Annual Review on the effectiveness of the Panel undertaken by the Internal Audit and Risk Manager. The review has concluded that the Panel is acting effectively and fulfilling its Terms of Reference.

Due to five of the eight Panel Members being newly appointed in May 2015, it was agreed that the Internal Audit and Risk Manager should conduct the review and share the findings with the Chairman and Vice-Chairman.

A number of opportunities to further improve the effectiveness of the Panel were identified within the review and have been endorsed by the Panel with the exception that the Council become a signatory to the Prompt Payment Code (PPC) as the voluntary PPC has been superseded by two pieces of legislation that requires all valid and correct invoices to be paid within 30 days of receipt, and that the Council's

Terms and Conditions requires its prime contractors to pay all subcontractors to the contract within 30 days for each valid invoice.

ANNUAL REPORT OF THE PANEL

The Corporate Governance Panel has been presented with the draft Annual Report of the Panel in respect of the year ending 30th September 2015, which provides a summary of its work regarding the Council's internal control and governance environment. The Panel have delegated authority to the Chairman to approve any amendments required to the Annual Report prior to it being presented to the Council meeting on 30th September 2015.

CONSULTATION PAPER: DELIVERING GOOD GOVERNANCE IN LOCAL GOVERNMENT: A FRAMEWORK

A consultation paper has been issued by The Chartered Institute of Public Finance and Accountancy (CIPFA) and Society of Local Authority Chief Executives and Senior Managers (SOLACE) on planned revisions to the Delivering Good Governance in Local Government: Framework. The Framework underpins the Council's own local Code of Corporate Governance and any changes to the Framework will be required to be reflected in the local Code.

There is no timetable for the publication of the final document. However, the consultation suggests that the Framework will be published during the current financial year, and therefore the Council's Code of Corporate Governance will require amendments as appropriate and the 2015/2016 Annual Governance Statement will need to take account of the updated Code.

The Panel has considered the Council's proposed response to the consultation and has delegated to the Chairman of

the Panel to finalise the Council's response in consultation with the Internal Audit and Risk Manager.

ONE LEISURE UPDATE

A six month update report on One Leisure has been presented to the Overview and Scrutiny Panel (Social Well-Being). It has been explained that the One Leisure Group is currently undergoing a transformation, which includes changes to management. A large part of this change comes from devolving responsibility to the local centres (e.g. marketing) with an overarching Strategy. This places the power for change with those best-placed to make those changes.

The relationship between membership prices and income has been discussed by the Panel, who have been advised that modelling and forensic work is informing the review of membership options. It has been confirmed that marketing will include local villages. The Panel has commended the work completed so far and recommended the report to Cabinet.

The Cabinet received a further update report regarding the performance of One Leisure, having been requested by the Cabinet at its meeting in March.

The progress made to date included that One Leisure was in profit for the final quarter of last year and once the expenses and income have been correctly profiled, remains in monthly profit to date; 2014/15 admissions have showed an increase in attendance of 9% against the previous year; the Phase I management restructure has been implemented and Phase II is currently in progress; new membership packages have been introduced and the opening times of One Leisure Sawtry have been rationalised.

CORPORATE PLAN & FINANCE – INTEGRATED PERFORMANCE REPORT

The Overview and Scrutiny Panels for Social Well-Being, Economic Well-Being and Environmental Well-Being have each received an update on progress against the Key Activities and Corporate Indicators listed in the Council's Corporate Plan for 2015/16 for the period 1 April to 30 June 2015. The report now also incorporates progress reporting for current projects being undertaken.

The Social Well-Being Panel has queried the targets that have been set for Disabled Facilities Grants. The Panel has been informed that information on this will be provided to them.

The Environmental Well-Being Panel's discussions have centred on the planning application performance indicators. The Head of Development has informed Members that staffing issues have had an impact on the Team's ability to meet targets. Vacancies have now been filled, with a permanent Planning Services Manager (Development Management) recently recruited, and new processes have been put in place to improve performance and resilience. These measures are expected to rapidly improve over coming months.

The Cabinet has considered and commented on progress against the Key Activities and Corporate Indicators listed in the Council's Corporate Plan for 2015/16 for the period 1st April to 30th June 2015 and progress on the current projects being undertaken at the Council.

The Cabinet has also considered and commented on the Council's financial performance on revenue and capital spend as at the end of June 2015.

CIVIL PARKING ENFORCEMENT

The Overview and Scrutiny Panel (Environmental Well-Being) has been acquainted with details of the outcome of a review into Civil Parking Enforcement in the district. The Executive Councillor for Commercial Activities has highlighted details of the parking enforcement issue and makes the case for a more lenient view in the interests of economic development; a stricter regime could be seen to penalise local business owners.

The Panel has been informed that in practical terms the costs of Civil Parking Enforcement (CPE) far outweigh any benefits; therefore it has been suggested that the Council does not commit to becoming the agent for CPE in Huntingdonshire.

Members have suggested that a further report be presented to the Panel with additional information from the Police regarding parking so that the issue can be considered with further clarity.

The Panel has endorsed the recommendations prior to their consideration by the Cabinet.

The Cabinet has been provided with the outcome of the review into the desirability of the Council supporting the County Council to adopt Civil Parking Enforcement (CPE) powers.

The Cabinet has endorsed the outcome of the review and has agreed that the Council should not commit to being the County Council's agent for CPE in Huntingdonshire on the basis that the case for such powers has not yet been made and such powers are not financially viable.

The Cabinet has agreed that the Parking Service should engage with the County Council about the development of a comprehensive traffic management

strategy for Huntingdonshire that includes funding by the County for the infrastructure costs if the strategy proposes a Civil Enforcement Area (CEA) for the District.

Although the creation of a CEA in Huntingdonshire is operationally desirable it is not financially viable. In order for the Council and County Council to adopt the powers required for CPE there are initial set-up costs with an on-going net operating cost per annum, increasing year on year with inflation.

The Cabinet have fully supported further engagement with the County Council to investigate whether there is a desire to develop a more holistic traffic management strategy for Huntingdonshire.

COMMERCIAL INVESTMENT STRATEGY

The Overview and Scrutiny Panel (Economic Well-Being) has noted a report on the Commercial Investment Strategy (CIS) for the Council. The report has set out the high level strategic approach taken in terms of investments, the approach to risk and a balance in the Council's portfolio. The Panel has been informed that the information will be broken down further and that a Business Plan will follow on from this report.

It has been explained to the Panel that the investments the Council have at the moment are both high touch and high risk; diversification will reduce the risk and in the process will allow the Council to find other ways of delivering services rather than cutting them.

In terms of locality in future investments, the Panel has heard that the location of potential property investments is not restricted to Huntingdonshire. Diversification of investments is important and allows the Council to expand the commercial portfolio. The

Council consider this to be investing in the UK economy and there will be no overseas element.

Subject to Cabinet agreeing that a quarterly report on CIS performance be submitted to Overview and Scrutiny, the Panel has endorsed the recommendations for Cabinet to approve the Commercial Investment Strategy and the "enhanced as is" model of governance arrangements set out in the report.

The Cabinet has approved the Commercial Investment Strategy (CIS) and the 'as is' model of governance arrangements.

In order to achieve the Council's ambition to reduce reliance on Central Government funding, a funding gap of £8.2m must be addressed by 2019/20. Income generation is one business activity that will assist to address the funding gap.

The Council's current commercial estate generates a net return of £1.5m (7.2% of the £20.8m value of the estate) and the Council has established a 'Capital Investment Earmarked Reserve' to provide a source of funding for further investment in assets generating a revenue cash flow. The CIS establishes the parameters and governance arrangements for managing this investment.

A Business Plan is currently being drafted to be presented to the Cabinet for approval. The Business Plan will establish the parameters for the Loan to Value of each type of investment to ensure that additional borrowing is affordable and that there is adequate security over direct capital investment in assets.

The 'as is' position model of governance will make use of existing resources and will ensure Members are

involved in relevant decisions through the Treasury and Capital Management Group. The governance structure will ensure regular reporting to Members.

ZERO BASED BUDGETING UPDATE: PREPARATION FOR THE 2016/17 BUDGET AND MEDIUM TERM FINANCIAL STRATEGY

The Overview and Scrutiny Panel (Economic Well-Being) has received and endorsed an update on the Zero Based Budgeting (ZBB) process in preparation for the 2016/17 Budget and Medium Term Financial Strategy. The Executive Councillor for Resources has briefly provided a background to explain the basics of ZBB to the Panel, informing Members that the process has been broken down into three different strands (Tranches). By the conclusion of Tranche 3 in November 2015, all services will have been subject to the detailed ZBB process.

The Head of Resources has referred the Panel to the lists the service changes proposed by the 'Star Chamber'. The 'Star Chamber' involved the Executive Leader, Deputy Executive Leader and the Executive Portfolio Holder for Resources (Chairman), who considered various options for changes to services. The Panel has been advised of a range of innovative projects such as:

- ◆ Relocation of the Call Centre;
- ◆ 'One Stop Shop multi-agency customer service' hub; and
- ◆ Procurement of IT systems.

The Panel has been informed that Officers have endeavoured to create progressive plans to deliver savings. There is more work to do to identify savings but the Council is moving in the right direction.

Panel members have queried the reductions in repairs and maintenance and have been advised that these

charges will now be payable by tenants as additional charges in their current terms and conditions. This means additional income rather than a reduction in expenditure.

The Panel have been informed that consultancy costs in Planning Services would be reduced through a wider range of expertise as a result of sharing services.

The Cabinet has been provided with an update on the Zero Based Budgeting (ZBB) process in preparation for the 2016/17 Budget and Medium Term Financial Strategy (MTFS).

As part of the budget setting cycle for 2016/17, the Council is continuing the ZBB exercise that started during the last financial year in preparation for the 2015/16 budget. The ZBB process is split into a number of Tranches, with Tranche 1 having been undertaken during the Autumn of 2014 (in which £1.8m was removed from the Council's 2015/16 budget) and Tranches 2 and 3 are being undertaken during 2015/16.

In preparation for 2016/17 budget setting, Tranche 2 commenced in April 2015 and concluded with a Cabinet led Star Chamber in mid-July 2015. Tranche 3 commenced in August and the associated Star Chamber is scheduled for November 2015

The confirmed 2019/20 savings accumulated from Tranche 2 of the ZBB process that can be included in the budget savings for 2016/17 are £1.372m.

LANGLEY COURT – LOAN TO LUMINUS

The Overview and Scrutiny Panel (Economic Well-Being) has received a report on the redevelopment of Langley Court, St Ives, introduced by the Executive Councillor for Resources. The report has proposed the transfer of

a piece of land to Luminus to enable the redevelopment of Langley Court to proceed and has updated Members on the terms of a loan to Luminus.

The Executive Leader has explained that a housing needs assessment has been the driver in this project, as there is a clear need in the area for additional care facilities. It has been explained that as adult social care becomes a wider issue, the Council need to work with strategic partners to deliver solutions. The fundamental need is the driver behind the loan, rather than commercial interest or requirement.

The Chairman has commented that the decision to complete this plan has been long awaited and the Panel has endorsed the recommendations prior to its consideration by the Cabinet.

The Cabinet has agreed:

1. to the transfer of the grassed area at the front of Langley Court to Luminus, subject to a clawback arrangement;
2. to the continued support of the Langley Court development by the provision of loan finance at nil cost to the Council; and
3. that the Head of Resources, as the Section 151 Officer, be authorised to make the loan following consultation with the Executive Councillor for Resources (and a satisfactory Due Diligence report from the Council's Treasury Management Advisors).

The need for extra care for older people in St Ives is a priority in the Council's Housing Strategy 2012-15. Luminus had an outdated sheltered scheme in Langley Close, Ramsey Road, St Ives and planned to demolish the scheme and redevelop a new extra care scheme in its place consisting of 55 one and two bedroom flats.

There is a grassed area to the front of the site, bordering the car park which is owned by the Council. To make best use of the site, Luminus would like to use this space to form part of the car park and green space for the scheme. To enable this to happen, this Council would need to transfer ownership of the green space to Luminus. Any potential transfer will be subject to a clawback arrangement so that if the site is ever sold in the future, the monetary equivalent of the land value reverts to the Council. The grassed area does not have any standalone development potential, given its proximity to the street and the surrounding buildings, and therefore transferring it to Luminus would be in line with the Council's forthcoming Asset Strategy.

At the time of drafting the report the specific loan details are yet to be finalised. However, the loan will not have a negative financial impact on the Council as Luminus will be repaying the loan in full including a margin of 1.5% over the 30 year term of the loan. The net loan finance to be arranged by the Council in respect of the development itself is £5m. It is anticipated that Luminus will draw down their loan at various stages of the development process, consequently the Council will draw down the loan from the Public Works Loan Board in similar tranches.

Financial security during the development phase will be Brook House, which is owned by Luminus Finance Limited. As the development comes to practical completion the intention will be to transfer this to the Langley Court development itself.

DEVELOPMENT APPLICATIONS

The Development Management Panel has considered 12 applications for planning permission. Of these, nine have been approved and two refused with one deferred to enable further

discussion to take place with the applicant. One of the decisions to approve an application was contrary to the Officer recommendation.

Some of the more significant applications to have been approved include:

- residential development of up to 74 dwellings including access at land south of Farriers Way and Bencroft Lane, Warboys;
- 13 x 2/3 bedroom affordable housing on the site formerly occupied by Ashton House, Broadway, Yaxley; and
- the erection of twelve dwellings on an exception site to the south of The Rhees and between Greenacres and Bramley Lodge Bluntisham Road, Colne.

DEVELOPMENT MANAGEMENT – SECTION 106 AGREEMENT

The Development Management Panel has approved terms of a Section 106 Agreement relating to a hybrid application for land at the former Golf Course, Houghton Road, St Ives. The application previously has been refused by the Panel and is the subject of an appeal to the Planning Inspectorate. The Panel has authorised Officers to continue to negotiate with the applicant on the terms of the Section 106 Agreement to be submitted to the Planning Inspectorate as part of the appeal proceedings.

UPDATE ON CODE OF CONDUCT AND REGISTER OF DISCLOSABLE PECUNIARY INTERESTS

The Monitoring Officer has updated the Standards Committee on the adoption of a Code of Conduct by Town and Parish Councils and the receipt and publication of Disclosable Pecuniary Interests (DPI)

forms on behalf of District and Town and Parish Councillors.

All Town and Parish Councils have adopted a Code of Conduct in one form or another. Of the 71 Town and Parish Councils, 60 have had their full Register published. Clerks from the remaining 11 Parish Councils have been reminded to send in outstanding DPI forms as soon as possible.

586 of a total of 650 individual DPIs have been received from Parish Councillors, 26 are outstanding and 38 are vacancies. The forms of all District Councillors are published.

The Committee has considered how to ensure the outstanding DPIs are received. The Monitoring Officer has no enforcement powers but, owing to the legal nature of the duty to publish DPIs, it is felt that primary responsibility should remain with the Monitoring Officer, with support from relevant Ward Members.

COMPLAINTS

The Standards Committee has been informed of complaints submitted to the Local Government Ombudsman (LGO) in 2013/14 and 2014/15. In 2013/14, of the 15 complaints that were the subject of investigations, three were upheld. Brief explanations of the three cases have been received. No complaints were upheld in 2014/15.

With regard to internal complaints handling, the Committee has been acquainted with trends over the last six years. There has been a reduction in the number of complaints investigated in the period but the significant decline in complaints in the last year suggests there has been under-reporting. For this reason and because a review is now due, a revised policy and internal guidance will be submitted to the Committee for approval in the autumn.

ELECTORAL BOUNDARY REVIEW

The Standards Committee has been acquainted with the Local Government Boundary Commission for England's (LGBCE) process for the electoral review of Huntingdonshire. The first phase of the review is for the Council to produce a submission to the LGBCE, which provides a rationale, backed up with evidence, for a proposed Council size. A working group comprising representatives from political groups has been convened to make a recommendation on the number of councillors the Council needs for this purpose.

The Committee has reviewed the detailed submission, which has been prepared to support the retention of 52 Members. Subject to strengthening the Council's case through the inclusion of sources for the figures provided, the Committee has recommended the Council to approve the submission on Council size.

The Committee will continue to be involved in the remaining stages of the review.

WORKFORCE INFORMATION REPORT (QUARTER 1)

The Employment Panel has received report on Human Resource matters during the period 1st April to 30th June 2015. The report includes the latest position and trends relating to:-

- ◆ employee numbers;
- ◆ salary costs; and
- ◆ sickness absence reporting.

Members have been informed that the number of Full Time Equivalent (FTE) posts within the organisation has increased slightly and this has led to an increase of approximately £4k in the monthly salary cost. They also have

noted the reasons why employees have left the Council.

The annual number of days lost to sickness per FTE has decreased and, compared to the last quarter, the total number of sickness days has reduced by 87 days. Members have been acquainted with the reasons for sickness absence. The reported trends continue to be affected by the reduction in the size of the workforce.

Five individuals recently have retired from the Council's service. These employees had a combined length of service of 129 years. The Panel has placed on record its recognition of, and gratitude for, the excellent contributions they have made during their employment in the local government service and conveyed its best wishes to them for long and happy retirements.

LGSS QUARTERLY PERFORMANCE AND MONITORING REPORT

The Employment Panel has considered the performance of LGSS Human Resources, Payroll and Organisational Workforce Development services across the key service measures agreed under the current contract during the period 1st April to 30th June 2015. LGSS performance is measured in four areas, namely:

- ◆ General Service Standards;
- ◆ HR Strategic and Advisory;
- ◆ Recruitment and Payroll; and
- ◆ Organisational workforce development.

DRUG AND ALCOHOL POLICY

The Employment Panel has reviewed and endorsed a Drug and Alcohol Policy.

JOB EVALUATION POLICY

The Employment Panel has been acquainted with changes to the processes and the membership of panels undertaking Job Evaluation. The Job Evaluation Questionnaire has been amended to make it more constructive and the outcomes more accurate. The guidance also has been made clearer.

With regard to the membership of Job Evaluation Panels, an additional 12 Officers have been trained in Job Evaluation, thereby extending the pool of available Officers. As a result, the rules on the composition of Panels have been amended so that they now comprise two senior officers with one from Senior Management Team and one Staff Council representative. This is considered to be more flexible.

Having been reminded of the arrangements for Moderation, the Panel has supported the changes made to enhance the Council's ability to undertake job evaluations in their preparation, Evaluation and Moderation on the grounds that they will lead to the production of better Job Evaluation Questionnaires.

EMPLOYEE OPINION SURVEY 2015

The Employment Panel has been acquainted with the outcome of the Employee Opinion Survey 2015.

**NHS CAMBRIDGESHIRE AND
PETERBOROUGH CLINICAL
COMMISSIONING GROUP –
PERFORMANCE REPORT**

The Overview and Scrutiny Panel (Social Well-Being) has received a report on performance of the Cambridgeshire and Peterborough Clinical Commissioning Group. Mr I Weller and Mr J Kerrin presented the performance data to the Panel.

The Panel has been informed that:

- ◆ A&E performance targets are national; these were not reached for April/May 2015 but were on target for June;
- ◆ the Breast Pathway service was overloaded in June 2015 so extra plans to deal with capacity are now in place and July saw exceptional performance in this area;
- ◆ the waiting times from diagnosis to treatment are being looked at regionally. Responses can be up to six weeks and there is now an action plan for the Trust and the company who provides results to look at this; and
- ◆ same sex accommodation and finding the capacity within the Intensive Care Unit at Hinchingsbrooke Hospital was difficult. Plans have been put in place to reduce the risk of this happening again.

The Panel has been informed that the current 62 day wait for cancer patients to receive results is being monitored and has improved. The CCG understand that timely treatments are essential, and are looking at these times being improved by October 2015 rather than 2016 which is the current national target.

With regards to the Care Quality Commission (CQC) Report from 2014, The Panel has been assured that the CCG are confident that the follow-up report (which was completed in January) has given the Trust the footing for real improvement which will be developed further in time for the upcoming CQC visit. It is expected that the outcomes from this visit (21 October 2015) will be positive.

It has been confirmed to Members that there are several schemes that will be implemented to deal with capacity

issues during the winter months; performance over this time is expected to drop but it will be monitored daily. In order to increase capacity, the CCG is also working with nursing homes to achieve greater resources for care that does not require hospital treatment. Morning discharges are also being recommended to assist further with the amount of beds that are available as they provide a steady flow of discharges throughout the day rather than all at once in the evening.

The Panel has been informed that the issues with e-referral are technical and were due to the system not being prepared sufficiently for the new data. The CCG are entirely dependent on the external systems to collate information which in itself creates further delay. The indications are that e-referral should be on track for November 2015, but as it's a national system, December may be a more realistic target.

The Chairman of the Panel has requested performance data on the CCG itself, including internal metric data and GP waiting times; it has been confirmed by Mr Weller that this will be possible and the CCG will aim to share this with the Panel in 6 months' time.

OPERATIONS REVIEW QUARTERLY UPDATE

An update on the Operations Review has been presented to the Overview and Scrutiny Panel (Environmental Well-Being) by the Interim Head of Operations and the Executive Councillor for Operations and Environment. The report has provided an opportunity for Members to scrutinise the St.Ives green spaces and play needs analysis and the new Garden Waste Contamination Policy prior to their adoption by the Council.

The Panel has discussed issues regarding graffiti removal and problems surrounding bin collections. The Panel

has been informed that particular area problems with graffiti are monitored by the Police and that the Council are working with the Police to identify repeat offenders. A Panel Member has suggested that reporting of incidents at particular geographical areas would assist in these investigations; the Interim Head of Operations has informed the Members that there is a new Members Contact Form which will help to gain some control over the issue with this kind of feedback from Members providing trackable progress.

The Council are working to specifically target the requirements of local areas and projects that will help that need. Information has also been presented on the current green spaces provision, and any gaps in that provision.

When considering the information on play provision in the area, the Panel has been informed that the needs analysis has indicated that there is a good level of provision and that these sites need to be maintained and expanded to other areas. A targeted investment approach is favoured, which will allow for affordable future proofing of these sites.

The Panel has discussed the Council's Garden Waste Policy which has been amended to include a more customer focused approach, which includes answers to residents regarding why their bin may have not been collected. This will take the form of digital photography evidence, reasoning and education for those residents who may be repeat offenders.

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Odd page