

A meeting of the **CABINET** will be held in **CABINET ROOM, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **THURSDAY, 15 JULY 2004** at **11:30 AM** and you are requested to attend for the transaction of the following business:-

  
**Contact**  
**(01480)**

## **APOLOGIES**

**1. MINUTES** (Pages 1 - 6)

To approve as a correct record the Minutes of the meeting held on 24<sup>th</sup> June 2004.

**A Roberts**  
**388009**

**2. PORTFOLIO RESPONSIBILITIES** (Pages 7 - 8)

Further to Minute no 04/02 to consider a schedule of suggested responsibilities for Cabinet Members.

**P Watkins**  
**388002**

**3. RELEASE OF FUNDING** (Pages 9 - 14)

By way of a report by the Head of Financial Services to consider requests for the release of funding for MTP schemes.

**S Couper**  
**388103**

**4. HOUSING AND COUNCIL TAX BENEFIT - PENSION PARTNERSHIP BID TO DEPARTMENT OF WORK AND PENSIONS** (Pages 15 - 22)

To consider a report by the Head of Revenue Services on a bid submitted to the Department for Work and Pensions in respect of a project designed to increase take up by benefits by pensioners.

**Ms J Barber**  
**388105**

**5. HIGHWAYS AGENCY - TERMINATION** (Pages 23 - 30)

To consider a report by the Head of Environment and Transport outlining the implications for the District Council in the light of service by Cambridgeshire County Council of notice to terminate the Highways Agency.

**R Preston**  
**388340**

**6. PROCUREMENT UPDATE** (Pages 31 - 42)

To consider a progress report by the Head of Financial Services on the procurement function.

**S Couper**  
**388103**

**7. FOOD SAFETY ENFORCEMENT PLAN 2004** (Pages 43 - 44)

To consider a report by the Head of Environmental Health Services on the Food Safety Service Plan for submission to Council.

**C Lloyd**  
**388290**

Service Plan attached separately.

**8. ST IVES, HEMINGFORDS AND FENSTANTON FLOOD ALLEVIATION SCHEME** (Pages 45 - 48)

To receive a report by the Head of Environment and Transport on proposed flood defence works at Hemingford Grey and the funding implications.

**C Allen  
388380**

**9. CRITICAL ORDINARY WATERCOURSES** (Pages 49 - 52)

To receive a report by the Head of Environment and Transport on the enmainment process of watercourses in the district.

**C Allen  
388380**

**10. GROWING SUCCESS - CORPORATE PLAN TARGETS**  
(Pages 53 - 56)

To consider a report by the Head of Policy on suggested targets for the achievement of the Council's Priorities.

**I Leatherbarrow  
388005**

**11. CUSTOMER SURVEY** (Pages 57 - 58)

To consider a report by the Head of Policy on the recent satisfaction survey undertaken by the Council.

**I Leatherbarrow  
388005**

Survey separately attached to the agenda.

**12. QUALITY PARISH COUNCILS** (Pages 59 - 62)

To consider a report by the Head of Administration on the Quality Parish Council's Initiative.

**R Reeves  
388003**

**13. REPRESENTATION ON ORGANISATIONS** (Pages 63 - 70)

To consider a report by the Head of Administration in relation to the appointment/nomination of representatives to serve on a variety of organisations.

**Ms C Deller  
388007**

**14. EXCLUSION OF THE PUBLIC**

RESOLVED

that the public be excluded from the meeting because the business to be transacted contains exempt information relating to terms proposed in the course of negotiations for a contract for the acquisition or disposal of land or property or the supply of goods and services.

**15. CUSTOMER FIRST - RELEASE OF FUNDING AND TERMS FOR THE LEASE OF ACCOMMODATION AT SPEKE**

**HOUSE, ST IVES** (Pages 71 - 72)

To consider a report (TO FOLLOW) by the Director of Operational Services referring to the terms and funding for the Leasing of Speke House.

**M Hinton  
388196**

**16. MOORHOUSE CHURCH, MOORHOUSE DRIVE,  
HUNTINGDON** (Pages 73 - 74)

To consider a report by the Head of Legal and Estates on suggested terms for the amendment of a restrictive covenant imposed on land sold originally for a church.

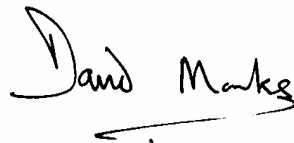
**K Phillips  
388260**

**17. LAND AT BREACH ROAD, GRAFHAM AND LAND AT  
HOLMEWOOD, HOLME** (Pages 75 - 76)

To consider a report by the Head of Legal and Estates seeking the approval of terms for the disposal of Council-owned land at Brampton Road, Grafham and Holmewood, Holme.

**K Phillips  
388260**

Dated this 15 day of July 2004



Chief Executive

**Please contact Mrs H Lack, Democratic Services Officer, Tel No. 01480 388006 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 Cabinet.**

**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](http://www.huntingdonshire.gov.uk) (under *Democratic Services/Modern.Gov*).

If you would like a translation of Agenda/Minutes/Reports or would like a large text version or an audio version please contact the 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 and to make their way to the base of the flagpole in the car park at the front of Pathfinder House.*

# Agenda Item 1

## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the CABINET held in the Cabinet Room, Pathfinder House, St Mary's Street, Huntingdon on 24th June 2004

PRESENT: Councillors I C Bates, Mrs J Chandler, N J Guyatt, D P Holley, Mrs D C Reynolds, T V Rogers and L M Simpson

APOLOGIES Apologies for absence from the meeting were submitted on behalf of Councillors R L Clarke and Mrs P J Longford.

### 04/01 MINUTES

The Minutes of the meeting of the Cabinet held on 27th May 2004 were approved as a correct record and signed by the Chairman.

### 04/02 APPOINTMENT OF EXECUTIVE COUNCILLORS

RESOLVED

a) that executive responsibilities for the Municipal Year 2004/05 be allocated as follows –

- ◆ Finance – Councillor T V Rogers
- ◆ Housing and Young People – Councillor Mrs P J Longford
- ◆ Leisure – Councillor Mrs J Chandler
- ◆ Planning Strategy – Councillor N J Guyatt
- ◆ Public Health and Safety – Councillor Mrs D C Reynolds
- ◆ Resources, Welfare and Information Technology – Councillor L M Simpson
- ◆ Waste Management and Street Scene – Councillor R L Clarke

(b) that executive responsibility for issues associated with the local economy, including town centre management; Pathfinder House and the strategic overview of personnel issues be reserved to the Leader of the Council, and

(c) that Executive Councillors be appointed to serve as ex-Officio Members of Panels as follows –

**Executive Councillors for-**  
Resources, Welfare and IT  
Planning Strategy  
Strategic Overview of Personnel

**Ex-Officio of –**  
Licensing and Protection Panel  
Development Control Panel  
Employment Panel

**04/03 LEISURE CENTRE MANAGEMENT COMMITTEES**

RESOLVED

that for the Municipal Year 2004/05, Members be appointed to serve on the Leisure Management Committees as follows –

◆ **Huntingdon Leisure Centre Management Committee**

Councillors Mrs J Chandler, J J Dutton, J D Fell, C R Hyams, T D Sanderson, and Mrs S A Menczer

◆ **St Neots Leisure Centre Management Committee**

Councillors Mrs B E Boddington, Mrs J Chandler, Mrs K P Gregory, Mrs P J Longford and I P Taylor

◆ **St Ivo Leisure Centre Management Committee**

Councillors J D Ablewhite, I C Bates, J T Bell, Mrs J Chandler S J Criswell and C J Stephens

◆ **Ramsey Leisure Centre Management Committee**

Councillors E R Butler, Mrs J Chandler, I R Muir, P A Swales and R Powell

◆ **Sawtry Leisure Centre Management Committee**

Councillors Mrs M Banerjee, Mrs J Chandler P G Mitchell, J S Watt and J E Garner.

**04/04 HINCHINGBROOKE COUNTRY PARK JOINT LIAISON GROUP**

RESOLVED

that Councillors Mrs M Banerjee, Mrs J Chandler, J D Fell and M G Baker be appointed to serve on the Hinchingsbrooke Park Joint Liaison Group for the ensuing Municipal Year.

**04/05 HUNTINGDONSHIRE ENVIRONMENT AND TRANSPORT AREA JOINT COMMITTEE**

RESOLVED

that Councillors N J Guyatt, Mrs P J Longford M F Newman, K Reynolds, T D Sanderson and D A Giles be appointed to serve on the Huntingdonshire Environment and Transport Area Joint Committee for the ensuing Municipal Year.

**04/06 DISTRICT COUNCIL HEADQUARTERS AND OTHER ACCOMMODATION - MEMBERS' ADVISORY GROUP**

RESOLVED

that Councillors I C Bates, W T Clough, P J Downes, P L E

Bucknall, D P Holley, K Reynolds and T V Rogers be appointed to serve on the District Council Headquarters and Other Accommodation – Members Advisory Group for the ensuing Municipal Year.

**04/07 DEVELOPMENT PLAN POLICY ADVISORY GROUP**

RESOLVED

that Councillors I C Bates, W T Clough, P J Downes, N G Guyatt, P G Mitchell, J M Sadler and P A Swales be appointed to serve on the Development Plan Policy Advisory Group for the ensuing Municipal Year.

**04/08 CUSTOMER FIRST ADVISORY PANEL**

RESOLVED

that Councillors M G Baker, J T Bell, J D Fell, T V Rogers, L M Simpson and G S E Thorpe be appointed to serve on the Customer First Advisory Panel for the ensuing Municipal Year.

**04/09 SAFETY ADVISORY GROUP**

**(i) Membership**

RESOLVED

that Councillors Mrs D E Collins, J W Davies, A Hansard, K Reynolds and L M Simpson be appointed to serve on the Safety Advisory Group for the ensuing Municipal Year.

**(ii) Meeting – 19th May 2004**

The report of the meeting of the Safety Advisory Group held on 19th May 2004 was received and noted.

**04/10 LTP ANNUAL PROGRESS REPORT**

A report by the Director of Operational Services was submitted (a copy of which is appended in the Minute Book) inviting the Cabinet to consider the content of the Annual Progress Report on the delivery of the Cambridgeshire Transport Plan, which had been prepared in conjunction with the County Council together with a statement specific to Huntingdonshire.

RESOLVED

- (a) that the Cambridgeshire Local Transport Plan Annual Progress Report and Huntingdonshire Statement be approved and
- (b) that, after consultation with the Executive Councillor for Planning and Highways, the Director of Operational Services be authorised to make minor amendments to the Annual Progress Report and to the

**04/11 HUNTINGDONSHIRE DISTRICT COUNCIL TRAVEL PLAN**

By way of a report by the Development and Community Manager (a copy of which is appended in the Minute Book) the Cabinet were acquainted with progress with the development of the Council's revised Travel Plan. On the understanding that all of the Council's places of employment would be included in the Plan, it was

RESOLVED

- (a) that the progress of the Council's revised Travel Plan be noted, and
- (b) that the revised draft Travel Plan be presented to Cabinet in September 2004.

**04/12 ST. NEOTS LEISURE CENTRE AND ERNULF COMMUNITY SCHOOL SITE ISSUES**

A joint report by the Heads of Community Services and of Planning Services (a copy of which is appended in the Minute Book) was submitted, which summarised the outcomes of meetings between parties interested in the proposed development of a Youth and Community Performing Arts Centre at the St Neots Leisure Centre and Ernulf Community School site at Barford Road, St Neots. Having noted the proposals to develop a master plan for the future land use of the site and the surrounding areas, Members recognised the need for this exercise to be undertaken in parallel with the preparation of a business plan which, inter alia, would evaluate the financial implications for delivering a range of leisure-school facilities from the site. Whereupon it was

RESOLVED

that the proposed development and preparations of a master plan for the Ernulf Community School and St Neots Leisure Centre Site and adjacent areas, together with a business plan, be submitted to a future meeting.

**04/13 USE OF INJUNCTIONS IN ANTI-SOCIAL BEHAVIOUR**

Consideration was given to a report by the Director of Operational Services (a copy of which is appended in the Minute Book) requesting authorisation to seek injunctions to deal with anti-social behaviour.

RESOLVED

that, after consultation with the Executive Councillor for Public Health and Safety, the Head of Legal and Estates Services be authorised to seek injunctions to deal with anti-social behaviour.

**04/14 BEST VALUE: PERFORMANCE PLAN**

With the aid of a report by the Head of Policy (a copy of which is



appended in the Minute Book) the Cabinet gave consideration to the Council's Best Value Performance Plan for 2004. The Plan had been compiled in accordance with Government requirements and, having noted proposed changes to the format for the Plan in future years, it was

RESOLVED

that the Best Value Performance Plan appended to the report now submitted be approved for publication.

**04/15 TREASURY MANAGEMENT ANNUAL REPORT 2003/04**

A report by the Head of Financial Services was submitted (a copy of which is appended in the Minute Book) which reviewed the respective levels of performance achieved in the year ending 31st March 2004 by three external fund managers in the matter of investment of the Council's Capital Receipts.

RESOLVED

that the content of the report be noted.

Chairman

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**CABINET**

**15TH JULY 2004**

## **SUGGESTED EXECUTIVE RESPONSIBILITIES**

### **Corporate Issues – Cllr Derek Holley**

- ◆ Local Economy including Town Centre Management
- ◆ Pathfinder House
- ◆ Personnel (strategic overview)
- ◆ Customer First (strategic overview)

### **Finance – Cllr Terry Rogers**

- ◆ Financial Management/Budget;
- ◆ Forward Financial Planning;
- ◆ Council Tax/Local Taxation;
- ◆ National Non-Domestic Rating;
- ◆ Investment Strategy/Treasury Management;
- ◆ Financial Overview of Medium Term Plan;
- ◆ Audit;
- ◆ Risk Management; Council Tax and Housing Benefits;
- ◆ Grants
- ◆ Procurement Arrangements

### **Waste Management and Streetscene – Cllr Robert Clarke**

- ◆ All strategic, policy and operational issues associated with management of the waste cycle
- ◆ Grounds maintenance
- ◆ Refuse collection and street cleansing
- ◆ Recycling
- ◆ Markets
- ◆ Public Conveniences
- ◆ Environmental Improvement Schemes
- ◆ Bus Shelters

### **Resources, Welfare & Information Technology – Cllr Mike Simpson**

- ◆ Asset Management : land, premises (including depots), building cleansing and equipment;
- ◆ Human Resources/Personnel;
- ◆ Health and Safety (Internal relating to the District Council);
- ◆ Boundary and Electoral Reviews, Registration and Elections;
- ◆ Local Land Charges;
- ◆ Member Support;
- ◆ Twinning;
- ◆ Licensing (strategic overview).
- ◆ Information Technology

## **Public Health & Community Safety – Cllr Mrs Deborah Reynolds**

- ◆ Community Safety, including CCTV;
- ◆ Anti-social Behaviour
- ◆ Air Quality/Pollution;
- ◆ Public Health/Occupational Health & Safety and Health Promotion;
- ◆ Contaminated Land;
- ◆ Home Energy Efficiency;
- ◆ Land drainage and Sewerage;
- ◆ Emergency Planning

## **Planning Strategy – Cllr Nick Guyatt**

- ◆ Regional Planning Guidance;
- ◆ Structure Plan;
- ◆ Local Plan;
- ◆ Supplementary Planning Guidance and Design Briefs;
- ◆ Conservation Areas, Village Design Statement etc and Historic Buildings;
- ◆ Local Transport Plan and all Transport Strategies, including rail and bus stations, car parking and lorry parks
- ◆ Highways
- ◆ Building Control

## **Leisure – Cllr Mrs Jean Chandler**

- ◆ Leisure Provision Development (built and open space);
- ◆ Tourism;
- ◆ Arts and Cultural Services;
- ◆ Countryside Services;
- ◆ Community Development;
- ◆ Parks Management;
- ◆ Rural Issues;
- ◆ Community Initiatives

## **Housing and Young People – Cllr Mrs Paula Longford**

- ◆ Strategic Housing Services, including:-
  - Housing Policy and Development;
  - Housing Needs and Resources;
  - Housing Advice; and
  - Homelessness
- ◆ Policies and initiatives for young people and their engagement in the community
- ◆ Equalities

? Travellers

CABINET

15 JULY 2004

## MEDIUM TERM PLAN REQUESTS FOR RELEASE OF FUNDS

(Report by the Head of Financial Services)

### 1 PURPOSE

- 1.1 The purpose of this report is to allow Cabinet to decide whether to release funds for the MTP schemes detailed in the attached annexes.

### 2 BACKGROUND

- 2.1 The Council considered the draft budget and MTP report at its December meeting and agreed *that, having regard to the implications for future spending and Council Tax levels, Directors review with appropriate Executive Councillors the need for schemes/projects included in the MTP but not yet started and that specific prior approval be sought and obtained from the Cabinet before such schemes/projects are implemented.*

- 2.2 Officers have considered which schemes have wholly or partly started with reference to the following definitions:

#### **STARTED**

- The staff have been appointed and/or a legally binding contract is in place for all aspects.
- Some of the staff have been appointed or a legally binding contract is in place for **part** of the scheme **and there is no sensible option to avoid or defer those elements that are not yet legally committed.**
- The scheme is based on a partnership and **all** constituent projects have been agreed with those partners and they have reserved funding for them in the current year.

#### **PARTIAL START**

- Some of the staff have been appointed or a legally binding contract is in place for part of the expenditure and there is a practical cost-effective option to not carry out the full scheme at this time.
- The scheme is based on a partnership and **some** individual projects have been agreed with those partners and they have reserved funding for them in the current year.

- 2.3 Officers have subsequently identified which schemes that they wish Cabinet to consider releasing further funding for and have discussed them with the relevant Executive Councillor.

- 2.4 Annex A summarises and Annexes B and C detail the schemes where release of funds is now requested.

### **3. RECOMMENDATION**

3.1 The Cabinet is recommended to release the funds shown in Annex A.

#### **ACCESS TO INFORMATION ACT 1985**

None

**Contact Officer:**

**Steve Couper**

Head of Financial Services    📞 **01480 388103**

|   | Net Revenue Impact £000 |               |               |               |               |               | Net Capital £000 |               |               |               |               |               |
|---|-------------------------|---------------|---------------|---------------|---------------|---------------|------------------|---------------|---------------|---------------|---------------|---------------|
|   | 2003/<br>2004           | 2004/<br>2005 | 2005/<br>2006 | 2006/<br>2007 | 2007/<br>2008 | 2008/<br>2009 | 2003/<br>2004    | 2004/<br>2005 | 2005/<br>2006 | 2006/<br>2007 | 2007/<br>2008 | 2008/<br>2009 |
| <b>SUMMARY</b>                                      |                         |               |               |               |               |               |                  |               |               |               |               |               |
| Annex B Concessionary Fares Study                   |                         |               | 15            |               |               |               |                  |               |               |               |               |               |
| Annex C CCTV _ Camera replacements                  |                         |               | 148           |               |               |               |                  |               |               |               |               |               |
| <b>Total amount for which release now requested</b> |                         |               | <b>163</b>    |               |               |               |                  |               |               |               |               |               |

03/399 Concessionary Fares Study  
Stuart Bell – Transportation Officer

| Financial Impact                              | Net Revenue Impact    |                       |                       |                       |                       |                       | Net Capital           |                       |                       |                       |                       |                       |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
|   | 2003/<br>2004<br>£000 | 2004/<br>2005<br>£000 | 2005/<br>2006<br>£000 | 2006/<br>2007<br>£000 | 2007/<br>2008<br>£000 | 2008/<br>2009<br>£000 | 2003/<br>2004<br>£000 | 2004/<br>2005<br>£000 | 2005/<br>2006<br>£000 | 2006/<br>2007<br>£000 | 2007/<br>2008<br>£000 | 2008/<br>2009<br>£000 |
| Approved Budget                               | 15                    |                       |                       |                       |                       |                       |                       |                       |                       |                       |                       |                       |
| Already Committed                             |                       |                       |                       |                       |                       |                       |                       |                       |                       |                       |                       |                       |
| <b>Amount for which release now requested</b> |                       | 15                    |                       |                       |                       |                       |                       |                       |                       |                       |                       |                       |

**Justification**

The Executive Councillor with responsibility for Planning Strategy has requested that this study now take place. The bid will fund a study to review the options available to the council for supporting the use of public transport, including taxis, to enable groups who are disadvantaged by location etc. to gain access to employment, leisure and other essential services.

Early approval is therefore required so that the work can be carried out .



20, 460 CCTV \_ Camera replacements  
 Sonia Hansen / Chris Allen

**Financial Impact**

|   | Net Revenue Impact    |                       |                       |                       |                       |                       |                       |                       | Net Capital           |                       |                       |                       |  |  |  |  |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|--|--|--|--|
|   | 2003/<br>2004<br>£000 | 2004/<br>2005<br>£000 | 2005/<br>2006<br>£000 | 2006/<br>2007<br>£000 | 2007/<br>2008<br>£000 | 2008/<br>2009<br>£000 | 2003/<br>2004<br>£000 | 2004/<br>2005<br>£000 | 2005/<br>2006<br>£000 | 2006/<br>2007<br>£000 | 2007/<br>2008<br>£000 | 2008/<br>2009<br>£000 |  |  |  |  |
| Approved Budget                               | 74                    | 74                    | 74                    | 74                    | 74                    | 84                    |                       |                       |                       |                       |                       |                       |  |  |  |  |
| Already Committed                             | 0                     | 0                     | 0                     | 0                     | 0                     | 0                     |                       |                       |                       |                       |                       |                       |  |  |  |  |
| <b>Amount for which release now requested</b> |                       | <b>148</b>            | <b>0</b>              | <b>0</b>              | <b>0</b>              | <b>0</b>              |                       |                       |                       |                       |                       |                       |  |  |  |  |

**Justification**

This scheme provides for replacing CCTV equipment on a phased basis as parts reach the end of their useful design life. This fund will also be used to purchase or replace the cameras which were originally bought on a lease system. The funds for 2003/04 were not spent as the report on the CCTV system was being carried out. This has now been received and has detailed the way forward with the service. The Cabinet approved in the Capital Monitoring report of 27<sup>th</sup> May 2004 the spending of £40,000 of this money on the upgrade of camera links from St Ives and St Neots. The release of the remainder has not been approved.

Release of funding up to the £148k is sought so that the process of replacement and improvement can start now and be complete by the end of the year.

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CABINET

15<sup>th</sup> July 2004

## HOUSING & COUNCIL TAX BENEFIT - PENSION PARTNERSHIP BID TO DEPARTMENT OF WORK AND PENSIONS

(Report by the Head of Revenue Services)

### 1. INTRODUCTION

- 1.1 The Department for Work and Pensions (DWP) intends to increase take up of state benefits for pensioners. The DWP has invited councils to bid for funds to enable increased pensioner benefit take up through partnership working. Huntingdonshire DC has agreed to be the lead authority on behalf of all the Cambridgeshire local authorities in submitting a bid for funds to recruit a Welfare Benefits Adviser at each authority to specifically target pensioners who are not receiving Pension Credit, Housing or Council Tax benefit. The cost of the scheme will be fully funded by the DWP for two years.

### 2 PURPOSE

- 2.1 To obtain Cabinet approval for the bid and subsequent implementation of the project, subject to approval within the MTP.

### 3 BACKGROUND

- 3.1 In March, the DWP wrote to all LA's to invite bids for funds to improve benefit take up for pensioners. The bid had to include partnership working and be supported by the LA and the LSP.
- 3.2 The Cambridgeshire Benefit Managers Group had already been meeting (following the Benefit Fraud Inspectorate's recommendations as part of the Comprehensive Performance Assessment) to increase benefit take up. Following the receipt of the DWP letter, the Group met to discuss the possibility of creating a county-wide welfare benefits advice group that would be fully funded by the DWP grant.
- 3.3 Following various joint meetings which included Ely CAB on behalf of East Cambs Council, the Group agreed to a joint bid, co-ordinated and led by Huntingdonshire District Council, on the basis that the scheme would support several strategic aims for each authority. As the closing date for receipt of bids by the DWP was 30 June, the Head of Revenue Services submitted the joint bid within the required timescale and endorsement of that action is sought.

Details of the requirements of the scheme are shown at Annex A.

Details of the aims and operation of the scheme are shown at Annex B

- 3.4 The proposed scheme supports the following strategic aims:
- Council services that meet local needs
  - Safe & active communities
  - Housing that meets local needs
  - Accessible services
  - Service improvements

- Effective partnerships
- Innovation & improvement

#### **4 STAFFING ISSUES**

- 4.1 HDC will employ a Welfare benefits advisor (salary circa £20,000 pa) to visit pensioners in their home to assist them to claim Housing benefits, Council Tax benefits, Pension Credit, Attendance Allowance and other benefits. As lead authority in the partnership bid, HDC will also employ an administration officer (salary circa £15,000 pa) to collate information from partner authorities and report back to the DWP. The other partner authorities (Cambridge City, South Cambs, Fenland and Ely CAB) will employ their own welfare advisors. Cambridgeshire County Council has agreed to train the welfare advisors in a range of welfare benefits (at no cost to the Council).
- 4.2 The scheme will run for a maximum of two years (2004/05 and 2005/06) subject to it being funded by the DWP. The DWP have been advised that if only part funding is received, the scheme will run for a shorter period. There should be no cost to the Council for this project other than management time in recruitment, selection and coordination of the staff.
- 4.3 The DWP have advised that they will respond to bids within 60 days. If the bid is not successful, the project will not go ahead.

#### **5 FINANCIAL IMPLICATIONS**

- 5.1 The cost of setting up the scheme and paying the staff will be fully funded by the DWP. Following changes to the Housing Benefit subsidy regime, all benefit paid will be fully subsidized, so there will not be any direct budgetary impact.
- 5.2 If after two years there is no further funding and the project is successful, Members should note that the scheme will be reviewed and may submit a bid under the MTP. The continuation of the scheme will then be at Members' discretion in the light of competing priorities.

#### **6 RECOMMENDATION**

- 6.1 It is therefore

##### **RECOMMENDED**

- (a) that the action taken in submitting the bid to the DWP be endorsed;
- (b) that, in the event of the application being successful, the Cabinet agree to the release of the grant to enable the scheme to be implemented.

**Contact Officer:** Julia Barber, Head of Revenue Services ☎ [01480] 388105

Background documents;

The Pension Service Partnership Fund Application Pack.

## Annex A

# THE PENSION SERVICE PARTNERSHIP FUND

## QUALIFYING CRITERIA

- 1 The proposal **must** support:
  - Improved take-up of older people's benefits, particularly by "hard to reach" groups.
- 2 One or more of the following aims should also be considered for inclusion (these are not mandatory):
  - Promotion of independence in older people:
  - Integrated joint working between partners:
  - Improved access to services:
  - Better understanding of older people's needs in a specific community, region or country setting including the needs of ethnic minority elders.
- 3 The **objectives** of the proposal must be **clear and realistic**. Applicants will need to demonstrate what is to be achieved, and by what method, with a timetable showing key milestones along the way.
- 4 The outcomes from the proposal should preferably add **long term benefit**. However, initiatives resulting in high impact but short-term benefits will not necessarily be excluded.
- 5 The proposal must be **co-sponsored by at least one other partner organisation** to demonstrate its feasibility and credibility. Co-sponsorship by a Local Strategic Partnership, Community Legal Services Partnership, Rural Community Council or Scottish Community Planning Partnership will also fulfil this requirement. Demonstration that bidders have consulted with The Pension Service local service will also be helpful.  
**NOTE** – Although co-sponsorship is a requirement, the award of funds will be solely to the bidder.
- 6 The proposal must identify how **resources allocated will be used**. The proposal must demonstrate, as far as possible, that resources allocated to the proposal will **be in addition to any other funds** for activity undertaken within the community. The initiative can be a new one or an existing one where current funds prohibit an expansion in customers contacted or an extension in time-scale. Where necessary, confirmation from other funding providers will be required.
- 7 The proposal must demonstrate engagement and consultation with other interested groups in the community working in similar areas (in addition to the co-sponsor). Consultation with **customers** as well as the Local Strategic Partnership, Community Legal Services Partnership, Rural Community Council or Scottish Community Planning Partnership should be considered.
- 8 Proposals must demonstrate **compliance** with the principles underpinning Third Age development, particularly in relation to **data capture and data sharing**; all parties must have an identified Data Protection policy, compliant with data protection legislation.

- 9 All proposals must demonstrate how the initiative will be **evaluated** and **how lessons learned** will be disseminated.
- 10 **Applications must be made on the form at Annex D** and be submitted with full details of the proposed initiative and related costs. The application should show both the set-up and running costs of the proposed initiative, broken down for each 12 month period; and if the organisation is liable for VAT, should show costs inclusive of VAT.
- 11 Contracts will be awarded on a yearly or two-yearly basis. There is a lower limit of £500. There is no upper limit.
- 12 The Pension Service will own any crown copyright and intellectual property and product rights arising from any proposal.
- 13 Proposals must include an assessment of how the initiative supports the principles of equality in respect of race, gender, disability, age, sexual orientation and religion/belief.

## **ANNEX B**

### **Aims and Operation of the Scheme**

This project will take a countywide approach to improve the benefits take up in Cambridgeshire. The project management involve a number of partners across the County to reflect the individual districts involved.

#### **Who will deliver this project?**

##### **Huntingdonshire District Council: Lead Partner**

##### **As lead partner Huntingdonshire District Council will take responsibility for:**

- Collating monitoring and evaluation information to return to the Pension Service
- Responsibility for budgeting and financial arrangements
- Drawing up partnership agreement

#### **Project Partners**

The project will be delivered through joint working arrangements between:

- Huntingdonshire District Council
- East Cambridgeshire District Council /
- Ely and District Citizens Advice Bureau
- Fenland District Council
- Cambridge City Council
- South Cambridgeshire District Council

Representatives from each organisation will form a '**Project management group**'

The responsibilities of the project management group will be:

- Co-ordinate the overall aims of the project
- Recruitment and selection of welfare benefit officers
- Provide training for welfare benefit officers in the district.
- Awareness raising with relevant agencies Cambridgeshire
- Line management by geographical area to welfare benefits officers
- Liaison with DWP.
- Maintain and collate monitoring information for the whole district
- Sub contracting arrangements

The project management group will report to the project board. The project board will consist of the local authority officers responsible for the revenues and benefits services in each local authority. The responsibilities of the project board will be:

- Assess the project is achieving it's objectives
- Oversee major plans
- Raise the profile of the project on a county wide strategic level.

## **Welfare Benefits Officers**

There will be 5 welfare benefit officers appointed for the post plus two Admin Officers, which includes the CAB element of the bid. They will have local authority district boundary responsibilities. They will be responsible for implementing and carrying out the project to suit the needs of each district. Each officer will report to the project management group.

Ely and District Citizens Advice Bureau has been appointed a partner alongside East Cambridgeshire District Council. This takes into account the contracting out of benefits services within the Local Authority and the developing partnership arrangements in the district.

## **Partnership Agreements**

It is the duty of all Districts to contribute to the increase of benefit take-ups. This project will act as a catalyst for partnership arrangements, if successful the partners will be asked to sign up to an agreement that sets out:

- How funds will be used
- The responsibilities of each partner, the management group and board.
- How issues will be resolved
- How the project will be 'badged'
- Reporting and monitoring requirements
- Commitment to meetings and project work.

## **Past Experiences to deliver this project:**

### **Huntingdonshire District Council as lead partner**

- Experience in dealing with a range of people including older people
- Processing benefit claims
- Mail shots to large numbers of people
- Face to face contact
- Partnership working
- Managing and monitoring externally funded projects

Each local authority has experience of working with a range of people within their dedicated benefits sections. They have significant experience of reaching the local community and providing advice and information. They have significant resources and knowledge of their local areas.

Huntingdonshire benefits service has had two positive BFI inspections – the latest in January 2004 as part of the council's CPA inspection. The council is set to receive 'Excellent' status under the Comprehensive Performance Assessment.

Ely Citizen Advice Bureau has extensive experience of providing a range of advice to local people and harder to reach groups. It holds the Legal Services Commission Quality Mark at general work and casework help level. In 2001-2002 the organisation helped over 3000 clients claim £0.5 million.

## **Impact of project:**



This project will impact on a wide range of organisations within the Cambridgeshire County. The project management group has identified the need to build relationships with a number of organisations. These relationships will be for operational and strategic purposes.

All local strategic partners in each district have been approached and support the project as co-sponsors. The project management board will feed evaluation information to the LSPs for strategic purposes.

Promoting the independence of older people by enabling them to live in their own homes is a key priority of the County Councils, PCTs and Local Strategic partnerships. The number of older people helped to live at home per 1000 people aged 65+ is a target within Cambridgeshire's first LPSA.

However, Cambridgeshire's performance in this area remains low compared with other authorities and it is believed that further stretching targets could be achieved. Within the second LPSA, the topic area will focus on the performance assessment framework.

The project will also need to build on other relationships both strategically and operationally and these are set out in the project plan.

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**CABINET**

**15 JULY 2004**

**HIGHWAYS AGENCY  
(Report by Head of Environment & Transport)**

**1. INTRODUCTION**

1.1 The District Council has undertaken certain highways maintenance functions on behalf of the Cambridgeshire County Council since 1974. These functions have been performed under the terms of an agency agreement (the 'Highways Agency') as provided for in the Local Government Act 1972.

1.2 A two-year notice of termination of the Highways Agency was received on 31 March 2004 and was subsequently confirmed by a decision of the County Council's Cabinet on 27 April 2004. Notice also has been served on Fenland District Council and Cambridge City Council. This report identifies, for Cabinet, issues associated with the termination of the Highways Agency.

**2. FUNCTIONS PERFORMED ON BEHALF OF THE COUNTY COUNCIL**

2.1 The agency agreement provides for the District Council to undertake the majority of the functions of a statutory highway authority within the towns of Godmanchester, Huntingdon, Ramsey (including Bury), St Ives and St Neots. The boundary of the agency in each town generally is defined by the point where the national speed limit replaces a lower limit (associated with the urban area).

2.2 The principal agency functions undertaken by the District Council are listed at Annex A. The extent to which any function is exercised is determined by —

- funding level provided by County Council
- standards included in the County Council's Network Management Plan
- operational policies of the County Council

2.3 The District Council enhances the standard of service by funding wholly, or in part, some areas of activity, for example

- verge maintenance – frequency of grass cutting is harmonised with that of adjoining public open spaces;
- bus shelters – District Council has initiated comprehensive programme of provision using its own resources

2.4 In addition to the agency functions the District Council also undertakes the design and implementation of schemes within the highway using related powers. These generally fall into two categories:-

- environmental improvements – schemes funded wholly by the District Council

- transportation schemes – County Council funded, or jointly funded, schemes arising from Market Town Transport Strategies, cycleways programme etc.

### **3. ORGANISATIONAL AND SERVICE ISSUES ARISING FROM LOSS OF AGENCY**

- 3.1 The agency functions are delivered principally, but not exclusively, by the Highways Teams within the Environment & Transport Division of the Operational Services Directorate. The Highways Team comprises seven employees of which approximately 5.6 full-time equivalents (FTE) are committed to the agency – the other 1.4 undertaking street naming/numbering and land drainage/sewerage functions.
- 3.2 Within the Environment & Transport Division the Administration Team contribute the equivalent of 0.75 FTE to support of the agency functions. Management and other input from within the division contributes a further 0.2 FTE. The agency, therefore, has a total input of 6.56 FTE from the Environment & Transport Division.
- 3.3 Other services, outside of the division, also commit time to the agency. These include Legal and Estates, Accountancy, Personnel and several others although in each service the input generally amounts to a small proportion of an FTE.
- 3.4 At its simplest, therefore, loss of the Highways Agency could result in the deletion of the Highways Team from the establishment with the transfer, under TUPE, of five employees to the County Council. Concurrently with this the District Council will need to take a view on the following –
- arrangements for the delivery of street naming/numbering – this is now closely aligned with the National Land and Property Gazetteer and the transfer of the function (and associated employee) to the Information Management Division in the Commerce and Technology Directorate may be appropriate; and
  - arrangements for land drainage/sewerage functions – although currently only accounting for 0.46 FTE the employee responsible for this work could be retained to provide an enhanced level of service in this sensitive area.
- 3.5 No change currently is proposed to the Administration Team pending future decisions on staffing of the Customer First call centre. At that time the establishment of the Administration Team would be reviewed to deliver, as a minimum, the 0.75 FTE saving from the loss of the Highways Agency. A further saving of 0.15 FTE would arise if the street naming function were transferred out of the division.
- 3.6 Although not directly an agency function, design activity relating to the public highway is essential to maintaining a critical mass of engineering design staff. Failure to retain a strong Project Team could hamper the delivery of the District Council's Medium Term Plan in future years.

- 3.7 Loss of the agency will divest the District Council of its power to execute works within the highway and unless suitable arrangements can be agreed with the County Council this may hamper the delivery of future environmental improvement schemes and their ongoing maintenance. This could result in the District Council's original investment not being protected. For example, the impact of a town centre environmental improvement can be significantly weakened if subsequent works use inappropriate (cheaper) materials for reinstatements etc.
- 3.8 Historically, the District Council has undertaken design work on behalf of the County Council and has provided a cost-effectiveness service for smaller transport/highways projects, many of which the District Council jointly funds – Brampton to Huntingdon cycleway, for example. Accordingly, it is proposed that the District Council seek an agreement with the County Council for its continued input to the design and maintenance of some works within the highway.
- 3.9 The management of on-street parking is integrated with that of the District Council's off-street car parks and is an efficient and effective service. It would be a retrograde step to relinquish the management of on-street parking at this time, particularly with the potential for a move to LAPE (local authority of parking enforcement – previously decriminalisation) in the medium term.

#### **4.0 POSSIBLE SERVICE IMPROVEMENTS**

- 4.1 The quality of our streets is a major factor in shaping the public's impression of the district and, by implication, of the district council. A poor impression can be caused by littering, fly posting, graffiti, abandoned cars, uncollected household waste, missing or damaged street name plates etc. This will be exacerbated if gardens fronting the street are unkempt, hedges overhang the footway and roads and footways are poorly maintained and there is a proliferation of road signs and street furniture
- 4.2 Many councils have demonstrated the value of ensuring the close co-ordination the various services responsible for the issues outlined at paragraph 4.1 above. Typically this approach is called 'street-scene' management and has achieved considerable success in improving public satisfaction with the local environment.
- 4.3 In developing the systems to support the Customer First call centre we are seeking to provide this co-ordinated street-scene approach in our message handling. To achieve a greater impact it is important also that the back-office processes, and organisational culture, foster the same level of integration between services. This will not happen without support and it is proposed that a two-year trial is undertaken to develop and test organisational responses to providing a co-ordinated street-scene service.
- 4.4 To maximise the effectiveness of a street-scene service it would be necessary to include a number of highway's functions. Accordingly it is proposed that a restricted agency is sought with the County Council for the continued delivery of the following:-

- verge maintenance – both within the existing agency areas and in villages
- sign washing
- weed spraying
- removal of fly posting and A-boards
- bus shelters

4.5 As part of any street-scene trial it is proposed that the District Council secure, through a competitive tendering process, a relationship with an appropriate construction contractor for minor construction projects and the execution of repairs and maintenance in car parks etc. It is further proposed that prior to tendering any contract the interest of other district councils in entering into a partnership is explored. Previously other districts have relied on the County Council's highways contractor.

## **5. FINANCIAL IMPLICATIONS**

5.1 The best value review of the District Council's highways agency function completed in 2002 identified that the management and administration of the agency at that time cost the District Council some £120k annually – i.e. the cost exceeded the fee income which was based on the value of work completed in the year. Of the £120k some £40k would immediately be realisable by the discontinuation of the agency: The remainder related to fixed costs (e.g. accommodation) and support service costs (e.g. legal, accountancy, IT services etc.) that could not immediately be reduced.

5.2 The 2004/05 budget identifies expenditure on the management and administration of the agency as £369k with a potential income of £170k. This gives rise to a net cost of £199k and an initial assessment suggests that a minimum of £55k (about 28%) is immediately realisable on the termination of the agency as an annual revenue saving.

5.3 Further work is required to fully evaluate the distribution of the £199k net cost between –

- savings that are immediately realisable – these generally relate to employee costs (salary, national insurance, superannuation, travel etc) of employees directly employed on the agency functions;
- savings that may be realised over time – principally employee costs associated with support services that could be realised only if aggregated with savings in these services arising from other changes; and
- fixed costs – costs relating to IT systems, accommodation etc. that could only be saved if the Council were to complete a major organisational change and/or reduce the size of its offices.

5.4 The cost of addressing the delivery of street naming and land/drainage functions (see paragraph 3.4) following the termination of the agency have yet to be evaluated and may be the subject of MTP bids if they cannot be contained within existing budgets. The financial treatment of any developments in these areas has the

potential to impact on the savings arising from the termination of the agency.

- 5.5 In developing proposals for the delivery of the street-scene approach it will be important to consider the potential for funding from the County Council. They have indicated that their current annual spend on functions that could be undertaken by the District Council, outside of the existing agency areas, is as follows:-

- Tree maintenance £26k
- Grass cutting in villages £60k\*\*.
- Sign Cleaning budget £10k

\*\* includes £25k paid directly to Parish Councils

## 6. CONCLUSION

- 6.1 The County Council believe, as a result of their recently completed best value review, that the highways maintenance function is best delivered by a comprehensive long-term partnership with a single private sector contractor encompassing both the management and delivery of the function. This militates against traditional agency arrangements in the form currently operated by the District Council. The agency arrangement has, in any event, not been self-financing for the District Council and our own best value review failed to show convincingly that the subsidy (£120k in 2002, now £199k) provided value for money.

- 6.2 There are, however, a range of highways related activities that could be undertaken by the District Council that would benefit local communities and contribute to the development of a co-ordinated 'street-scene' service. These are –

- design of environmental improvements within the highway
- design of jointly funded transport schemes, such as cycleways
- management of on-street parking
- verge maintenance
- sign washing
- weed spraying
- removal of fly posting and A-boards
- bus shelters
- licensing of pavement cafes

- 6.3 The district council already is providing significant funding for a number of these activities, e.g. removal of fly posting, provision of bus stops, and it would seem appropriate to retain direct control over the service delivery.

- 6.4 It is proposed, therefore, that the District Council seeks to secure a new district-wide agency for the delivery of the functions listed at paragraph 6.2 above. The agency agreement to make provision for the County Council to maintain levels of direct funding commensurate with their current budget provision and to make a suitable contribution to the District Council's management and administration costs.


- 6.5 As a consequence of losing the existing highways agency five employees would transfer to the County Council. The financial implications of this and the treatment of other consequential service changes have yet to be fully evaluated and will be the subject of a further report to Cabinet in September.
- 6.6 Although the County Council has given the two years notice of termination required by their agreement with the District Council their relationships with Fenland and Cambridge City are subject to a shorter notice period and will terminate in March 2005. The opportunity may exist to seek an earlier termination of the agreement.

## **7. RECOMMENDATIONS**

- 7.1 It is recommended that Cabinet –
- (a) note that notice has been served requiring the termination of the Highways Agency on 31 March 2006 and accept the principle of the agency being terminated;
  - (b) indicate any preference they may have for seeking an early termination of the agency agreement;
  - (c) note that five employees will transfer to Cambridgeshire County Council under TUPE arrangements if the agency is terminated;
  - (d) require a report to a future meeting detailing the further evaluation of the financial implications of the termination of the agency and consequential service changes, including any relevant MTP bids;
  - (e) support the proposal to develop a co-ordinated 'street-scene' approach to the management of complementary services affecting public areas; and
  - (f) authorise the Director of Operational Services, in consultation with the Executive Councillor responsible for Planning Strategy, to seek to secure a new agreement with the County Council for the discharge of the functions listed at paragraph 6.2 of this report and to report the outcome of the negotiations to a future meeting of the Cabinet.

### **Background Papers**

Highways Agency Agreement  
Notice of Termination

**Contact Officer: Mr R Preston, Head of Environment and Transport**  
 **01480 388340**



## ANNEX A

### PRINCIPAL HIGHWAY'S FUNCTIONS INCLUDED IN THE AGENCY AGREEMENT

| <b>Maintenance of Carriageways and Footways</b> |   |
|---|---|
| Cyclical Maintenance                            | responsive repairs of non-principal roads                                       |
| Repairs and Renewals                            | pre-programmed larger scale improvements  |
| Road Markings                                   | provision and maintenance of white and yellow lines                             |
| Non-illuminated signs                           | provision and maintenance of traffic signs including sign washing               |
| Gullies   | routine emptying and response maintenance                                       |
| Verge Maintenance                               | grass cutting on highway verges   |
| Arboricultural Work                             | maintenance of trees within the highway   |
| Weed Spraying ***                               | control of weeds growing in the highway   |
| Fences and Barriers                             | provision and maintenance   |
| Road Openings                                   | liaison with utilities undertaking works in the highway under NRSWA             |
| Vehicular Crossing                              | estimates and construction  |
| <b>Licensing and Enforcement</b>                |   |
| On-Street Parking                               | administration of charged on-street parking                                     |
| A-boards  | removal of A-board advertisements in highway                                    |
| Fly posting                                     | removal of posters etc. on highway equipment and street furniture               |
| Over-hanging Hedges and Trees                   | service of notice on owners and works in default                                |
| Skip Licences                                   | issuing licences for placing builders' skips in the highway                     |
| Scaffold Licences                               | issuing licences for placing of scaffolding on/over the highway                 |
| Hoardings                                       | issuing licences for placing hoardings in the highway                           |
| Banners   | approving temporary banners over the highway                                    |
| Other Uses                                      | temporary siting of promotional stalls/trailers etc. on highway                 |
| Pavement Cafes                                  | issuing licences for placing chairs/tables in the public highway                |
| <b>New Development</b>                          |   |
| Section 38 Agreements                           | approval of design and construction of roads and footways provide by developers |
| Section 106 Works                               | implementing alterations to the highway funded by developer contributions       |
| <b>Miscellaneous</b>                            |   |
| Bus Shelters ***                                | provision and maintenance   |
| Public Rights of Way                            | maintenance of statutory footpaths/bridleways etc.                              |
| Land Charge Searches                            | providing highway related responses to searches                                 |

Items marked \*\*\* are undertaken across the whole district – not just within the agency areas.

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CABINET

15 JULY 2004

## PROCUREMENT UPDATE (Report by the Director of Commerce and Technology)

### 1 PURPOSE

- 1.1 The purpose of this report is to update Cabinet on the progress of the procurement function and highlight those areas where further developments are required in the light of the guidance included in the National Procurement Strategy.

### 2 BACKGROUND

- 2.1 Provision for a Procurement Manager was included in the 2002/03 budget and an appointment was made in November 2002.
- 2.2 The Council's procurement strategy was approved in June 2002 and updated in May 2003.
- 2.3 The Government issued the National Procurement Strategy (NPS) in October 2003 and the National e-Procurement Project (NePP), "The benefits of e-Procurement" report in April 2004.
- 2.4 The attached Annex summarises the NPS recommendations, what the Council is already doing and what it is planned.

### 3. SAVINGS FROM BETTER PROCUREMENT

- 3.1 Both the NPS and the NePP stress the savings that can be obtained from better procurement. It is quite possible that the Government will make assumptions in future Grant Settlements that Councils have made savings and thus reduce their financial support.
- 3.2 Savings on the purchase price of goods and services is only one aspect. Significant efficiency benefits can result from reducing the administration time to order and pay for goods, reducing the number of delivery or faulty goods queries or by sharing resources within the Council or with other partners. Sometimes these benefits may not result in cash savings but instead allow service improvements which will more quickly achieve the Council's priority targets.
- 3.3 Benefits obtained to date include:
- Financial**
  - 2003/04  
Over £7K revenue and £43K capital savings
  - 2004/05  
About £17K revenue and £3K capital savings per year for the foreseeable future.  
One off revenue saving of £12K.

### **Efficiency improvements**

- Increased use of framework agreements by about £300K (50%).
- Procurement cards trial and e-procurement trial
- Call-off order trials
- Standard lists for some basic products
- Establishment of procurement area co-ordinators
- Initiated the Cambridgeshire Local Authority procurement group
- Increased coordination and communication by publishing material on the intranet e.g. spend reports, contracts database, quotation log, supplier non-conformance reports.

- 3.4 This experience supports the Government view that there are still significant further opportunities and it would be appropriate to consider a gross savings target of, say, £100k in 2004/05 and £200k thereafter as part of the base budget review.
- 3.5 To maximise the chances of achieving these sums it is necessary to create an environment where all managers are committed to identifying and achieving them. This could best be achieved by reducing all service and support budgets with a share of this target as part of the base budget review. A budget for the costs of the Procurement Manager (circa £43k per year) should be established from the existing and future savings so that managers are not reluctant to investigate procurement options.
- 3.6 A regular review of the Procurement Manager's work, including customer feedback, will ensure that the function provides value for money.

## **4. CONCLUSION**

- 4.1 Procurement is already adding value. To keep the momentum going, setting improvement targets will increase the likelihood of savings and service improvements from better procurement.

## **5. RECOMMENDATION**

- 5.1 **The Cabinet is asked to note the progress made and the intention to include a procurement improvement target in the Base Budget review.**

### **ACCESS TO INFORMATION ACT 1985**

1. **National Procurement Strategy, published in October 2003**
2. **National e-Procurement Project (NePP), "The benefits of e-Procurement" published in April 2004.**

**Contact Officer: Steve Couper, Head of Financial Services**  
**☎ 01480 38101**

| National Procurement Strategy  | Progress to Date  | Comment   | Action already agreed by COMT  |
|--|---|---|--|
| <p><b><u>Providing leadership and building capacity</u></b></p> <p><b>The strategic objective is that there should be a commitment from the top of each council (leader, chief executive, procurement champion) to procurement excellence by managing it strategically and resourcing it adequately.</b></p> | <p>The Executive Councillor for Finance has member responsibility for procurement. The Director of Commerce and Technology is the Council's "Procurement Champion". The Procurement Manager was appointed in November 2002.</p> | <p>The Procurement Manager was budgeted on the basis of no net cost.</p> <p>Some major procurement exercises have been externally resourced e.g. consultants, Eastern Shires Purchasing Organisation (ESPO).</p>              | <p>To include the role/responsibility of the Executive Councillor for Finance in the next review of the procurement strategy.</p> <p>Procurement Manager is to be consulted before appointing consultants to carry out any procurement exercise on the Council's behalf.</p> |
| <p><b>By 2004</b></p> <p>Every council should adopt a corporate procurement strategy, based on a Best Value or other review. The strategy should be owned by members and senior managers and its implementation monitored regularly.</p>   | <p>Procurement strategy approved in July 2002 and updated in May 2003.</p> <p>Procurement has been reviewed by an Internal Audit review (dated December 2001) and District Auditor review (dated February 2003).</p>            | <p>The effectiveness of the procurement strategy is being monitored by using the targets contained within it. However these targets are likely to change due to the introduction of the new performance management system</p> | <p>To recommend to Cabinet setting a one-line efficiency savings budget for each service and netting off the Procurement Manager's costs from the total of these reductions.</p> <p>A procurement group to be set up (chaired by the</p>                                     |

| National Procurement Strategy   | Progress to Date  | Comment   | Action already agreed by COMT   |
|---|---|---|---|
|   | By November 2004, the proposal is to have had the first meeting of the procurement group. |   | Director of Commerce and Technology as the Council's "procurement champion") which represents the main areas of spend throughout the Council to monitor progress in achieving these improvements. |
| <b>By 2005</b><br>Every council should be involved with a regional centre of excellence in procurement and project management.  | Regional centre of excellence established in April 2004.                                  | Attended the first conference organised by regional centre of excellence in June 2004 which should begin to clarify its role. | Include the roles and relationship with regional centre of excellence, once it becomes clearer what these will be, in the next review of the procurement strategy                                 |
| <b>By 2006</b><br>Every district council should have carried out a health check on progress against this National Strategy and the guidance endorsed as part of their corporate strategy. |   |   | Review the procurement strategy annually. The first review to take account of the NPS.  |
| <b><u>Partnering and Collaboration</u></b><br><b>The strategic objective of partnering is the delivery of better services to</b>  | The procurement strategy includes Partnering and  |   |   |

| National Procurement Strategy   | Progress to Date     | Comment   | Action already agreed by COMT  |
|---|----------------------|---|--|
| <p>citizens through the creation of sustainable partnerships between councils and suppliers in the public, private, social enterprise and voluntary sectors for the delivery of services and the carrying out of major projects, including construction.</p> <p>The strategic objective of collaboration is to obtain better value by bringing councils and other public bodies together at local, regional and national levels to combine their buying power and create shared services.</p> | <p>Collaboration</p> | <p>The use of ESPO's framework agreements and the use of ESPO on procurement projects have increased.</p> | <p>The Procurement Manger to define certain contracts as compulsory, following consultation with service managers. For example, if a particular ESPO contract was in the Council's best interest (not necessarily an individual service's) then it would be mandatory to use it.</p> |
| <p><b>By 2004</b><br/>Every council's corporate procurement strategy should set out the council's approach to partnering in service delivery and in construction projects.</p>  |                      |   |  |

| National Procurement Strategy  | Progress to Date   | Comment   | Action already agreed by COMT   |
|--|--|---|---|
| <p>Every council's corporate procurement strategy should set out the council's approach to collaboration (including purchasing consortia, joint procurement and commissioning and shared services), and how it intends to use the new trading powers.</p> <p>Every Best Value or strategic review of a service should include a robust and challenging appraisal of the different service delivery models available.</p> | <p>Have developed a draft partnering agreement with ESPO and looking at strategic partnering e.g. trading the Procurement Manager's time with ESPO buyers time.</p> <p>The Best Value Review (BVR) documentation was revised in July 2003 and covers this.</p> | <p>There are no plans to use the new trading powers by the Council at the present time.</p> <p>Future approach/scope of Best Value Review's is currently unclear.</p> | <p>Ensure that the Council's future programme of a Best Value Reviews considers the strategic options for service provision.</p>              |
| <p><b>By 2005</b></p> <p>The average time taken from OJEU notice to contract award in a project of more than one year's duration should be reduced by 10 per cent* on the 2003 base.</p> <p>Smaller district councils without dedicated procurement resources of their own, should be collaborating with others, through the regional centres of</p>   | <p>Looked into how to reduce the selection process timescales e.g. e-tendering packages.</p> <p>Initiated the Cambridgeshire procurement group which has had four meetings to date.</p>  | <p>Only issued two EU procurement procedures in 2003 and both of these were under one year's duration</p>   | <p>The Procurement Manager is to be consulted before EU procurement directive documents (e.g. OJEU Notices) are published by the Council.</p> |



| National Procurement Strategy   | Progress to Date  | Comment  | Action already agreed by COMT   |
|---|---|--|---|
| <p>excellence, to create shared services for procurement and project management.</p> <p>Councils should identify opportunities for collaboration with neighbouring councils for shared commissioning and/or delivery of services.</p> <p><b>By 2006</b></p> <p>The average time taken from OJEU notice to contract award in a project of more than one year's duration should be reduced by 25 per cent on the 2003 base.</p> <p><i>* OJEU notice to signature as a target has been tested in pathfinders</i></p> | <p>A contracts database has been developed which identifies current and future contracts.</p> | <p>This information needs to be shared with neighbouring Councils so that opportunities can be identified.</p> | <p>All managers for their service to update the contracts database and the internet equivalent.</p> |
| <p><b><u>Doing business electronically</u></b></p> <p>The strategic objectives are:</p> <ul style="list-style-type: none"> <li>▪ To achieve efficiencies in the procure-to-pay cycle including reduction in cycle time and reduction in transaction costs.</li> </ul> <p>This will free resources that can be directed into front line public</p>   |   |  |   |

| National Procurement Strategy   | Progress to Date  | Comment  | Action already agreed by COMT   |
|---|---|--|---|
| <p>services.</p> <ul style="list-style-type: none"> <li>▪ To use e-Marketplaces to assist councils to access framework agreements and contracts.</li> </ul>   |   |  |   |
| <p><b>By 2005</b></p> <p>Every council should have implemented an appropriate e-Procurement solution as part of its e-Government programme.</p> <p>For low value purchases, every council should be making appropriate use of a procurement card, the Government Procurement Card (GPC) or a suitable electronic alternative.</p> | <p>The procurement strategy includes e-procurement as one way to implement process improvements.</p> <p>Procurement cards are currently being trialled.</p> | <p>The procurement cards trial includes simple e-procurement via ESPO's web shop.</p> <p>The trial ends in June 2004</p>         | <p>All relevant contracts/ orders should be based on the Council's standard terms and conditions. A register of relevant contracts/ orders is to be developed by the Procurement Manager.</p> <p>The procurement card to be rolled out Council-wide by the end of 2004/05 subject to the trial being a success.</p> |
| <p><b>By 2006</b></p> <p>Every council should be using an appropriate e-Marketplace.</p> <p><i>Progress will be monitored by means of BVPI 157, which includes e-Procurement</i></p>  | <p>Looked into various e-market places options.</p> <p>ESPO have awarded a contract</p>   | <p>Presentations on how the ESPO market place will work are expected to start in June 2004.</p> <p>Collaborating is best for</p> | <p>To investigate the benefits of implementing a fully integrated e-procurement and/or a stand alone e-tendering system.</p>  |

| National Procurement Strategy  | Progress to Date  | Comment  | Action already agreed by COMT   |
|--|---|--|---|
| <p><i>as one of the transaction types that should be carried out electronically by 2005.</i></p> <p><i>Take up of National e-Procurement Project deliverables will be measured through the Implementing Electronic Government process.</i></p>   | <p>for an e-market place in March 2004.</p>   | <p>supplier adoption for service suppliers as it is resource intensive.</p>  |   |
| <p><b><u>Stimulating markets and achieving community benefits</u></b></p> <p>The strategic objectives are that councils should:</p> <ul style="list-style-type: none"> <li>▪ Engage actively with suppliers.</li> <li>▪ Use procurement to help deliver corporate objectives including the economic, social and environmental objectives set out in the community plan.</li> </ul> | <p>A number of officers have volunteered to be Procurement Area Co-ordinators (PAC) for a particular category (for example stationary or vehicles) and they can engage with suppliers to help deliver corporate objectives.</p> | <p>The overall time that a PAC spends in an area can be offset against what other officers may have done e.g. meeting with a supplier only needs to be done once rather than a number of people speaking to that supplier.</p> | <p>Develop the concept of the PAC so that one or more is allocated to every significant procurement area. A PAC is typically someone who job is connected to a specific area e.g. stationary, vehicles, print, facilities management and provides some coordination of that area Council-wide</p> |
| <p><b>From 2003</b></p> <p>Where relevant, all councils shall</p>  | <p>To be included in the</p>  |  |   |

| National Procurement Strategy   | Progress to Date  | Comment  | Action already agreed by COMT |
|---|---|--|-------------------------------|
| <p>consult staff during procurement projects and build employment considerations into procurement processes and contracts, including compliance with the Local Government Act 2003, Circular 03/2003 and the associated code of practice.</p>   | <p>procurement strategy when it is reviewed in November 2004</p>  |  |                               |
| <p><b>By 2004</b></p> <p>Every council should publish a 'Selling to the Council' guide on its corporate website together with details of bidding opportunities and contact details for each contract.</p> <p>All corporate procurement strategies should address:</p> <ul style="list-style-type: none"> <li>○ the relationship of procurement to the community plan, workforce issues, diversity and equality and sustainability;</li> <li>○ how the council will encourage a diverse and competitive</li> </ul> | <p>A draft 'Selling to the Council' guide has been produced which will include an edited contracts database and the relevant contact details, for example, project manager or Procurement Area Coordinator.</p> <p>The procurement strategy takes account to all the Council's policies. To be expanded on in the procurement strategy when it is reviewed in November 2004</p> | <p>No outsourced contracts have been recently let by the Council.</p> <p>A number of PACs have volunteered to date and will be</p> |                               |

| National Procurement Strategy   | Progress to Date   | Comment   | Action already agreed by COMT                                    |
|---|--|---|--|
| <p>supply market, including small firms, social enterprises, ethnic minority businesses and voluntary and community sector suppliers.</p> <p>Every council should build sustainability into its procurement strategy, processes and contracts.</p> <p>Every council should conclude a compact with the local voluntary and community sector.</p> <p>Procurement processes for partnerships should include:</p> <ul style="list-style-type: none"> <li>o issuing an information memorandum to prospective bidders setting out the background to the project, the council's objectives and an outline of the procurement process and timetable, with</li> </ul> | <p>Published environmental guidance on the intranet.</p> <p>Heads of agreement have already been drawn up.</p> <p>To be included in the procurement strategy when it is reviewed November 2004</p> | <p>the focal point for encouraging and developing the market place where required.</p> <p>There is not yet a Council sustainability strategy.</p> | <p>To investigate the creation of a sustainability strategy.</p> |

| National Procurement Strategy  | Progress to Date   | Comment  | Action already agreed by COMT  |
|--|--|--|--|
| <p>roles and responsibilities made clear.</p> <ul style="list-style-type: none"> <li>o inviting bidders to demonstrate their track record in achieving value for money through effective use of their supply chain, including the use of small firms; this should continue to be examined as part of contract management.</li> </ul>   |  |  |  |
| <p><b>By 2005</b><br/> Every council should include in invitations to tender/negotiate for partnerships a requirement on bidders to submit optional, priced proposals for the delivery of specified community benefits, which are relevant to the contract and add value to the community plan.</p> <p>Every council should have signed up to the national concordat for Small and Medium Enterprises.</p> | <p>To be included in the procurement strategy when it is reviewed in November 2004</p> | <p>National concordat has not yet been released.</p> | <p>To consider signing the National concordat for Small and Medium Enterprises once it is published.</p> |

CABINET

15 July 2004

## **FOOD SAFETY SERVICE PLAN (Report by Head of Environmental Health Services)**

### **1. INTRODUCTION**

- 1.1 It is a requirement of the Food Standards Agency (FSA) Framework Agreement on Local Authority Food Law Enforcement dated March 2001 (amended March 2002) that a Food Safety Service Plan be prepared in accordance with a format provided by the FSA. Under the Council's constitution this is part of the policy framework that has to be formally approved by the Council. The Licensing and Protection Panel endorsed the plan at their meeting on the 12 May 2004.
- 1.2 This is the fourth annual report which details the work that the service has planned for 2004/5, the staffing and financial resources required, the constraints that may prevent some of the tasks from being fulfilled and the priority of the tasks. It also includes a review of the previous year's performance and identifies where the Authority was at significant variance from the service plan and the reasons for that variance. The review is set out in Section 6 of the service plan on pages 35 to 43.

### **2. SUPPORTING/BACKGROUND INFORMATION**

- 2.1 Huntingdonshire District Council is a Food Authority and as such it is responsible for enforcing specific food safety legislation, this work is carried out by the Environmental Health Services Division. The service is linked to the Council's corporate plan 'Growing Success' and the priority outcome of a healthy population.
- 2.2 Since 1 April 2000 Food Authorities have been subject to scrutiny by the Food Standards Agency (FSA). One of the requirements of the FSA's *Framework Agreement on Local Authority Food Law Enforcement* is to require local authorities to produce a Food Safety Service Plan in accordance with guidance on content and format.
- 2.3 The aim of the Service Plan is to:
- ◆ provide information about the Food Safety Service;
  - ◆ identify the means by which the service will be provided;
  - ◆ identify the means by which the service will meet any relevant performance targets or performance standards;
  - ◆ enable performance to be reviewed by examining any variances from the Service Plan; and
  - ◆ demonstrate a balanced enforcement approach.
- 2.4 The FSA sees this Service Plan as a mechanism for local authorities to ensure that national priorities and standards are addressed and delivered locally as well as:
- ◆ focussing debate on key delivery issues;
  - ◆ providing an essential link with financial planning;
  - ◆ setting objectives for the future and identifying major issues that cross service boundaries; and

- ◆ providing a means of managing performances and making performance comparisons.

### **3. PERFORMANCE FOR 2003/4**

- 3.1 The food section was fully staffed for the financial year. This has enabled 100% of all required inspections to have been carried out and all of the work planned for the year, including the service improvements, has been achieved
- 3.2 There were three successful prosecution cases brought this year for offences under the Food Safety (General Food Hygiene) Regulations 1995 as a result of dirty and unhygienic conditions being found in three food premises. These cases resulted in substantial fines and significant media coverage. In addition one food business was prosecuted for selling unfit food and also received a formal caution for offences under the Food Safety Act 1990. The resource implications in terms of officer time and legal costs in bringing these cases have been significant.
- 3.3 There were no major food-borne illness outbreaks. All individual cases of notifiable food-borne illness were investigated.

### **4. SERVICE PLAN FOR 2004/5**

- 4.1 This document remains essentially unchanged from that of the previous year. The resources provided by the Council are currently sufficient to enable this Authority to meet the requirements that the FSA requires of Food Authorities. Included in the budget is a successful MTP bid for a contingency sum for additional staff and resources dependent upon the outcome of a Food Standards Agency review of food safety enforcement activity. In the event of difficulties arising that would prevent all the targets being met, priority would be given to the inspection of food premises. It is also possible that the FSA may redirect resources to meet the need of a major food safety concern.

### **5. CONCLUSION**

- 5.1 The work and improvements set out in last year's plan have been largely completed and no major changes have been proposed.

### **6. RECOMMENDATION**

- 6.1 The Cabinet is requested to note the contents of the report, endorse the Food Safety Service Plan and to submit it to Council for approval.

**Contact Officer: Chris Lloyd, Commercial Services Manager**  
 **01480 388290**



CABINET

15 JULY 2004

## **ST IVES, HEMINGFORDS AND FENTANTON FLOOD ALLEVIATION SCHEME**

**(Report by Head of Environment & Transport )**

### **1. INTRODUCTION**

- 1.1 Following the floods in Hemingford Grey in 1998 and 2001, the Environment Agency (the Agency) have completed a study into the possibility of improving the flood defences to this area.
- 1.2 The draft of this report has now been prepared and it has raised issues potentially outside of the Agency's remit where they are seeking support from the District Council.

### **2. RESULTS OF THE AGENCY'S STUDY:**

- 2.1 The study showed that the present flood bank to the north of Hemingford has a defence standard of less than 1 in 20 years and that some 400 homes were at risk of flooding south of the river.
- 2.2 The Greenfields area of Fenstanton was shown to be at risk of flooding floods below the 1: 100 year return period standard.
- 2.3 The Victoria Terrace area floods due to combination of overtopping of the flood-bank, poor surface water drainage and high ground water table levels. The surface water cannot drain away at times of river flooding as it is below the river level and has to wait until river levels return to normal. A substantial number of properties in this area were flooded in 1998 and have been threatened in more recent flood events.
- 2.4 In addition, the study identified the potential risk to St Ives associated with any increase in river level. Some 900 properties are potentially at risk of flooding north of the river.

### **3. AGENCY PROPOSALS**

- 3.1 The Agency propose to improve the existing flood bank to the south of the river in the vicinity of Hemingford to give a 1 in 100 years standard of protection. This flood bank will be extended to the east of Hemingford to protect the London Road area (of St Ives) and down to Greenfields. This will ensure that properties at all three locations are protected to the 1 in 100 years standard. These proposals are outlined in the plan (Annex A) accompanying this report.
- 3.2 Proposals for increasing the protection to St Ives by constructing defences north of the river also have been developed by the Agency.
- 3.3 Overall the scheme is estimated by the Agency to cost in the order of £4 millions and will protect some 1,300 homes. In view of the number of homes protected the scheme would qualify for grant support from central

government. Such government support is now allocated as an annual block grant to the Agency rather than on a scheme-by-scheme basis so it is not possible at this time to establish the level of grant funding that will be allocated to the scheme.

- 3.4 A feature of the scheme to the south of the river is a pumping station intended specifically to remove surface water and ground water infiltration from behind the improved flood bank. This would reduce the risk of flooding to the homes within the banks.
- 3.3 This pumping station would be located on land adjacent to Hemingford Road near Victoria Terrace. A better land drainage system would be provided around Victoria Terrace to get the flows to the pumping station and improvements would be needed to modify the land drainage system from the Greenfields area to also drain to the station.
- 3.4 The Agency have included the cost of the pumping station within the overall flood alleviation scheme. The cost of the pumping station and associated pumping main will be in the region of £400k but is understood not to be eligible for the grant funding referred to in paragraph 3.3 above.

#### **4. FUNDING AND OPERATION OF THE PUMPING STATION**

- 4.1 Although the Agency consider that it is sensible to include the pumping station within the proposed works for the St Ives and Hemingford Flood Alleviation Study, because the station's primary function is dealing with surface water, they are of the opinion that the future ownership, operation and maintenance should lie with the District Council.
- 4.2 In addition the Agency are seeking a 50% contribution towards the capital cost of this work from the District Council. As Anglian Water may also benefit from this new drainage arrangement, they could also be asked to contribute. This could make it a three way split.
- 4.3 As the water is mainly run off from fields in the catchment with only part from building or roads, it could be considered that the main flows are land drainage and not surface water. In this case it could be argued that the responsibility should remain with the Agency. The Agency also have experience of running land drainage pumps and have the necessary manpower.
- 4.4 The County Council could also be approached for a contribution as the high water levels result in the flooded and closure of public highways.

#### **5. CONCLUSIONS**

- 5.1 The Agency intend to improve the flood defences to keep the river flows out of the Hemingford area but the water that collects behind the defences could still cause flooding of the Victoria Terrace and Greenfields areas.
- 5.2 A pumping station is required to ensure that the protected areas do not flood. This will cost in the region of £400k. The Agency consider that this should be funded jointly by the Agency and this Council, with a possible contribution from Anglian Water. They also consider that the

station should become the ongoing responsibility of the Council, as it is taking mainly surface water.

- 5.3 It is clear that the pumping station is an essential component of the scheme to protect Victoria Terrace and Greefields. However, the risk arises as a consequence of flood flows in the main river, the responsibility of the Environment Agency, albeit that it is land drainage and surface water within the protected area that needs to be pumped.

## **6. RECOMMENDATION AND VIEWS SOUGHT**

6.1 It is recommended that Cabinet:

- i) welcomes the proposed the flood defence work at the Hemingfords and St Ives;
- ii) notes the requirement for a pumping station to protect the properties in the Hemingfords; and

6.2 Cabinet's view are sought on the request from the Environment Agency in respect of –


- (a) a contribution of up to 50% of the £400k capital cost of pumping station at Victoria Terrace; and
- (b) the District Council assuming responsibility for the ongoing operation and maintenance of the pumping station.

### **BACKGROUND INFORMATION:**

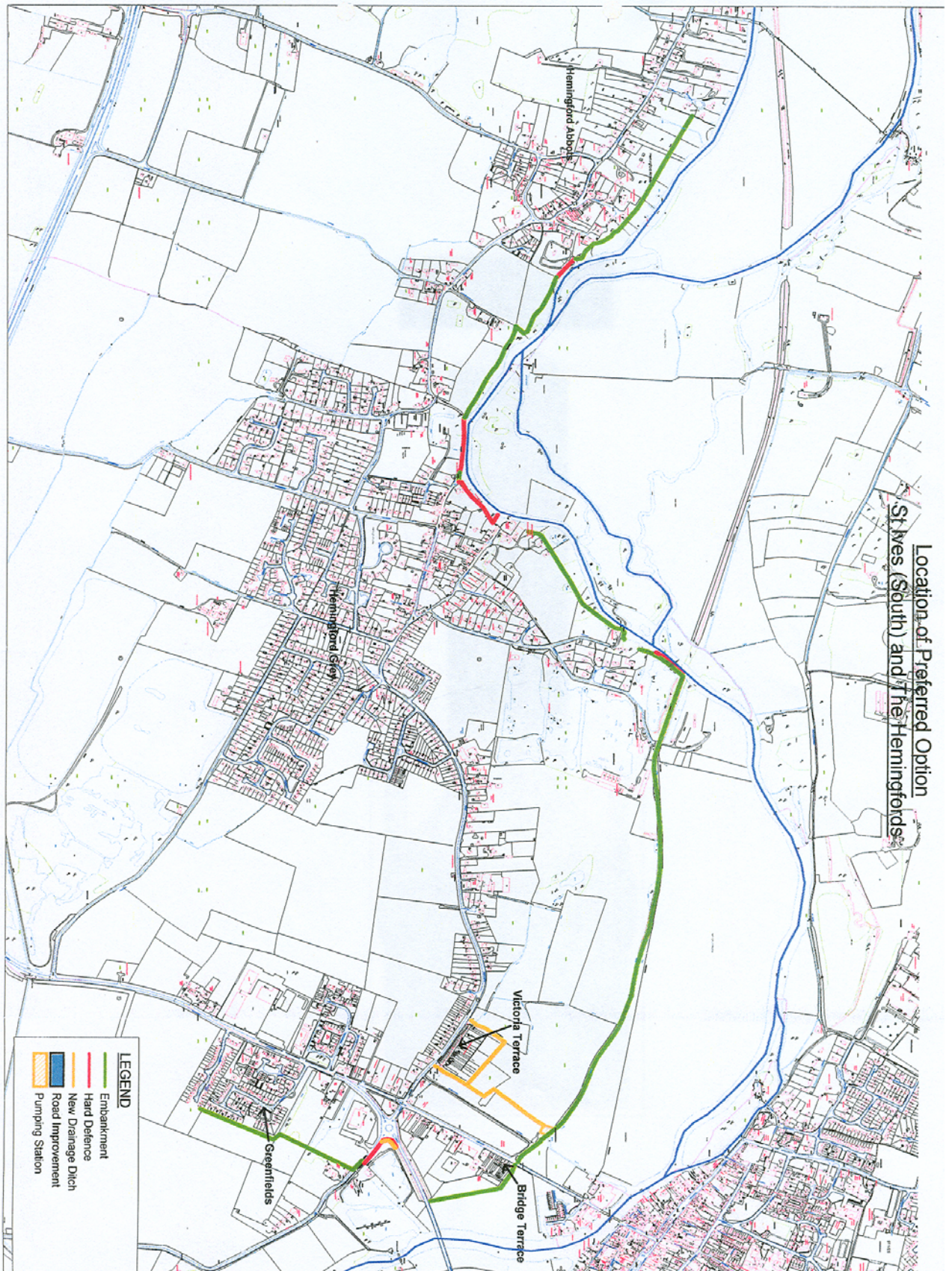
Letter from Environment Agency  
Environment Agency Report

**Contact  
Officers:**

**Chris Allen, Project & Assets Manager**

 **(01480) 388380**

**ANNEX A: ENVIRONMENT AGENCY PROPOSALS SOUTH OF RIVER GREAT OUSE AT HEMINGFORDS**



CABINET

15 JULY 2004

## **CRITICAL ORDINARY WATERCOURSES – ENMAINMENT BY THE ENVIRONMENT AGENCY**

**(Report by Head of Environment & Transport )**

### **1. INTRODUCTION**

- 1.1 Following the widespread flooding in 1998, the Government investigated methods of identifying watercourses most likely to flood properties and sought also to clarify responsibility for those watercourses. They have been called Critical Ordinary Watercourses (COWs)
- 1.2 For watercourses to be classified as 'critical' they have to pose a risk of flooding to the equivalent of 25 properties in any one-kilometre stretch.

### **2. CRITICAL WATERCOURSES IDENTIFIED:**

- 2.1 This Council identified the following watercourses as critical:

Colmworth Brook, Eaton Socon.  
Fox Brook, St Neots (from the railway westwards)  
Houghton Field Drain, St Ives (adjacent to Somersham Rd)  
Kingsbrook Drain, St Ives (parallel to Somersham Rd)

- 2.2 The Environment Agency have subsequently added Hen Brook, St Neots to the list (from the railway westwards).

- 2.2 The present responsibility for the maintenance of these watercourses varies. Three are Awarded Watercourses:

Colmworth Brook  
Houghton Field Drain  
Kingsbrook Drain.

Here the maintenance responsibility was "awarded" to this Council under the Enclosure Acts. The council has to carry out all maintenance work, even though we do not own the land. They are in reality "public watercourses".

The remaining two watercourses, Fox Brook and Hen Brook, are the responsibility of the riparian owner. This means that the adjacent land owner i.e. the District Council for much of the length of the watercourses, is responsible for all maintenance work.

### **3. ENMAINMENT OF COWs**

- 3.1 In 2003, DEFRA's Flood and Costal Funding Review decided that all COWs shall designated as statutory 'main rivers'. The process of designation is called enmainment and gives the watercourses the same status as other major watercourses in the district, for example The River Great Ouse, Alconbury Brook and Hall Green Brook. Responsibility for

main rivers is vested in the Environment Agency (the Agency), which has responsibility for their maintenance and protection, the latter being enforced through extensive Byelaws.

- 3.2 The enmainment of Awarded Watercourses is complicated by the fact that the Award cannot easily transferred to a different authority without Government consent. This is being further investigated by the Agency.
- 3.3 The process of enmaining Hen Brook and Fox Brook has started with the Agency advertising their intention in local papers and a notice to the Council that these would be complete by 31 March 2005. They have also requested an agreement that our funds, currently spent on these watercourses, be transferred to the Agency.
- 3.4 The Agency are also offering to contract with the Council for it to undertake the maintenance of the enmained watercourses under a Memorandum of Understanding i.e. the Council would become the Agency's contractor.

#### **4. PROPOSED MEMORANDUM OF UNDERSTANDING AND FUNDING**

- 4.1 The Memorandum of Understanding would be between the Agency and the Council, initially for a period of 2 years.
- 4.2 The works included would be routine and non-routine maintenance, operation and maintenance of assets and emergency response. Works not included would be development control matters, enforcement actions, flood warnings and capital works. A yearly programme of works would be agreed and the Council paid for the work on a monthly basis. There would be very tight constraints on the methods of working with environmental issues a high priority.
- 4.3 The Funding Review stated that Councils should pay to the Agency those monies that they presently spend on the maintenance of critical watercourses in order to fund this work. As Fox Brook and Hen Brook are, in part, the council's riparian responsibility, the only funds spent are for those lengths where we own adjoining land. This riparian responsibility will not be extinguished by the act of enmainment. It is not considered therefore that any funds should be transferred to the Agency.
- 4.4 It appears that the Environment Agency are seeking funding equivalent to that which the council spends as a riparian owner together with part of the grant received through our Standard Spending Assessment for our broader land drainage responsibilities. However, the enmained watercourses are a very small part of the overall land drainage network over which the council exercises its powers. Accordingly it is proposed that the Council resists the transfer of any funds.
- 4.5 There appears to be no benefit to the Council in entering into an agreement to maintain the newly enmained watercourses. Historically the work has been completed by contractor on an ad hoc basis and could equally well be commissioned by the Agency.

## **5. CONCLUSIONS**

- 5.1 Two COWs are to be enmained from April 2005 – Fox Brook and Hen Brook, in St Neots. The enmainment of the remaining COWs will depend on the resolution of the question of the Awards.
- 5.2 The Agency is offering a Memorandum of Understanding for this Council to carry out maintenance work on these watercourses. However, as the Council does not have an in-house work force there is no disadvantage from relinquishing management of the work.
- 5.3 The Council has some 100 miles of Awarded Watercourses for which it is responsible and exercises its permissive powers and riparian responsibilities for the best interest of local communities. This work would be compromised if funding were transferred to the Agency as the result of the enmainment of a small part of the watercourse network in which the Council takes an interest.
- 5.4 The deliberations of the Panel will be reported to the Cabinet when it considers this report at its meeting on 15 July 2004.

## **6. VIEWS SOUGHT AND RECOMMENDATION**


- 6.1 The Panel/Cabinet are invited to note the enmainment process for Fox Brook and Hen Brook and the potential future enmainment of the three Awarded Watercourses listed at paragraph 2.2.
- 6.2 The views are sought of the Panel/Cabinet on the Environment Agency's request for the transfer of funds associated with the maintenance of the newly enmained watercourses.
- 6.3 It is recommended that Cabinet resolve that the Council does not take on the maintenance of the enmained watercourses on behalf of the Agency.
- 6.4 To consider the views of the Overview and Scrutiny Panel (Planning and Finance).

### **BACKGROUND INFORMATION:**

Letter from Environment Agency - Environment and Transport files

**Contact  
Officers:**

**Chris Allen, Project & Assets Manager**

 **(01480) 388380**

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**CABINET**

**15TH JULY 2004**

## **GROWING SUCCESS : CORPORATE PLAN TARGETS (Report by the Head of Policy)**

### **1. INTRODUCTION**

- 1.1 In adopting a revised Corporate Plan – Growing Success – the Council acknowledged that Members should be involved in the setting of detailed targets.
- 1.2 The purpose of this report is to provide an opportunity for the Cabinet to review provisional targets for the Council's priorities.

### **2. SUPPORTING INFORMATION**

- 2.1 Growing Success sets the Council's vision for the future, a series of outcomes – things that need to be done to achieve this vision – and identifies six distinct priorities relating to the quality of life in Huntingdonshire. Also embedded into the Corporate Plan is a Comprehensive Performance Management framework (CPMF), which has a series of local measures for the outcomes that the Council wants to achieve.
- 2.2 The schedule attached extracts the outcomes and measures from the Corporate Plan and suggests a series of targets. The targets have been developed by a Project Team\* using existing baselines where available, predominantly relating to the six priority areas. Both Overview & Scrutiny Panels have been invited to review the targets and their recommendations will be reported to the meeting.
- 2.3 The targets will be used by Heads of Service to set appropriate targets in Divisional Service Plans which will help to ensure the achievement of the Council's priorities.

### **3. RECOMMENDATION**

- 3.1 To consider the views of the Overview and Scrutiny Panels.
- 3.2 The Cabinet are invited to review and approve the targets for the forthcoming year.

### **BACKGROUND PAPERS**

Nil

**Contact Officer:** Ian Leatherbarrow, Head of Policy ☎ (01480) 388005

- \* The Performance Management Project Team comprises –
  - Councillor Terry Rogers, Executive Councillor for Finance
  - David Oliver, Director of Commerce & Technology
  - Julia Barber, Head of Revenues
  - Phil Duerden, Head of Personnel
  - Ian Leatherbarrow, Head of Policy
  - Richard Preston, Head of Environment & Transport
  - Howard Thackray, Policy Officer
  - Daniel Buckridge, Assistant Policy Officer

## Growing Success: Outcomes, Measures and Targets

### Community Perspective

| Outcome  | Lag Measure   | Lag Targets                  |                              | Lead Measure  | Lead Targets |     |
|--|---|------------------------------|------------------------------|---|--------------|-----|
|  |   | Excellent                    | Fair to Poor                 |   | 90%          | 80% |
| Good reputation                                  | Comprehensive Performance Assessment (CPA) rating                       | Excellent                    | Fair to Poor                 | % of outcomes achieved from the CPA improvement plan                        | 90%          | 80% |
| Good value for money                             | % satisfied with level of Council Tax for services provided             | 70%                          | 60%                          | % projected average annual council tax increase for the next 5 years        | 5%           | 10% |
| Good quality of life                             | % satisfied with Huntingdonshire as a good place to live                | 85%                          | 75%                          | % of lead targets for the six priorities forecast to be met                 | 80%          | 60% |
| <b>Safe and active communities</b>               | % who feel safe in their communities                                    | 93%(day)<br>69% (night)      | 83%(day)<br>59% (night)      | % of targets for safe & active communities forecast to be met               | 80%          | 60% |
| <b>Healthy population</b>                        | Average life expectancy   | 77.5 yrs (m)<br>82.1 yrs (f) | 77.3 yrs (m)<br>81.9 yrs (f) | % of targets for healthy population forecast to be met                      | 80%          | 60% |
| <b>Clean, green, attractive environment</b>      | % satisfied that Huntingdonshire is a clean, green and attractive place | 71%                          | 68%                          | % of targets for clean, green and attractive environment forecast to be met | 80%          | 60% |
| <b>Housing that meets local needs</b>            | % of housing needs met  | 80%                          | 60%                          | % of targets for housing that meets local needs forecast to be met          | 80%          | 60% |
| <b>Strong &amp; diverse economy</b>              | The number of local jobs  | 70,000                       | 69,000                       | % of targets for strong and diverse economy forecast to be met              | 80%          | 60% |
| <b>Accessible services and transport choices</b> | % who feel they have good access to services                            | 90%                          | 80%                          | % of targets for Accessible Services & Transport Choices forecast to be met | 80%          | 60% |

## Process Perspective

| Outcome                        | Lag Measure   | Lag Targets | Lead Measure   | Lead Targets |
|--------------------------------|---|-------------|--|--------------|
| Effective community leadership | % who believe we have clear direction and priorities                | 70%         | % of employees who believe we have clear direction and priorities          | 90%          |
| High quality service delivery  | % of customers rating service quality as good or better             | 65%         | % of service delivery targets achieved                                     | 80%          |
| Effective partnerships         | % of partnership targets achieved                                   | 65%         | % of partnerships which comply with the council's framework                | 90%          |
| Effective management           | Revenue expenditure as a percentage of budget                       | 95%         | Forecast outturn   | 95%          |
|                                | Capital expenditure as a percentage of budget                       | 90% +/- 5%  | Forecast outturn   | 90% +/- 5%   |
|                                | % of effective management outcomes achieved                         | 85%         | % of effective management actions on track                                 | 85%          |
| Managing expectations          | % of people with an accurate understanding of our service standards | 80%         | % of services for which we have defined and communicated service standards | 100%         |
|                                |   | 60%         |  | 80%          |

## Learn and Grow Perspective

| Outcome                                     | Lag Measure  | Lag Targets | Lead Measure  | Lead Targets |
|---|--|-------------|---|--------------|
| Employees and Members with the right skills | % of employees with appropriate skills                         | 80%         | % of training & development plans completed                                   | 80%          |
|   | % of Members who have completed training and development plans | 80%         | % of Members for whom training & development plans have been identified       | 100%         |
| Innovation and improvement                  | % of staff who feel we have a culture of innovation            | 60%         | No. of suggestions made per month   | 20           |
|   |  | 50%         | No. of innovation awards made per month                                       | 2            |
| Key behaviours demonstrated and valued      | % of staff who feel that key behaviours are valued             | 70%         | % of employees demonstrating key behaviours                                   | 80%          |
| Share & use knowledge                       | % of staff who feel we are a learning organisation             | 80%         | % of completed projects for which post-project appraisals have been published | 90%          |
|   |  | 60%         | No. of examples of knowledge sharing per month                                | 20           |
|   |  |             |   | 0            |

**CABINET**

**15TH JULY 2004**

## **BEST VALUE PERFORMANCE INDICATORS : SATISFACTION SURVEYS (Report by Head of Policy)**

### **1. INTRODUCTION**

- 1.1 Members will be familiar with the Best Value Performance Indicators (BVPs), set nationally by the Audit Commission, which are designed to provide information about the Council and the services we provide in a range of areas.
- 1.2 A number of the BVPs relate to satisfaction with aspects of the Council's services and, in common with other local authorities, we have to survey local people and collect this information periodically – currently every three years.
- 1.3 The purpose of this report is to consolidate the satisfaction surveys so that Members have an indication of the level of satisfaction, or otherwise, with Council services.

### **2. SUPPORTING INFORMATION**

- 2.1 The questions and the methodology for conducting the survey is set by the Office of the Deputy Prime Minister (ODPM). Due to changes in the methodology, it is not possible to make a direct comparison between the results of this and the previous survey (2000). If Members require this comparative information, a detailed analysis of the base data can be undertaken for most of the Indicators.
- 2.2 The attached report draws together the "headline" results from the survey, comparing this with the performance of other Councils in Cambridgeshire and providing further detailed analysis for Huntingdonshire.
- 2.3 The Central Services Policy Division is drawing together the results of the survey, along with other significant surveys and research, to provide a combined resource to help in service planning and managing performance.

### **3. CONCLUSION**

- 3.1 The results of the surveys, along with other consultation research and data, forms an important part of the Council's Comprehensive Performance Management framework. The framework will be used to assist in the planning and development of services and policy formulation, the allocation of resources and in reviewing performance and achievement.

#### **4. RECOMMENDATION**

4.1 It is recommended that the Cabinet,

- a) consider the views of the Overview and Scrutiny Panels, and
- b) review the results of the satisfaction surveys.

#### **BACKGROUND DOCUMENTS**

Base data sets and results of surveys undertaken between June 2003 and January 2004 by Bostock Marketing Group.

Best Value Performance Indicators 2003/04 issued by the Office of the Deputy Prime Minister.

**Contact Officers:** Ian Leatherbarrow, Head of Policy ☎ (01480) 388005  
Howard Thackray, Policy Officer ☎ (01480) 388035

## **QUALITY PARISH COUNCILS (Report by the Head of Administration)**

### **1. INTRODUCTION**

- 1.1 The Government has formally launched the Quality Parish Council scheme, announced in the 2000 Rural White Paper, which is designed to enhance the role of parish and town councils, develop a framework for partnership working and equip them to take on a stronger role for the benefit of the local community.
- 1.2 The scheme envisages that a Charter will be established between principal and local councils as to how they will work in partnership and the devolving of particular functions and services by principal councils to quality parish councils.
- 1.3 Details of the implications of the quality initiative are set out below.

### **2. THE QUALITY CRITERIA**

- 2.1 Quality status is designed to be achievable by all parish councils, irrespective of their size or level of activity. It is granted for 4 years to qualifying councils, following which they need to re-apply for accreditation.
- 2.2 To achieve quality status, a parish council must pass 7 tests relating to its electoral mandate (i.e. contested elections), the qualifications of the Clerk, a minimum of 6 meetings per annum, communication with the local population, an annual report, unqualified accounts and registration of member interests under the code of conduct.
- 2.3 The first two parish councils to achieve accreditation in the County are Huntingdon Town Council and Holywell-cum-Needlingworth Parish Council. CALC have advised that a further 5 or 6 councils are likely to achieve quality status later in the year.

### **3. THE CHARTER**

- 3.1 Government guidance envisages that a Charter will be entered into by principal councils with their parish councils. A model charter has been issued, part 1 of which relates to all parish councils and part 2 to quality councils only. Part 1 deals primarily with consultation, liaison and support and attempts to formalise the governance, partnership and consultation arrangements that currently exist between principal and parish councils. Part 2 however requires a principal authority to have regard to parish plans and village design statements produced by a quality parish and introduces an enhanced role and the devolution of functions and service provision to quality parishes. Charters can either be general in nature and apply to all quality parishes or be tailored to relate to individual agreements between a principal authority and a single parish council.

3.2 The guidance lists a series of functions that might be considered for delegation to parish councils by principal councils:-

- ◆ Control of markets
- ◆ Street cleaning
- ◆ Maintenance of highway verges, footways and footpaths
- ◆ Litter collection and litter control measures
- ◆ Street lighting (other than principal routes)
- ◆ Recycling provisions
- ◆ Street naming
- ◆ Parking restrictions (and related matters)
- ◆ Issue of bus and rail passes and other transport voucher schemes (eg taxi vouchers)
- ◆ Road safety measures
- ◆ Noise and nuisance abatement
- ◆ Tree Preservation Orders
- ◆ Some aspects of development control
- ◆ Some aspects of the management of libraries and museums
- ◆ Some aspects of leisure and tourism provision (eg bowling greens, playing fields, issue of leisure permits)
- ◆ Public conveniences
- ◆ Allotments
- ◆ Taxi and public entertainment licensing.

#### **4. FINANCIAL ARRANGEMENTS**

4.1 The Government has also issued a guidance note on financial arrangements with parish and town councils which is specifically aimed at avoiding 'double taxation', i.e. where a parish council provides a service but the principal authority still charges taxpayers in the parish for the equivalent services it provides elsewhere.

4.2 The guidance suggests the principles that should govern financial arrangements between the different tiers of authority, including fairness, simplicity, transparency, democratic control and accountability. It suggests that where services are devolved to parish councils, an agreed level of funding is also transferred by the principal authority to enable the service to be delivered.

#### **5. CURRENT SITUATION**

5.1 With the first of the councils within the County having received accreditation, CALC recently convened a meeting of representatives of the County Council, those Districts that contain parishes in the County, and town and parish councils themselves. In order to assess the implications of the quality initiative and draft a County-wide Charter for consideration by individual authorities, the meeting agreed to the establishment of two working parties to deal with the content of the Charter itself and with the question of double taxation. Membership of each working party will comprise one voting representative from each of the County, City and District Councils (six in total) and an equal number of CALC representatives. Officers may attend in a non-voting capacity.



- 5.2 CALC is seeking conclusions from the working parties by the end of December and for formal agreement by individual authorities to enable the Charter to be introduced with effect from the commencement of the municipal year 2005/06.

## **6. CONCLUSION**

- 6.1 If agreement can be reached, the quality parish council initiative will introduce significant changes to the relationship between the District Council and the town and parish councils within Huntingdonshire and the local delivery of a range of services that are currently provided by the Council. To enable discussion on the detailed implications of the initiative to proceed, the Cabinet are invited to participate in the working parties. Agreement on the adoption of the Charter locally will need to be the subject of a further report to the Cabinet at a later date.

- 6.2 It is therefore

### **RECOMMENDED**

- (a) that the Cabinet appoint one Member to each of the working parties to be established to consider the Charter and double taxation; and
- (b) that a further report be submitted to a future meeting on the adoption of the Charter and the detailed implications of double taxation.

## **BACKGROUND PAPERS**

The Quality Parish and Town Council Scheme issued by the Office of the deputy Prime Minister, the Department for the Environment, Food and Rural Affairs and The Countryside Agency.

**Contact Officer: Mr R Reeves, Head of Administration**  
**☎ (01480) 388003**

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CABINET

15TH JULY 2004

## **REPRESENTATION ON ORGANISATIONS (Report by the Head of Administration)**

### **1. INTRODUCTION**

- 1.1 The Council's representation on a variety of organisations is reviewed annually. Listed in the attached schedule are those organisations to which the Council has been invited to nominate representatives for 2004/05.

### **2. RECOMMENDATION**

- 2.1 The Cabinet are therefore invited to make their nominations where required to the organisations referred to in the schedule appended hereto.
- 2.2 In the event that changes are required to the District Council's representation during the course of the year the Deputy Leader and Vice Chairman of the Cabinet be authorised to nominate alternative representatives as necessary.

### **BACKGROUND PAPERS**

File held in the Administration Division of the Central Services Directorate.

**Contact Officer: Christine Deller, Democratic Services Manager**  
**☎ 01480 388007**

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## REPRESENTATION ON ORGANISATIONS 2004/2005

|   | Nominating/<br>Appointing<br>Panel | Proposed Representative(s)<br>for 2004/2005  | Representative(s)<br>for 2003/2004  | Approx<br>Number of Meetings<br>Per Annum   | Allowance Payable<br>S - Subsistence<br>T - Travelling | Term of<br>Appointment |
|---|------------------------------------|--|---|---|--|------------------------|
| Advisory and Information Counselling Service<br>for Huntingdonshire –<br>Management Cttee | Cabinet                            | Cllr Mrs S A Mencer  | Cllr Mrs S Mencer   | 6 at Huntingdon   | S & T<br>Organisation<br>reimburses<br>travelling      | Annual                 |
| Archives County Advisory Group  | Cabinet                            | Cllr J E Garner  | Cllr J E Garner   | 3 at Huntingdon, Wisbech,<br>Cambridge  | S & T  | Annual                 |
| Bus Strategy Reference Group  | Cabinet                            | Cllr N J Guyatt  | Cllr N J Guyatt   |   | S & T  | Annual                 |
| Cambridgeshire Association of Local Councils<br>– Liaison Group                           | Cabinet                            |  | New   | 2 at Pathfinder House,<br>Huntingdon  | S & T  | Annual                 |
| Cambridge Sub-Region Infrastucture<br>Partnership Board                                   | Cabinet                            | Cllr D P Holley  | Cllr D P Holley   |   | S & T  | Annual                 |
| Cambridgeshire Age Concern Liaison<br>Committee   | Cabinet                            | Mrs N F Wagstaffe  | Former Cllr Mrs N F<br>Wagstaffe  | AGM - Cambridge 1<br>Half Yearly Mtg - Ely 1<br>Members meeting/Forum -<br>Chatteris 2<br>Members meeting/Forum -<br>Huntingdon 1 | S & T  | Annual                 |
| Cambridgeshire Councils Association   | Cabinet                            | Leader of the Council, Cllrs J<br>A P Eddy, N J Guyatt<br>(Substitutes: Deputy Leader<br>and Mr J C Mugglestone) | Leader of the Council<br>Cllrs J A P Eddy and<br>N J Guyatt<br>(substitutes: Deputy Leader<br>and former Cllr<br>J C Mugglestone) | County Branch meets<br>4/5 times per annum  | S & T  | Annual                 |
| Cambridgeshire County Council Association -<br>Member Forum on Waste Management           | Cabinet                            | Cllr R L Clarke  | Cllr Mrs K P Gregory  | 6   | S & T  | Annual                 |
| Cambridgeshire Museums Advisory<br>Partnership  | Cabinet                            | Cllr J E Garner  | <b>One Vacancy</b>  | 1 (AGM)   | S & T  | Annual                 |
| Cambridgeshire Transport Forum Reference<br>Group   | Cabinet                            | Cllr N J Guyatt  | Cllr N J Guyatt   | 2   | S & T  | Annual                 |
| Camsport  | Cabinet                            | Cllr Mrs J Chandler  | Cllr Mrs J Chandler   | 8   | S & T  | Annual                 |

## REPRESENTATION ON ORGANISATIONS 2004/2005

|   | Nominating/<br>Appointing<br>Panel | Proposed Representative(s)<br>for 2004/2005           | Representative(s)<br>for 2003/2004                    | Approx<br>Number of Meetings<br>Per Annum | Allowance Payable<br>S - Subsistence<br>T - Travelling | Term of<br>Appointment |
|---|------------------------------------|---|---|---|--|------------------------|
| Community Safety Board                                  | Cabinet                            | Cllr Mrs D C Reynolds                                 | Cllr Mrs K P Gregory                                  | 2   | S & T  | Annual                 |
| Community Safety Task Groups -<br>Huntingdon            | Cabinet                            | Cllr T D Sanderson                                    | Cllr T D Sanderson                                    | 4   | S & T  | Annual                 |
| North Huntingdonshire Area (Yaxley)                     |                                    | Cllr J S Ward   | Cllr J Watt   | 4   | S & T  | Annual                 |
| Ramsey  |                                    | Cllr P A Swales                                       | Cllr P A Swales                                       | 4   | S & T  | Annual                 |
| St Ives   |                                    | Cllr D B Dew  | Cllr D Dew  | 4   | S & T  | Annual                 |
| St Neots  |                                    | Cllr D Hartly   | Cllr D Hartly   | 4   | S & T  | Annual                 |
| Violence  |                                    | Cllr J D Fell   | Former Cllr P Brant                                   | 4   | S & T  | Annual                 |
| Consultation on Treasury Management<br>Matters          | Cabinet                            | Cllrs K Reynolds, T V Rogers<br>and L M Simpson       | Cllrs K Reynolds<br>T V Rogers and<br>L M Simpson     | 3   | S & T  | Annual                 |
| Countryside Access Forum for<br>Huntingdonshire         | Cabinet                            | Cllr Mrs B Boddington                                 | Cllr Mrs B Boddington                                 |   | S & T  | Annual                 |
| Cromwell Museum Management Cttee                        | Cabinet                            | Cllrs M G Baker and T D<br>Sanderson                  | Cllrs M Baker and<br>T D Sanderson                    | 2   | S & T  | Annual                 |
| DIAL Druglink   | Cabinet                            | Cllr Mrs M Wheeler                                    | Cllr Mrs K P Gregory                                  | 6   | S & T  | Annual                 |
| East of England -<br>Local Government Regional Assembly | Cabinet                            | Cllr I C Bates:- substitute Cllr<br>N J Guyatt        | Cllr D P Holley                                       |   | S & T  | Annual                 |
| Regional Tourism Council                                | Cabinet                            | Cllr Mrs J Chandler                                   | Cllr Mrs J Chandler                                   | 3/4                                       | S & T  | Annual                 |
| Forum for the Arts in Cambridgeshire                    | Cabinet                            | Cllr Mrs J Chandler and Head<br>of Community Services | Cllr Mrs J Chandler and<br>Head of Community Services | 6   | S & T  | Annual                 |
| Great Fen Project Steering Group                        | Cabinet                            | Cllr N J Guyatt                                       | Cllr Mrs K P Gregory                                  |   | S & T  | Annual                 |
| Home Improvement Agency – Advisory<br>Committee         | Cabinet                            | Cllr I C Bates<br>Cllr Mrs P J Longford               | Cllr I C Bates  | 4/5                                       | S & T  | Annual                 |
| Huntingdon Community Education Patch<br>Executive       | Cabinet                            | Cllr P J Downes                                       | Cllr P J Downes                                       | 5   | S & T  | Annual                 |
| Huntingdonshire Citizens' Advice Bureaux                | Cabinet                            | Cllr T V Rogers and Mr J C<br>Mugglestone             | Cllrs J D Fell and<br>T V Rogers                      | 4   | S & T  | Annual                 |
| Huntingdonshire Enterprise Agency                       | Cabinet                            | Cllr L M Simpson                                      | Cllr L M Simpson                                      |   |  |                        |
| Huntingdonshire Enterprise Forum                        | Cabinet                            | Cllr Mrs J Chandler                                   | Cllr Mrs J Chandler                                   |   |  |                        |
| Huntingdonshire Federation of Volunteer<br>Bureaux      | Cabinet                            | Cllr J M Sadler                                       | Cllr J M Sadler                                       | 4   | S & T  | Annual                 |

## REPRESENTATION ON ORGANISATIONS 2004/2005

|   | Nominating/<br>Appointing<br>Panel | Proposed Representative(s)<br>for 2004/2005  | Representative(s)<br>for 2003/2004   | Approx<br>Number of Meetings<br>Per Annum              | Allowance Payable<br>S - Subsistence<br>T - Travelling | Term of<br>Appointment             |
|---|------------------------------------|--|--|--|--|------------------------------------|
| Huntingdonshire Flood Forum   | Cabinet<br>O&S (P&F)               | Cllr J.C.Bates.<br>To be nominated by the O & S<br>(Planning and Finance) Panel                                | Cllr J.C.Bates.<br>Cllr P A Swales   | 1<br>1   | S & T<br>S & T   | Annual<br>Annual                   |
| Huntingdonshire Housing Partnership*  | Cabinet                            | Cllrs M G Baker, Mrs M<br>Banerjee and J E Garner Mr<br>J Burniston and <b>one vacancy</b> .                   | Cllrs M G Baker,<br>Mrs M Banerjee, J E Garner,<br>Mrs D Reynolds and<br>Mr J Burniston              |  | S & T  | Annual                             |
| Huntingdonshire Housing Partnership – Group<br>Structure**<br>Diversa (development)<br>Luminus (parent)<br>Oak Foundation (sheltered/charitable)                                  | Cabinet                            | Mr K Fleming<br>Mr J C Muggleston, and <b>one<br/>vacancy</b><br>Mr J C Muggleston, and <b>one<br/>vacancy</b> | Mr K Fleming<br><b>Two vacancies</b><br>Mr T Gaunt<br><b>One vacancy</b>                             |  | S & T  | Annual                             |
| Huntingdonshire Learning Partnership<br>Huntingdonshire Strategic Partnership Board   | Cabinet<br>Cabinet                 | Cllr L M Simpson<br>Cllr D P Holley  | Cllr L M Simpson<br>Cllr D P Holley  | 4<br>4/5 various locations- hosted<br>by main partners | S & T<br>S & T   | Annual                             |
| Huntingdonshire (Local) Strategic Partnership -<br>Culture and Leisure<br>Economic Development & Learning<br>Environment<br>Health, Housing & Social Care<br>Transport and Access | Cabinet                            | Cllr Mrs J Chandler<br>Cllr L M Simpson<br>Cllr Mrs D C Reynolds<br>Cllr Mrs P J Longford<br>Cllr N J Guyatt   | Cllr Mrs J Chandler<br>Cllr L M Simpson<br>Cllr Mrs K P Gregory<br>Cllr J C Bates<br>Cllr N J Guyatt |  | S & T  | Annual                             |
| Huntingdonshire Regional College Board –<br>until 1/3/06  | Cabinet                            | Cllr J M Sadler  | Cllr J M Sadler  | 4  | S & T  | 3 year term<br>expires<br>1/3/2006 |
| Huntingdonshire Society for the Blind   | Cabinet                            | Mr J G Rignall   | Cllr J G Rignall   | 4 at<br>Ambury Road Day Centre,<br>Huntingdon          | S & T  | Annual                             |

## REPRESENTATION ON ORGANISATIONS 2004/2005

|  | Nominating/<br>Appointing<br>Panel | Proposed Representative(s)<br>for 2004/2005  | Representative(s)<br>for 2003/2004   | Approx<br>Number of Meetings<br>Per Annum | Allowance Payable<br>S - Subsistence<br>T - Travelling | Term of<br>Appointment                 |
|--|------------------------------------|--|--|---|--|--|
| Internal Drainage Boards -until 1.6.05:<br>Alconbury and Ellington | Cabinet                            | Cllrs M G Baker, Mrs S J Vanbergen, Messrs C Allen, E K Heads and R H Turpin.<br>Mr I Lack             | Cllrs M G Baker<br>Mrs S J Vanbergen and<br>Messrs R Preston,<br>E K Heads & R H Turpin<br>Mr I Lack | 2   | S & T  | 3 year term<br>commencing<br>June 2002 |
| Benwick  |                                    | Mr I Lack  | Mr I Lack  | 1   | S & T  | 3 year term<br>commencing<br>June 2002 |
| Bluntisham   |                                    | Mr I Lack  | Mr I Lack  | 2   | S & T  | 3 year term<br>commencing<br>June 2002 |
| Conington and Holme  |                                    | Cllrs P G Mitchell and J S Watt together with Mr C Allen   | Cllrs P Mitchell and<br>J S Watt together with<br>Mr C Allen   | 1/2                                       | S & T  | 3 year term<br>commencing<br>June 2002 |
| Houghton and Wyton   |                                    | Messrs R P Rhodes and Mr C Allen   | Former Cllr R P Rhodes, Cllr<br>Mrs J Chandler and<br>R Preston                                      | 1   | S & T  | 3 year term<br>commencing<br>June 2002 |
| Ramsey Fifth<br>(Lodes End)  |                                    | Cllr P A Swales and Mr I Lack  | Cllr P A Swales together with<br>Mr I Lack   | 1   | S & T  | 3 year term<br>commencing<br>June 2002 |
| Ramsey First<br>(Hollow)   |                                    | Mr I Lack  | Mr I Lack  | 2   | S & T  | 3 year term<br>commencing<br>June 2002 |
| Ramsey Fourth<br>(Middle Moor)                                     |                                    | Cllr P A Swales and Mr I Lack  | Cllr P A Swales together with<br>Mr I Lack   | 2   | S & T  | 3 year term<br>commencing<br>June 2002 |
| Ramsey Second<br>(Stocking Fen)                                    |                                    | Cllr P A Swales and Mr I Lack  | Cllr P A Swales together with<br>Mr I Lack   | 2   | S & T  | 3 year term<br>commencing<br>June 2002 |
| Ramsey, Upwood and Great Raveley                                   |                                    | Cllrs J T Bell and P A Swales<br>and Mr C Allen  | Cllr P A Swales together with<br>Messrs J T Bell and C Allen   | 2   | S & T  | 3 year term<br>commencing<br>June 2002 |
| Sawtry   |                                    | Cllrs J E Garner and R G Tuplin, Mr C Allen, ***<br>Chairman of Sawtry Parish<br>Council and Mrs J Day | Cllrs J E Garner and<br>R G Tuplin together with<br>Mr C Allen Mrs J Day and<br>Mr L W McGuire       | 1   | S & T  | 3 year term<br>commencing<br>June 2002 |



## REPRESENTATION ON ORGANISATIONS 2004/2005

|   | Nominating/<br>Appointing<br>Panel | Proposed Representative(s)<br>for 2004/2005     | Representative(s)<br>for 2003/2004                                | Approx<br>Number of Meetings<br>Per Annum | Allowance Payable<br>S - Subsistence<br>T - Travelling | Term of<br>Appointment           |
|---|------------------------------------|---|---|---|--|----------------------------------|
| Sutton and Mepal  |                                    | Mr I Lack                                       | Mr I Lack   | 2   | S & T  | 3 year term commencing June 2002 |
| Warboys, Somersham and Pidley   |                                    | Cllr J Taylor and Messrs J G Rignall and I Lack | Former Cllr J G Rignall and Cllr J Taylor together with Mr I Lack | 2/3                                       | S & T  | 3 year term commencing June 2002 |
| Whittlesey  |                                    | Mr C Allen                                      | Mr C Allen  | 4   | S & T  | 3 year term commencing June 2002 |
| Woodwalton  |                                    | Cllr J T Bell                                   | Former Cllr J Souter  | 1/2                                       | S & T  | 3 year term commencing June 2002 |
| Little Gransden Aerodrome Consultative Committee                            | Cabinet                            | Cllr Mrs B E Boddington                         | Cllr Mrs B Boddington   |   |  |                                  |
| Local Government Association –  | Cabinet                            |   |   |   | S & T  | Annual                           |
| General Assembly  |                                    | Leader of the Council                           | Leader of the Council   |   |  |                                  |
| Rural Commission  |                                    | Cllr J A P Eddy                                 | Cllr J A P Eddy   | 2   |  |                                  |
| Strategic Aviation Special Interest Group                                   |                                    | Cllr N J Guyatt                                 | Cllr N J Guyatt   | 2/3                                       |  |                                  |
| Middle Level Commissioners – until 1.6.05                                   | Cabinet                            | Mrs J Day                                       | Mrs J Day   | 2 (and Annual Inspection)                 | S & T  | 3 year term commencing June 2002 |
| National Autistic Society   | Cabinet                            | Mrs N F Wagstaffe                               | Former Cllr Mrs N F Wagstaffe                                     | 3   | S & T  | Annual                           |
| National Housing and Town Planning Council – Eastern Region Executive Cttee | Cabinet                            | Cllrs N J Guyatt and P G Mitchell               | Cllrs N J Guyatt and Former Cllr J G Rignall                      | 6   | S & T  | Annual                           |
| National Sailing Academy Project Committee at Grafham Water Centre          | Cabinet                            | Mr A H Duberly                                  | Former Cllr A H Duberly   | 6 at Grafham                              | S & T  | Annual                           |
| Oxmoor Community Action Group (OCAG)  | Cabinet                            | Cllr L M Simpson                                | Cllr L M Simpson  |   | S & T  | Annual                           |
| Oxmoor Opportunities Partnership Forum                                      | Cabinet                            | Cllr L M Simpson                                | Cllr L M Simpson  |   | S & T  | Annual                           |
| Pensions Consultative Group   | Cabinet                            | Cllr T V Rogers                                 | Cllr T V Rogers   | 2/3                                       | S & T  | Annual                           |
| Police Local Consultation Groups - Huntingdon                               | Cabinet                            | Cllr J D Fell                                   | Cllr D P Holley   | 3   | S & T  | Annual                           |
| Peterborough (South)  |                                    | Cllr Mrs M Banerjee                             | Cllr Mrs M Banerjee   | 3   |  |                                  |
| St Ives   |                                    | Cllr Mrs J Chandler                             | Cllr Mrs J Chandler   | 4   |  |                                  |
| St Neots  |                                    | Mr R E Barnes                                   | Former Cllr R E Barnes  | 3/4                                       |  |                                  |
| Project Panel for Arts Council Lottery Grant for Public Art in Huntingdon   | Cabinet                            | Cllr J D Fell                                   | Cllr J D Fell   | 3   | S & T  | Annual                           |

## REPRESENTATION ON ORGANISATIONS 2004/2005

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|---|------------------------------------|--|--|---|--|----------------------------------|
| Rail Policy (Service Advisory) Group                          | Cabinet                            | Cllr N J Guyatt & Head of<br>Planning Services (or<br>nominee)       | Cllr N J Guyatt and<br>Head of Planning Services<br>(or nominee)           | 2   | S & T  | Annual                           |
| Ramsey Area Partnership Board                                 | Cabinet                            | Cllr N J Guyatt  | Cllr N J Guyatt  |   | S & T  | Annual                           |
| Road Safety Citees -<br>(a) Huntingdon and Godmanchester Area | Cabinet                            | Cllrs Mrs C A Godley, C R<br>Hyams and L M Simpson                   | Cllrs Mrs C A Godley<br>J M Sadler and L M Simpson                         | 6   | S & T  | Annual                           |
| (b) Norman Cross Area   |                                    | Cllrs E R Butler and J S Watt  | Cllrs E R Butler and<br>J Watt   | 12  |  |                                  |
| (c) St. Ives Area   |                                    | Cllrs Mrs J Chandler and T V<br>Rogers                               | Cllrs M F Newman and<br>T V Rogers   | 6   |  |                                  |
| Sawtry Community Centre Advisory Group                        | Cabinet                            | Cllr R G Tuplin  | Cllr R G Tuplin  | 6   | S & T  | Annual                           |
| St. Neots Museum Management Committee                         | Cabinet                            | Cllr N Finnie  | Former Cllr P K Ursell   | 6   | S & T  | Annual                           |
| St. Neots Volunteer Bureau Management<br>Committee            | Cabinet                            | Cllr Mrs K P Gregory   | Cllr Mrs K P Gregory   | 4 & AGM                                   | S & T  | Annual                           |
| Town Centre Management Initiatives -<br>Huntingdon            | Cabinet                            | Cllr J M Sadler<br>(Deputy: Cllr L M Simpson)                        | Cllr J M Sadler<br>(Deputy: Cllr L M Simpson)                              | 12  | S & T  | Annual                           |
| Ramsey  |                                    | Cllr I R Muir<br>(Deputy:)   | Former Cllr Mrs N F<br>Wagstaffe   | 12  |  |                                  |
| St Ives   |                                    | Cllr I C Bates   | (Deputy: Cllr P A Swales)  |   |  |                                  |
| St Neots  |                                    | (Deputy: Cllr D B Dew),<br>Cllr Mrs K P Gregory                      | Cllr I C Bates<br>(Deputy: Cllr P A Swales)                                |   |  |                                  |
| Trustees of Kimbolton School Foundation                       | Cabinet                            | (Deputy: Cllr D B Dew),<br>Cllr Mrs K P Gregory<br>(Deputy: D Harty) | (Deputy: Cllr D Dew),<br>Cllr Mrs K P Gregory<br>(Deputy: Cllr P K Ursell) | 12  |  |                                  |
| Yaxley Youth Work Support Forum                               | Cabinet                            | Mrs A Holley   | Mrs A Holley   | 3   | S & T  | 3 yr term<br>expires<br>1.7.2005 |
|   |                                    | Cllr J S Watt  | Cllr J S Watt  | 6 at Yaxley                               | S & T  | Annual                           |

\* Five representatives to be appointed directly by the District Council from which one will be nominated to by the HHP Board to Luminus and the Oak Foundation

\*\* Five representatives to be appointed directly by the HHP Board to Luminus and the Oak Foundation.

\*\*\* Nomination should be Chairman of Sawtry Parish Council and not named individual.

By virtue of paragraph(s) 9 of Part 1 of Schedule 12A of the Local Government Act 1972.

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