

A meeting of the **CABINET** will be held in the **COUNCIL CHAMBER, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **THURSDAY, 28 APRIL 2005** at **11:30 AM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 1 - 4)

To approve as a correct record the Minutes of the meeting of the Cabinet held on 7th April 2005.

**A Roberts
388009**

2. CHILDREN & YOUNG PEOPLE'S INTERIM PLAN (Pages 5 - 24)

To consider a report updating the Cabinet on changes to services for children and young people and seeking endorsement of the Children and Young People's Interim Plan, 2005-2006.

**D Monks
388001
I Leatherbarrow
388005**

3. MAKING THE RIGHT CONNECTIONS: REVIEW OF COMMUNICATIONS AND CONSULTATION STRATEGY (Pages 25 - 38)

To consider the adoption of a Communications and Consultation Strategy with associated action plan for the Council.

**I Leatherbarrow
388005**

4. URBAN DESIGN FRAMEWORK WEST OF STUKELEY ROAD, HUNTINGDON (Pages 39 - 40)

To consider a draft Urban Design Framework for West of Stukeley Road, Huntingdon and to approve it as a basis for consultation and further discussion.

**C Surfleet
388476**

5. PUBLIC CONSULTATION ON OPTIONS FOR PRIMARY CARE SERVICES IN LITTLE PAXTON (Pages 41 - 62)

To consider a report by the Head of Administration detailing the public consultation on the future provision of primary care services in Little Paxton.

**A Roberts
388009**

6. CIVIL CONTIGENCIES ACT - FUNDING ISSUES (Pages 63 - 64)

To consider a report by the Head of Environment and Transport on funding arrangements to facilitate arrangements for dealing with civil emergencies.

**R Preston
388340**

7. **MONITORING OF THE CAPITAL PROGRAMME** (Pages 65 - 78)

To consider a report by the Head of Financial Services highlighting variations from the approved Capital Programme for 2004/05.

**S Couper
388103**

8. **QUARTERLY SUMMARY OF DEBTS WRITTEN OFF** (Pages 79 - 80)

To note a summary by the Head of Revenue Services of debts written off during the quarter ended 31 March 2005.

**J Barber
388105**

9. **EXCLUSION OF THE PUBLIC**

To resolve:-

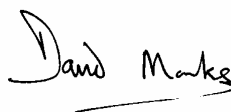
That the public be excluded from the meeting because the business to be transacted contains exempt information relating to terms proposed in the course of negotiations for the supply of services.

10. **ADVICE ON HUNTINGDON TOWN CENTRE REDEVELOPMENTS**
(Pages 81 - 82)

To consider a report by the Director of Operational Services seeking approval for the transfer of consultancy work.

**E Wilson
388301**

Dated this 19th day of April 2005



Chief Executive

Please contact Miss C Harris, Democratic Services Officer, Tel No. 01480 388234, /e-mail: 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 Cabinet.

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

If you would like a translation of Agenda/Minutes/Reports or would like a large text version or an audio version please contact the 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.

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Agenda Item 1

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the CABINET held in the Council Chamber, Pathfinder House, St Mary's Street, Huntingdon on Thursday, 7th April 2005

PRESENT: Councillor D P Holley - Chairman

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

163. MR R L CLARKE

The Cabinet placed on record its appreciation of the services of Mr R L Clarke, formerly District Councillor for the Little Paxton Ward and Executive Councillor for Waste Management and Streetscene and wished him well in the future.

164. MINUTES

The Minutes of the meeting of the Cabinet held on 17th March 2005 were approved as a correct record and signed by the Chairman.

165. LOCAL PUBLIC SERVICE AGREEMENT

With the aid of a report by the Head of Policy (a copy of which is appended in the Minute book) the Cabinet was acquainted with the background to and terms of a second Local Public Service Agreement in Cambridgeshire. Having noted details of the District Council's involvement and discussed the allocation of the funding involved, it was

RESOLVED

that the Chief Executive, after consultation with the Leader, be authorised to enter into a partnership agreement relating to a Local Public Service Agreement for Cambridgeshire.

166. ANNUAL EFFICIENCY STATEMENT

The Cabinet received a report by the Director of Commerce and Technology (a copy of which is appended in the Minute Book) giving details of a new requirement for the Council to produce an Annual Efficiency Statement for submission to the Office of the Deputy Prime Minister. Having noted the scope for savings to be made and the timetable for submission of the Statement, it was

RESOLVED

(a) that the analysis of anticipated efficiency savings as set out at Annex B to the report now submitted be

- noted; and
- (b) that the Director of Commerce and Technology, after consultation with the Leader and the Chief Executive, be authorised to submit the Annual Efficiency Statement to the Office of the Deputy Prime Minister.

167. PLANNING FOR MIXED COMMUNITIES - CONSULTATION PAPER ON A PROPOSED CHANGE TO PPG3: HOUSING

With the aid of a report by the Head of Planning Services (a copy of which is appended in the Minute Book) the Cabinet was acquainted with the contents of a consultation paper issued by the Office of the Deputy Prime Minister entitled "Planning for Mixed Communities" and the general terms of a suggested response. With regard to the latter and following discussion it was agreed that the final bullet point of paragraph 4.1 to the report now submitted should be strengthened to refer to the Council's concern that without the necessary local development framework, it would be impossible to achieve the suggested sanction of refusing planning permission should a development proposal not adequately meet the objective of ensuring a mixed community. Whereupon, it was

RESOLVED

that the Head of Planning Services, after consultation with the Executive Member for Planning Strategy, be authorised to make representations to the Office of the Deputy Prime Minister based on the representations suggested in the report now submitted as amended to reflect the text of the preamble hereto.

168. MEDIUM TERM PLAN: REQUESTS FOR RELEASE OF FUNDS

With the assistance of a report by the Head of Financial Services (a copy of which is appended in the Minute Book) the Cabinet considered requests for the release of funding for MTP schemes.

Having considered the schemes involved, the Cabinet

RESOLVED

that the relevant funding be released for a vehicle replacement programme, an older people's village warden scheme, discretionary repair loans/grants and disabled facilities grants, as included in the Council's MTP.

169. HEADQUARTERS AND OTHER ACCOMMODATION PROCUREMENT

Pursuant to Minute No 04/161, and by way of a report by the Head of Environment and Transport (a copy of which is appended in the Minute Book) the Cabinet considered proposals for the procurement of a replacement Council Headquarters and other accommodation. Having being acquainted with the requirements of European Union procurement regulations, it was

RESOLVED

- (a) that a contract notice in the Official Journal of the European Communities be published and an advertisement placed in the Estates Gazette seeking expressions of interest from suitably qualified developers;
- (b) that the Chief Executive, after consultation with the Leader of the Council, be authorised to determine a list of not more than six tenderers from the responses to the initial contract notice;
- (c) that the requirement for the Cabinet to approve output specifications for the new buildings/premises before tenders are issued in June 2005 be noted;
- (d) that the Chief Executive, after consultation with the Leader of the Council, be authorised to develop and approve detailed tender evaluation criteria having regard to the issues listed at paragraph 2.5 to the report now submitted;
- (e) that the Chief Executive be authorised to obtain independent valuations of the Pathfinder House/Castle Hill Site and of the Godmanchester Depot site such that realisable values can be used in the tender evaluation exercise;
- (f) that the Chief Executive, after consultation with the Leader of the Council, be authorised to complete an initial evaluation of tenders received and report thereon to the meeting of the Council on 28th September 2005;
- (g) that the intention to submit a request to the September meeting of the Council to take a decision on the project based on an initial evaluation of tenders received be noted; and
- (h) that the Chief Executive be authorised to enter into post-tender clarification with two or more tenderers leading to the submission of best and final offers.

Chairman

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CHILDREN AND YOUNG PEOPLE'S INTERIM PLAN (Report by the Chief Executive)

1. INTRODUCTION

- 1.1 The purpose of this report is to brief the Cabinet on changes to services for children and young people and specifically on the proposed Plan for Children, Young People and Families in Cambridgeshire.
- 1.2 The draft Plan has been considered by the Overview & Scrutiny Panel (Service Delivery & Resources) as part of their study of services for young people. The Panel's comments are set out in paragraph 5 below.

2. BACKGROUND INFORMATION

- 2.1 "Every Child Matters" set out an agenda for change in services for children and young people in response to highly publicised failures to protect vulnerable children. These changes are being introduced by a body of legislative and policy changes, including the –

- Children Act 2004;
- National Service Framework for Children, Young People and Maternity Services (NSF);
- Five Year Strategy for Children and Learners;
- Public Health White Paper; AND
- Youth Green Paper.

- 2.2 This legislative and policy framework is intended to improve statutory services for children and young people, particularly the integration of Education and Social Services. In Cambridgeshire these services have been combined to form the Office of Children and Young People. Locally there has been an emphasis on developing comprehensive and integrated responses to the needs of children and young people, which has had implications for a wide range of services. Further co-operation and joint working between agencies will be required to achieve the outcomes for children and young people to -

- Be Healthy;
- Stay Safe;
- Enjoy and Achieve;
- Make a Positive Contribution; and
- Achieve Economic Well-Being.

3. THE DISTRICT COUNCIL'S CONTRIBUTION

- 3.1 The Children's Act makes the County Council the lead organisation but places on it a duty to work with relevant partners to achieve the outcomes. The District Council is a relevant partner and as such has a reciprocal duty to co-operate. In addition, the Council is specified

as a member of the Safeguarding Children Board under the new legislation.

3.2 The Council's contribution, however, is much wider than this legislative duty and includes —

- developing and supporting the delivery of leisure, recreation and play opportunities, planning, economic development and regeneration, housing and benefits services;
- the provision of community facilities used by children, young people and families, often in the most deprived communities;
- the promotion and support of good practice in the involvement of children and young people in local decision making;
- the promotion of the well being of the local community;
- leading the development of the Huntingdon Strategic Partnership and other key local partnerships;
- through participation in the Children and Young People's Strategic Partnership and the development of an Area Group; and
- helping to improve young people's access to facilities and services as part of Local Public Service Agreements.

4. PARTNERSHIP APPROACH

4.1 To promote the integration of services, a Children and Young People's Strategic Partnership (CYPSP) has been established in Cambridgeshire. This Countywide partnership will be supported by Area Groups for Huntingdonshire; East Cambridgeshire & Fenland; and South Cambridgeshire & Cambridge City. These Area Groups mirror the three Directorates of the newly formed Office of Children and Young Peoples Services and will provide District-based planning for services for children and young people. In Huntingdonshire the Group will form one of the thematic or partnership groups of the Huntingdonshire Strategic Partnership, to avoid duplication and reinforce the concepts of co-operation and joint working.

5. PLAN FOR CHILDREN AND YOUNG PEOPLE

5.1 Government guidance is expected on the preparation of statutory Children and Young People's Plans from 1st April 2006. In the meantime, the CYPSP has approved an interim plan to provide direction for all agencies. Area based plans will be developed from this County-wide plan.

5.2 It is important to remember that this is a high level strategic plan in a newly defined work area. Again, the plan is written in different terms from those seen at this Authority in dealing with Housing, Environmental Health, etc.

5.3 The plan does not require Government approval, but all partners are invited to endorse it.

5.4 The plan is intended to recognise the contribution of a broad range of agencies, in addition to those with direct statutory responsibilities, to the achievement of the adopted outcomes and will be used to

develop the Statutory Plan during the forthcoming year. It is accepted by the CYPSP that the plan will continue to change throughout 2005/06 as its development is an iterative process. However, the CYPSP has requested all partners to steer the interim plan through their governance arrangements and a report was presented to the Overview and Scrutiny Panel on 5 April.

5.5 The Overview & Scrutiny Panel (Service Delivery & Resources) at their meeting on 5th April —

- endorsed the principle of the District Council's contribution towards meeting the objectives of the Plan in terms of the broader range of services and opportunities it provides for children, young people and their families;
- felt that the District Council should be represented at a senior level on the proposed Area Group for Huntingdonshire; and
- requested the opportunity to consider and help develop the future versions of the Children & Young People's Plan.

5.6 The CYPSP have also decided to create a joint commissioning group to oversee the development of the plan. In particular, it is essential that partners are clear on their respective responsibilities and further work is required to address this point.

6. RECOMMENDATION

6.1 Cabinet is recommended to consider the comments of the Overview & Scrutiny Panel (Service Delivery & Resources) and to endorse the Children and Young People's Interim Plan, 2005-2006.

BACKGROUND INFORMATION:

Children and Young People's Interim Plan, 2005-06

Children, Young People & Families in Cambridgeshire Strategic Plan file held by the Chief Executive.

Contact Officers: David Monks, Chief Executive
☎ (01480) 388001

Ian Leatherbarrow, Head of Policy
☎ (01480) 388005

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CAMBRIDGESHIRE CHILDREN AND YOUNG PEOPLE'S STRATEGIC PARTNERSHIP

CHILDREN AND YOUNG PEOPLE'S INTERIM PLAN

2005 – 2006

*A plan of the
Children and Young People's Strategic Partnership*

*Working together to improve the well being of children and young
people in Cambridgeshire*

MARCH 2005

Approved by CYPSP 17th March 2005

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- Appendix Two: CYPSP Membership
- Appendix Three: Change for Children Outcomes Framework
- Appendix Four: Charter of Shared Values
- Appendix Five: CYPSP Structure (February 2005)

For more information about the plan contact Sarah Ferguson from the Children and Young People's Development Team on 01223 717563

You can find out more about what has been happening in Cambridgeshire to deliver Every Child Matters and our local change programme by going to the website address www.cambridgeshire.gov.uk/cfc

For general enquiries you can also email the development team on everychildmatters@cambridgeshire.gov.uk

More information on national guidelines and policy documents can be obtained from www.everychildmatters.gov.uk

SECTION ONE: PURPOSE OF THE PLAN

1.1 A plan for 2005 - 2006

This plan outlines the high level strategic vision of Cambridgeshire's Children and Young People's Strategic Partnership (CYPSP), and priority actions which will support the delivery of better outcomes for children and young people living in Cambridgeshire.

Its purpose is to set out the overarching outcomes that all agencies (individually and as part of the Partnership) are seeking to achieve in response to Every Child Matters, the Children Act 2004, the National Service Framework for Children, Young People and Maternity services (NSF). It indicates what statutory and voluntary organisations are already doing, and will be doing, in order to improve the life chances of all children and young people in the county.

This is an interim plan which will provide the platform for the development of the more detailed statutory plan all local authority areas are required to have in place by April 2006¹.

How the plan will be implemented is contained in the service plans of each agency associated with CYPSP. These may be obtained from each organisation or those listed in Appendix One may be provided in full on request.

1.2 Which children and young people does it cover?

It refers to **all** children and young people in Cambridgeshire up to the point at which they reach adulthood. This covers a wide age range. It starts from before birth and extends until the age of 19 years, and 25 for those with additional needs. This equates to 157,000 children and young people, of whom less than 10% are likely to be vulnerable² at any stage of their lives.

It pays attention to those children and young people who are particularly vulnerable, including children and young people who are looked after, and those with learning difficulties and disabilities.

As the most significant interactions for any child (especially in the early years) are with their family, it also covers their families.

¹ The DfES is issuing guidance on the content and requirements of the statutory Children and Young People's Plan in Spring 2005

² In this context "vulnerable" means children and young people whose life chances will be jeopardised unless action is taken to meet their needs better, and reduce the risk of social exclusion. Most children and young people will not be "vulnerable" throughout their whole childhood, but will go through periods of vulnerability.

1.3 Who are the partners to it?

The partners to the Plan are those organisations represented on the Children and Young People's Strategic Partnership (see Appendix Two) and all other organisations that work with children, young people and families in Cambridgeshire.

This therefore covers:

- District Councils (Cambridge City, East Cambridgeshire, Fenland, Huntingdonshire, South Cambridgeshire)
- Connexions
- Learning and Skills Council
- Job Centre Plus
- Police
- Primary Care Trusts (Cambridge City and South Cambridgeshire, East Cambridgeshire & Fenland, Huntingdonshire, Greater Peterborough Primary Care Partnership))
- Cambridgeshire and Peterborough Mental Health NHS Trust and acute NHS Trusts (Addenbrooke's, Hinchingsbrooke, Peterborough, Queen Elizabeth Hospital - Kings Lynn)
- schools and further education colleges
- Cambridgeshire County Council
- a wide range of voluntary and private organisations, including those that provide housing support for young people

1.4 What does the plan aim to do?

The plan aims to help organisations demonstrate their contribution to the overall vision for children and young people in Cambridgeshire and make connections more effectively with the work of other agencies.

The plan should support the co-ordination of resources where this will produce more effective child and young person centred services. The workforce development which underpins the plan should lead to increased co-operation in sharing information and skills.

The plan should support working together to help deliver the agreed outcomes and help all partners to understand the accountability arrangements for delivering the shared outcomes.

SECTION TWO: VISION, OUTCOMES AND ACTIONS

2.1 Our Vision for Children and Young People

Our vision is to improve the well being of all children and young people in Cambridgeshire from pre-birth to 19.

We will aim to ensure that, regardless of their personal circumstances, all children and young people have the best possible start in life and an equal opportunity to thrive within their families and communities. We aim to ensure that they are supported, particularly at times of transition, so that they are able to make the most of education, training and employment opportunities

We will work to ensure that parents and carers are given timely and appropriate support in order to realise this vision.

2.2 The outcomes we want to achieve

Our aspiration for all children and young people is for them to:

BE HEALTHY: enjoy good physical and mental health and lead a healthy lifestyle

STAY SAFE: be protected from harm and neglect and grow up able to look after themselves

ENJOY AND ACHIEVE – get the most out of life and develop broad skills for adulthood

MAKE A POSITIVE CONTRIBUTION – to the community and to society and not engage in anti-social or offending behaviour

ACHIEVE ECONOMIC WELL BEING – so that they have a good start in life and are able to achieve their full potential and secure employment.

Our actions will be underpinned by our collective aim to deliver the Core Standards laid out in the National Service Framework for Children, Young People and Maternity Services.³

2.3 What needs and requirements is the plan seeking to meet?

The plan aims to meet the needs of children, young people and their families, focussing in particular on improving transitions. It takes prevention as its starting point, building on the principles and ambitions set out in 'Building Bridges' (CYPSP's Preventative Strategy) Sure Start Local Programmes, Children's Fund and others.

Beyond these programmes, it aims to make clear the role of 'universal' services which are accessible to all, and which can make the key difference in preventative approaches. These include:

- District Councils through leisure and recreation, community development and decent housing

³ These can be viewed at

- PCTs and NHS Trusts through health promotion, primary and secondary health care
- Schools, colleges, the Learning and Skills Council, and Connexions through education and training
- Statutory, non- statutory and voluntary/ private preschools, childcare and youth services
- All agencies in relation to economic development, the quality of the environment and the opportunities for good health, social well-being and the absence of crime.

These services have a significant impact on whether children and young people's experience is largely positive or whether it is characterised by disadvantage, and inequality of access and opportunity.

2.4 The principles

To be more effective collectively in delivering these outcomes, the development of our organisational arrangements and activities will be guided by the following principles:

Children and young people's services must work for the well being of all children and young people

Children and young people should be able to access all mainstream services. These services should be flexible and responsive to a diverse range of needs. They should work to promote the inclusion of children and young people in the local community and enable them to live as normal a life as possible

Services must be built around the needs of people and communities

Services must work to address inequalities in the health and well being of all children and young people

Educational attainment and improving the well being of children and young people go hand in hand

Services must be designed to identify, respond to and resolve issues and concerns at an early stage

Children, young people and their families must be involved in the design and evaluation of services

The role of parents, carers and families in the development of their children must be recognised and supported

All services must contribute to the safety of children, young people and families
There must be a shared framework of outcomes, policies, standards and entitlements to guide integrated planning and delivery of local services

Services must be delivered in an integrated way based on shared information and an integrated referral and assessment process

There must be a fast response to needs and access to more specialist services when appropriate

2.5 Measuring success

The key performance indicators identified to measure the success against the five outcomes have been selected from the Change For Children Outcomes Framework (Appendix three) as the ones where the partnership could have maximum effect. These provide the core twelve measures of impact which the CYPSP Board will monitor. They will be subject to review during 2005 – 2006 as work develops on the broader Children and Young People's Plan and performance framework.

The remaining set of indicators from the framework will also be 'owned' by key partnership groups, and will provide the crucial wider context for understanding and measuring effectiveness of our actions. The work on which group and agency will lead on these will be finalised during 2005.

Performance management arrangements will need to build on what children, young people and families tell us is working.

Achieving the outcomes will take time, and achievable targets need to be set against a realistic timescale. Baseline data and targets will need to be set against each of the indicators by each of the responsible partnerships.

2.6 CYPSP Area Plans

It is the intention that CYPSP Area Groups will develop area based plans which complement the County Children and Young People's Plan. These plans should build on priorities included in this plan but reflect more locally relevant activities and indicators. These might include for example, Local Public Service Agreement targets, Best Value Performance Indicators and those related to the NHS. As they are established, CYPSP Area Groups will be tasked to develop these plans during 2005.

2.7 New inspection arrangements

The government is introducing new inspection arrangements which will underpin the partnership approach essential to the delivery of Every Child Matters and the NSF for Children. From 2005, all Children's Services Authorities (the County Council) will be subject to an Annual Performance Assessment. The outcomes from this will inform Joint Area Reviews from 2006, which will impact directly on all members of the Partnership. Final guidance is yet to be published on the exact scope of these inspections, but they have been built into the 05 – 06 plan from the information available. More information is available on the DfES website: www.everychildmatters.gov.uk

2.8 Actions and priorities for change

The priority actions to help us deliver improved outcomes for children and young people are outlined on the following five pages.

2.9.1 BE HEALTHY

Our aim is to ensure that children and young people are:

- Physically healthy
- Mentally and emotionally healthy
- Sexually healthy
- Living healthy lifestyles
- Choosing not to take illegal drugs

We also want parents, carers and families to promote healthy choices.

In order to achieve these outcomes we will work towards:

- Enhancing ante-natal and post-natal visiting until twelve months, offered to vulnerable women identified through universal assessments, focussing on Sure Start and Children's Centre areas initially
- To support this activity, work towards implementing the Child Health Promotion Programme
- Promoting healthy eating, physical and sports development initiatives
- Promoting the use of parks and open spaces
- Promoting healthy lifestyles through personal, social and health education programmes, including good sexual health
- Improving the health of looked after children
- Developing the availability and responsiveness of child and adolescent mental health services
- Implementing the objectives of the Drug and Alcohol Action Team.
- Implementing the NSF for Children, Young People and Maternity Services
- Implementing the objectives of Cambridgeshire's Teenage Pregnancy Strategy

We will be measuring success through the following key indicators	The lead agency for this measure is:	The partnership group which will monitor progress is provisionally:
Under 18 conception rate	Connexions	CYPSP Over 13s
% obese under 11s	PCTs	CYPSP Area Groups

In order to meet the inspection criteria of the Joint Area Reviews from 2005, our activities will contribute to ensuring that:

1. Parents are helped to ensure that their children are healthy
2. Healthy lifestyles are promoted to children and young people
3. Action is taken to minimise environmental health risks for children and young people
4. Children and young people's health needs are identified and assessed at an early stage
5. Children and young people's physical health is supported
6. Children and young people's mental health is supported
7. Children and young people who are looked after are helped to be healthy
8. Children and young people with Learning Difficulties and Disabilities are helped to be healthy

2.9.2 STAY SAFE

Our aim is to ensure that children and young people are safe from:

- Maltreatment, neglect, violence and sexual exploitation
- Accidental injury and death
- Bullying and discrimination
- Crime and anti-social behaviour in and out of school
- Have security, stability and are cared for

We also want parents, carers and families to provide safe homes and stability.

In order to achieve these outcomes we will work towards:

- Establishing by April 2006 the Local Safeguarding Children Board and work towards implementing its Business Plan
- Ensuring that all services working directly with children, young people and their families have robust child protection procedures and appropriate staff training in place
- Developing preventative approaches which increase the identification and support of vulnerable children and families, particularly during the early years
- All schools being judged as satisfactory or better during Ofsted inspections in their child protection arrangements
- Promoting safeguarding in the school curriculum through the 'Staying Safe' programme in primary schools and early years settings and the health promoting schools programme.
- Promoting road safety education in schools and continued investment in traffic calming schemes in build up areas
- Developing lead professional arrangements and the role of home-school liaison workers and social workers located in schools
- Enabling all children, and especially those that have special needs to live in a house that is safe and meets their needs
- Ensuring children and young people who become homeless are housed as soon as possible in suitable accommodation and in a way that supports as far as possible continuity in their education
- Implementing the recommendations of recent Serious Case Reviews with particular regard to children with disabilities and thresholds of neglect
- Reducing the numbers of children and young people at risk where there is a record of domestic violence

We will be measuring performance through	The lead agency for this measure is:	The partnership group which will monitor progress is provisionally:
Number of 0 – 15 year olds injured or killed in road traffic accidents	Office of Children and Young People – Inclusion Directorate	Local Safeguarding Board
Re- registrations on the child protection register	Office of Children and Young People – Inclusion Directorate	Local Safeguarding Board

In order to meet the inspection criteria of the Joint Area Reviews from 2005, our activities will contribute to ensuring that:

- 1 Children and young people and their carers are informed about key risks and how to deal with them
- 2 Steps are taken to provide children and young people with a safe environment
- 3 Steps are taken to minimise the incidence of child abuse and neglect
- 4 Child protection arrangements meet the requirements of 'Working Together to Safeguard Children'
- 5 Children and young people who are looked after are helped to stay safe
- 6 Children and young people with learning difficulties and Disabilities are helped to stay safe

2.9.3 ENJOY AND ACHIEVE

Our aim is to ensure that:

- young children are ready for school
 - school-age children attend and enjoy school
 - children achieve stretching national educational standards at primary school
 - children and young people achieve personal and social development and enjoy recreation
 - children and young people achieve stretching national educational standards at secondary school.
- We also want parents, carers and families to support learning.

In order to achieve these outcomes we will work towards:

- Reviewing current play provision in order to implement our play strategy
- Improving access to specialist support to better meet the needs of some children and young people
- Integrating early years education alongside an increase in childcare provision
- Addressing the uneven distribution of maintained nursery provision
- Increasing the number of families with access to family learning opportunities, supporting the early development of their children
- Delivering the Children's Disability Strategy with a view to increasing access of services and mainstream school to all
- Publishing our new Special Educational Needs (SEN) Strategy which sets out our proposals for implementing government policy set out in Barriers to Achievement
- Reducing the gap in attainment between the county average and schools serving high needs areas and vulnerable groups of children, particularly those from minority ethnic groups, travellers and children and young people in public care
- Improving attendance rates at school with a particular focus on schools with a relatively low attendance rate
- Developing and implementing a programme to improve our school provision for children and young people who are particularly gifted.
- Increasing opportunities for informal learning and recreation through improved youth provision
- Increasing opportunities for community based sports and recreation
- Developing children's centres and extended schools, including after school activities
- Ensuring young people can fulfil their potential in the work place through the provision of good training and support post 16 by ensuring that public sector targets for participation, apprenticeships and higher education are reached

We will be measuring performance through	The lead agency for this measure is:	The partnership group which will monitor progress is provisionally:
Level of development reached at the end of foundation stage	Office of Children and Young People – Learning Directorate	CYPSP – under 13s
Take up of sporting opportunities by 5 – 16 year olds	District Councils	CYPSP – Area Groups
% 16 year olds achieving the equivalent of 5 A* - C GCSE, including floor target	Office of Children and Young People – Learning Directorate	CYPSP – over 13s

In order to meet the inspection criteria of the Joint Area Reviews from 2005, our activities will contribute to ensuring that:

- 1 Parents and carers are supported in helping children and young people to enjoy and achieve
- 2 Early years provision prepares children for school and helps them meet early learning goals
- 3 Children and young people are enabled and encouraged to attend and enjoy school
- 4 Children and young people are supported in developing personally and academically
- 5 Action is taken to ensure that educational provision is of good quality
- 6 Educational provision is made for children unable to attend school
- 7 There is a range of accessible recreational provision for children and young people
- 8 Children and young people who are looked after are helped to enjoy and achieve
- 9 Children and young people with learning difficulties and disabilities are helped to enjoy and achieve

2.9.4 MAKE A POSITIVE CONTRIBUTION

Our aim is to ensure that children and young people:

- engage in decision-making and support the community and environment
- engage in law-abiding and positive behaviour in and out of school
- develop positive relationships and choose not to bully or discriminate
- develop self-confidence and successfully deal with significant life changes and challenges
- develop enterprising behaviour.

We also want parents, carers and families to promote positive behaviour.

In order to achieve these outcomes we will work towards:

- Sustaining and developing the CYPSP Children and Young People's Participation Strategy, ensuring all partners develop action plans to meet standards set by the Charter of Shared Values (Appendix Four)
- Tackling anti-social behaviour as part of district based Community Safety Strategies
- Encouraging participation and achievement in learning by increasing choice, opportunities and progression routes for learners and potential learners, including supporting enterprise in business.
- Helping people to improve their quality of life and fulfil their potential through developing skills for life (literacy, numeracy and ICT), skills for work, qualifications and interests
- Supporting the implementation of the Health Promoting Schools programme in all Cambridgeshire schools and early years settings
- Supporting the growth and development of the voluntary and community sector in order to develop local communities and neighbourhoods and support the delivery of Change 4 Children in Cambridgeshire
- Developing special schools, enabling them to contribute to effective inclusion in mainstream schools.

We will be measuring performance through	The lead agency for this measure is:	The partnership group which will monitor progress is provisionally:
Reducing the number of exclusions from primary and secondary schools	Office of Children and Young People – Learning Directorate	CYPSP – under and over 13's
Reduce level of offending	Office of Children and Young People – Youth Offending Service	Community Safety Partnerships (x5)

In order to meet the inspection criteria of the Joint Area Reviews from 2005, our activities will contribute to ensuring that:

- 1 Children and young people are helped to develop socially and emotionally
- 2 Children and young people are helped to manage changes and respond to challenges in their lives
- 3 Children and young people are encouraged to participate in decision making and to support the community
- 4 Action is taken to reduce anti-social behaviour
- 5 Children and young people who are looked after are helped to make a positive contribution
- 6 Children and young people with learning difficulties and disabilities are helped to make a positive contribution

2.9.5 ACHIEVE ECONOMIC WELL BEING

Our aim is to ensure that children and young people

- engage in further education, employment or training on leaving school
- are ready for employment
- live in decent homes and sustainable communities
- have access to transport and material goods
- live in households free from low income.

We also want parents, carers and families to be supported to be economically active.

In order to achieve these outcomes we will work towards:

- As part of the 14 – 19 strategy, developing a rich curriculum for 14-19 year olds, helping young people make a successful transition to adulthood and the world of work
- Supporting all secondary schools in their work to help meet the aspirations and needs of young people in Cambridgeshire. We will work with them to extend choice for pupils by providing a flexible and varied curriculum
- Ensuring that schools and colleges provide opportunities for young people to follow courses that lead to qualifications appropriate to their potential, aptitudes and aspirations
- Increasing personal development opportunities for young people to gain informal accreditation of learning
- Ensuring that no school falls below the minimum standard of 30% of students achieving at least 5 GCSEs at grade A*-C
- Reducing the numbers of young people becoming homeless by ensuring that young people at risk have access to family mediation
- Increasing the provision of support and stable, appropriate accommodation for 16 – 19 year olds who become homeless
- Increasing the take up of benefits for families on a low income
- Supporting the development of new communities to ensure children and young people living in them in the future have the best possible chances in life

We will be measuring performance through	The lead agency for this measure is:	The partnership group which will monitor progress is provisionally:
% 16 – 18 year olds leaving Pupil Referral Units not in education, employment or training	Connexions	CYPSP – over 13s
% social housing and vulnerable households in the private sector in a decent condition	District Councils	CYPSP - Area

In order to meet the inspection criteria of the Joint Area Reviews from 2005, our activities will contribute to ensuring that:

- 1 Childcare is available to meet the needs of parents in work or seeking work
- 2 Young people are helped to prepare for working life
- 3 Action is taken to ensure that 14 – 19 education is planned in a coordinated way
- 4 Action is taken to ensure that good quality education is provided
- 5 Community regeneration initiatives include action to address the needs of children and young people and their families
- 6 Steps are taken to give families and young people access to decent home
- 7 Children and young people who are looked after are helped to achieve economic well being
- 8 Children and young people with learning difficulties and disabilities are helped to achieve economic well being

SECTION THREE : WHO IS RESPONSIBLE

3.1 Lead agencies

In order to ensure clear accountability, lead services/ organisations have been indicated in bold. They will be asked to lead the next stage of the process through robust partnerships, and capture the relevant activities which will help to achieve success. None of the outcomes are deliverable by a single organisation and partnership action plans will need to be developed where necessary, to support the delivery of the Children and Young People's Plan for 05 – 06. The involvement of the voluntary and community sector in both the planning and delivery of services will be crucial to delivering the ambitions of the partnership.

3.2 Children and Young People's Strategic Partnership

The Children and Young People's Strategic Partnership is still in the process of being developed, including its structure (see Appendix Five for current working structure). This plan forms the core business of CYPSP, and sets the direction of travel for where improvements need to be made to improve outcomes for children and young people in Cambridgeshire.

Sub groups of the partnership have been identified to lead specific outcomes. This will be subject to review as work on the partnership business, developments in the Office of Children and Young People and any resulting changes to the partnership structure emerge during 2005 – 2006. In the meantime, the performance against the indicators in this plan will be monitored by CYPSP, with reports on progress taken by the appropriate partnership group. Progress will also need to be systematically reported to children, young people and their families in Cambridgeshire.

There will need to be clear accountabilities between the directorates of the new Office of Children and Young People's Service and its supporting partnership structure. In addition there is a clear expectation that the CYPSP Area Groups will develop area based plans (see 2.6 above, page 7). Similarly, there will need to be clear arrangements in place between Local Safeguarding Children Board (LSCB) and the CYPSP, and between the Director of Children's Services and the independent Chair of the LSCB.

3.3 Governance arrangements: Members, Non –Executive Directors and Board Members

Existing performance management and governance arrangements remain unaffected. As work develops during 2005 a clear relationship between governing bodies of partner organisations and CYPSP will need to be agreed. This will need to make explicit the accountabilities and responsibilities of any individual partner organisation.

3.4 Children's Services Authority: Cambridgeshire County Council

The Children's Service's Authority (CSA) remains the accountable body for leading and developing the Every Child Matters Change 4 Children agenda on behalf of the wider partnership. It will also be the accountable body for the Children and Young People's Plan from 2006. However, it is the intention of the government and the ambition in Cambridgeshire, that the wider partnership provides the focus for the shared agenda. As such, developing the agenda and priorities will continue to reflect the partnership approach, whilst securing appropriate governance arrangements as indicated in 3.3.

SECTION FOUR: TOWARDS CHILDREN AND YOUNG PEOPLE'S PLAN FOR 2006 – KEY TASKS FOR 2005 - 2006

4.1 Challenges 2005 - 2006

Service providers in Cambridgeshire are experiencing a time of unprecedented change in the delivery of Children and Young People's Services. During 2005, the following are some of the key challenges which will need to be addressed:

- Ensuring that all partners feel a sense of ownership of the agenda
- Maintaining the focus on prevention, whilst meeting the needs of high-risk families and young people. CYPSP has agreed that the 2006 plan will be underpinned by a revised Local Preventative Strategy (Building Bridges) which will help achieve this.
- Agreeing Area and Locality arrangements in terms of partnership, planning and organisational arrangements
- Making sure improvements are made in some service areas
- Sustaining existing areas of good performance in others
- Begin to implement the National Service Framework alongside Every Child Matters
- Developing the culture and practice of all partners delivering services to children and young people
- Put in place the organisational development and service/business planning arrangements for the Office of Children and Young People's Services (eg the Connexions Pathfinder requires that joint commissioning arrangements and pooled budgets are in place for some of 13 – 19 services by April 06)
- Ensuring safeguarding is woven into all changes and developments
- Supporting staff, particularly in social care, through times of change and uncertainty.
- Meeting the challenge of growth and change in the Cambridge sub region

4.2 Tasks to deliver the Children and Young People's Plan for 2006

In line with Section 10 of the Children Act 2004, DfES are currently finalising guidance on the Children's and Young People's Plan required from all authorities by 1st April 2006. This plan will be required to cover the following:

- a local vision for children and young people
- a strategic analysis of needs in relation to the five key outcome areas in Every Child Matters, including the views of children, young people, parents and carers.
- priorities and the actions planned to achieve these outcomes
- a statement of resources and cost pressures
- an explanation of the arrangements for performance management and review
- an explanation of how the Plan links to the strategic plans of local partners subject to the Children Act duty to co-operate.

Such Plans are not required of excellent authorities. However, Cambridgeshire is intending to produce one built on this interim plan, given the benefits of the joint planning process. This will be taken forward through the development of a joint commissioning strategy. It will encompass an up-to-date needs analysis, clarification of the priority objectives, identification of the resources available, and determination of how they will be deployed and reviewed in the period of the plan from 2006.

It is proposed that the co-ordination of these activities is overseen by the Integrated Commissioning Group of the CYPSP. This group will need to refer to CYPSP Board, key partnership sub groups and relevant governing bodies of partner organisations for its development and final agreement by April 2006.

APPENDIX ONE: RELATED PLANS

Government legislation, guidance and Cambridgeshire County Council Service plans for 2005-06 associated with the Interim Children and Young People's Strategic Plan

National Legislation and Guidance governing this work

Every Child Matters and the Children Act 2004 – November 2004
The Five-Year Strategy for Children and Learners – July 2004
14 – 19 Education and Skills White Paper
The National Service Framework for Children, Young People and Maternity Services – November 2004
Choosing Health: The public health white paper - November 2004
National Standards, Local Action: The Health and Social Care Standards and Planning Framework 2005/06 to 2007/08
Choice for parents, the best start for children: a ten-year strategy for childcare - December 2004
Green Paper for Youth – spring 2005

Plans of Cambridgeshire Children and Young People's Strategic Partnership

Cambridgeshire's Local Preventative Strategy 'Building Bridges'
Children and Young People's Participation Strategy
Children's Fund Delivery Plan

Cambridgeshire County Council Service plans available by request

Behaviour Support Plan
Early Years Development and Childcare Plan
Single Education Plan

Plans available directly from organisations

Connexions Business Plan
Care and Education Partnership Plan
Community strategies of Local Strategic Partnerships
Housing and other key strategies of District Councils
Youth Justice Strategy- Deliverable Plan
Lifelong learning plan
Local delivery plans of PCTs
Supporting People Strategy
Youth Justice Plan,
Youth services

APPENDIX TWO: MEMBERSHIP OF CYPSP (March 2005)

Cambridgeshire County Council

Chief Executive – Chair
Director of Children and Young People's Services (from April 05)
Director of Education, Libraries and Heritage
Director of Social Services
Director Corporate Director
Programme Director – Change 4 Children in Cambridgeshire
Head of Youth Offending Service

District Councils

Huntingdonshire – Chief Executive
South Cambridgeshire – Chief Executive
Cambridge City – Chief Executive
East Cambridgeshire – Chief Executive
Fenland – Chief Executive

PCTS

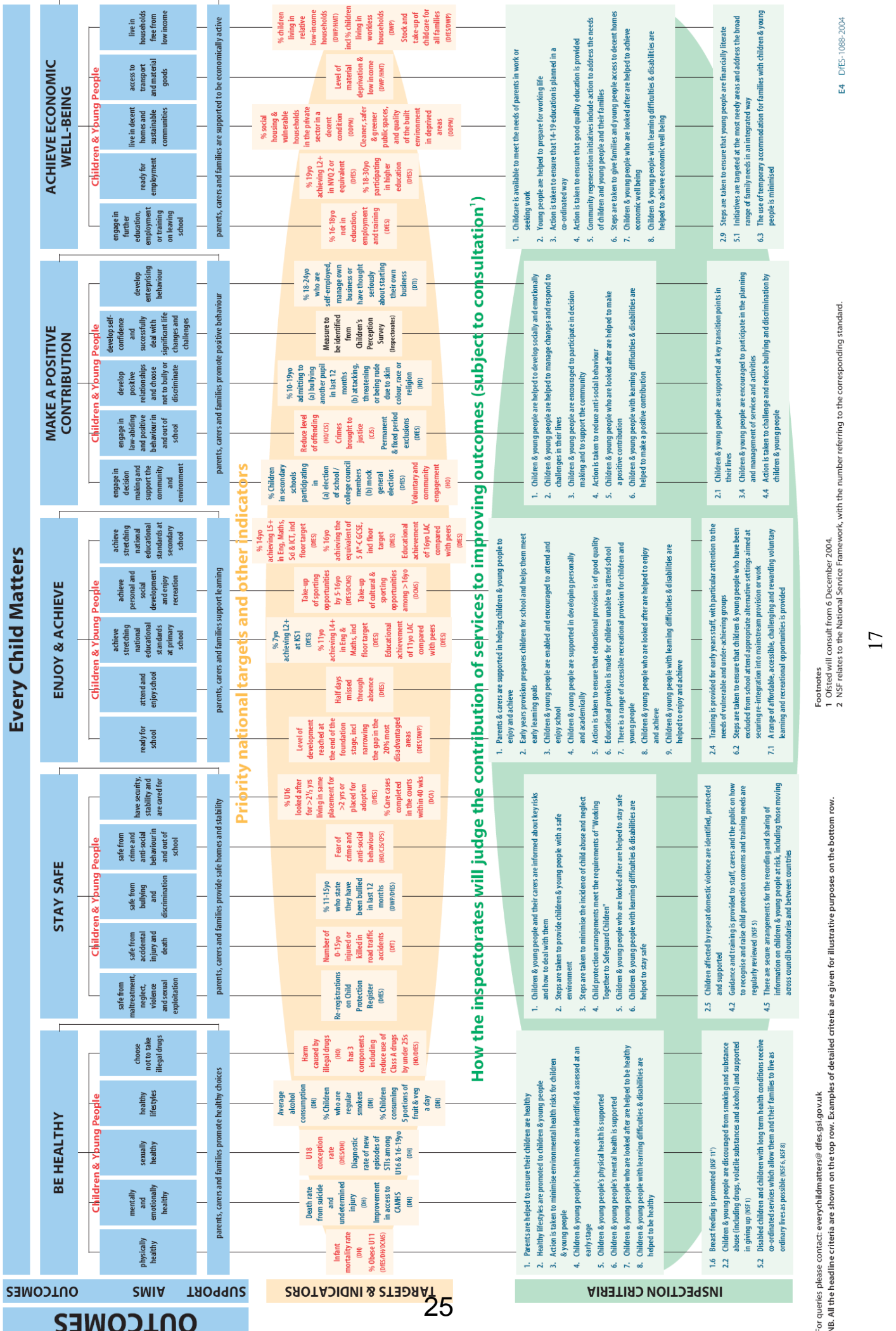
East Cambridgeshire and Fenland – Chief Executive
Huntingdonshire – Chief executive
Cambridge City and South Cambridgeshire – Chief Executive

Other key organisations

Connexions – Chief Executive
Police – Chief Constable
Local Safeguarding Children Board – Chair
Probation Service - Head
Cambridgeshire Fire Service
Cambridgeshire Council for Voluntary Youth Services – Manager
Hunts Forum (CVS) – Chief Executive
Learning and Skills Council – Chief Executive
Child and Adolescent Mental Health Trust – Chief Executive
Addenbrooke's National Health Trust – Chief Executive
Care and Education Partnership - Chair

OUTCOMES FRAMEWORK

There are 26 PSA targets in total and 13 other key indicators. For the PSA on stability of looked after children the associated performance indicators are also shown under Enjoy & Achieve



OUTCOMES

SUPPORT AIMS

BE HEALTHY

STAY SAFE

ENJOY & ACHIEVE

MAKE A POSITIVE CONTRIBUTION

ACHIEVE ECONOMIC WELL-BEING

TARGETS & INDICATORS

Priority national targets and other indicators

How the inspectorate will judge the contribution of services to improving outcomes (subject to consultation 1)

- Parents are helped to ensure their children are healthy
 - Healthy lifestyles are promoted to children & young people
 - Action is taken to minimise environmental health risks for children & young people
 - Children & young people's health needs are identified & assessed at an early stage
 - Children & young people's physical health is supported
 - Children & young people's mental health is supported
 - Children & young people who are looked after are helped to be healthy
 - Children & young people with learning difficulties & disabilities are helped to be healthy
- Parents, carers and families provide safe homes and stability
 - Level of development reached at the end of the foundation stage, including the gap in the 20% most disadvantaged areas (OES/WPF)
 - % 16 looked after for >2.5 yrs living in same placement for >2 yrs or placed for adoption (OES)
 - % 11-15yo who state they have been bullied in last 12 months (OEW/PDES)
 - Number of 0-15yo injured or killed in road traffic accidents (OET)
 - Re-registrations on Child Protection Register in access to (OES)
 - Harm caused by illegal drugs (O)
 - Average alcohol consumption (O)
 - % Children who are regular smokers (O)
 - % Children consuming 5 portions of fruit & veg a day (O)
 - U18 conception rate (OES/PS)
 - Diagnostic rate of new episodes of S11s among U16 & 16-19yo (O)
 - Improvement in access to GAMHS (O)
 - Death rate from suicide and undetermined injury (O)
 - Infant mortality rate (O)
 - % Obese U11 (OES/W/PS)
 - % 16-19yo in education, employment and training (OES)
 - % 15yo achieving L2+ at KS1 (OES)
 - % 11yo achieving L4+ in Eng & Maths, including narrowing the gap in the 20% most disadvantaged areas (OES)
 - Half days missed through absence (OES)
 - Educational achievement among 11yo JAC compared with peers (OES)
 - Educational achievement among >16yo opportunities (OES)
 - Take-up of sporting opportunities by 5-16yo (OES/PS/OAS)
 - Take-up of cultural & sporting opportunities (OES)
 - Level of offending (OES)
 - Crimes brought to justice (OES)
 - Permanent exclusions (OES)
 - Fixed period exclusions (OES)
 - Voluntary and community engagement (O)
 - % 10-19yo admitting to (a) bullying another pupil in last 12 months (b) attacking, threatening or being rude due to skin colour, race or religion (O)
 - Measure to be identified from Children's Perception Survey (Incomes)
 - % 18-24yo who are self-employed, manage own business or have thought seriously about starting their own business (O)
 - % 19yo achieving L2+ in NVO2 or equivalent (OES)
 - % 18-30yo participating in higher education (OES)
 - % social housing & vulnerable households in the private sector in a decent condition (O/PW)
 - Cleaner, safer & greener public spaces, and quality of the built environment in deprived areas (O/PW)
 - Level of material deprivation & low income (O/W/W)
 - % children living in low income households relative to (O/W/W)
 - Stock and take-up of childcare for all families (OES/WPF)
- Children & young people are helped to develop socially and emotionally
 - Children & young people are helped to manage changes and respond to challenges in their lives
 - Children & young people are encouraged to participate in decision making and to support the community
 - Action is taken to reduce anti-social behaviour
 - Children & young people who are looked after are helped to make a positive contribution
 - Children & young people with learning difficulties & disabilities are helped to make a positive contribution
- Children & young people are supported in helping children & young people to enjoy and achieve
 - Early years provision prepares children for school and helps them meet early learning goals
 - Children & young people are enabled and encouraged to attend and enjoy school
 - Children & young people are supported in developing personally and academically
 - Action is taken to ensure that educational provision is of good quality
 - Educational provision is made for children unable to attend school
 - There is a range of accessible recreational provision for children and young people
 - Children & young people who are looked after are helped to enjoy and achieve
 - Children & young people with learning difficulties & disabilities are helped to enjoy and achieve
- Training is provided for early years staff, with particular attention to the needs of vulnerable and under-achieving groups
 - Steps are taken to ensure that children & young people who have been excluded from school attend appropriate alternative settings aimed at securing re-integration into mainstream provision or work
 - A range of affordable, accessible, challenging and rewarding voluntary learning and recreational opportunities is provided
- Children & young people are supported at key transition points in their lives
 - Children & young people are encouraged to participate in the planning and management of services and activities
 - Action is taken to challenge and reduce bullying and discrimination by children & young people
- Children & young people are supported to be financially literate
 - Initiatives are targeted at the most needy areas and address the broad range of family needs in an integrated way
 - The use of temporary accommodation for families with children & young people is minimised

For queries please contact: everychildmatters@dfes.gsi.gov.uk
NB. All the headline criteria are shown on the top row. Examples of detailed criteria are given for illustrative purposes on the bottom row.

Footnotes
1. Ofsted will consult from 6 December 2004.
2. NSF relates to the National Service Framework, with the number referring to the corresponding standard.



CHARTER OF SHARED VALUES

Rights

Our work helps children and young people to have their views and opinions heard on anything that affects them.

We will work to help children and young people to have their views and opinions heard on anything which affects them.

Listening

Listening to children and young people gives us the ability to improve our service and respond to their needs.

We will listen to children and young people in order to improve our service and respond to their needs.

Equal Opportunities

We believe that children and young people should have equal opportunities. We will support them by actively responding to barriers that cause discrimination.

We will support children and young people's right to equal opportunities by actively responding to barriers that cause discrimination.

Resources

It is important to identify and allocate resources to support the active involvement of children and young people.

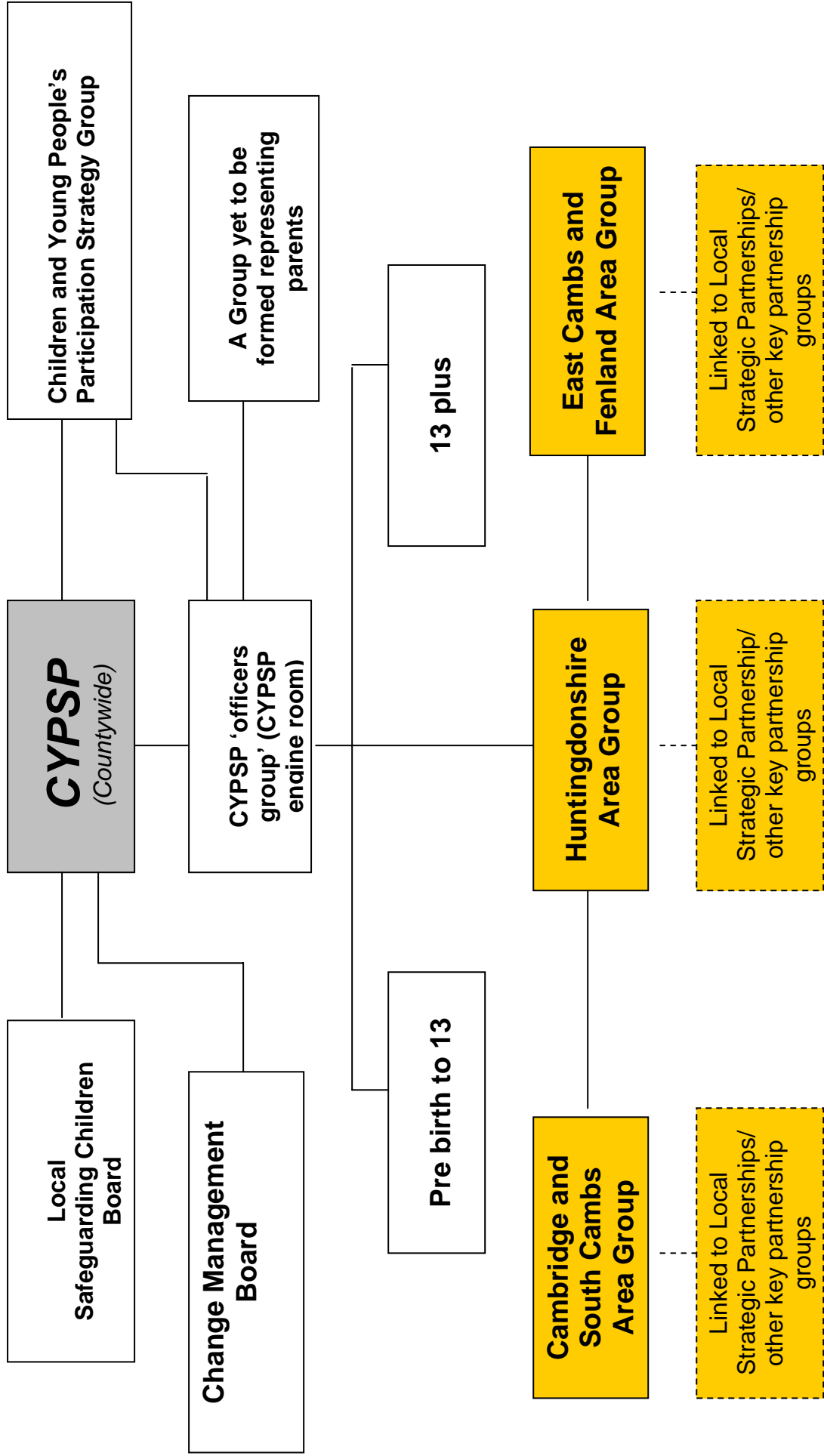
We will identify and allocate resources to support the active involvement of children and young people (this could be a full financial budget or even just an hour or two of someone's time, it still needs to be committed!)

Privacy

We respect the privacy of all the people we deal with and will not share information without the permission of the person concerned, unless we have a legal duty to do so.

**CHILDREN AND YOUNG PEOPLE'S STRATEGIC PARTNERSHIP
DRAFT WORKING STRUCTURE
January 2005**

APPENDIX FIVE



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**MAKING THE RIGHT CONNECTIONS:
REVIEW OF COMMUNICATIONS AND CONSULTATION STRATEGY
(Report by Head of Policy)**

1. INTRODUCTION

- 1.1 Effective communications are an important feature of any successful organisation, and an essential measure of success in modern local government.
- 1.2 This report provides an opportunity for the Cabinet to consider a revised communications and consultation strategy for the District Council.

2. BACKGROUND INFORMATION

- 2.1 A communications and consultation strategy 'Making the Right Connections' was adopted in April 2003. Among the factors influencing the development of the strategy was the publication of a series of reports by the Office of the Deputy Prime Minister, the Local Government Association, the Improvement and Development Agency, and the Audit Commission that identified a strong business case for investing in communications.
- 2.2 Subsequently external reviews such as the Investors in People re-assessment and the Comprehensive Performance Assessment have highlighted areas for development, principally concerning internal communications. Since then work has taken place to review both our strategic approach to communications and consultation and to activities and practices across the Council.
- 2.3 The revised strategy is intended to provide a framework for the Council's corporate communications on a structured and consistent basis, with the aim of earning the understanding and support of our key audiences, to support high quality service delivery and to help ensure that we have a good reputation. The attached action plan sets out some of the key activities that will help to achieve the outcomes in the strategy and contribute to the Council's wider priorities. The action plan will be reviewed annually and will contribute to detailed service planning.
- 2.4 The Overview & Scrutiny Panel (Service Delivery & Resources) have recommended that the revised Strategy should be endorsed, subject to a number of minor textual amendments which have been incorporated into the attached Strategy.

3. RECOMMENDATION

- 3.1 The Cabinet are invited to adopt the Communications and Consultation Strategy and associated action plan.

BACKGROUND DOCUMENTS

'Making the Right Connections' communications and consultation strategy
CPA inspection report, Audit Commission

Contact officers: **Ian Leatherbarrow, Head of Policy,**
☎ 01480 388005

Heather Gilling, Communications Manager,
☎ 01480 388033

MAKING THE RIGHT CONNECTIONS

A COMMUNICATIONS AND CONSULTATION STRATEGY

Purpose

To achieve our objectives, specifically providing high quality services and effective community leadership, the Council is committed to consistent and sustained communication. Our residents and communities have high expectations and there is a demand for information about what the Council does and an anticipation that their views will be recognised and taken into account. The performance of our employees is vital to the achievement of our priorities and communication and consultation with them is an important to ensure that this happens. To be effective our communications need to be “two-way”; the way we engage with our communities and employees is as important as the information we give to them.

The purpose of this strategy is to provide a framework and a consistent approach to our communications and consultation activities. The strategy will be supported by guidance and an action plan, which will be based on the principles of this strategy and good practice generally. Both the strategy and the guidance will be conditioned by and help us to follow the Government’s Code of Recommended Practice on Local Authority Publicity.

National and local experience suggests that failure to invest in communications and consultation is likely to result in low satisfaction rating of local residents in the services we provide and of the Council generally. However, communication and consultation are intensive and costly activities and high spending does not always result in good communication. This strategy, associated guidance and action plan will ensure that our communications and consultation are effective and provide good value for the investment we make in them. Importantly effective communication and consultation about the Council and the services we provide will help to ensure that we maintain a good reputation.

The Appendix – Knowing our Communities – highlights some of the communities that will be affected by our communications and consultation and identifies some of the key issues which affect them. It is not intended to be exhaustive and will change as the environment in which we operate changes. It will be used to test and develop guidance, action plans and good practice. As well as identifying individuals and communities, it is important to evaluate appropriate ways to communicate and consult with them. As a Council we have placed a special emphasis on communications and consultation with individuals or communities who do not traditionally engage with us, such as young people or minority ethnic groups. Effective involvement cannot happen without a good understanding of the make up, needs and interests of all those different groups and their capacity to engage. An inclusive approach will be used by the Council to ensure that different groups have the opportunity to participate and are not disadvantaged by our processes.

Local Residents, Communities and Partners

Local residents, the media and other groups have told us that they want clear, factual information about–

- ◆ our services and what they can expect
- ◆ local events and activities;

- ◆ reasons why decisions are made and how local views were taken into account;
- ◆ information on how the Council spends money;
- ◆ planned improvements to services or our area;
- ◆ how to complain, comment or simply get in touch; and
- ◆ our priorities and how they relate to them or the district.

This range of information will form the basis of our communications, along with specific news or information as appropriate.

The local residents have told us also that their preferred sources of information about Council information are –

- ◆ Council newspapers;
- ◆ local newspapers;
- ◆ websites;
- ◆ leaflets;
- ◆ local radio & TV.

However, we recognise that it is vital to deliver information people want using the methods which are most effective to them. Preferences will vary depending on the information to be communicated and will change over time. We will keep under review the means we use to communicate.

This strategy identifies the following outcomes we want to achieve from the way in which we communicate, with our residents, communities and our partners and how we will measure our success. The Action Plan for 2005/06 sets out the key activities which will contribute to achieving those outcomes.

Outcome	Measure
Local residents are well informed about the Council and the services we provide	% of local residents who feel well informed about the Council and the services we provide.
Local residents believe the Council has a good reputation	% of local people who feel that the Council has a good reputation.
Partners understand the Council's role and the services we provide.	% of partners who feel they understand the Council's role and the services we provide.

Councillors

The Council operates in an environment of democratic representation. The role of elected members as leaders of our communities and in representing local residents is vital to this process. How Members undertake their roles has an impact on how the Council is perceived and ultimately our reputation. Effective communication and consultation is essential to support Members.

Our system of political management also demands clear and effective communication to support the principles of transparency and accountability.

Members contribute to effective communications by collectively defining and taking responsibility for the factors that make up the overall reputation of the Council –

- ◆ our purpose: what are we here to do;
- ◆ our underlying values and ethical standards;
- ◆ our priorities;
- ◆ the delivery of services: do we do what we promise;
- ◆ our behaviour: how do we treat users of our services and residents, employees and other members?

Members are elected to represent their communities and are accountable to them. Members take decisions on behalf of their communities, but at the same time must seek to balance competing priorities in the best interests of the district as a whole. Consultation and communication support this process and helps to provide a more detailed picture to assist the development of policy and priorities.

Outcomes	Measure
Members are supported in their communications	% of Members who feel that they are supported in communicating with their relevant communities

Employees

Effective communication with our employees is essential to ensuring that we achieve our priorities. They need to feel informed about our services, priorities and what the Council stands for and as a result will be more effective in the way they do their job and the way they communicate with residents, communities, service users and our partners.

This strategy identifies the following outcomes that we want to achieve from the way in which we communicate, with our employees and how we will measure our success.

Outcome	Measure
Employees are well informed about the Council, its priorities and the services we provide	% of employees who feel well informed about the Council, its priorities and the services we provide
Employees understand what the Council stands for and believe it has a good reputation	% of employees understand what the Council stands for. % of employees who believe the Council has a good reputation
Employees share information and knowledge	% of employees who feel that we are a learning organisation

Consultation

The purpose of our consultation is to support our system of democratic representation by ensuring that our communities, local residents and employees have appropriate opportunities to be actively involved in the Council's decision-making and service planning.

We recognise that effective consultation –

- ◆ supports representative democracy;
- ◆ informs decision making on services;
- ◆ informs the design, delivery and take-up of services
- ◆ identifies community needs, which enable the Council to fulfil its community leadership role, including bidding for resources and influencing others;
- ◆ informs the development of policies and strategies;
- ◆ provides information on the use of and degree of satisfaction or otherwise with our services; and
- ◆ provides information on conflicting priorities, key choices, resource decisions and options for change.

Our employees are experienced and committed and many are also users of our services. Their views are important. It is essential that there are ways for them to make their views known.

Successful consultation requires a clear purpose and to be effective needs to –

- ◆ be proportionate and appropriate;
- ◆ ask the right questions and be clear in the questions that are asked;
- ◆ be regular but not intrusive;
- ◆ use the right method(s), which is also convenient to consultees;
- ◆ include proper analysis; and
- ◆ include feedback on how we have acted on the results.

In addition to actively consulting on issues it is important we must establish a culture of listening and collecting and using comments and/or complaints to improve perceptions about the Council and to improve our services.

Keeping residents, communities, partners and employees informed of the results of consultation is an important part of building long-term relationships and engagement. The Council will provide feedback on the results of consultation through appropriate means including DistrictWide, the Council's newsletter, our website or the local media. As a minimum our feedback will include the findings of the consultation and an explanation of how things will change or not as result. Feedback in this way is an opportunity for managing expectations about the Council and the services we provide.

To ensure that our consultation is effective and does not result over burden residents, communities, service users and partners we will establish an annual programme. This programme will balance Council –wide consultation with the consultation needs of specific services or proposals.

This strategy identifies the following outcomes we want to achieve from the way in which we consult and how we will measure our success.

Outcome	Measure
Local residents can make their views known and that we will listen and consider them.	% of local residents who feel that they can make their views known and that we will listen and consider them.
employees can make their views known, that we will listen and consider them.	% of employees who feel that they can make their views known, that we will listen and consider them.

Monitoring, Evaluation and Review

Monitoring and evaluation are critical to ensuring that we achieve the outcomes.

To ensure we are making progress we will:

- monitor our performance against local (and national, if any) measures;
- report performance on communications and consultation as part of the Council's comprehensive performance management framework; and
- collect and publish evidence of good practice throughout the Council.

Performance in the achievement of the strategy outcomes will be incorporated into the Council's comprehensive performance management framework.

This strategy, associated guidance and action plan will be kept under review so that we can set specific targets for the future.

A comprehensive review will be carried out every two years.

Knowing our Communities

The key issues identified are ones which we will need to keep evaluating to ensure we achieve the outcomes in the consultation and communication strategy.

Who do we communicate with?	Key Issues to evaluate
Local Residents	Have we established two-way communication and consultation? How do local people tell us what they think? Do we listen to our communities? Are the physical means of communication adequate? Do we know what local people think about the Council and the services we provide? Do we provide information in a way which our residents want? Do we provide information and consult with groups and communities that traditionally don't engage with the Council?
The Media (local, regional, national and specialist)	Do we have a constructive relationship with the media? Does the media think that we have a good reputation and standards? Does the media use the information we provide to it?
Partners (The Huntingdonshire Strategic Partnership and other partners)	Have we established two-way communication and consultation? Do our partners think that we have a good reputation and standards? Do we know what each other stand for and what our objectives are? Do we know where the overlaps and the gaps are?
The Business Community	Have we established two-way communication and consultation? Do local businesses think that we have a good reputation? Do they know what services we provide for them? Are they aware of our key messages?
Employees	Do we have a culture of two-way communication? Have we developed communication skills across the Council? Do staff know the key messages and do they communicate them as part of service delivery and in their communities?

Members	<p>Do our communications and consultation support democratic representation?</p> <p>Do our communications and consultation support our political management system?</p> <p>Do members have support in enhancing their communication skills?</p> <p>Do our communications and consultations support our community leadership role.</p>
Town and Parish Councils	<p>Have we established two-way communication and consultation?</p> <p>Do Town and Parish Councils think that we have a good reputation and standards?</p> <p>Do we know what each other stand for and what our objectives are?</p>
Governmental and non-governmental organisations (Civil Servants, Government Office, Minister, national organisations such as the Audit Commission and the Local Government Association, etc)	<p>Do they know what the Council stands for?</p> <p>Do they think we have a good reputation and standards of service?</p>
Suppliers	<p>Do they know what the Council stands for?</p> <p>Do they think we have a good reputation and standards of service?</p> <p>Do they know what opportunities are available to them?</p>

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Communications and Consultation Action Plan 2005/2008

Council outcomes	Communications & Consultation Strategy Outcomes	Measures	Targets	Specific Actions	Timescale	Responsibility
Good reputation	Local residents understand what the Council stands for and believe it has a good reputation	% of local residents who feel the Council has a good reputation		Local Residents & External Communications Communicating our priorities and vision	June 05-Dec 07 and ongoing	Head of Policy and relevant Heads of Service
High quality service delivery	Local residents are well informed about the council and the services we provide	% of local residents who feel well informed about the council and the services we provide	To be determined following baseline assessment after the annual survey (March – May 05)	Publication of District Wide Publication of Business Wide	Quarterly Twice a year	Communications Manager Economic Development Manager and Communications Manager
Managing expectations				News Releases <ul style="list-style-type: none"> • Corporate initiatives • Supporting Services Dealing with media enquiries	Ongoing Ongoing	Communications Manager and Heads of Service Communications Manager, Directors and Heads of Service
				Provide information material and details of service standards for members of the public	July 05 – July 06 and ongoing	Communications Manager and Heads of Service

Communications and Consultation Action Plan 2005/2008

Council outcomes	Communications & Consultation Strategy Outcomes	Measures	Targets	Specific Actions	Timescale	Responsibility
				Continued improvement of web site Communicate/ build on our relationship with regional and national organisations Provide training for Members and Officers on external communications	ongoing ongoing ongoing	Web Team Communications Manager and Heads of Service
Effective partnerships Community leadership	Partners understand the Council's role and the services we provide	% of partners who feel they understand the Council's role and the services we provide	To be determined following baseline assessment after the annual survey (March – May 05)	Partners Develop communications with Partners Update and review our communications guidance for partners Contribute to delivering the HSP Communications Plan	ongoing May 05 – April 06 ongoing	Head of Policy, Communications Manager and relevant Heads of Service Communications Manager and partner Communications Managers Head of Policy and Communications Manager with partners

Communications and Consultation Action Plan 2005/2008

Council outcomes	Communications & Consultation Strategy Outcomes	Measures	Targets	Specific Actions	Timescale	Responsibility
	Local residents feel that they can make their views known and that we will listen to them	% of local residents who feel that they can make their views known and that we will listen to them	To be determined following baseline assessment after the annual survey (March – May 05)	<p>Consultation Update guidance on consultation and engagement</p> <p>Renegotiate and implement joint consultation framework</p>	<p>June 2005</p> <p>April to September 2005</p>	<p>Head of Policy</p> <p>Head of Policy</p>
<p>43</p> <p>Effective management</p> <p>Employees and Members with the right skills</p> <p>Innovation and improvement</p> <p>Share and use knowledge</p> <p>Key behaviours demonstrated and valued</p>	<p>Employees are well informed about the Council, its priorities and the services provided</p> <p>Employees understand what the council stands for and believe it has a good reputation</p> <p>Employees share information and knowledge</p> <p>Members are supported in communicating with</p>	<p>% of employees who feel well informed about the Council, its priorities and the services provided</p> <p>% of employees understand what the Council stands for</p>	<p>To be determined following baseline assessment after the annual survey (March – May 05)</p>	<p>Employees & Members - Internal Communications Publication of Team News for Officers and Members</p> <p>Publication of Team Talk</p> <p>Maintenance & development of Intranet</p> <p>Provide bite size training for managers on internal communications</p> <p>Staff Survey</p>	<p>Up to 10 per year</p> <p>Up to 6 per year as required</p> <p>Ongoing</p> <p>Up to 6 sessions 05-06, then review</p> <p>June – September 2005</p>	<p>Communications Manager and Heads of Service</p> <p>Communications Manager and Heads of Service</p> <p>Web Team</p> <p>Communications Manager and Head of Personnel</p> <p>Head of Policy Head of Personnel</p>

Communications and Consultation Action Plan 2005/2008

44	their relevant communities	<p>% of employees who believe it has a good reputation</p> <p>% of employees who feel that we are a learning organisation</p> <p>% of Members who feel they are supported in those communications</p>		<p>Review the methods of providing information to Members, particularly in relation to complex technical issues</p>	Ongoing	Heads of Service
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CABINET

28TH APRIL 2005

**URBAN DESIGN FRAMEWORK
WEST OF STUKELEY ROAD, HUNTINGON
(Report by HEAD OF PLANNING SERVICES)**

1. INTRODUCTION

- 1.1 This Urban Design Framework has been produced to present the planning policy context and design parameters that should be used to guide future re-development proposals for land to the west of Stukeley Road, Huntingdon.
- 1.2 Cabinet is asked to consider the Framework and approve it for consultation purposes. Once representations have been received and considered, it is intended to adopt the document as Interim Planning Guidance (IPG) for use when considering development proposals.

2. BACKGROUND

- 2.1 The site to which the Framework applies includes land in several ownerships, the largest parcels occupied by the Sovereign Bus Depot, Huntingdon Nurseries and Alda Motors.
- 2.2 The Bus Depot site has already been the subject of an application for Outline Planning Permission for housing, on which a decision is still awaited. It is anticipated that adjoining land in this area will come forward for residential development in the future.

3. THE PROPOSALS

- 3.1 The purpose of the Framework is to establish some clear, guiding principles for development to ensure that the quality of Stukeley Road is significantly improved by proposals.
- 3.2 In order to achieve a coherent built form and to simplify vehicular access along this busy stretch of road, the Framework promotes comprehensive development of the separate land parcels, with shared access. It also requires a pedestrian and cycle link to be provided through the site from Stukeley Road to Stukeley Meadows to improve links between established residential areas and St Peter's School.
- 3.3 In addition, the Framework encourages a high quality of development in accordance with national and local design guidance, and presents indicative concept plans.

4. CONCLUSION

- 4.1 Production of an Urban Design Framework is best practice and will help to secure the most appropriate form of development if this land is re-developed. If Cabinet approves the document, there will be a period of consultation with the local and statutory bodies. Any comments or changes will be brought back to the Cabinet before the document is adopted.

5. RECOMMENDATION

- 5.1 That the Cabinet approves the Framework as a basis for further discussion and consultation

BACKGROUND INFORMATION

Huntingdonshire Design Guide SPG 2004

Huntingdonshire Landscape & Townscape Assessment SPG 2004

Contact Officer: Chris Surfleet, Urban Design Officer
 **01480 388476**

CABINET

28TH APRIL 2005

PUBLIC CONSULTATION ON OPTIONS FOR PRIMARY CARE SERVICES IN LITTLE PAXTON (Report by the Head of Administration)

1. INTRODUCTION

- 1.1 The purpose of this report is to bring to the attention of the Cabinet consultations being carried out by Huntingdonshire Primary Care Trust on the future provision of primary care services to the residents of Little Paxton.

2 BACKGROUND

- 2.1 Until November 2003, primary care facilities in Little Paxton were provided by a single General Practitioner at a surgery in the village. Between November 2003 and January 2004, the service was provided from the latter surgery by the PCT. In January 2004, the Great Staughton medical practice was appointed to provide primary care services from the surgery in Little Paxton. These arrangements continue, but since the former GP formally resigned in May 2004, the PCT has been consulting on the provision of primary care services in Little Paxton.

3 CONSULTATION

- 3.1 Owing to public concern at the actions of the PCT an initial consultation exercise was abandoned to be replaced by a more extensive process. A copy of the consultation document published by the PCT is attached as Appendix A.
- 3.2 The options subject to consultation are:
- 1) Establishing a new GP practice in the village;
 - 2) Opening a branch surgery in the village run from a larger practice based elsewhere; and
 - 3) Inviting people who are currently registered with the surgery in Little Paxton to register with practices in neighbouring villages, St Neots or another area of their choice.
- 3.3 Concern at the way the initial consultation exercise was carried out and the potential loss of a surgery in Little Paxton prompted local residents to initiate the Little Paxton 'Save Our Surgery' campaign. The Campaign has produced its own response for submission to the PCT, the main points of which are summarised as follows;
- ◆ There is an irrefutable need for a surgery and patients and residents have stated clearly in a survey and at three public meetings that a surgery should be provided in Little Paxton.
 - ◆ There are more patients already registered at Little Paxton than the minimum needed for a viable branch surgery. The population of Little Paxton is considerably higher than some

other villages with branch surgeries and some with actual GP practices.

- ◆ The population of Little Paxton is likely to grow by more than a third over the next few years due to new development.
- ◆ Whereas most patients at Little Paxton are able to walk to the surgery – or drive and park easily if necessary – public transport to any other local surgery could mean return journey times varying from 75 minutes to almost 3 hours.
- ◆ The temporary arrangement currently in place has proved very popular with patients and the range of services and opening times are now regarded as excellent and as good or better than other surgeries.
- ◆ Evidence collected by the Save Our Surgery Campaign would suggest that if a permanent solution were found to keeping the Little Paxton surgery open more patients would register there.
- ◆ The present building, whilst not ideal, can be made satisfactory at least for the medium term.
- ◆ A number of sites have been identified in the village which could accommodate a new surgery.

A copy of the campaign document is available in the Executive Members room.

3.4 District Council Officers have commented on the proposals as follows:-

- from the document it seems there are presently 117 people over 75 years old registered with the Little Paxton practice and living in the village. All but the most active at that age will find difficulty in using bus services, and increasingly will find difficulty in being the driver of a car. In addition there is a significant number of people with limiting long term illness, who could be expected to place a disproportionate demand on the surgery, some of whom may also find travel challenging. Option 3 seems to be dependant on Dial-a-Ride. The report does not confirm whether:
 - a) Dial-a-Ride can accommodate a further 150 approx. new users.
 - b) Dial-a ride can extend its services to include Little Paxton to Great Staughton.
- a sum of money has been negotiated as part of the Samuel Jones development section 106 agreement for health facilities which provides the PCT with greater flexibility as to where and how the most appropriate provision of health care facilities for the village would be provided.
- the District Council is working together with the PCT to align strategies as to where and how health services are provided for

the town of St Neots and adjacent areas in the immediate and long term future taking into account areas where growth is likely to arise or where opportunities for regenerating areas of the town occur.

3.7 RECOMMENDATION

The Cabinet is

RECOMMENDED

to consider whether to respond to Huntingdonshire Primary Care Trust on the consultation exercise and if so, the form of the response.

BACKGROUND DOCUMENTS

File RLC2 held in the office of the Director of Central Services.

Public Consultation for Options for Primary Care services in Little Paxton.

The Case for a Surgery in Little Paxton – A Response to the Huntingdonshire Primary Care Trust Consultative Document on Options for Primary Care Services in Little Paxton produced by the Little Paxton ‘Save Our Surgery’ Campaign.

CONTACT OFFICER Mr A Roberts - 01480 388009

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Public Consultation on Options for Primary Care Services in Little Paxton



Consultation starts: Monday 7 February 2005
Consultation closes: Friday 6 May 2005

1 Introduction

1.1 Huntingdonshire Primary Care Trust (PCT) is consulting on the provision of primary care services for the Little Paxton area following the resignation of the single-handed General Practitioner (GP) at the Little Paxton surgery in September 2004.

Purpose of consultation

1.2 The PCT is consulting on the following options for the future provision of primary care services to the patients of the Little Paxton surgery and would like to receive the views of patients, the public and other interested parties on these.

Option 1: Establishing a new GP practice in the village

Option 2: Opening a branch surgery in the village run from a larger practice based elsewhere

Option 3: Inviting people who are currently registered with the surgery in Little Paxton to register with practices in neighbouring villages, St Neots or another area of their choice

1.3 This paper describes the background planning information, three options and the advantages and disadvantages of each.

1.4 In deciding which option to support, the PCT must have regard to the following:-

- the views of local people and health professionals
- quality
- accessibility
- value for money
- sustainability

Consultation process

1.5 This 12 week consultation process will commence on Monday 7 February 2005 and will close at 5.00 pm on Friday 6 May 2005. Details about the public meetings the PCT will be holding as part of the consultation are set out in section 5.

1.6 The Board of the Primary Care Trust will make a decision at their meeting held in public on Wednesday 25 May 2005. The Board will listen to the views of local people as expressed during the consultation process, the Board will also listen to the views of health professionals.

2 Background

The Primary Care Trust

- 2.1 Huntingdonshire Primary Care Trust (PCT) is a statutory NHS organisation. Its purpose is to improve the health of the people of Huntingdonshire. It has four functions:
- To improve, and address inequalities in, the health of the community
 - To develop primary and community services
 - To provide a range of health and social care services
 - To plan and commission hospital and mental health services

Why is the future of primary care services in Little Paxton under consideration at this time?

- 2.2 The single-handed GP in Little Paxton stopped providing services in November 2003. The PCT took immediate steps to ensure services from the GP surgery were maintained until such time as a decision for the long term could be taken. The PCT ran an open, transparent and competitive process, (agreed with the Local Medical Committee), and in January 2004 appointed the Great Staughton Practice, to undertake a temporary care-taking role to continue to provide primary care services at the surgery.
- 2.3 When the single-handed GP formally resigned in May 2004, this ended the PCT's contract for services from that GP.
- 2.4 From May 2004 onwards the PCT became responsible for reviewing the provision of primary care services in Little Paxton. The temporary caretaking arrangements were extended to allow time to identify what the options are and to enable consultation on the options.

Planning for St Neots population as a whole

- 2.5 The PCT has an obligation to consider the provision of services for Little Paxton in the context of both the St Neots locality and the wider Huntingdonshire area.
- 2.6 The PCT is developing a long term strategy for primary care service provision for the St Neots locality. The practices within the locality are shown on the map in Appendix 2. The strategy when fully developed will take account of population changes, the quality of premises, trends in health care, the views of local people and the views of local health professionals.
- 2.7 The PCT wishes to develop new high quality health care facilities for patients in the St. Neots locality, potentially bringing together one or more St Neots practices into a new single building. This would improve premises for high quality medical care, improve patient accessibility and also meet the growing population for the St Neots locality as a whole.

2.8 The PCT recently established a St Neots Locality Partnership Commissioning Group to involve GP practices in the commissioning of services for the local population. This group met in September 2004 to consider options for commissioning primary care services for patients registered with the Little Paxton surgery. The group had presentations on NHS strategy and trends, population growth and issues of health and social deprivation. The group identified the three options described in this paper and recommended option 3.

3 Key Information to guide the decision

Decision Criteria

3.1 In reaching a decision the PCT needs to give consideration to:

- **Views of local people and health professionals**
- **Quality of medical care and range of services:**
 - Does the option support high quality services?
 - Can patients access a full range of services and specialisms?
- **Accessibility for patients:**
 - Are services a reasonable distance from patients' homes?
 - Are there reasonable alternative transport options available?
 - Is there good access for disabled people?
- **Value for money:**
 - Are investments in facilities yielding long term benefits?
 - A comparison of the costs of the various options with the costs of similar options elsewhere
- **Sustainability for the future**
 - Have we planned for population growth?
 - Quality of premises:
 - Is building fit for delivery of modern primary care services?
 - Does building comply with (or can it be adapted to comply with) NHS requirements?

Little Paxton population and health need

3.2 Key facts on the Little Paxton population:

- Total population living in Little Paxton registered with a GP is 3,135 (Source: NHS Exeter System September 2004)
- 1341 (43%), are registered with the Little Paxton practice. The remaining 57% are registered with other practices, the majority with practices in St Neots. (Source, NHS Exeter system September 2004)
- Little Paxton population is forecast to grow by between 690 - 1030 following the approval of a further 427 new homes. (Source: Cambridgeshire County Council Research Group)
- There are two nursing homes in the area with a total of 71 residents registered with a GP. Some 50% of these residents are registered with the Little Paxton surgery and the remainder are registered with other surgeries.

- Little Paxton Ward is the least deprived ward in Huntingdonshire (see appendix 1). (Source: Office of the Deputy Prime Minister published index of multiple deprivation June 2004).

Quality of Medical Care and Range of Services

- 3.3 The PCT is responsible for ensuring services for the population in Little Paxton meet modern quality standards and primary care targets for healthcare provision.
- 3.4 The number of patients registered with a practice influences staffing levels and the range of services available to patients.

Single-handed practices

- 3.5 Single-handed surgeries are increasingly uncommon as a model of providing primary care services. The PCT would have concern for services if they were to be provided by a single-handed practice. This is because single-handed practice risks professional isolation and this could lead to individual practice of potentially poor quality. Three years ago there were three single-handed practitioners in Huntingdonshire, now there are none.

Branch surgery provision across Huntingdonshire

- 3.6 There is limited availability of branch surgeries across Huntingdonshire. There are currently branch surgeries operating in a small number of villages.
- 3.7 The new General Medical Services (GMS) contract recognises the need for PCTs to support General Practitioners in their responsibility to provide modern premises for patients and staff by having a modern primary care estate to support the delivery of an expanded range of General Medical Services. This creates a tension between the role of the traditional branch surgery and an aspiration to provide a wider range of services delivered from modern premises. Some of which would have been or are being provided within a hospital setting.
- 3.8 In one locality, Huntingdonshire PCT is working with the local community, the local council and two local GP practices to pilot a unique partnership approach to providing GP premises in a rural area. These new premises consist of a village hall, a community centre and a branch surgery built to modern NHS standards. This pilot has been made possible because the local community raised the capital to fund these integrated modern premises.

Potential Pharmacy provision in Little Paxton

- 3.9 An application has been received for a pharmacy to be opened in the village. If this goes ahead this would give patients in the village access to healthcare advice from a pharmacist as well as a wide range of over the counter medication. Pharmacists are able to provide a wide range of healthcare advice to patients including minor illness and emergency contraception.

Premises

3.10 The surveying advice received by the PCT for the Little Paxton surgery indicates that:

- The surgery premises have only 50 % of the space recommended for a single-handed GP
- The floor area is insufficient to enable the building to be extended to meet current requirements
- The quality of the building is such that patient privacy and dignity is compromised
- The premises do not meet the requirements of the Disability Discrimination Act (DDA) which came into force on 1 September 2004

3.11 NHS guidance states that, following public consultation the closure of premises can take place where premises shortcomings cannot be remedied (or the cost of doing so is disproportionate to improvements in service delivery). It is important to note that there are other practices in Huntingdonshire which have premises shortcomings and continue to operate.

Accessibility

3.12 The distances Huntingdonshire patients need to travel for their local surgery varies considerably.

3.13 There is a bus service to the village, however, the local community have identified difficulties using the public transport services in particular the frequency of the transport.

3.14 The river between Little Paxton and St Neots is prone to flooding. During periods when the river is flooded people living in the village have to detour via the A1 road.

3.15 Dial a Ride, a community transport scheme, serves the village. Ouse Valley Dial a Ride offers a reasonably priced door-to-door pick up service for 53 parishes including Little Paxton. The current service does not extend to Gt. Staughton but Dial a Ride have indicated that they are willing to discuss this, subject to demand and funding. All vehicles used by the Dial a Ride service have full disabled access. The service currently requires 48 hours pre-booking. It may be possible to reduce this time.

Example fares:

Little Paxton	St Neots	£3.00 return /£1.50 (with concessions)
Little Paxton	Buckden	£4.00 return/£2.00 (with concessions)

3.16 As stated at 3.2 above, some 57% of patients living in Little Paxton already choose to access a GP outside Little Paxton.

Public views

3.17 The purpose of the public consultation is to listen to views on the options. Key issues which have already emerged are: -

- difficulties travelling outside of Little Paxton
- practice patients like the appointment system operated at the Little Paxton surgery
- concern of the overall potential impact on the village
- practice patients welcome the continuity of care afforded by being registered with a practitioner located in the village

Value for money

3.18 The PCT's judgement on value for money will be determined by the cost of the different options. To demonstrate good value for money the PCT takes into account the following:

- A comparison of the costs of the proposed option with the costs of similar practices elsewhere to ensure that they are broadly the same
- That the total cost of the proposed option is affordable. This means that it is within existing budgets or a clear way of funding any increased costs has been identified
- All service developments within the PCT need to be tested against other service development priorities in order to compete for other resources

4 The options

4.1 Whatever the outcome of the consultation, under all options patients can expect:

- Access to a nurse or other healthcare professional within 24 hours and access to a GP appointment within 48 hours
- All GP Practices will undertake home visits on the same basis as at present
- Same day access to the practice's Duty doctor for primary care medical emergencies
- Access to out of hours primary care services through the PCT run "NHS HuntsDoc", GP out of hours service
- A new patient medical assessment

Option 1: Establishing a new GP practice in the village

4.2 The PCT would need to be confident that the Little Paxton population would grow sufficiently over a relatively short period of time to provide a list size sufficient to support more than one doctor. Also to make this option workable there would need to be a viable premises option that can be delivered within a reasonable period of time and at reasonable cost.

4.3 This option could be achieved if:

- Agreement could be reached to lease the premises from the current owner
- A suitable site can be identified to build new premises
- Funding can be identified for the scheme

4.4 Advantages

- Accessibility good: very easy for patients to get to the surgery
- Least disruption to the existing patients

4.5 Disadvantages

- The PCT would have concern for the quality of services if they were to be provided by a single-handed practice. This is because single-handed practice risks professional isolation and cannot support a wide range of services
- Agreement of a lease with the current owner may not be possible for reasons outside the PCT's control
- The current premises, if adapted, would remain smaller than the recommended levels. This will affect the quality of the environment and constrain what services can be provided
- Upgrading the Little Paxton surgery premises may not represent value for money
- Patients will need to travel out of the village to a main surgery to access some services as at present
- The forecast population growth makes it difficult for the PCT to support this option in the longer term

Option 2: Opening a branch surgery in the village run from a larger practice based elsewhere

4.6 The PCT would conduct an open tendering process to select a practice, from elsewhere to run a branch surgery in Little Paxton. To make this option viable there would need to be a realistic premises option that can be delivered in a reasonable period of time at reasonable cost.

4.7 This option could be achieved if:

- Agreement can be reached to lease the premises from the current owner
- Investment is made to upgrade premises to meet key minimum standards such as confidentiality, health and safety and disabled access
- A suitable site can be identified to build new premises

4.8 Advantages

- Accessibility good: very easy for patients to get to surgery
- Least disruption to the existing patients
- Full range of services would be available from the main site of the practice running the branch
- Continuity of service within the village

4.9 Disadvantages

- Agreement of a lease with the current owner may not be possible for reasons outside the PCT's control
- The current premises, if adapted, would remain smaller than the recommended levels. This will affect the quality of the environment and constrain what services can be provided
- Upgrading the Little Paxton surgery premises may not represent value for money
- Patients will need to travel out of the village to a main surgery to access some services as at present

Option 3 - Patients to register with neighbouring practices

4.10 This option would result in no surgery in Little Paxton. There is sufficient capacity across practices in St Neots and the surrounding area to provide a choice of surgeries with whom patients in Little Paxton can register. The PCT would contact patients offering a choice of named practices. Patients would contact and register with their practice of choice. The surgery in Little Paxton would close after a suitable period of time has elapsed for patients to register with a new GP. A similar process has recently been followed successfully in St Ives following a single-handed GP resignation.

4.11 Advantages

- Larger practices may be able to offer a wider range of services with a broader professional skill base on one site for patient care including for example minor surgery and coil fitting
- Larger practices may choose to offer longer opening times
- Larger practices are able to offer a choice of GPs and other health professionals
- All practices would provide a better standard of premises and therefore patient facilities that is higher than that which could be achieved in the Little Paxton surgery. There would be no additional premises costs involved

4.12 Disadvantages

- Patients would need to travel further than at present to access primary care services. This may be particularly difficult for patients without access to a car
- Most disruption to patients

PCT Professional Executive Committee recommendation

- 4.13 The PCT's Professional Executive Committee (the Committee) which is a committee of the PCT, met on Wednesday 3 November 2004. The Committee is made up of health professionals: doctors, nurses, physiotherapists, pharmacists and dentists. Their role is to provide medical advice to the PCT Board and Executive to inform its decision-making. At their meeting on 3 November 2004 the Committee considered options for the provision of primary care services in Little Paxton. In making its recommendation the Committee were required to advise on what would represent best practice in terms of national and local policy. The Committee supported "Option 3 - Patients to register with Neighbouring Practices" as the ideal way for the PCT to secure a full range of modern, high quality primary care services in the long term for patients registered with the Little Paxton surgery.

5 The Consultation Process

- 5.1 This 12-week consultation process will run from Monday 7 February 2005 to 5.00 pm on Friday 6 May 2005.
- 5.2 As part of the consultation process the PCT will be holding the following public meetings:
- Wednesday 23 February 2005, 7.30 pm – Little Paxton Village Hall
Thursday 3 March 2005, 7.30 pm – Southoe Village Hall
Wednesday 30 March 2005, 7.30 pm – The Priory Centre, St Neots (Guest Hall)
- 5.3 The PCT will also attend a Little Paxton Parish Council meeting.
- 5.4 The PCT Board will meet in public on Wednesday 25 May 2005. The Board will receive the views expressed through consultation together with the advice from the Professional Executive Committee. The Board will then make its decision.

6 What we would like your views on

- 6.1 We would like to receive your views on the three options presented and any further options you might propose:
- Option 1: Establishing a new GP practice in the village
- Option 2: Opening a branch surgery in the village run from a larger practice based elsewhere
- Option 3: Inviting people who are currently registered with the surgery in Little Paxton to register with practices in neighbouring villages, St Neots or another area of their choice
- 6.2 For a new or branch surgery to be considered a site may need to be identified. Do you know of a site in Little Paxton which may have potential for such a service?

7 How to contribute your views

7.1 Please send your comments, by 5.00 pm on Friday 6 May 2005 to:

Andrea Prime
Director of Corporate Services (and Board Secretary)
Huntingdonshire PCT
The Priory
Priory Road
St Ives
Cambridgeshire PE27 5BB

Or email: andrea.prime@hunts-pct.nhs.uk

- 7.2 The Board Secretary will ensure that views expressed through consultation are presented to the Board for consideration at their meeting in public on 25 May 2005.
- 7.3 Previous responses to the earlier consultation have been kept on file and will be taken account of when the Board considers all responses at the end of the new consultation period. An additional response to this new document would be welcomed.

8 Working together with residents in Little Paxton

- 8.1 The PCT would like to establish a small local patient and public involvement group. Initially the PCT will work with the group to help inform the consultation. The PCT would like to then continue to work with this group to take forward the outcomes of consultation.
- 8.2 It is envisaged the group would involve local councillors, representative(s) of the Save our Surgery campaign, patients of the Little Paxton Surgery, other local members of the public. The PCT will need to ensure the group is an effective size and is populated with a broad range of interested people.
- 8.3 If you wish to be considered to join the group please contact Andrea Prime (See 7.1 above) by 28 February 2005.
- 8.4 The PCT will write to all the patients registered with the Little Paxton Surgery to communicate the decision of the Board in May and what this means for them. The decision will also be available on the PCT's website – www.hunts-pct.nhs.uk
- 8.5 The PCT will also ensure the staff at Little Paxton Surgery are informed of the decision along with staff at the care-taking practice.

9 Making a complaint

- 9.1 Should you wish to make a complaint regarding the consultation process please contact:

Margaret Lyne
Executive Assistant
Huntingdonshire Primary Care Trust
The Priory
Priory Road
St Ives
Cambridgeshire PE27 5BB

Email: viv.mags@hunts-pct.nhs.uk
Telephone: 01480 308220
Fax: 01480 308234

10 How to request further copies or a different format

- 10.1 You can request further copies of this consultation document by telephoning Andrea Prime on 01480 308219 or emailing andrea.prime@hunts-pct.nhs.uk
- 10.2 This document is also available electronically on the PCT's website – www.hunts-pct.nhs.uk
- 10.3 The consultation document can also be made available on request on audio cassette tape, on disk, in large print and in other languages.

Information about the population in Little Paxton

Age profile in Little Paxton

	0-4	05-14	15-24	25-34	35-44	45-54	55-64	65-74	75-84	85+	Total	% of total
Registered with Lt . Paxton practice	46	158	169	136	184	229	194	108	89	28	1,341	43%
Registered elsewhere	90	223	193	209	318	251	287	140	78	5	1,794	57%
Total	136	381	362	345	502	480	481	248	167	33	3,135	100%

Source: Exeter System September 2004

Population Growth

St Neots Wards – Dwelling and Population forecasts
(including Little Paxton, St Neots Park, Priory Park, Eaton Park, Eaton Socon and Eynesbury)

Source: Cambridgeshire County Council Research Group

	Year				Change 2002-2021	
Year	2002	2011	2016	2021	actual	%
Dwellings	11770	14050	14910	15100	3330	28%
Population	27680	31970	32500	31870	4190	15%

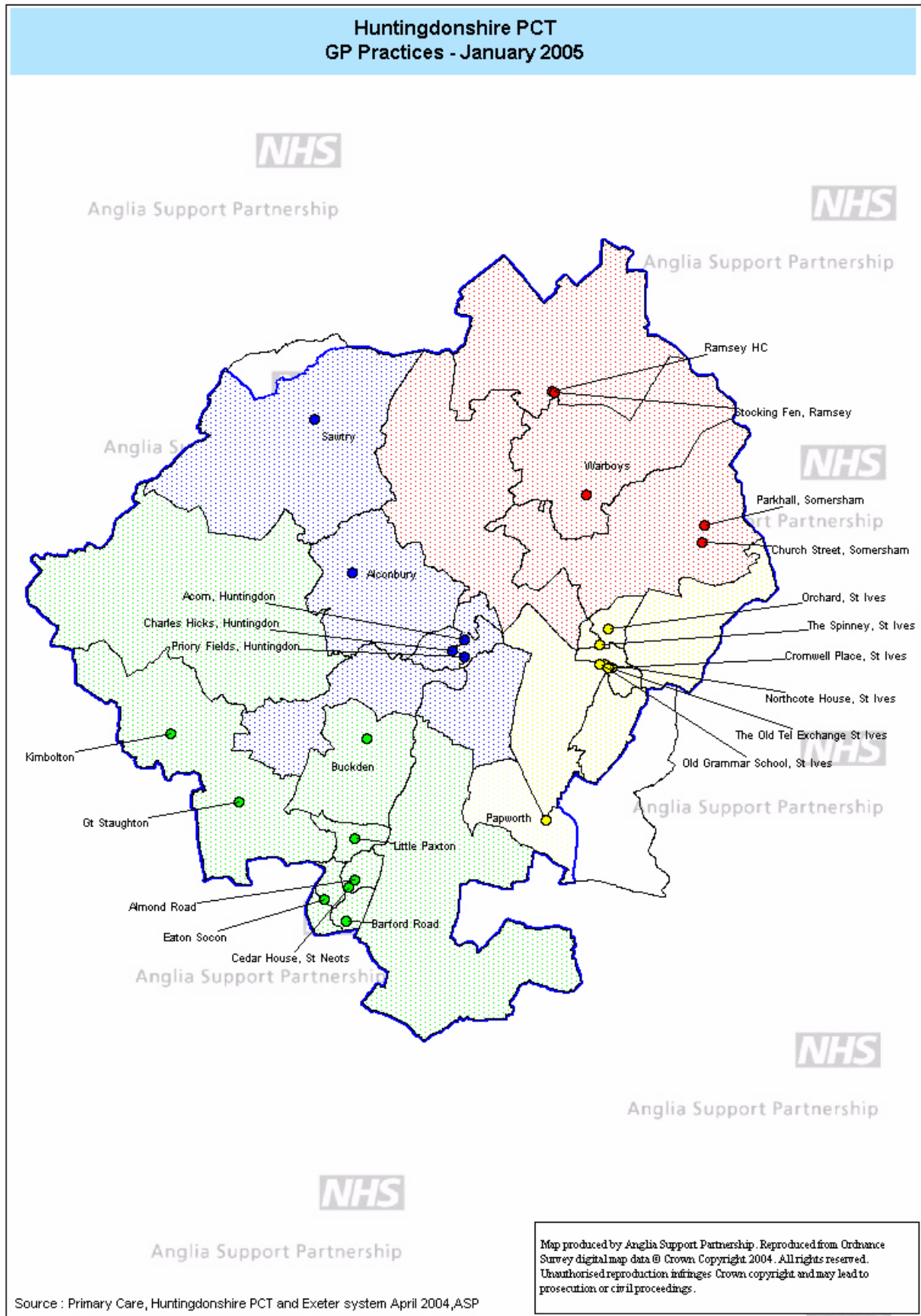
Characteristics of Little Paxton Population Source 2001 Census

Population Characteristic	Number	% of Total
Economic Activity		
Employed/self employed	1,653	73.4
Unemployed	47	2.1
Retired	274	12.2
Sick/disabled	40	1.8
Looking after home/family	116	5.2
Health		
Persons living with limiting long term illness	370	12.3
Declaring not good general health	165	5.5
Providing unpaid care	268	8.6
Ethnic		
Minority groups	66	2.2
Car/Van Ownership		
Without	98	8.17
1 car or van	505	42.08
2 or more cars or vans	597	49.75

Deprivation

In June 2004 the Office of the Deputy Prime Minister published the Index of Multiple Deprivation 2004. This is a composite indicator of seven separate domain indices – Income deprivation, Employment deprivation, Health deprivation and disability, Education, skills and training deprivation, Barriers to housing and services, Living environment and crime. All data was published at Super Output Area but the County Council Research Group have created weighted ward average scores.

The weighted ward average score for Little Paxton is 3.65. The range of ward scores across Huntingdonshire are 3.65 to 29.83, which means that Little Paxton is the least deprived ward in Huntingdonshire.



Glossary

Commissioning

Identifying health needs of local people; planning, and purchasing health services which respond to their needs

Patient List

The list of all the patients who are registered with a particular surgery.

Primary Care Services

GPs, dentists, opticians and community pharmacists provide the services, known collectively as primary care and the PCT works closely with them to develop the services they offer. They are not directly employed by the PCT. We have responsibility for the people registered at the 24 GP (family doctor) practices in our area.

Primary Care Trust (PCT)

A Primary Care Trust is a statutory NHS organisation. The Primary Care Trust Board comprises of a Lay Non-Executive Director Chair, 5 lay Non-Executive Directors, appointed by the NHS Appointments Commission and 5 Executive Directors appointed by the Board. The Executive Directors comprise, the Chief Executive Director, the Professional Executive Committee Chair, the Director of Public Health (joint appointment with Huntingdonshire District Council) the Director of Nursing & Clinical Services and the Director of Finance.

Professional Executive Committee (the Committee)

The Committee is a formal committee of the PCT responsible for developing and initiating service policies, investment plans, priorities and projects to be delivered by the PCT. The Committee's membership includes: Five General Practitioners, two nurses, one physiotherapist, a community pharmacist, a dentist, the Director of Public Health, the Medical Director, the Director of Nursing and Clinical Services, the Chief Executive and the Director of Finance.

Locality Commissioning Group

Locality Commissioning Groups draw together GP practices within a GP locality to discuss and develop proposals for developing and commissioning health services within a locality. The group acts in an advisory capacity to the Professional Executive Committee.

St Neots Locality

A locality is a geographical area identified by the PCT to enable effective planning of services. Little Paxton is within the PCT's St Neots locality

Secondary Care

Health care provided in hospital.

You are able to record your comments on this tear out sheet and return it to the PCT as detailed over page. Do attach additional sheets of paper if you run out of space.

Response to consultation

Huntingdonshire Primary Care Trust's public consultation on options for primary care services in Little Paxton

Please give your views on each option below:

Option 1: Establishing a new GP practice in the village

Option 2: Opening a branch surgery in the village run from a larger practice based elsewhere

Option 3: Inviting people who are currently registered with the surgery in Little Paxton to register with practices in neighbouring villages, St Neots or another area of their choice



For a new or branch surgery to be considered a site may need to be identified. Do you know a site in Little Paxton which may have potential for such a service?

Please use the space below to provide any further comments.

Name _____

Address _____

Please return this form to:

**Andrea Prime, Director of Corporate Services,
Huntingdonshire Primary Care Trust, The Priory, Priory Road, St Ives, PE27 5BB**

by 5.00 pm on Friday 6 May 2005

This document is produced by:

Huntingdonshire Primary Care Trust
The Priory
Priory Road
St Ives
Cambridgeshire PE27 5BB

To request further copies or a different format please contact Andrea Prime on 01480 308219 or email andrea.prime@hunts-pct.nhs.uk

This document is also available electronically on the Primary Care Trust's website – www.hunts-pct.nhs.uk

CABINET

28 APRIL 2005

CIVIL CONTINGENCIES ACT – FUNDING ISSUES (Report by Head of Environment & Transport)

1. INTRODUCTION

1.1 Within Cambridgeshire the district and city councils have worked in partnership with the County Council on emergency planning. Historically, the County Council has been the only authority to receive government funding for emergency planning.

1.2 The Civil Contingencies Act now imposes, for the first time, a duty on both tiers of local government to make arrangements for dealing with civil emergencies. Many of these new duties can best be delivered at the county level and this report addresses funding arrangements to facilitate this.

2. SERVICE REQUIREMENTS

2.1 The District and County Council are required to –

- undertake a risk assessment (flooding, aircraft crash, severe weather etc.) and produce a publicly accessible Community Risk Register;
- prepare and test plans for dealing with any unacceptably high risks and train all responding agencies identified in the plans;
- make the public aware of the risks, the plans that exist and how they should prepare themselves before the emergency occurs;
- make specific plans for supporting vulnerable people during any emergency;
- promote business continuity to local companies and plan for their own business recovery; and
- contribute to resilience planning at the regional level

2.2 The District Council has already increased its capability by creating the post of Emergency Planning and CCTV Team Leader and appointing a Risk Management Advisor. However, there remains a further substantial workload to comply fully with the legislation. Much of this is best performed at the county level because of the need to co-ordinate with other agencies (Police, Fire and Rescue Service, NHS, PCT, military etc.) which operate across two or more districts.

2.3 It has been proposed, therefore, that the existing County Council Civil Protection Unit be expanded and that a standing Joint Agency Team be established to take forward work on the Community Risk Register.

3. FINANCIAL IMPLICATIONS

3.1 Cost sharing arrangements were made initially in a proposal by the County Council to the Chief Executives' Liaison Group. The group generally accepted the principle of the proposals, which set

contributions by districts at 66% of the sum included in the Revenue Support Grant available to support the new duties under the Civil Contingencies Act.

- 3.2 Following bi-lateral negotiations on this council's contribution it is proposed that it be reduced from £28k (based on the 66%) to £23k to better reflect the investment that the District Council has already made in responding to the Civil Contingencies Act. Furthermore it is proposed that the District Council give 18 months notice of any termination of funding rather than support the redundancy costs incurred by the County Council as a consequence of the District Council withdrawing its funding.

4. CONCLUSIONS

- 4.1 The emerging regulations made under the Civil Contingencies Act places new and demanding duties on local authorities. These cannot be fulfilled by the local authorities working in isolation and much of the joint agency planning needs to be taken forward on a countywide basis.
- 4.2 The principle of the County Council expanding their Civil Protection Team to provide resources to meet the new demands has the support of the other councils (district and city).
- 4.3 An equitable level of contribution has been negotiated that reflects the investment that the District Council already has made to improve its own capability, both in preparatory planning and managing any emergency. It is proposed that this contribution is committed for 2005/06 to 2007/08 inclusive, with a review in October 2006 to allow termination in March 2008 if this is considered appropriate.

5. RECOMMENDATIONS

- 5.1 It is recommended that Cabinet:
- a) support the principle of an expansion of the County Council's Civil Protect Unit;
 - b) authorise an annual contribution of £23k to the County Council;
 - c) approve a supplementary estimate of not more than £23k in 2005/06, pro rata to the period during which the County Council employ its additional staff; and
 - d) note that an 'unavoidable' MTP bid will be made in respect of £23k (at 2005/06 prices) in each of 2006/07 and 2007/08

Background papers

Civil Contingencies Act 2004 and related guidance and draft regulations.

Contact Officer: Richard Preston, Head of Environment & Transport
☎ 01480 388340

CABINET

28 APRIL 2005

MONITORING OF THE CAPITAL PROGRAMME (Report by the Head of Financial Services)

1. PURPOSE

- 1.1 This report highlights the variations from the currently approved Capital Programme (as updated for any member or officer decisions already taken in accordance with the Code of Financial Management).
- 1.2 More detailed information on specific schemes can be obtained from the relevant Head of Service.

2. MONITORING INFORMATION

- 2.1 The Budget and Medium Term Plan approved in February included the capital expenditure shown below:

	2004/05 Revised	2005/06 Budget
	£000	£000
Gross spending	21,967	27,884
External Contributions	5,633	4,571
Net Cost	16,334	23,313

2.2 Annex A

Annex A highlights, for each scheme, the number of weeks' variation from the planned completion date together with any expected variation in the total scheme cost. The final page of the Annex defines the content of each column.

2.3 Funding Variations

Additional use of revenue funded staff on capital schemes results in the need for additional capital provision of £202k in 2004/05 but this will be matched by a corresponding revenue saving.

The main franking machine at Pathfinder House reception needs replacing due to obsolescence. Funding is available within the revenue budget for its replacement. However, as the estimated cost of replacement is £12k, the expenditure is classed as capital.

2.4 Timing Variations

Timing variations mean that an estimated £4,934k gross capital budget (£3,978k net) needs to be transferred from 2004/05 to 2005/06.

It is also clear that the timetable on the scheme for Pathfinder House Improvements and One Stop Shop has been delayed such that £6M will need to be transferred from 2005/06 to 2006/07.

2.5 Cost variations

The following variations have been identified:-

	£000
New Refuse Collection Round – Saving made on vehicle purchase	-36
New Arboricultural Section – Saving made on vehicle purchase	-3
Housing Private Sector Grants - Staff resources have been focussed on meeting the high demand for statutory Disabled Facilities Grants and as a result this budget has not all been utilised.	-146
Young Peoples Activity Parks Partnership – a further reduction due to limited take-up from partners.	-23
Small Scale Environmental Improvements (AJC) – The County Council were unable to carry out some small schemes during 2004/05 and as they are unable to add them to their 2005/06 programme our contribution will not now be required.	-83
Air Quality Monitoring Equipment – a supplementary estimate approved by Cabinet on 27 th May 2004 was not included in the Medium Term Plan.	29
Mobile Home Park – Electricity Works – a supplementary estimate approved by Cabinet on 23 rd September 2004 was not included in the Medium Term Plan.	60
Waste Collection and Recycling – It has emerged that a number of refuse freighters have been included in both the Waste Collection and Recycling bids and the Vehicle Fleet bid. This adjustment corrects that error and also takes account of extra Grant secured from the Government via the County Council.	-580
TOTAL VARIATIONS	<u>-782</u>

3 IMPLICATIONS

NET CAPITAL	2004/ 2005	2005/ 2006	2006/ 2007	2007/ 2008	2008/ 2009	2009/ 2010
	£000	£000	£000	£000	£000	£000
Funding Variations (para 2.3)	202	12				
Timing Variations (para 2.4)	-3,978	-2,022	6,000			
Cost Variations (para 2.5)	-782					
Net Capital Impact	-4,558	-2,010	6,000			

REVENUE IMPACT	2004/ 2005	2005/ 2006	2006/ 2007	2007/ 2008	2008/ 2009	2009/ 2010
	£000	£000	£000	£000	£000	£000
Funding Variations (para 2.3)	-197	-2	11	11	11	11
Timing Variations (para 2.4)	-99	-249	-150			
Cost Variations (para 2.5)	-20	-39	-39	-39	-39	-39
Revenue Impact	-316	-290	-178	-28	-28	-28

4 RECOMMENDATIONS

4.1 It is **RECOMMENDED** that Cabinet:

- i)** Note the monitoring statement at Annex A.
- ii)** Note the reported variations and their estimated capital and revenue impact.
- iii)** Approve supplementary capital estimates of £214k as outlined in para 2.3 above for which there will be matching revenue savings.

BACKGROUND PAPERS

Capital programme and monitoring working papers.

Previous Cabinet and Committee reports on capital expenditure.

Contact Officer – Steve Couper ☎ 01480 388103

MTP - CAPITAL SCHEMES MONITORING REPORT

Active Schemes 2004/05

	Approved Date	COMPLETION		Slippage (weeks)	NET EXPENDITURE £000's			COMMENTS
		Deferral (weeks)	Approved 2004/05		Approved Total	Projected Variance		
PORTFOLIO: Finance								
Administration								
03/999.02 VAT Exempt Capital (04/05)	31-Mar-05	0	0	0	252	252	0	
PORTFOLIO: Housing & Young People								
Housing Support								
01/039.02 Disabled Facilities Grants (04/05)	31-Mar-05	0	0	0	1034	1034	0	DFG - Full budget spend predicted
00/141.02 HRAs and RENs (04/05)	31-Mar-05	0	0	0	324	324	-146	Repairs Assistance - £100k predicted underspend as staff have focussed attention on dealing with the demand for DFG.
Social Housing Grant (Contingency) (04/05)	31-Mar-05	0	0	0	1000	1000	0	Social Housing Grant - £386k committed for Roman Way, Godmanchester. Remaining budget likely to be committed to Barford Road, Eynesbury.
PORTFOLIO: Leader								
Economic Development								
03/365/A Huntingdon Boatyard Improvements	28-Feb-04	0	0	52	87	102	0	report approved - needs outside funding to proceed
02/239/B New Industrial Units	28-Feb-04	0	0	148	270	540	0	Land identified in St Ives. Acquisition commenced July 2003. Programme revised and consequential slippage identified. Conceptual Feasibility Study prepared, awaiting instruction to proceed. On hold awaiting member decision.
Total for Portfolio					2358	2358	-146	

MTP - CAPITAL SCHEMES MONITORING REPORT

19 April 2005

Active Schemes 2004/05

	Approved Date	COMPLETION		Slippage (weeks)	NET EXPENDITURE £000's			COMMENTS
		Deferral (weeks)	Approved 2004/05		Approved Total	Projected Variance		
Information Technology								
03/301.00 Customer First - Programme Wide	31-Mar-05	0	0	0	-191	496	0	Revised Customer First programme submitted to MTP. Delay to Call Centre implementation due to protracted contract discussions to ensure we have sufficient reassurances concerning the integration of the new Customer Relationship Management (CRM) system with existing back office systems.
Office Accommodation								
03/300/A Pathfinder House Imps and One Stop Shop	31-Mar-06	104	0	0	257	10381	0	Expenditure in 2004/05 related to feasibility study, site investigations and repairs to Pathfinder House.
Planning Policy and Conservation								
03/358/A Rural Renewal NE Hunts - Pump Priming (04/05)	31-Mar-05	0	0	0	50	50	-30	
Total for Portfolio					473	11569	-30	
PORTFOLIO: Leisure								
Leisure Events and Facilities								
02/058/A Grafham Water Centre Partnership Contribution	31-Mar-05	0	0	0	10	20	0	
00/999.02 Local Leisure Project Grants (04/05)	31-Mar-05	0	0	0	111	111	0	
Leisure Policy and Development								
00/001/B St Neots Tennis Initiative Partnership	01-Mar-02	0	113	30	30	30	0	NOF bid accepted Awaiting confirmation of plans for entire site
Parks and Open Spaces								
>> 446 Football Improvements	31-Mar-05	0	52	205	205	205	0	St Neots - Priory Park Agreed with Local Football Partnership, application for funding being prepared. Architects negotiating with Planning and Building Control. St Ives - Outdoor Centre On hold pending Planning Applications by Developers.

MTP - CAPITAL SCHEMES MONITORING REPORT

19 April 2005

Active Schemes 2004/05

				COMPLETION			NET EXPENDITURE £000's			COMMENTS
				Approved Date	Deferral (weeks)	Slippage (weeks)	Approved 2004/05	Approved Total	Projected Variance	
01/074/A	Huntingdon - Riverside Park - Bridge Replacement	30-Dec-04	0	0	13	90	14	14	Extra costs due to high water affecting foundation construction on last bridge and increases in previous Outstanding works identified. Shelter installed. Bases installed. Landscaping completed. Retaining wall refurbished. Awaiting installation of furniture and lighting.	
>>	01/121/A Pilot Linear Park Development	30-Nov-03	0	82	1	120	0	0	Contract documents re-written caused delay.	
>>	03/369.02 Play Equipment (04/05)	31-Mar-05	0	26	49	49	0	0	Design Work by Bedford Design Group. EA approval gained. Tenders returned 27th August 2004. Funding finalised. Contracts awarded. Siteworks contract commencing 11th April 2005. Equipment installation to follow.	
467	St Neots - Skate Park	31-Mar-05	0	8	100	100	0	0	Schemes dependant on Partnership funding.	
02/004.01	Young People's Activity Parks (03/04)	31-Mar-04	0	30 **	0	64	-44	-44	20K slipped from 2003/04 for Sawtry. Estimated completion of Sawtry Apr 2006 (amended 3/3/05). 5k to be slipped for improvements at SNLC when site design is finalised.	
02/004.02	Young People's Activity Parks (04/05)	31-Mar-05	0	0	48	48	0	0	All remainder to be slipped.	
Recreation Centres										
00/022/A	CCTV - Improvements at Leisure Centres	31-Jul-05	0	39	20	80	0	0	£19k carried forward from 03/04 pending return of Disabled provision reports on all Centres.	
01/135.01	Leisure Centres - Disabled Facilities (03/04)	31-Mar-04	0	26	0	30	0	0	Any unused funds to be carried forward.	
02/134.01	Leisure Centres - Future Maintenance (04/05)	31-Mar-05	0	0	803	803	0	0	Tenders out in stages. RLC/SLC returns 9/7, HLC/SNLC returns 23/7, SILC returns 10/8 (late arrived 27/8) RLC/SLC under way. HLC under way. SILC under way.	
02/259/A	Ramsey - New Multi Activity Area	30-Nov-02	0	94 **	100	321	88	88	Substantial completion March05. Carry forward any unused funds to 05/06.	

MTP - CAPITAL SCHEMES MONITORING REPORT

19 April 2005

Active Schemes 2004/05

	Approved Date	COMPLETION		Slippage (weeks)	NET EXPENDITURE £000's			COMMENTS
		Approved (weeks)	Deferral (weeks)		Approved 2004/05	Approved Total	Projected Variance	
03/424/A Ramsey Leisure Centre - Creche, Office &	31-Jan-05	0	0	12	200	328	0	Modifications to original plan now incorporated. Scheme now projected at £308k combining both schemes (L260 and L261) and increasing resultant revenue. Lowest tender 50k over budget. Re-tendering. Returned 30 Sep 04. Renegotiated with lowest tender. Report to Cabinet for 14/10/04 requesting total of 328k - extra 20k required. Cabinet approval given - as long as funding is taken from elsewhere in Leisure Capital programme. Involves reduction and rephasing of Condition Survey. Work commenced 29/11 - completion by 07 May 05 Currently on schedule Apr 05 - still on schedule. Expected completion 05/05/05. Official opening 07/05/05
02/262/B Sawtry - Fitness Studio	30-Mar-05	0	0	39	614	970	0	Tenders being prepared. Car park to proceed (planning consent given Feb 05) in advance of building work. Still issues to be resolved on Parking esp Schools financial contribution. If school cannot come up with funding, look at Parish Car Park Estimated commencement Sep 05, completion - 8 months. Car park depends on College acquiring funding. Possible start in May. Leisure Centre in September 05.
02/134.04 St Ivo Leisure Centre - Changing Rooms	01-Jun-04	0	0	0 **	14	106	0	Tenders out April 05 Part of Condition Survey Work to take place from Easter 2004
02/134.06 St Ivo Leisure Centre - Hammer Cage	30-Nov-03	0	0	30 **	-6	16	0	Work commenced on schedule. 10 week programme. Completed on Completed June 04

MTP - CAPITAL SCHEMES MONITORING REPORT

19 April 2005

Active Schemes 2004/05

	Approved Date	COMPLETION Deferral (weeks)	Slippage (weeks)	NET EXPENDITURE £000's			COMMENTS
				Approved 2004/05	Approved Total	Projected Variance	
02/134.05 St Ivo Leisure Centre - Sports Hall Floor	31-Mar-04	0	4 **	-2	54	0	Part of Condition Survey Single supplier (Granwood) to overlay floor. Work to take place in Easter 2004 to correspond with pool changing room work. Reopened 05 May 04
02/134.07 St Ivo Leisure Centre - Squash Crts Roof Underline	31-Mar-04	0	24 **	2	19	0	Roof complete on schedule - refurbished lighting installed. Completed Aug 04. Lighting completed Sept 04
03/333/A St Neots Leisure Centre - Creche & Kitchens	30-Nov-03	0	69	0	558	0	Tenders came in 100K over expected. Work deferred. No decision on whether to proceed with re-tendering or packaging with
PORTFOLIO: Planning Strategy				Total for Portfolio	4122	58	
Car Parks							
>> 00/014/A Environmental Imps - Ph 5	30-Jan-05	0	8 **	22	105	0	
Economic Development							
00/999 Hunt Town Cent Dev - HDC Estate Advice	30-Mar-04	0	52	24	100	-14	Completion date quoted relates only to activity in 2003/04. The scheme runs to 2005/06.
01/077/A Hunt Town Cent Dev - Planning Dev Issues	30-Mar-04	0	52	110	1178	0	
Environmental Improvements							
03/431.01 Area Joint Committee Small Scale Imps (03/04)	31-Mar-04	0	8 **	0	103	0	Order sent to County for invoice.
03/431.02 Area Joint Committee Small Scale Imps (04/05)	30-Mar-05	0	0	108	108	0	Order sent to County for the work as completed.
Information Technology							
01/045/A Electronic Document Imaging Pilot in Planning	31-Mar-03	98	0 **	0	27	0	Funding to be used for new file server. Report from consultants due late April 05
Planning Policy and Conservation							
02/224/A Town Centre Developments	28-Feb-04	0	0	33	282	0	Completion date quoted relates only to activity funded in 2003/04. The scheme runs to 2006/07.

MTP - CAPITAL SCHEMES MONITORING REPORT

19 April 2005

Active Schemes 2004/05

	Approved Date	COMPLETION		Slippage (weeks)	NET EXPENDITURE £000's			COMMENTS
		Deferral (weeks)	Approved 2004/05		Approved Total	Projected Variance		
Public Transport Support								
483 Rural Bus Stop Provision	28-Feb-05	0	25	17	25	25	0	delayed due to agreement of scheme with county and staff resources.
Transportation								
03/352.00 AJC - Safe Routes to School (03/04)	28-Feb-04	0	2	30 **	54	54	1	
00/037.02 Cycle Safety Storage Racks (04/05)	31-Mar-05	0	15	-5 **	18	18	-3	
02/277/B Huntingdon Bus Station - Imps and Refurbishment	31-Jan-04	0	40	24 **	41	41	-2	Completed
03/361.00 Huntingdon Market Town Transport Strategy (03/04)	28-Feb-04	0	1	12 **	71	71	0	awaiting invoice from CCC
03/361.01 Huntingdon Market Town Transport Strategy (04/05)	31-Mar-05	0	72	13	72	72	0	Delayed due to Railway interchange agreement held up and fire at station
01/095.01 Local Transport Plan (03/04)	31-Mar-04	0	0	13 **	85	85	0	
01/095.02 Local Transport Plan (04/05)	05-Feb-05	0	88	0 **	88	88	0	
02/132/A Railway Stations - Improvements (04/05)	28-Feb-05	0	15	8	15	15	0	
01/152.01 Safe Cycle Routes (03/04)	31-Jan-04	0	5	16 **	105	105	0	delay due to agreement with rail operator and fire at the station. work complete- awaiting bill from County council
01/152.02 Safe Cycle Routes (04/05)	31-Mar-05	0	105	13	105	105	0	Scheme delayed due to agreement with landowners
02/278/B St Ives Bus Station - Waiting Rm & Pub Cons Imps	30-Oct-03	0	1	38 **	28	28	0	Project complete.
02/250.02 St Neots Transport Strategy (04/05)	31-Mar-05	0	95	26	95	95	0	Mill Common cycleway - delay due to legal problems
PORTFOLIO: Public Health & Community Safety								
CCTV								
00/020.00 CCTV - Camera Replacements (03/04)	28-Feb-04	0	0	56	74	74	0	Scheme approved by Cabinet and procurement started
00/020.01 CCTV - Camera Replacements (04/05)	28-Feb-05	0	64	0	64	64	0	Scheme approved by Cabinet and procurement started
Crime Reduction								
00/036.02 Crime and Disorder - Lighting Improvements (04/05)	30-Mar-05	0	22	0 **	22	22	0	All work committed and bills awaited
Watercourses								
>> Henbrook, St Neots - Retaining Wall	30-Mar-04	0	48	69	48	48	0	Dependant on claim from insurance companies which has been received but refused. Now passed to our insurers
Total for Portfolio								
			761		2705	2705	-18	

MTP - CAPITAL SCHEMES MONITORING REPORT

19 April 2005

Active Schemes 2004/05

	Approved Date	COMPLETION		Slippage (weeks)	NET EXPENDITURE £000's			COMMENTS
		Deferral (weeks)	Approved 2004/05		Approved Total	Projected Variance		
PORTFOLIO: Resources Etc.								
Information Tech								
03/301.30	31-Mar-07	0	0	0	806	2108	0	Delay to Call Centre implementation due to protracted contract discussions to ensure we have sufficient reassurances concerning the integration of the new Customer Relationship Management (CRM) system with existing back office systems.
Total for Portfolio					134	208	0	
Information Technology								
03/301.20	31-Mar-07	0	0	0	165	322	0	Delay to Call Centre implementation due to protracted contract discussions to ensure we have sufficient reassurances concerning the integration of the new Customer Relationship Management (CRM) system with existing back office systems.
03/301.10	31-Mar-07	0	0	0	191	473	0	Delay to Call Centre implementation due to protracted contract discussions to ensure we have sufficient reassurances concerning the integration of the new Customer Relationship Management (CRM) system with existing back office systems.
03/301.04	31-Mar-04	104	0	0	38	58	0	Deferred to 2005/06 at request of Head of Service
01/082.01	31-Mar-04	30	0	**	0	15	0	Project delayed due to other staff commitments
01/082.02	31-Mar-05	0	13	0	45	45	0	Project delayed due to other staff commitments
	31-Jul-04	0	0	**	74	74	-3	Completed, together with upgraded electricity supply.
03/301.04	31-Mar-04	108	0	0	1	73	0	Delayed due to data migration problems
03/301.11	31-Mar-05	26	0	0	48	128	0	Financial interface and internal kiosk delayed due to staff availability
	31-Mar-05	26	0	0	97	97	0	System procurement concluded May 2005

Active Schemes 2004/05

	Approved Date	COMPLETION		Slippage (weeks)	NET EXPENDITURE £000's			COMMENTS
		Deferral (weeks)	Approved 2004/05		Approved Total	Projected Variance		
03/301.08	31-Oct-05	0	164	0	211	0	Completion dates changed to reflect Phase 2 of the project agreed with the suppliers 23rd February 2005	
03/301.04	31-Mar-04	78	23	0	23	0	Dependant upon the requirements of the Contact Centre	
494	31-Mar-07	0	100	0	202	0	Dependant upon the requirements of the Contact Centre. Awaiting proposal from NTL - meeting with NTL	
Total for Portfolio					1752	3829	-3	
PORTFOLIO: Waste Management & Streetscene								
Environmental Improvements								
02/050/A	30-Sep-05	0	22	0	184	0	Scheme approved by Cabinet	
02/241/B	28-Feb-06	0	342	0	414	0		
01/049/A	31-Dec-05	0	70	0	1114	0	on programme to meet budget	
02/051/A	31-Mar-05	0	22	30	130	0		
>>	01/104.01	0	0	17	53	0	Construction complete. Invoices being paid for works undertaken for tenants/owners of properties. HHP being invoiced for their contribution. Final scheme cost on budget.	
	01/104.02	0	66	0	66	0		
02/240/B	30-Nov-04	0	663	0	1047	0		
01/157.02	31-Mar-05	0	84	13	84	0	Last scheme to start on site in May as it is weather dependent.	
Operations Services								
462	31-Mar-05	0	13	0	13	0	Arboricultural Section is now in operation	
03/343/A	30-Sep-03	0	1	0	36	-3		
03/313/A	01-Apr-03	0	159	0	314	-67	New round in operation from April 2003.	
03/304/A	31-Mar-04	52	2249	0	2489	-390	Final phase of roll out has 04-05 replacements completed	
02/192.02	31-Mar-05	0	48	0	48	0		
Public Conveniences								
01/163/A	01-Feb-04	0	0	60	36	0	Following Cabinet in February 05 a review is being prepared	

MTP - CAPITAL SCHEMES MONITORING REPORT

19 April 2005

Active Schemes 2004/05

	Approved Date	COMPLETION Deferral (weeks)	Slippage (weeks)	NET EXPENDITURE £000's			COMMENTS
				Approved 2004/05	Approved Total	Projected Variance	
03/302/A New Public Conveniences	31-Mar-06	0	0	300	1250	0	APC's in villages to be removed and standard APC in St Germain Street, Huntingdon. Other 2 in Huntingdon to remain. Following Cabinet report in Feb 04 Review being undertaken
Public Transport Support							
03/400.01 Bus Shelters - Extra Provision (04/05)	30-Dec-04	0	21	35	70	0	Scheme delayed due to budget decision and problems with County approval of the design
Transportation							
00/003.02 Accessibility Improvements/Signs (04/05)	28-Feb-05	0	4	30	30	0	Work has commenced on this scheme as part of the bus shelter scheme and as part of the Oxmoor
Waste Management							
02/279/B Joint Waste Management Contract Procurement	30-Mar-04	52	0	51	51	0	Deferred by MTP bid 02/240/B.
			Total for Portfolio	4155	7429	-460	
			Total all Portfolio	12197	32472	-599	

ANNEX: MTP - CAPITAL SCHEMES MONITORING REPORT - DEFINITIONS

Active Schemes 2004/05 All schemes with approved funding (gross or net) in the year to which the report relates or which have a predicted 'current' or 'actual' completion date within the year.

PORTFOLIO:	ENVIRONMENT	COMPLETION			NET EXPENDITURE £000's			COMMENTS
		Approved Date	Deferral (weeks)	Slippage (weeks)	Approved 2003/04	Approved Total	Projected Variance	
CCTV								
019	CCTV - Alarm Actuated Camera Position	31-Dec-02	0	0	40	40	0	
<i>Project appraisal reference</i>	<i>Name of scheme</i>	<i>The date given for the completion of the project in the original project appraisal or in a subsequently approved revised project appraisal.</i>	<i>The currently predicted or actual (for comes) time in weeks by which completion will vary from the approved date.</i>	<i>The currently predicted or actual time in weeks by which completion will vary from the approved date or extend beyond the period for which a 'deferral' has been authorised.</i>	<i>Net amount included in MTP for the current year together any approved slippage from the previous year.</i>	<i>The overall net cost of the scheme based on historic actuals and future approved.</i>	<i>The projected difference between the approved total net cost of the scheme and the actual net expenditure to deliver the scheme.</i>	<i>Brief narrative describing any deferral, slippage or financial variance.</i>
<i>Projects are allocated to portfolio holders and then grouped by function.</i>		<i>For appraisals that relate to an annually recurring sum the approved date is assumed as the end of March for the year being reported on.</i>	<i>To qualify as a 'deferral' the delay/acceleration must have been approved in advance by a project board (which includes a Chief Officer).</i>	<i>Schemes where deferral/slippage is based on an 'actual' completion date are distinguished in the report by ***.</i>		<i>For annually recurring sums this is the current year funding only. These are indicated in the report by #.</i>		

CABINET

28 April 2005

QUARTERLY SUMMARY OF DEBTS WRITTEN-OFF (Report by the Head of Revenue Services)

1. INTRODUCTION

- 1.1 The Head of Revenue Services, or in her absence the Head of Financial Services is authorised to write-off debts with an individual value of up to £2,000, or of a greater amount after consultation with the Executive Councillor, having taken appropriate steps to satisfy herself that the debts are irrecoverable or cannot be recovered without incurring disproportionate costs. A summary detailing debts written-off shall be submitted to the cabinet quarterly.
- 1.2 The summary of debts written-off during the quarter ended 31 March 2005 and during the 2004/05 financial year, is shown below with the comparative amount for the previous financial year shown in brackets.
- 1.3 Whilst these amounts have been written-off in this period of the 2004/05 financial year, much of the original debt would have been raised in previous financial years as the table at 4 demonstrates.

2. WRITE-OFFS UP TO £2,000

Approved by the Head of Revenue Services

Type of Debt	In Quarter		Financial Year Total		
	No. of Cases	Amount £	No. of Cases	Amount £	Previous Year (£)
Council Tax	876	76,367.20	1920	122,869.96	(138,013.46)
NNDR	35	2,027.12	63	11,892.55	(16,299.81)
Sundry Debtors	136	32,853.18	353	93,337.29	(41,817.12)
Excess Charges	199	7,621.81	472	20,425.69	(16,450.00)

3. WRITE-OFFS OVER £2,000

Agreed by the Executive Councillor

Approved by the Head of Revenue Services

Type of Debt	In Quarter		Financial Year Total		
	No. of Cases	Amount £	No. of Cases	Amount £	Previous Year (£)
NNDR	2	6,034.99	14	70,093.69	(166,388.13)
Sundry Debtors	6	19,825.23	9	30,585.31	(40,624.20)

- 3.1 In this quarter two Sundry Debtor cases, valued at over £2,000, were written-off because the debtor was untraceable. Attempts to enforce payment including County Court action had failed on a further three and one case was written-off due to the debtor's circumstances. The two NNDR cases were written-off because the debtors were in liquidation, receivership or bankruptcy.

4. DATE ANALYSIS

Year of Debt	Council Tax (£)	NNDR (£)	Sundry Debtors (£)	Excess Charges (£)
Pre 96/97	25.71	87.46	9,072.91	0.00
1996/97	274.45	0.00	726.77	0.00
1997/98	423.43	0.00	15,446.99	0.00
1998/99	1,061.68	63.23	11,259.01	0.00
1999/00	1,709.63	0.00	16,533.51	0.00
2000/01	3,798.85	1,610.12	13,562.90	3,310.87
2001/02	14,386.44	7,912.83	17,675.00	5,739.82
2002/03	34,752.53	19,686.56	18,348.34	120.00
2003/04	44,926.23	49,569.24	16,875.85	7,330.00
2004/05	21,511.01	3,056.80	4,421.32	3,925.00
Totals	122,869.96	81,986.24	123,922.60	20425.69

- 4.1 The above Sundry Debtor amounts prior to 2000/01, include irrecoverable pre-LSVT former tenant rent debts and housing recharges.

5. CONCLUSIONS

- 5.1 Cabinet members are asked to note the content of this report

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

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

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