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

APOLOGIES

Contact (01480)

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

   To approve as a correct record the Minutes of the meeting held on 9th June 2005

   Mrs H Taylor 388008

2. **MEMBERS' INTERESTS**

   To receive from Members Declarations of Personal/ or Prejudicial interest and the nature of those interests in relation to any Agenda item.

   Please see notes 1 and 2 below.

3. **PFI PARTNERING AGREEMENT** (Pages 7 - 20)

   To consider a report by the Development and Community Manager outlining the draft Partnering Agreement for the Private Finance Initiative for the future waste disposal arrangements for Cambridgeshire.

   S Hansen 388341

4. **CAMBRIDGESHIRE PROVISIONAL LOCAL TRANSPORT PLAN 2006-2011 AND ANNUAL PROGRESS REPORT 2005** (Pages 21 - 34)

   To consider a report by the Director of Operational Services on the development of a new Local Transport Plan for Cambridgeshire and the content of the Annual Progress Report and Huntingdonshire Statement.

   S Bell 388387

5. **COUNCIL FUNDING OF MANDATORY DISABLED FACILITIES GRANTS** (Pages 35 - 38)

   To consider a report by the Head of Housing on the demand for disabled facilities grants.

   J Barrett 388203

6. **IMPLEMENTING ELECTRONIC GOVERNMENT STATEMENT 2005** (Pages 39 - 66)

   To consider a report by the Head of Information Management seeking approval for the content of the Council's Implementing Electronic Government (IEG) Statement.

   C Hall 388116

7. **RAMSEY CONSERVATION AREA MANAGEMENT PLAN** (Pages 67 - 74)

By way of a report by the Head of Planning Services to consider a Conservation Area Management Plan for Ramsey.

**C Surfleet
388476**

8. **RAMSEY CONSERVATION AREA: DRAFT BOUNDARY REVIEW AND CHARACTER STATEMENT CONSULTATION DOCUMENT** (Pages 75 - 78)

To consider a report by the Head of Planning Services seeking approval for consultation purposes the content of the Draft Boundary Review and Character Statement for Ramsey.

**Ms L Brown
388458**

(Copies of the documents are attached to the Agenda separately)

9. **APPOINTMENTS PANEL**

The Appointments Panel established by the Council on the 18th May 2005 comprises Councillors Baker, Davies, Rogers and Simpson, together with the relevant Executive Councillor in relation to the post to be filled. The remit of the Panel is to make recommendations to full Council on the appointment of a Chief Executive and, subject to the Employment Procedure Rules, to make appointments to Chief Officer and Heads of Service posts.
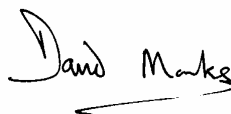
**D Monks
388000**

In anticipation of the forthcoming vacancy in the post of Director of Operational Services, the Chief Executive will report on the requirement for Cabinet to nominate an Executive Councillor to serve on the Panel for this purpose.

10. **REPRESENTATION ON ORGANISATIONS** (Pages 79 - 86)

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

Dated this 22 day of June 2005

Chief Executive

Notes

1. *A personal interest exists where a decision on a matter would affect to a greater extent than other people in the District –*

   (a) the well-being, financial position, employment or business of the Councillor, a partner, relatives or close friends;

(b)   *a body employing those persons, any firm in which they are a partner and any company of which they are directors;*

(c)   *any corporate body in which those persons have a beneficial interest in a class of securities exceeding the nominal value of £5,000; or*

(d)   *the Councillor's registerable financial and other interests.*

2.   *A personal interest becomes a prejudicial interest where a member of the public (who has knowledge of the circumstances) would reasonably regard the Member's personal interest as being so significant that it is likely to prejudice the Councillor's judgement of the public interest.*

Please contact   if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Cabinet.

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

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

Agenda and enclosures can be viewed on the District Council's website –
www.huntingdonshire.gov.uk *(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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HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the CABINET held in the Council
Chamber on Thursday, 9 June 2005

PRESENT: Councillor D P Holley - Chairman

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

16.   MINUTES

The Minutes of the meeting of the Cabinet held on the 19th May 2005
were approved as a correct record and signed by the Chairman.

17.   MEMBERS' INTERESTS

No declarations were received.

**18.   PATHFINDER HOUSE, HUNTINGDON - PLANNING AND URBAN
DESIGN FRAMEWORK**

Further to Minute No 04/201, a report by the Head of Planning
Services was submitted (a copy of which is appended in the Minute
Book) to which was attached a revised version of the Planning and
Urban Design Framework relating to the redevelopment of the
Pathfinder House site.

Having been reminded of the key features of the framework and in
noting the outcomes of the consultation exercise undertaken on the
proposals which had in the main been reflected in the framework
document the Cabinet

RESOLVED

(a)   that the Planning and Urban Design Framework for
Pathfinder House,   Huntingdon, as appended to the
report now submitted, be adopted as Interim Planning
Guidance; and

(b)   that the Head of Planning Services be authorised, after
consultation   with the Executive Councillor for
Planning Strategy, to approve any minor amendments
to the Framework.

19.   "GROWING SUCCESS" : A CORPORATE PLAN

Further to Minute No 03/177, consideration was given to a report by
the Chief Officers (a copy of which is appended in the Minute Book)
which reviewed the aims and outcomes of the Council's Corporate
Plan – "Growing Success" in relation to the continuing development of

the Comprehensive Performance Management Framework.

As a consequence of the Council's designation as an excellent authority relevant information on which the Council was required to publish as part of a Best Value Performance Plan now had been incorporated into the Corporate Plan.

Members' attention was drawn to the work to further prioritise the Council's objectives and a series of revised targets for 2005/06 based on performance levels for the previous year. Having being advised that quarterly reports on performance against targets in the plan and other indicators would be submitted to future meetings of both the Overview and Scrutiny Panels and the Cabinet, it was

RESOLVED

(a)   that the content of the plan now submitted and the performance data for 2004/05 and revised targets for 2005/06 be noted; and

(b)   that Council be invited to adopt the updated document – "Growing Success": A Corporate Plan.

20.   HEADQUARTERS & OTHER ACCOMMODATION - OUTPUT SPECIFICATION

The Cabinet received the report of the meeting of the District Council Headquarters and Other Office Accommodation Members Advisory Group held on the 31st May 2005 (a copy of which is appended in the Minute Book) and considered the Group's recommendations in relation to the outward specifications proposed for the Council's future office and other accommodation requirements.

Having also been acquainted with the outcomes of discussions by the Overview and Scrutiny Panels on the matter, the Cabinet

RESOLVED

(a)   that proposals by the Chief Executive to develop the tender evaluation criteria based on the attributes, and their order, detailed in paragraph 2.2 of the report of the Director of Operational Services appended to the report of the Advisory Group, be noted;

(b)   that the Employer's requirements reproduced at Annex B to the report now submitted, be approved;

(c)   that the invitation of tenders which provide opportunities for tenderers to propose payment arrangements including a single payment at the completion of all premises, be approved;

(d)   that the imposition of a three month period subsequent to the award of contract to conclude a development agreement be approved;

(e)   that the Chief Executive, after consultation with the Leader

of the Council, be authorised to determine the timing of land transfers within the development agreement;

(f)   that the Chief Executive, after consultation with the Leader of the Council, be authorised to determine the final space requirement; and

(g)   that the release of £200,000 from the Medium Term Plan, Item 300 - Pathfinder House Improvements and One Stop Shop be approved.

21.   FINANCIAL MONITORING - REVENUE BUDGET

The Cabinet received a report by the Head of Financial Services (a copy of which is appended in the Minute Book) detailing the projected outturn of the 2004/05 budget and the expected budget variations already identified in the current year.

RESOLVED

that the likely spending variations for the revenue budget 2005/06 be noted.

22.   TREASURY MANAGEMENT: INVESTMENT PERFORMANCE

A report by the Head of Financial Services was submitted (a copy of which is appended in the Minute Book) which reviewed the respective levels of performance achieved during the period January to March 2005 by External Fund Managers in the matter of the Council's Capital Receipts.

RESOLVED

that the content of the report be noted.

23.   TREASURY MANAGEMENT ANNUAL REPORT 2004/05

A report by the Head of Financial Services was submitted (a copy of which is appended in the Minute Book) which reviewed the prospective levels of performance in the year ending 31st March 2005 by three external Fund Managers in the matter of investment of the Council's Capital Receipts.

RESOLVED

that the content of the report be noted.

24.   PROPOSED UPGRADE OF A14 ELLINGTON TO FEN DITTON - HIGHWAYS AGENCY CONSULTATION

The Committee considered a report by the Director of Operational Services (a copy of which is appended in the Minute Book) outlining proposals by the Highways Agency to improve the A14 between Ellington and Fen Ditton. The Chairman commented that the main consultees were already working on a consensus approach in their response to this exercise.

Following discussion and having indicated their support for the Council's previous resolution in this respect, as set out in annex A to the report, the Cabinet

RESOLVED

(a)   that, subject to the incorporation of minor amendments by the Director of Operational Services, the Council be recommended to endorse the comments in the report now submitted as the basis for a response to the Highways Agency Consultation on the upgrade of the A14; and

(b)   that the Director of Operational Services, after consultation with the Executive Councillor for Planning Strategy, be authorised to agree a Statement of Principles with other Cambridgeshire local authorities as a joint submission to the Highways Agency based on the principles set out in the report.

25.   EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

that the press and public be excluded from the meeting because the business to be transacted contains exempt information relating to employees of the Council.

26.   INFORMATION MANAGEMENT DIVISION - STAFFING

The Cabinet considered a joint report by the Heads of Information Management and of Personnel Services (a copy of which is appended in the annex to the Minute Book) outlining proposed changes to the staffing structure of the Information Management Division.

Having noted the decisions of the Employment Panel at its meeting on the 8th June 2005, it was

RESOLVED

that approval by the Employment Panel to create a new post of Systems Support Officer and delete the post of ICT Services Manager, within the Information Management Division, be noted and the associated financial implications as outlined in paragraphs 5.3 and 5.4 of the report now submitted approved.

27.   HEADQUARTERS AND OTHER ACCOMMODATION - PROJECT MANAGEMENT

Consideration was given to a report by the Chief Executive (a copy of which is appended in the annex to the Minute Book) regarding a proposal in relation to the project management of the procurement and development of a new District Council headquarters and other accommodation.

Having noted the deliberations and recommendations of the

Employment Panel on the matter, the Cabinet

RESOLVED

    (a)   that subject to her prior resignation as an employee of the District Council, the retention of Mrs E Wilson in a consultancy capacity in connection with the proposed procurement and development of a new headquarters and other accommodation be approved;

    (b)   that in acknowledgement of the specialist nature of this work and on the ground that the engagement of Mrs Wilson would represent the Council's best interests, the adoption of the single tender option in paragraph 5.3E of the Council's Code of Procurement be approved; and

    (c)   that the Chief Executive, after consultation with the Leader of the Council and the Chairman of the Employment Panel, be authorised to approve terms to retain Mrs Wilson's services as the Council's consultant Project Director for the procurement and development of new headquarters and other accommodation.

Councillor D P Holley
Chairman

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OVERVIEW & SCRUTINY   14TH JUNE 2005
PLANNING AND FINANCE

CABINET   30TH JUNE 2005

PFI PARTNERING AGREEMENT
(Report by Development and Community Manager)

1.   INTRODUCTION

1.1   This report presents the draft Partnering Agreement for the Private Finance Initiative (PFI) for the future waste disposal arrangements in the county. The Council will be asked to sign the agreement in due course once the preferred bidder has been identified through the PFI procurement process.

2.   BACKGROUND

2.1   Cabinet will be aware from previous reports that Cambridgeshire County Council need to invest in alternative waste treatment facilities if they are to avoid significant financial penalties for depositing too much waste in landfill from 2010.

2.2   PFI credits of £35M have been secured from DEFRA which has allowed the County Council to initiate the procurement process for waste treatment facilities.

2.3   In order to reduce contractual risk and associated costs the County Council, in close consultation with each of the waste collection authorities, have developed the Partnering Agreement to detail the types and manner of delivery of waste to be processed by the treatment facilities. The District Council, for example, currently collects three waste streams (dry recyclable, garden waste and residual waste) and achieves a high level of recycling. In sizing the future treatment facilities the operator will want some certainty that this will continue and that reasonable endeavours will be taken to maintain existing levels of performance, notwithstanding growth in the number of properties served

2.4   The Partnering Agreement builds on the Statement of Understanding previously signed by the councils. A team of legal officers from each of the councils has been involved in the drafting of the agreement and in negotiating changes. There is now express provision for councils to withdraw from the agreement, although the precise requirements have yet to be agreed by the County Council. The agreement does not now contain specific agreements on tonnages as this was felt to be too restrictive. Rather

it states that the Waste Collection Authorities will use their 'reasonable endeavours' to maintain the high levels of recycling and low levels of landfill.

3.   PARTNERING AGREEMENT

3.1   The Draft Partnering Agreement is attached at annex A.

3.2   There are still some minor points of clarification in the agreement to be negotiated, but in principle the officers are happy with the agreement.

4.   RECOMMENDATION

4.1   Cabinet are recommended to -

   a) Approve the draft partnering agreement in principle, but authorise the Head of Legal and Estates, after consultation with the Executive Councillor for Environment and Transport, to agree outstanding drafting issues.

   b) Authorise the Director of Operational Services to sign the final partnering agreement at the appropriate time.

Background papers:

The Strategy for Dealing with Municipal Solid waste 2002-2022 in Cambridgeshire and Peterborough – November 2002
Letter from DEFRA dated 9 December 2004 – Managing Waste Sustainably: DEFRA Announces Help for Councils
Outline Business Case: Integrated Waste Management Project Cambridgeshire and Peterborough Waste Partnership – December 2004

Contact Officer: Sonia Hansen Development and Community Manager

                    ☎   **01480 388341**

Annex A
Partnering Agreement

THIS PARTNERING AGREEMENT is made on the   day of
2006

BETWEEN

(**1**) **Cambridge City Council***;*

   (2) East Cambridgeshire District Council;

   (3) Fenland District Council*;*

   (4) Huntingdonshire District Council; and

(5)   South Cambridgeshire District Council (together called the Districts); and

(6)   Cambridgeshire County Council (the "County")

such Councils together referred to in this Partnering Agreement as "the Partners".

WHEREAS

A. The National Waste Strategy 2000 issued by the Secretary of State pursuant to the Environmental Protection Act 1990 (the EPA) requires Local Authorities to achieve certain targets for recycling which are now enshrined in Best Value Performance Indicators (BVPIs). The 1999 Landfill Directive (99/31/EC) requires all Local Authorities to divert prescribed amounts of biodegradable municipal waste from landfill and this is enforced by the Waste Emissions and Trading Act 2003 (together the BVPIs and diversion requirements shall be known as the Statutory Targets);

B. Further and future recycling opportunities present sound and sustainable environmental solutions to waste management;

C. The County is a Waste Disposal Authority and the Districts are Waste Collection Authorities for the purposes of Section 30 of the EPA;

D. The Districts have introduced and rolled out their own recycling initiatives with a view to achieving and exceeding the BVPIs but require flexibility in the future to introduce changed and new initiatives;

E. Pursuant to its statutory obligations as Waste Disposal Authority to make arrangements for the disposal of waste and meet statutory targets and following a competitive tendering exercise and supported by the Government's Private Finance Initiative, the County has procured a contract (the PFI Contract) pursuant to which [   ] (the PFI Contractor) will design build finance and operate facilities for the reception, transport, processing, treatment and disposal of waste;

F. The PFI Contract binds the PFI Contractor to achieving targets for the diversion and recycling of certain categories of waste with a view to assisting the County and Districts meet and exceed their Statutory Targets;

G. The Parties wish to work together in the spirit of partnership towards ensuring that there is an effective and economical interface between the PFI Contract and the activities and objectives of the Districts.

AND

In consideration of £1.00 given by the County to the Districts (receipt of which is hereby acknowledged) it is agreed as follows:-

1. **DEFINITIONS AND INTERPRETATION**

    1.1.

Contract Waste	Municipal Waste collected by a District (including Trade Waste) which is not WCA Waste, and waste delivered to HWRCs
Delivery Point	A facility, site or transfer station licensed to receive waste for treatment, sorting, recycling, composting or disposal as necessary, and notified by the County to the District from time to time
Green and Kitchen Waste	Such waste collected by a District for recycling and composting by the PFI Contractor, and to include organic household garden and kitchen waste and cardboard. A category of Contract Waste
Joint Operations Protocol Agreement	An agreement between all Partners regarding a set of common operational principles and guidelines covering the day-to-day transactions between County and Districts, and their respective contractors where appropriate, dated April 2003 and modified by agreement of all Partners.

Legislation	*Legislation to be defined as including amendments and re-enactments as well as relevant EU law*
Municipal Waste	As defined in the Waste Emissions Trading Act 2003; household waste or waste similar to household waste in nature, including trade waste collected by WCAs.
PFI Contract	
PFI Contractor	
Recyclable Waste	Such waste collected by a District, or on behalf of the District by a contractor, through kerbside collection schemes and bring recycling centres, for recycling. May or may not be Contract Waste.
Relevant Information	*For the purposes of clause 3.2 below. [Note: Partnering Agreement and this clause 3.2 will need to make reference to Partners duties under the FOIA and EIR*
Residual Waste Stream	Such waste collected by a District that is not Green and Kitchen Waste or Recyclable Waste or any other waste collected separately for reuse, recycling or composting
Reasonable Endeavours	Such endeavours that a Partner can reasonably take to maintain and improve services and other commitments, taking account of, without limitation price, cost, public acceptance and political sensitivity.
Statutory Targets	*Recycling and composting targets for the purposes of BVPI 82 (a) and (b) and landfill diversion targets for the*

Tipping Away Payments	Payment made by County to District, when the County directs a District to take waste to a Disposal Point that is not the usual Disposal Point and is unreasonably far from the Districts area, as a result of the usual Disposal Point being unavailable for the reception of Contract Waste, as set out in EPA 1990, Section 52.
WCA Waste	Municipal Waste collected by a District which is withheld by the District for recycling through arrangements referred to in Clause 5.1 between the District and third party (to exclude Green and Kitchen Waste). WCA Waste to be as agreed and recorded and amended from time to time in accordance with the provisions of this Agreement

1.2. The provisions of this Partnering Agreement shall apply to all Partners save in relation to Annexes 1 to 5 which apply only to the Parties named in them.

1.3. The Districts shall not be jointly and severally liable. Each District shall only be responsible for their own actions and waste.

2. <u>TERM</u>

2.1. This Partnering Agreement will commence on [   ] and unless terminated sooner in accordance with clause 7 or 8 below, continue in full force and effect until the earlier of:

2.1.1. [Expiry Date: being the expiry of the PFI Contract]

2.1.2. [Termination of the PFI Contract before its expiry]

2.1.3. The relevant provisions of the EPA being amended or repealed or other enactment made such that this arrangement is rendered ineffective, inappropriate or unlawful.

3. PARTNERING ETHOS

3.1 The Partners acknowledge that the County is entering into the PFI Contract to enable it to meet its statutory obligations, assist the Districts in meeting theirs and in the overall interests of the public purse. To these ends, the Partners shall work together to achieve Statutory Targets, landfill permit levels and local targets agreed jointly in the Joint Municipal Waste Management Strategy or any future targets that have been jointly agreed, and as far as is reasonable or practicable, to reduce the detrimental impact on the Partners and council tax payers of any one of them failing to carry out its obligations under this Agreement.

3.2 Each Partner shall provide Relevant Information to each other in a full and timely manner.

3.3 The County shall provide each District with a copy of the PFI Contract, subject to commercially sensitive information being omitted to the extent required by the terms of the PFI Contract (unless and to the extent that the District provides a confidentiality undertaking in a form reasonably required by the PFI Contractor).

3.4 The County shall provide each District with copies of any material variations or amendments to the PFI Contract agreed between the County and the PFI Contractor from time to time.

3.5 The County shall consult with all Districts regarding any proposed material variations or amendments to the PFI Contract that may or will directly affect any one or more Districts or the services each provides, before agreeing any such variations or amendments with the PFI Contractor.

3.6 The Partners have produced a Joint Operational Protocol Agreement and agree to continue to abide by this protocol, or to amendments to the protocol as jointly agreed, for the duration of the contract.

4. COUNTY OBLIGATIONS

4.1. The County shall:

4.1.1. Arrange for the Delivery Points to be available for the reception of Contract Waste during the hours set out in Annex 6;

4.1.2. Continue to pay Recycling Credits to the Districts, as at present based on tonnage recycled, or any replacement to Recycling Credits as and when agreed locally by the Partners or as established in legislation;

4.1.3. Pay affected Districts promptly any Tipping Away Payments as calculated by the formula and criteria in Annex 7;

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4.1.4. Ensure that Green and Kitchen Waste collected by the Districts and delivered to a Delivery Point is recycled in accordance with the relevant BVPI;

4.1.5. Carry out any negotiations with the PFI Contractor relating to a proposal by any District to vary its current recycling scheme as set out in clause 5.1.1 or vary its other services so that they are no longer consistent with the Joint Operations Protocol Agreement.

5. WCA OBLIGATIONS

5.1 The Districts shall use their Reasonable Endeavours to:

5.1.1 At least maintain their current recycling and other waste collection schemes, as set out in Annexes 1 to 5, for the duration of this Agreement;

5.1.2 At least maintain their current level of awareness raising and support of other initiatives that aim to encourage greater levels of reuse, recycling and waste reduction, for the duration of this Agreement;

5.1.3 Expand their existing kerbside collections to all new properties built within their area during the period of this Agreement, where this is practical;

5.1.4 Develop their existing recycling schemes to increase tonnages recycled where practical;

5.1.5 Help improve participation rates in and yield rates from existing kerbside and bring bank collection schemes by helping to fund and run a range of public awareness campaigns, competitions and incentive schemes;

5.1.6 Introduce trade waste recycling collections in all commercial waste contracts where practical and commercially viable;

5.1.7 Inform the County as soon as reasonably practicable where the District anticipates changing the arrangements set out in the relevant Annex

5.2 The Districts shall deliver all Contract Waste to the Delivery Point(s) nominated to that District (this clause being a Direction pursuant to Section 48 of the EPA as amended by the WET Act) and in so doing shall:

5.2.1 Comply with the PFI Contractor's reasonable and proper site rules and regulations (including access routes).

5.2.2 Deliver Contract Waste during the hours relevant to the Delivery Point.

6. POWER OF DIRECTION

6.1 The Districts acknowledge that should the County, in its best estimate, be at risk of being unable to meet its landfill allowance level, as established in the Waste Emissions Trading Act, or of breaching its obligations to the PFI Contractor or any other statutory obligation, the County may use its Powers of Direction, as set out in the Environmental Protection Act 1990 and Waste Emissions Trading Act 2003, to direct the relevant District to dispose of Municipal Waste and to maintain, improve or expand their recycling schemes so that the County is not in breach of its landfill allowance level or other obligations.

6.2 In issuing a Direction the County shall comply with guidance issued by DEFRA in 2004, *Guidance for Waste Authorities in Two-Tier Areas on the use of the Power of Direction in England* or any subsequent guidance from DEFRA or the Secretary of State.

7. REVIEW

Reviews Generally:

7.1 Any Partner shall be entitled to call for a review of the Partnering Agreement or its Annexes in the event of:

7.1.1. The County implementing a WET Act direction; and/or

7.1.2. Any District wanting to substantially change their recycling and Residual Waste collections from the position set out in their respective Annexes.

Periodic Reviews

7.2. Notwithstanding the Review procedure described above, after the first 2 years from the signing of this Agreement and every 5 years thereafter, the Partners shall meet within the context of the CCA Waste Forum or the Joint Waste Officers Group as appropriate or otherwise as they decide is appropriate at the time to discuss the success, strengths, weaknesses and issues of this Partnering Agreement (the Periodic Review). The Periodic Review dates shall be on or about the 2nd and then each 5th anniversary of the first review of this Partnering Agreement

7.3. Where possible Periodic Reviews shall be programmed to suit each Council's political cycle and shall be brought forward or postponed a reasonable time to allow for elections and any new Members to be in situ.

7.4. At least two months prior to each Periodic Review each Party shall submit to the other a written review setting out any issues that that Party wishes to discuss at the Periodic Review, the reasons and (where appropriate) suggested solutions. The

written review should be in sufficient detail for the other party to take internal soundings and discuss the contents so that it is able to attend the Periodic Review fully conversant with the issues.

7.5. Provisions relevant to General and Periodic Reviews:

7.5.1. The Partners shall attend and participate in Reviews or Periodic Reviews in good faith, fairly, reasonably and having regard to each others' budgets and resources. The test of reasonableness shall be applied having regard to the County's obligation to consult the PFI Contractor on any matter which might affect the PFI Contract

7.5.2. As a result of a Review or a Periodic Review the Partners may agree to vary this Partnering Agreement by way of a Deed of Variation or to terminate it in whole or in part. However, the Partners shall not vary this Partnering Agreement or terminate it without first consulting the CCA Waste Forum and/or the Joint Waste Officers Group as appropriate (to the extent that any Periodic Review was carried out outside that forum) and, if appropriate, the PFI Contractor.

7.5.3. The County shall not be bound to vary this Partnering Agreement or amend its direction under the EPA or WET Act if to do so would (or is likely to) put the County in breach of the PFI Contract.

8. WITHDRAWAL BY DISTRICTS

8.1 If any District wishes to withdraw from this Partnering .Agreement it may do so provided :

8.1.1 its proposal has first been discussed at the CCA Waste Forum and/or the Joint Waste Officers Group (as appropriate); and

8.1.2 if following such discussion the District still wishes to withdraw it has then given (3) months written notice to all the other Partners.

8.2 Following the expiration of any notice given in accordance with clause 8.1.2 the relationship between the County and the District shall be governed by the statutory provisions contained in the ("EPA or Wet Act").or ("Legislation"- assuming the wording in the definition section is intended to refer to those pieces of legislation and any amendments, re-enactments etc).

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Cambridge City Council

Kerbside   3 stream kerbside collection system, using wheeled bins for Green and Kitchen Waste and Residual Waste, and boxes for dry recyclables (paper, glass, cans and textiles). Weekly collections of refuse and fortnightly collections of green waste and dry recyclables;

Bring Sites xx bring bank sites, including paper, glass, cans, plastic bottles and textiles banks.

Trade Waste Collected by DSO and disposed of through County's contract.

WCA Waste   Paper, glass, cans, plastic bottles and textiles collected via the kerbside and bring site collections.

Annex 2

East Cambridgeshire District Council

Kerbside   3 stream kerbside collection system, using paper sacks for Green and Kitchen Waste, plastic sacks for Residual Waste and boxes for dry recyclables (paper, glass and cans). Weekly collections of refuse and fortnightly collections of green waste and dry recyclables.

Bring Sites 55 bring bank sites, including paper, glass, cans, plastic bottles and (textile banks)

Trade Waste Collected and disposed of by private contractor.

WCA Waste   Paper, glass, cans, plastic bottles and textiles collected via the kerbside and bring site collections.

Annex 3

Fenland District Council

Kerbside   3 stream kerbside collection system, using wheeled bins for Green and Kitchen Waste and Residual Waste, and boxes for dry recyclables (paper, plastic bottles, cans and textiles). Alternate weekly collections of Residual Waste and Green and Kitchen Waste and fortnightly collections of dry recyclables.

Bring Sites Xx bring bank sites, including paper, glass, cans and (textile banks)

Trade Waste Collected and disposed of by arms length contractor.

WCA Waste	Paper, glass, cans, plastic bottles and textiles collected via the kerbside and bring site collections.

Annex 4

Huntingdonshire District Council

Kerbside	3 stream kerbside collection system, using wheeled bins for garden waste and Residual Waste, and boxes and wheeled bins for dry recyclables (paper, card, plastic bottles, cans and textiles). Alternate weekly collections of Residual Waste and garden waste and fortnightly collections of dry recyclables.
Bring Sites	101 bring bank sites, including paper, glass, cans and (textile banks)
Trade Waste	Collected by Council Operations Division and disposed of through County's contract.
WCA Waste	Paper, glass, cans, plastic bottles and textiles collected via the kerbside and bring site collections.

Annex 5

South Cambridgeshire District Council

Kerbside	3 stream kerbside collection system, using wheeled bins for Green and Kitchen Waste and Residual Waste, and boxes for dry recyclables (paper, glass, cans and textiles). Alternate weekly collections of Residual Waste and Green and Kitchen Waste and fortnightly collections of dry recyclables.
Bring Sites	Xx bring bank sites, including paper, glass, cans, plastic bottles and (textile banks)
Trade Waste	Collected by DSO and disposed of through County's contract.
WCA Waste	Paper, glass, cans, plastic bottles and textiles collected via the kerbside and bring site collections.

Annex 6

Delivery Points and Opening Hours
[to be completed with reference to the PFI Contract]

<u>Annex 7</u>

Tipping Away Payments Calculations
[to be completed with reference to the PFI Contract]

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CABINET	**30TH JUNE 2005**
COUNCIL	**28th SEPTEMBER 2005**

**CAMBRIDGESHIRE PROVISIONAL LOCAL TRANSPORT PLAN 2006-2011
AND ANNUAL PROGRESS REPORT 2005**
(Report by Director of Operational Services)

1. INTRODUCTION

1.1 The purpose of this report is to (a) inform Members of the progress being made in developing the new Local Transport Plan for Cambridgeshire (LTP), (b) seek approval of the District Council supporting statement and (c) to seek Member approval to the current LTP draft. The Annual Progress Report is also discussed, which is based on the final year of the current LTP.

2. BACKGROUND INFORMATION

2.1 Members will recall that the County Council submitted a new LTP to Government two years ago to cover the period 2004-2011. The reasons for doing this in advance of national requirements was due to the implications of the revised Structure Plan, the acceptance by Government of the CHUMMS study and consideration of the then emerging Regional Planning Guidance (RPG 14) and the Regional Transport Strategy.

2.2 In responding to this submission, Government acknowledged the reasoning behind the submission of a revised LTP and that it was being used as 'a springboard for continuous improvement and achievement in delivering an integrated transport system for the County'. However, Government made clear their requirement for Cambridgeshire to reassess the plan now to take account of the developing Regional Transport Strategy and adopted Local Development Frameworks.

2.3 Nationally, previous LTP's were a combination of a county's transport strategy and programme. New national guidance now requires the development of a separate Long Term Transport Strategy covering the period through to 2021 with the LTP becoming a document that delivers the countywide programme. It is important that this integrates with other plans, programmes and proposals of Council's, or other bodies within Cambridgeshire, whether working at a national, regional or local level to bring about change in the County.

2.4 A future report on the development of the Long Term Transport Strategy will be submitted to Cabinet at a later date, which will also require approval of Full Council.

3.   **LOCAL TRANSPORT PLAN 2006-2011**

3.1   The four key themes of the new LTP are:

- Accessibility
- Air Quality
- Congestion
- Road Safety

3.2   The relative priority taken by each of these issues varies across the County from universal issues to those that are more local in nature. The LTP therefore aims to recognise these and devise strategies and action plans that will tackle such issues thereby improving transport across Cambridgeshire as a whole.

3.3   The key areas of work for the new LTP to focus on are as follows:

- Accessibility – this is focused on making sure people have access to key services at reasonable cost, time and ease. For Cambridgeshire, the main issues are distance, cost and ease of use, particularly in the rural areas. A draft Accessibility Strategy has to be submitted to Government with this LTP in July 2005 with a full document complete by the end of March 2006. For Huntingdonshire, this work is being led by the Local Strategic Partnership

- Air Quality – this notes that road transport is one of the main sources of air pollution and that since 1990, the use of motorised transport across the County has increased at more than twice the national rate. As a result of transport emissions, several areas of the County are exceeding National Air Quality objectives levels for NO2. For Huntingdonshire, this is likely to result in Air Quality Management Areas (AQMA's) being declared in both Huntingdon and St. Neots later in 2005. In that regard a recent report to the Licensing And Protection Panel is reproduced at Annex A for Members information.

- Congestion – traffic flows across the County continue to exceed the national average as follows;

  ➢ 70% on trunk roads
  ➢ 35% on principal roads
  ➢ 74% on rural 'A' roads
  ➢ 43% on rural principal roads

  During the period of this LTP, traffic levels are likely to continue to increase, particularly as planned new development is built. A key thrust of this LTP is in the continued delivery of schemes, such as Market Town Transport strategies, that offer alternatives to the use of the private car

- Road Safety – increasing levels of traffic can have major implications for road safety. Traffic growth can lead to higher numbers of accidents, particularly at a local level, even if we see overall reductions in the rate of accidents when measured at a higher level. Despite a steady reduction in the number of deaths and serious injuries across the County, there are still a number of problem areas that need to be addressed;

  ➢ The high proportion of cyclists and pedestrians involved in serious road traffic accidents
  ➢ The high level of accidents resulting in slight injuries
  ➢ The increasing number of accidents involving motorcyclists
  ➢ The links between safety and social exclusion
  ➢ The high proportion of deaths and serious injuries on rural roads

  The LTP analyses and discusses the measures that will be implemented during the LTP period

3.4 As part of the new LTP process, partner authorities are requested to submit a District Statement for inclusion within the LTP demonstrating their commitment to its overall aims and objectives and to outline how each authority will integrate these into its own work. The draft statement for Huntingdonshire is an updated version of that submitted in 2003 for the 2004-2011 Plan and is reproduced at Annex B.

3.5 In terms of LTP funding, provisional guidance issued by Government in December 2004, now requires this to tightly focus the programme on what can be achieved with known funding, which brings realism to both the programme and targets. It will no longer be acceptable to include elements within the programme where future funding is unclear. In growth areas such as ours, this will now require the new Long-Term Transport Strategy to formalise the policy with the LTP acting as the delivery mechanism with a definitive programme of works.

3.6 There are three elements to the programme to 2011, with the current estimated costs in brackets. It should be noted that at the time of writing this report, the figure for Major schemes may be subject to final revision to take into account final costing for Ely Southern link and Guided Bus schemes;

(i)   Integrated transport (£41,179M)
(ii) Maintenance (£69,066M)
(iii) Major schemes (£150m)

3.7 During 2005, Government intends to consult and issue revised guidance to all authorities, upon which the final Cambridgeshire programme of works will be based. This will be submitted in March 2006 and will include the full Accessibility Strategy.

4.   ANNUAL PROGRESS REPORT

4.1   Government requires County authorities to submit annual reports on progress being made with the delivery of their LTP objectives and it is on this information, that annual financial settlements are made. Members will recall that in previous years, Cambridgeshire has rated above average with acknowledgement of good progress on the number of schemes being delivered as well as good progress towards achieving Government targets and core indicators.

4.2   This year's APR is the final version for the existing LTP and reports on continued good progress on scheme delivery and achieving set targets, including the continued upward trend on bus patronage.

4.3   In previous years, District authorities have provided supporting statements to outline the work they do to support the delivery of the LTP in their area and to demonstrate any financial commitment they provide. Guidance issued from Government this year does not require such statements to be submitted. Given the supporting statement provided with the LTP, this is acknowledged. However all Cambridgeshire authorities have agreed that a statement should be provided for the start of the new LTP process and first APR to be submitted in 2006.

5.   RECOMMENDATION(s)

5.1   It is recommended that Cabinet:

(i)   note the draft provisional LTP 2006-2011, and draft APR 2005;
(ii)   approve the district statement to the LTP attached as annex A;
(iii)   authorise the Director of Operational Services, after consultation with the Executive Councillor for Environment & Transport, to approve any minor amendments to the draft provisional LTP, District Statement and draft APR prior to its formal submission to Government by 31st July 2005
(iv)   To authorise the Executive Councillors for Environment & Transport and Planning Strategy to sign the provisional LTP on behalf of the Council
(v)   To note that the final LTP will be submitted to full Council in September 2005 for approval.

BACKGROUND INFORMATION

Cambridgeshire Local Transport Plan 2004-2011
Cambridgeshire Annual Progress Report 2004
Draft Cambridgeshire Local Transport Plan 2006-2011
Draft Cambridgeshire Annual Progress Report 2005

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LICENSING AND PROTECTION PANEL   **21 JUNE 2005**

AIR QUALITY REVIEW AND ASSESSMENT
DETAILED ASSESSMENT OF NITROGEN DIOXIDE
(A Report by the Head of Environmental Health Services)

1   INTRODUCTION

1.1   The purpose of this report is to advise members of the findings of the latest step in the statutory process known as 'Air Quality Review and Assessment' as required by Part IV of the Environment Act 1995. The process involves the measuring and/or modelling of ambient levels of certain air pollutants for comparison against a range of national air quality objectives.

1.2   Progress on the Air Quality Review and Assessment process has previously been reported in September 1998, June 2000 and February 2004. The latter report indicated that concentrations of nitrogen dioxide (a traffic pollutant) were close to the annual mean objective at relevant locations in parts of Huntingdon and St Neots. The Report also identified that industrial emissions from the Fenland town of Whittlesey may result in contravention of the fifteen-minute mean objective for sulphur dioxide in a small area in the north of the district.

1.3   Following completion of the annual progress report in April 2004 it became apparent that Huntingdonshire would have to proceed to a more 'Detailed Assessment' of nitrogen dioxide to ascertain if there was 'reasonable certainty' that the annual mean objective would be exceeded. This report sets out the findings of that Detailed Assessment.

2   FRAMEWORK FOR LOCAL AIR QUALITY MANAGEMENT

2.1   All district, borough and unitary authorities are obliged to undertake the process known as 'Air Quality Review and Assessment'. The process consists of assessing concentrations of seven air pollutants to ascertain whether any of the seventeen applicable national air quality objectives are likely to be exceeded, at relevant locations, by their due dates. This process is cyclic with submission to DEFRA required in the April of each year.

2.2   The assessment must follow technical guidance issued by DEFRA and involves monitoring ambient pollutant concentrations, reviewing industrial, transport and domestic emissions and modelling dispersion of pollutants. Where it appears, with reasonable certainty, that an air quality objective is unlikely to be met by its due date the local authority must declare an 'Air Quality Management Area'.

2.3   Following declaration of an Air Quality Management Area the local authority must carry out a further assessment that will, amongst other things, apportion sources of the pollutant(s). The local authority must also form an

'Air Quality Action Plan' detailing possible and proposed steps to be taken in pursuit of the national objectives.

3   REVIEW AND ASSESSMENT IN CAMBRIDGESHIRE

3.1   Since the inception of the Local Air Quality Management Regime the local authorities in Cambridgeshire, including the County Council, have worked in partnership producing joint reports where possible.

3.2   The Progress Report for the Cambridgeshire authorities, submitted in 2004, excluded Cambridge City Council as, due to high concentrations of nitrogen dioxide, they were already obliged to carry out a Detailed Assessment for this pollutant.

3.3   Since all of the Cambridgeshire authorities, except East Cambridgeshire, were required to carry out Detailed Assessments in 2005 reporting for this round has been on an individual authority basis, although the County group has continued to meet to coordinate a common approach.

3.4   Due to insufficient monitoring data to enable an assessment to be made with confidence, Fenland District Council will not be determining an Air Quality Management Area for sulphur dioxide in Whittlesey during this round of Review and Assessment. They will review this decision in April 2006 when they expect to have more detailed monitoring results available.

4   DETAILED ASSESSMENT IN HUNTINGDONSHIRE

4.1   The Detailed Assessment for Huntingdonshire has confirmed that the annual mean objective for nitrogen dioxide is unlikely to be met in parts of Huntingdon close to the A14, the inner Ring Road and Stukeley Road/St Peters Road and in a small area in the middle of St Neots. The assessment report   can   be   viewed   at   \\admin\Public\Council   Papers\Cttees-17.5.00\environ .

4.2   The Detailed Assessment also found that previously unidentified relevant locations close to the A1 and the A14 might also be exposed to nitrogen dioxide levels that exceed the annual mean objective. DEFRA received the preliminary report in draft, as required, at the end of April 2005. They have granted an additional three months for the further study of these newly identified areas near the trunk roads.

4.3   This additional work is scheduled for completion at the end of July 2005 and the results will then be combined with the preliminary report and a statutory consultation process will be undertaken as required by technical guidance.

5   CONCLUSIONS

5.1   The draft Detailed Assessment of local air quality has confirmed that the national annual mean objective for nitrogen dioxide is unlikely to be met at relevant locations in parts of Huntingdon and in a small area in the middle of St Neots.

5.2   By the end of November 2005, Air Quality Management Areas will have to be declared for all the areas where it has been confirmed that the national

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annual objective for nitrogen dioxide is unlikely to be met. This involves significant parts of central Huntingdon (including the area close the inner ring round and some feeder roads) [see Figure 7 on page 17 of the attached report: "Air Quality Review and Assessment, detailed assessment of Nitrogen Dioxide 2005"]; possibly some areas close to the A1 and A14 and a small area in St Neots High Street [see Figure 10 on page 22 of the attached report: "Air Quality Review and Assessment, detailed assessment of Nitrogen Dioxide 2005"].

5.3   A Further Assessment of air quality, within the declared Air Quality Management Areas, will have to be conducted in 2006.

5.4   An Air Quality Action Plan will have to be made outlining possible and proposed actions in pursuit of the objective in relation to each Air Quality Management Area. This plan should be competed by April 2007 and must be a corporate document involving all the relevant Council Departments. Where the Air Quality Management Areas are outside the influence of the Council it will be necessary to work in partnership with external agencies such as the Highways Agency.

6   RECOMMENDATIONS

6.1   It is RECOMMENDED that

- Members note the findings of this Detailed Assessment of local air quality in Huntingdonshire.

- Members authorise the Head of Environmental Health Services to publish the findings of the Detailed Assessment report and to proceed to make the necessary declarations of Air Quality Management Areas.

BACKGROUND INFORMATION

Source Documents:

Environment Act 1995, Part IV

Technical Guidance LAQM. TG(03)

Air Quality Review and Assessment, detailed assessment of Nitrogen Dioxide 2005

Contact Officer: Mr J Allan
                                 ☎   **01480 388281**

ANNEX B: LOCAL TRANSPORT PLAN 2006-2011

HUNTINGDONSHIRE DISTRICT COUNCIL STATEMENT

Introduction

This is the third Cambridgeshire Local Transport Plan in which this Council has participated with both the County Council and the other local authorities of Cambridgeshire. During the 6 years of the first two plans, the Council has been an active partner in both the formulation of the Annual Progress Report to Government but also, importantly, in terms of the delivery of the policies and action plans on the ground across Huntingdonshire.

This work has specifically led to the development of this Council's Medium Term Plan in respect of transport related projects. As a result of the headline aims and objectives of the LTP, our Capital Programme, based on a rolling 5-year programme, has been specifically developed to maximise scheme delivery on the ground, working with a range of partners. Over the life of the LTP's, the Council has remained on course and delivered in excess of £5M of transport related expenditure for the benefit of Huntingdonshire and as part of this new LTP, we will continue to deliver a similar programme in accordance with the aims and objectives of the plan.

Overview

Transport is a key driver of this Council and, in providing travel choice and in the consideration of issues around social exclusion, the environment and local economy, we continue to work with a range of partners to deliver our joint aims and objectives for the benefit of Huntingdonshire.

Huntingdonshire, by its location as part of the Cambridge Sub-Region, remains at the forefront of an area that is experiencing major growth in the local economy. While that brings significant opportunities and potential for growth, including better jobs, homes and transport infrastructure, these in themselves bring about the challenge for this to be achieved and delivered in a sustainable fashion.

We remain committed to working with our extensive range of partner organisations to deliver the local agenda and acknowledge with our work to date and in the future, that continued and greater involvement across the community will be increasingly vital to the success we enjoy locally.

As a result we welcome the emerging Long-Term Transport Strategy to cover the period to 2021and the delivery of a new Cambridgeshire Local Transport Plan that;
- recognises the issues emerging from the revised draft Structure Plan placing a much greater emphasis on sustainability
- the continued approach by Government on the A14 issues arising out of the CHUMMS study and the current public consultation on the delivery of the scheme; and

- issues continuing to emerge from both Regional Planning Guidance (RPG 14) and the Regional Transport Strategy.

Key Issues

In terms of the work that we have undertaken to jointly deliver the LTP, reference should be made to our Huntingdonshire statement contained within previously submitted Annual Progress Reports.

However a number of major issues covering the period 2006-2011 are of direct relevance to our aim in delivering the LTP locally working in partnership and it is important to highlight these as follows;

Huntingdon to Cambridge Guided Bus

The District Council's originally approved Policy has been that:-

- the Council supports the principle of a guided bus system from Huntingdon to Cambridge provided that it will deliver the benefits claimed for it within the CHUMMS study, and that it can be delivered in an economic and cost effective manner.

- in order of descending cost heavy rail would be the most expensive option, light rail would be cheaper, but still significantly more expensive than guided bus.

- if a satisfactory case cannot be made for guided bus it follows, therefore, that neither the light or heavy rail option could be supported.

What is the District Council involvement?

- we commissioned our own consultants to provide an independent assessment of the proposal at an early stage. Based on the outcome of this study the District Council indicated its 'in principle' support for the proposal. This was conditional upon –
  - ➢ the economic case for the scheme prepared by the County Council being accepted by the Government; and
  - ➢ appropriate mitigation being provided to minimise any adverse environmental impacts.
- we continue to work with the County Council to ensure that their proposals will provide the greatest benefit to Huntingdonshire residents and businesses — for example, the provision of bus lanes and priority measures between Hinchingbrooke Hospital and St. Ives including the link to Huntingdon Railway Station and both town centres, were added after support from the District Council, as well as the open nature of the system whereby multiple operators will be able to access the system subject to quality thresholds being met

- Our Cabinet continue to be briefed on the development of the scheme as the proposals are progressed

Local Development Framework

This is currently underway in Huntingdonshire and a central theme is to address the relationship between land-use and transport to improve access and modal choice for all. This is of particular importance as we develop the Cambridge Sub-Regional Infrastructure partnership. Annual reporting of progress on the LDF will continue to take place via our yearly statement through the Annual Progress Report.

Cambridge Sub-Regional Implementation Study

We continue to work closely with the County Council, Cambridgeshire Horizons and the other local authorities that are part of the Cambridge Sub-Region in developing the necessary infrastructure to cope with existing problems and to cater for the growth envisaged across the County. A number of sub-groups continue to examine future development needs based on forecast growth and development across the region. These focus on a range of issues including the identification of the required transport programme and the relationship between this work and the development strategy and the mechanisms required for simplifying and speeding up the implementation process.

Market Town Transport Strategies & Civic Trust Vision Projects

The District Council has given its full support to the aims and objectives of this work over the life of the existing LTP's and will continue to do so over the life of the new Plan. It has been a pro-active partner in the formulation of the strategies in St. Neots and Huntingdon & Godmanchester, including financial contributions to transport modelling work, and looks forward to taking the draft work for St. Ives to completion and the development of a similar strategy for the Ramsey area.

In terms of delivery of action plans that support the strategies, the Council has developed its Capital programme such that we contribute financially to those strategies currently approved and have provided a forward commitment to contribute to St. Ives and Ramsey as these come on line. Additionally the Council's Projects team have been engaged to undertake the design and contract work on a number of schemes emerging from both the St. Neots and Huntingdon & Godmanchester Action Plans and the Council will continue to provide that staffing commitment, subject to available resources, to all the strategies.

The Council also has on-going engagement with the Civic Trust to develop Vision projects for all the Huntingdonshire market towns. To date, the completed project for Huntingdon has reached such a stage that it is now being re-visited and refreshed. To date, the work has been used in a number

of key areas to inform the transport strategy and, in particular, the integration of land-use and transport issues.

A Vision for St. Ives was published in 2003 and for St. Neots in 2004 and these are being used to inform both revised and future transport strategies for the towns, particularly with regard to future development opportunities.

Within Ramsey, the Council and other partners have been developing a range of issues within the forum of the Ramsey Area Partnership. A number of these relate to transport and will be considered as part of any transport related strategy for the town in the future.

CHUMMS

The Council supports the principle of the Guided Bus scheme covered elsewhere in this statement and welcomes the continued Government support relating to the road-based outcomes of the scheme. This scheme remains crucial to Huntingdonshire as well as the wider region and the rest of the country given its strategic nature in national and European terms. We therefore keenly await details of this scheme to emerge following current public consultation on the delivery of the scheme, to which we will provide input in relation to balancing local need against the strategic nature of the route, leading to the completion of the scheme towards the end of the life of this Plan.

Other Key Strategies

Car Parking – During the first half of 2003, the Council appointed Consultants to undertake a review of our Car Parking strategy in order to provide further guidance following the last review in 1995. The primary reason for carrying out this work was to enable the Council to review its strategy to reflect national guidance issued by Government and in order to reflect local transport policies such as the LTP as well as the Council's current Medium Term Objectives.

The Council approved the strategy during 2004 and the first actions will be implemented during Summer 2005. We will continue to report emerging issues and actions within the yearly Annual Progress Report statement.

Taxi Study – As with Car Parking, the same Consultants were appointed to undertake a dual study into our Taxi strategy as well as a Hackney Carriage Demand study. Again the primary reasons for carrying out this work were for the Council to assess whether there are any areas of unmet demand relating to Hackney Carriage provision as well reviewing the strategy to reflect both national and local policies such as the LTP and the Council's own Medium Term Objectives.

The approved Strategy contains a series of Short, Medium and Long-Term Actions to be considered by the Council in the future, subject to funding. We

will continue to report the emerging issues and actions within the yearly Annual Progress Report statement.

Local Strategic Partnerships

Under the Local Government Act 2000 Local Authorities and partner agencies had a duty to establish Local Strategic Partnerships and draw up a Community Plan to improve the economic, environmental and social well being of the local area.

In Huntingdonshire, the Strategic Partnership was established and the Community Plan was published in 2004. Consultation with the public highlighted transport and access as a key concern. As a result, the Strategic Partnership established a sub- group to lead on this area and this is included within the adopted Plan.

The Transport and Access chapter was written with input from community groups and partner agencies and draws on the extensive public consultation. The 4 key objectives are:
- Comprehensive, affordable, safe public transport services
- Improved road safety
- Reduced congestion
- Improved access

The actions set out in the transport and access chapter are complementary to the LTP and give the added value of having a local Huntingdonshire perspective on this key public concern. A key area of work is for the group to lead on Accessibility Planning for Huntingdonshire and to inform the Framework Accessibility Strategy for Cambridgeshire by March 2006.

Improving Rural Access inc. Concessionary Fares

In accordance with the Council's Medium Term Objectives around reducing economic deprivation and supporting rural communities, the Council will shortly be considering the results of a study to review the options available to the Council for supporting the use of public transport, including taxis, to enable people who are disadvantaged by location etc. to gain access to employment, leisure and other essential services. The purpose of the study is to give the Council access to a properly researched series of options that will allow it to consider where it should provide additional support and to allow the development of a financial bid in its Medium Term Plan to fund such subsidies.

The work undertaken by Consultants has also looked at rural accessibility issues, the results of which will be used by the Local Strategic Partnership in developing the Accessibility Strategy.

Advance work relating to improving rural access and social inclusion has resulted in the Council providing resource input to community transport schemes across Huntingdonshire. We support four existing schemes in the

form of staff resources, professional advice and financial support in both revenue and capital terms to ensure that the continued social need that they give is continued to be met. For the period through to 2009/10, our current commitment is in excess of £310K.

Conclusion

As this Statement demonstrates, Huntingdonshire remains committed to supporting the transport and access agenda across the District and is active in both the strategic policy arena that sets the future agenda as well as delivery of initiatives on the ground, particularly through financial contributions via our Medium Term Plan.

In addition to those Key Issues outlined above and as our yearly statements within the previous LTP Annual Progress Reports outline in greater detail, the Council continues to financially support the transport and access agenda locally in the sum of just under £7M for the period 2005/06 to 2009/10.

While not an inclusive list of all transport related projects that we contribute to, projected Capital expenditure over this period includes;

- LTP scheme contributions -   £399K
- Safe Cycle Routes -   £454K
- St. Neots Pedestrian Bridges   £524K
- Huntingdon Transport strategy -   £296K
- St. Ives Transport strategy -   £222K
- Ramsey Transport strategy -   £126K
- Bus Shelters – extra provision -   £140K
- AJC Small Scale improvements - £539K

We will continue to build on such commitment through the further development of our Medium Term Plan insofar that the transportation expenditure is discretionary, it is an area that will be under substantial pressure if the Council's expenditure is subject to capping.

CABINET   **30 JUNE 2005**

COUNCIL FUNDING OF MANDATORY DISABLED FACILITIES GRANTS
(Report by the Head of Housing Services)

1. PURPOSE OF REPORT

1.1 This report informs Cabinet of the take up of DFGs and the associated spend in 2004/05.

1.2 This report also requests Cabinet to accept further reports in 2005/06 if the demand for DFGs exceeds the approved budget.

2. BACKGROUND INFORMATION

2.1 The Council must award a DFG for work to achieve one or more of a set of purposes defined by statute. DFGs are awarded on the recommendation of an Occupational Therapist (OT) and funds aids and adaptations like ramps, stair lifts and level access showers. DFGs enable elderly and disabled people to live independently and therefore contribute towards the quality of life for vulnerable people. The Council must be satisfied that a DFG is necessary and appropriate and that to carry it out is reasonable and practicable. The Council is, therefore, expected and required to set a budget that can cope with the likely level of demand placed upon it.

2.2 Until the end of 2003/04, the Government reimbursed 60% of total expenditure on DFGs without limitation. For 2004/05 they changed the arrangements and announced that they will fund 60% of DFGs up to a limit of £332k. The Government has recently announced allocations for 2005/06 and has allocated a maximum of £327k to contribute towards DFGs in Huntingdonshire. Clearly the Government's allocation does not reflect the true demand for DFGs and their financial contribution is inadequate to resource a mandatory grant scheme. The Government are currently undertaking an internal review of the DFG framework which will then be released for consultation.

2.3 The demand for DFGs has been increasing in recent years:

	2001/02	2002/03	2003/04	2004/05
No. of DFGs completed	120	131	210	274
Total expenditure on DFGs	£587k	£706k	£1,010k	£1,366k

2.4 The demand for DFGs increased substantially towards the end of 2003/04 as a result of the OT team reducing their backlog. In April 2004, the OTs confirmed that their backlog was cleared and they estimated that the Council would receive approximately 20 new DFG applications every month in 2004/05.

2.5 At their meeting on 22 April 2004, Cabinet considered the rising demand for Disabled Facilities Grants (DFGs) and the implications of the Government's decision to cap their financial contribution towards the cost of DFGs. Cabinet decided that DFGs should be dealt with as expeditiously as possible and that quarterly monitoring reports be produced.

2.6 At their meeting on 2 September Cabinet considered the position following the first quarter of 2004/05 and agreed a supplementary capital estimate of £492k to allow the estimated volumes to be funded through to the end of December. This brought the budget up to £1,144k. Cabinet increased this further at their meeting on 25 November when an additional supplementary capital estimate of £222k was approved to enable DFGs to be paid up until then end of the financial year. This brought the budget up to £1,366k.

3. IMPLICATIONS

3.1 The waiting time for an OT assessment currently stands at 17 weeks. The Head of the OT Team has predicted that 31 OT referrals should be expected per month.

3.2 In the fourth quarter of 2004/05, 93 new referrals have been received from the Occupational Therapist team. 90 DFGs were completed and a further 38 were cancelled (usually as a result of excessive personal contribution following the mandatory financial means test).

3.3 Each DFG costs £5k on average.

3.4 The MTP, which Council has approved, includes provision for £868k in 2005/06 and succeeding years, to meet the future predicted demand for DFGs. Including the Government's contribution of £327k, the total gross budget for DFGs in 2005/6 will be £1,195K

3.5 Given that we anticipate receiving 31 OT referrals per month, and that approximately one third are cancelled as a result of the means test, we expect to approve 20 DFGs each month at a cost of £5k each. Therefore this year's budget should be adequate. The budget will be monitored and Cabinet will be informed if trends in demand increase.

4. CONCLUSIONS

4.1 A total of 274 DFGs have been completed in 2004/05. These have cost £1,366k.

4.2 The budget for DFGs in 2005/06 is £1,195k including the Government's contribution.

5. RECOMMENDATION

5.1 It is recommended that Cabinet:

a) note the report;
b) accept further reports if the demand for DFG in 2005/06 is likely to exceed the budget.

BACKGROUND INFORMATION

- Letters from Head of Housing at Government Office for the Eastern Region dated 16 February 2004; and 5 January 2005.
- Cabinet reports dated 22 April 2004; 2 September 2004; and 25 November 2004.

Contact Officer: **Jo Barrett, Housing Strategy Manager**

☎ **(01480) 388203**

Number of DFG cases predicted in 2004/05

		Q1 actual	Q2 actual	Q3 actual	Q4 actual
A*	OT referrals in the pipeline	140	143	109	110
B*	New OT referrals received	79	106	100	93
C	DFGs completed	54	69	61	90
D	DFGs Cancelled	43	35	38	38

*There may be duplication of cases between A and B as in some instances cases are logged as an enquiry in the pipeline before the OT referral is actually received.

Cost of DFG cases in 2004/05

	Q1 actual £,000	Q2 actual £,000	Q3 actual £,000	Q4 actual £,000
Cumulative cost of completions	304	641	993	1,366
Funding available Original Budget Supplementary Estimates:				652
• 2nd September				492
• 25th November				222
Total				1,366

CABINET   30TH JUNE 2005
COUNCIL   28TH SEPTEMBER 2005

IMPLEMENTING ELECTRONIC GOVERNMENT STATEMENT 2005
(Report by the Head of Information Management)

1.   INTRODUCTION

1.1   The purpose of this report is to seek approval to submit the Council's Implementing Electronic Government Statement (IEG 4.5) by the OPDM deadline of 18th July 2005.

2.   SUPPORTING / BACKGROUND INFORMATION

2.1   The Council has been required in previous years to submit a statement of progress against e-government targets to the Office of the Deputy Prime Minister (ODPM) annually. Statements were submitted in 2001, 2002, 2003 and 2004.   In return the Council received capital grants of, respectively, £200k, £200k, £350k and £150k.

2.2   In this final year the ODPM has instigated an ongoing monitoring exercise, hence the requirement to submit a mid-term report and ongoing updates throughout the remainder of the IEG Programme (to the end of March 2006).

2.3   The ODPM has set key dates for Local Authorities to help meet the December 2005 deadline. These include:

- 18th July mid-term IEG snapshot (IEG 4.5)
- December 2005 deadline for IEG5
- April 2006 deadline for IEG6 end of programme return.

From this year through to 31st March 2006, all authorities are required to input and maintain IEG data in real time via the ESD toolkit (www.esd-toolkit.org). This will allow them to sign off and complete the IEG self-assessment "traffic lights" as projects are actually implemented. The 4.5 mid-term statement is again based on self-assessment and is designed around the National Strategy for e-Government.

2.3   The submission is also again in a prescribed format. It sets out "Priority Outcomes" which each local authority is expected to deliver by December 2005 as part of its e-Government investment programme.

2.4   In order to meet the July deadline, the document is undergoing final modification during the approval process. The sections which are still subject to change are:

Section 1 - Priority Outcomes

A number of priority outcomes (six of the 73 on which we are required to report) are under review and awaiting an update.

Section 3 - BVPI 157

The data needed to complete the 04/05 column are being collected from the services at the moment. As a result the figures in this column are incomplete. A verbal update will be provided at cabinet on 30th June, at which point we expect performance to be on track and in line with the forecast 72% reported in IEG 4. We will forecast the 05/06 column based on the results of the 04/05 column. We will no longer be forecasting 100%, though, because some of the "Priority Outcomes" are not actually priorities for HDC and we will not be implementing them in 2005/6.

Section 4 - Access Channels

The information contained within this table is last year's estimates, and the BVPI data from the services will generate the access channel figures as well.

2.5 The document was compiled by the Customer First Team and input has been sought from a number of services within the Council (these are noted within the IEG statement).

2.6 As for previous IEG statements, successful implementation will depend on timely and sufficient input from all parts of the Council.

2.7 The Council has permission from the OPDM to submit a Cabinet-approved IEG 4.5 by 18th July, provided this is followed by the approval of the full Council in September.

3. RECOMMENDATION

It is recommended that Cabinet:
- approves the submission of the IEG 4.5 statement to ODPM
- authorises the Director of Commerce & Technology, in consultation with the Executive Councillor for Operations and Information Technology, to make the necessary changes to finalise the statement prior to its submission
- notes the requirement for Council to approve the final document at its meeting on 28th September 2005.

BACKGROUND INFORMATION

The National Strategy for eGovernment
        (http://www.localegov.gov.uk/Nimoi/sites/ODMP/resources/20021127%20Final%20NS%20with%20cover.pdf)

Defining e-Government Outcomes for 2005 to support the delivery of priority services & National Strategy Transformation Agenda for Local Authorities in England
        (http://www.localegov.gov.uk/en/1/priorityoutcomes.html)

Contact Officer: Chris Hall, Customer First Programme Manager
                ☎   **01480 388116**

                Cherre Northfield, Programme & Project Support Officer
                ☎   **01480 388241**

IMPLEMENTING ELECTRONIC GOVERNMENT RETURN 2005 MID TERM (IEG4.5)

"Realising the benefits from our investment in e-government"

1

Name of Authority: Huntingdonshire District Council

IEG Contact Name: Chris Hall

Email: Chris.Hall@Huntsdc.gov.uk

Telephone No: 01480 388116

Local Context

The six local authorities in Cambridgeshire are continuing to work together towards achieving the target of being 100% e-enabled by the end of 2005. We are working jointly and sharing knowledge on a wide variety of projects, the nature and degree of participation depending on each Council's local circumstances.

The main projects in which all six authorities are involved are:

· The Cambridgeshire Community Network (CCN), a Public Private Partnership to provide broadband infrastructure across the County.

· The Cambridgeshire Community Portal, which provides a single access point to each authority's information and services. The Portal went live on May 14th 2004 and is linked to the Police and NHS. Town and parish councils and local voluntary organisation will be brought on board next year. In addition to this we will also be looking to increase the portal's functionality.

· The Cambridgeshire Smartcard project, which is at the pilot stage and which is bringing together transport, library and leisure services.

HDC's e-government programme, Customer First, is on track to deliver all our objectives. As well as the three projects listed above, the main elements of the programme are:

· A call centre, which will go live in September 2005. We are sharing the County's technical infrastructure and signed a contract with them in March 2005. We will also be leasing space in their call centre building but will be employing our own staff and adopting different opening hours.

· A customer service centre (CSC) in Huntingdon for face-to-face contact. We are currently tendering for the provision of a new headquaters, a CSC and operations centre. When tenders have been evaluated and members have decided on the preferred solution, we will decide on the timetable for introducing the CSC.

· A transactional website. We implemented a content management system in July 2004 and are continuing to develop the site. We are also introducing an online payments system in July 2005, this is currently being tested.

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Underpinning all of this work are:

· Sound governance principles. We have a programme board and subsidiary project boards and teams, and employ PRINCE 2 project management methodology.

· Effective change management processes - all Directors and managers have received three days' change management training.

·A communication plan designed to ensure that members, staff and, in due course, customers understand what we are doing and why, and have the opportunity to provide input into the process to ensure that everyone's needs are met.

· A thorough review of our business processes. While committed to the 2005 deadline, we have taken a measured approach to implementation. We are placing great emphasis on business process review and improvement to ensure that we increase our efficiency and effectiveness rather than simply making our existing processes electronic.

We are confident that, as befits an authority assessed as Excellent in CPA, our implementation of e-government will result in:

· Significant improvements in levels of customer service which are already high

· Greater efficiency through streamlined processes and better use of information

· More effective and joined-up working with our partner organisations.

Our e-Government Strategy is driven by our customer service strategy, and the focus is on improving customer service rather than reducing costs. We are currently implementing measurement mechanisms to capture efficiency savings in order to meet the requirements of 'Delivery Efficiency in Local Services'.

Note: HDC has changed the way that it calculates BVPI 157 data. In previous years HDC took an extract from the ESD toolkit and supplemented it with a number of processes that were not contained in the toolkit. This year, as the quality of the toolkit has improved and greater functionality has become available, HDC has decided to use only the list of processes produced by the toolkit. Whilst this has altered the number of processes that HDC uses to calculate BVPI 157 data, the overall result is still valid and conforms with ODPM guidance.

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Section 1 - Priority Outcomes (self-assessment)

Satisfactory progress towards delivery of the listed priority outcomes listed below is required within the remit for achieving e-government by 2005 and will inform the release of IEG capital funding in 2005/06

Outcome And Transformation Area Description	Current Status	Anticipated status at 30/09/2005	Anticipated status at 31/12/2005	Anticipated status at 31/03/2006
R1 Parents/guardians to apply online for school places for children for the 2007 school year. The admissions process starts about a year before the beginning of the school year, e.g. September 2006 for 2007 entry.	Amber 01/11/2003	Green 30/09/2005	Green 30/09/2005	Green 30/09/2005
Comment: The County Council are leading on this. As soon as the information is available on their website we will provide a deep link from our website to the relevant information. Head of Service Responsibilty Chris Hall Delegated to Cherre Northfield				
R2 Online access to information about educational support services that seek to raise the educational attainment of Looked After Children.	Green 31/07/2004	Green 31/07/2004	Green 31/07/2004	Green 31/07/2004
Comment: The implementation of the Content Managment System (CMS) has ensured that we offer links from our website to County's. Our education website pages provide deep links to the http://www.camlearn.net/home.php on Cambridgeshire County Council website. http://www.huntsdc.gov.uk/Community+and+People/Adult+and+community+education Head of Service Responsibility Chris Hall Delegated to Cherre Northfield				
G1 Development of an Admissions Portal and / or e-enabled telephone contact centre to assist parents, carers and children in their choice of, and application to local schools	Green 31/07/2004	Green 31/07/2004	Green 31/07/2004	Green 31/07/2004
Comment: The implementation of the Content Managment System (CMS) has ensured that we offer links from our website to County's. Head of Service Responsibility Chris Hall Delegated to Cherre Northfield				
If already 'green' on R1, R2 & G1 above please comment on **E1** Agreed baseline and targets for take-up of online schools admissions service and educational attainment of Looked After Children. Otherwise you may leave this row blank.	**Comment:** Huntingdonshire District Council (HDC) do not have any targets for this service as this is the responsibilty of the Cambridgeshire County Council.			
R3 One stop direct online access and deep linking to joined up A-Z information on all local authority services via website or shared telephone contact centre using the recognised taxonomy of the Local Government Category List (see www.laws-project.org.uk).	Green 31/03/2005	Green 31/03/2005	Green 31/03/2005	Green 31/03/2005
Comment: LGCL tags are now in place. This information will be available to the public and call centre agents via our website, which contains an A to Z of services. This in turn links to the County Council where appropriate. Head of Service Responsibility Chris Hall Delegated to Paul Woodruff				
R4 Local authority and youth justice agencies to co-ordinate the secure online sending, sharing of and access to information in support of crime reduction initiatives in partnership with the local community.	Green 28/02/2005	Green 28/02/2005	Green 28/02/2005	Green 28/02/2005
Comment: As a consequence of the anti-social behaviour initiative we will have to share data with the Police and other partners. The Police require this to be via the Government Secure Intranet (GSI). Negotiations are in hand with the Police, and once we have understood the technical requirements we expect to be able to send data via the GSI. Head of Service Responsibility Richard Preston Delegated to Sonia Hansen				

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Outcome And Transformation Area Description	Current Status	Anticipated status at 30/09/2005	Anticipated status at 31/12/2005	Anticipated status at 31/03/2006
G2 Empowering and supporting local organisations, community groups and clubs to create and maintain their own information online, including the promotion of job vacancies and events.	Green 28/02/2003	Green 28/02/2003	Green 28/02/2003	Green 28/02/2003
	Comment: Hunts Electronic Learning Points project empowers and trains local people to use PCs, provides local websites and access to online learning and services. www.huntsleisure.org allows local groups and clubs to list events and contact details. Head of Service Responsibility Peter Jones			
If already 'green' on R3, R4 & G2 above please comment on **E2** Agreed baseline and targets for customer satisfaction and efficiency savings between the supplying organisations on shared community information initiatives. Otherwise you may leave this row blank.	**Comment:** We do not ask this question to residents at this point in time but we are planning an annual consultation with residents to establish whether they feel they have good access to the councils services. Head of Service Responsibility Ian Leatherbarrow			
R5 Public access to online reports, minutes and agendas from past council meetings, including future meetings diary updated daily.	Green 15/03/2003	Green 15/03/2003	Green 15/03/2003	Green 15/03/2003
	Comment: Democratic Services' information, including public access to minutes, agendas, reports and a future meetings diary, is updated dynamically and is available on the Council's website. Modern.gov delivers access to all this information plus Councillor details. Head of Service Responsibility Roy Reeves			
R6 Providing every Councillor with the option to have an easy-to-manage set of public web pages (for community leadership purposes) that is either maintained for them, or that they can maintain themselves.	Green 31/07/2004	Green 31/07/2004	Green 31/07/2004	Green 31/07/2004
	Comment: The Content Management System gives us the ability to allow each Councillor to have a page to maintain. Head of Service Responsibility Roy Reeves			
G3 Citizen participation and response to forthcoming consultations and decisions on matters of public interest (e-consultation), including facility for citizens to sign up for email and/or SMS text alerts on nominated topics.	Green 31/07/2004	Green 31/07/2004	Green 31/07/2004	Green 31/07/2004
	Comment: Consultation surveys are available on our website now. Citizens can sign up for mailing lists on www.huntsleisure.org website and we are currently evaluating expanding this service. Head of Service Responsibility Roy Reeves/Ian Leatherbarrow			
G4 Establishment of multimedia resources on local policy priorities accessible via public website (e.g. video & audio files).	Green 31/07/2004	Green 31/07/2004	Green 31/07/2004	Green 31/07/2004
	Comment: We have the facilities, equipment and technical experience to do this and we have available on our website a Huntingdonshire in Perspective video. Head of Service Responsibility Ian Leatherbarrow			
If already 'green' on R5, R6, G3 & G4 above please comment on **E3** Agreed baseline and targets for e-participation activities, including targets for citizen satisfaction. Otherwise you may leave this row blank.	**Comment:** We are currently reviewing how best to survey those customers who use e-Services and we hope to introduce measurement in the future. Head of Service Responsibility Ian Leatherbarrow			
R7 Online public reporting/applications, procurement and tracking of environmental services, includes waste management and street scene (e.g. abandoned cars, graffiti removal, bulky waste removal, recycling).	Green 31/05/2005	Green 31/05/2005	Green 31/05/2005	Green 31/05/2005
	Comment: Online delivery of Streetscene services will form part of our Citizen Portal channel of HDC's call centre. It is anticipated that these services will be available online by June 2005. Head of Service Responsibility Robert Ward			

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Outcome And Transformation Area Description	Current Status	Anticipated status at 30/09/2005	Anticipated status at 31/12/2005	Anticipated status at 31/03/2006
R8 Online receipt and processing of planning and building control applications.	Green 31/03/2003	Green 31/03/2003	Green 31/03/2003	Green 31/03/2003
Comment: Online submission and payment of planning applications has been implemented in conjunction with the Planning Portal. In addition, Planning Public Access enables customers to view, comment on and track the status of planning applications online via the Council's website. Initial research conducted with Building Control customers indicates no desire for web-based receipt and processing of applications. However, we can implement a Uniform module to meet this requirement if necessary. Head of Service Responsibility Malcolm Sharp				
G5 Public access to corporate Geographic Information Systems (GIS) for map-based data presentation of property-related information.	Green 31/03/2003	Green 31/03/2003	Green 31/03/2003	Green 31/03/2003
Comment: Planning Public Access, available via HDC's website, provides customers with the ability to query the LLPG to identify a property and then zoom to a map of the property, and display additional property-related information. The delivery of Streetscene services will meet many of these requirements. Head of Service Responsibility Chris Hall Delegated to Dan Horrex				
G6 Sharing of Trading Standards data between councils for business planning and enforcement purposes.	Amber 01/09/2004	Green 01/09/2005	Green 01/09/2005	Green 01/09/2005
Comment: We have set up a procedure so that information, which maybe relevant to Trading Standards, is passed on to them via an electronic form. Head of Service Responsibility Sue Lammin Delegated to Andy Agass				
G7 Use of technology to integrate planning, regulation and licensing functions (including Entertainment Licensing and Liquor Licensing) in order to improve policy and decision-making processes around the prevention of anti-social behaviour.	Green 31/03/2003	Green 31/03/2003	Green 31/03/2003	Green 31/03/2003
Comment: HDC has implemented an integrated business system, which includes planning, building control and licensing. In addition, integration with the LLPG enables staff to have an holistic view of permit and regulatory information relating to any property and improve policy and decision-making. We will also be able to securely share information with partner organisations such as the Police via secure e-mail. Head of Service Responsibility Roy Reeves				
If already 'green' on R7, R8, G5, G6 & G7 above please comment on **E4** Agreed baseline and targets for take-up of planning and regulatory services online, including targets for customer satisfaction and efficiency savings. Otherwise you may leave this row blank.	**Comment:**			
R9 Appropriate online e-procurement solutions in place, including as a minimum paperless ordering, invoicing and payment.	Amber 28/06/2005	Amber 28/06/2005	Amber 28/06/2005	Green 31/03/2006
Comment: We have carried out a procurement card trial. Identification of significant entry costs to ESPO's e-marketplace have resulted in a re-appraisal of the e-procurement strategy. Plan remains to implement paperless ordering and payment by year end. Head of Service Responsibility Steve Couper Delegated to Nigel Arkle				

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Outcome And Transformation Area Description	Current Status	Anticipated status at 30/09/2005	Anticipated status at 31/12/2005	Anticipated status at 31/03/2006
G8 Establishment of a single business account (i.e. a cross-departmental 'account' run by the local authority whereby businesses are allocated a unique identifier that can be stored and managed via a corporate CRM account facility supporting face-to-face, website and contact centre transactions).	Red 30/06/2004	Red 30/06/2004	Amber 30/12/2005	Green 31/03/2006
	Comment: This requirement has been included within the Customer Relationship Management (CRM) Statement of Requirements document. We are discussion with County and supplier regarding implementation. Supplier of CRM to upgrade software to allow this facility. Head of Service Responsibility Ian Leatherbarrow			
G9 Regional co-operation on e-procurement between local councils.	Amber 01/06/2005	Amber 01/06/2005	Amber 01/06/2005	Green 31/03/2006
	Comment: We are an active participant in a regional procurement group. Development to a regional e-procurement solution is underway with a view to a collaborative solution. Already engaged with the Regional Centre of Excellence. Head of Service Responsibility Steve Couper Delegated to Nigel Arkle			
If already 'green' on R9, G8 & G9 above please comment on **E5** Access to virtual e-procurement 'marketplace';	**Comment:**			
E6 Inclusion of Small and Medium Enterprises (SMEs) in e-procurement programme, in order to promote the advantages of e-procurement to local suppliers and retain economic development benefits within local community;	**Comment:**			
E7 Agreed targets (please specify) for efficiency savings by December 2005, including the % of undisputed invoices paid in 30 days (BVPI 8). Otherwise you may leave these rows blank.	**Comment:**			
R10 Online facilities to be available to allow payments to the council in ways that engender public trust and confidence in local government electronic payment solutions (e.g. email receipting/proof of payment, supply of automatic transaction ID numbers).	Green 01/02/2005	Green 01/02/2005	Green 01/02/2005	Green 01/02/2005
	Comment: Roll out of corporate e-payments will meet these requirements. Head of Service Responsibility Julia Barber			
R11 Delivery of 'added value' around online payment facilities, including ability to check Council Tax and Business Rate balances online or via touch tone telephone dialling.	Red 01/06/2005	Red 01/06/2005	Amber 31/12/2005	Amber 31/12/2005
	Comment: Delivery of added value services is not a priority for us at present. Dependent upon suppliers providing suitable web enabled products. Head of Service Responsibility Julia Barber			
G10 Demonstration of efficiency savings and improved collection rates from implementation of e-payments.	Amber 09/06/2003	Amber 09/06/2003	Green 01/11/2005	Green 01/11/2005
	Comment: Roll out of corporate e-payments will meet these requirements. Head of Service Responsibility Julia Barber			
G11 Registration for Council Tax and Business Rates e-billing for Direct Debit payers.	Amber 01/03/2005	Amber 01/03/2005	Amber 01/03/2005	Green 31/03/2006
	Comment: Our software supplier will deliver an e-billing solution by the end of the 3rd quarter of this year. Once they have delivered we will make a decision on whether we want to implement. Head of Service Responsibility Julia Barber			

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Outcome And Transformation Area Description	Current Status	Anticipated status at 30/09/2005	Anticipated status at 31/12/2005	Anticipated status at 31/03/2006
If already 'green' on R10, R11, G10 & G11 above please comment on **E8** Provision of facilities for making credit or debit card payments via SMS text message for parking fines (mobile phone).	**Comment:**			
E9 Adoption of smart cards as standard for stored payments (e.g. replacing swipe cards).	**Comment:**			
E10 Agreed baseline and targets for reductions in unit costs of payment transactions. Otherwise you may leave these rows blank.	**Comment:**			
R12 Online renewal and reservations of library books and catalogue search facilities.	Green 31/03/2005	Green 31/03/2005	Green 31/03/2005	Green 31/03/2005
	Comment: The implementation of the Content Management System has ensured that we offer links from our website to County's. Our website deep links to the Cambridgeshire County Councils library system pages both from our education and online services pages. http://www.huntsdc.gov.uk/Online%20Services http://www.huntsdc.gov.uk/Community+and+People/Adult+and +community+education Head of Service Responsibility Chris Hall Delegated to Paul Woodruff			
R13 Online booking of sports and leisure facilities, including both direct and contracted-out operations.	Amber 09/06/2003	Amber 09/06/2003	Green 30/11/2005	Green 30/11/2005
	Comment: Bookings and payments module will deliver this functionality. Head of Service Responsibility Peter Jones			
G12 Integrated ICT infrastructure and support to ensure the consistent delivery of services across all access channels (e.g. web, telephone, face to face) based on e-enabled back offices and smart card interfaces for council library, sports and leisure services.	Amber 09/06/2003	Amber 09/06/2003	Amber 09/06/2003	Amber 09/06/2003
	Comment: The Customer Relationship Management system and integration with back office systems that is being implemented for the call centre will also be used for other planned channels i.e. web and customer service centre. Cambridgeshire County Council are carrying out a trial of smart cards; we anticipate that we will implement smart cards for multiple District services following this trial. Currently use swipe cards and shared customer database between our 5 Leisure Centres. Head of Service Responsibility Chris Hall / Peter Jones			
If already 'green' on R12, R13 & G12 above please comment on **E11** Agreed baseline and targets for take-up of library, sports & leisure services online, including targets for customer satisfaction and efficiency savings. Otherwise you may leave this row blank.	**Comment:**			
R14 Online facilities to be available to allow the public to inspect local public transport timetables and information via available providing organisation, including links to 'live' systems for interactive journey planning.	Green 31/07/2004	Green 31/07/2004	Green 31/07/2004	Green 31/07/2004
	Comment: Cambridgeshire County Council provide this facility via their website. We have a direct link to this information from our transport planning pages, village database and tourist information kiosk. Head of Service Responsibility Chris Hall Delegated to Paul Woodruff			

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Outcome And Transformation Area Description	Current Status	Anticipated status at 30/09/2005	Anticipated status at 31/12/2005	Anticipated status at 31/03/2006
R15 Online public e-consultation facilities for new proposals on traffic management (e.g. controlled parking zones (CPZs), traffic calming schemes), including publication of consultation survey results.	Green 28/02/2004	Green 28/02/2004	Green 28/02/2004	Green 28/02/2004
	Comment: We already carry out online consultation surveys and publish the results on our website. Head of Service Responsibility Ian Leatherbarrow			
G13 E-forms for parking "contravention mitigation" (i.e. appeal against the issue of a penalty charge notice), including email notification of form receipt and appeal procedures.	Amber 09/06/2003	Amber 09/06/2003	Amber 09/06/2003	Green 31/03/2006
	Comment: As we are a rural district we do not issue enough parking tickets each year for this to be a priority for us at the moment. Head of Service Responsibility Robert Ward			
G14 GIS-based presentation of information on roadworks in the local area, including contact details and updated daily.	Green 31/07/2004	Green 31/07/2004	Green 31/07/2004	Green 31/07/2004
	Comment: County provide mapping of roadworks on their website. The implementation of Content Management System has ensured that we provide links to these pages. Head of Service Responsibility Chris Hall			
If already 'green' on R14, R15, G13 & G14 above please comment on **E12** Agreed baseline and targets for customer satisfaction and efficiency savings. Otherwise you may leave this row blank.	**Comment:** HDC does measure customer satisfaction on Transport issues. However, we do not measure against BVPI 103 as we are not a Transport authority. Head of Service Responsibility Chris Hall			
R16 E-enabled "one stop" resolution of Housing & Council Tax Benefit enquiries via telephone, contact centres, or via one stop shops using workflow tools and CRM software to provide information at all appropriate locations and enable electronic working from front to back office.	Amber 09/06/2003	Amber 09/06/2003	Amber 09/06/2003	Amber 09/06/2003
	Comment: Revenues and Benefits have an Electronic Document Managment system incorporating workflow (Anite@work), and we will be looking to integrate into the CRM during 2006. In the mean time these enquiries are taken within the service itself in an e-enabled manner. Head of Service Responsibility Julia Barber			
R17 Online facilities to be available to allow citizens or their agents to check their eligibility for and calculate their entitlement to Housing & Council Tax Benefit and to download and print relevant claim forms.	Green 28/02/2002	Green 28/02/2002	Green 28/02/2002	Green 28/02/2002
	Comment: We already have a Benefits calculator and all the relevant claim forms on the HDC website. Head of Service Responsibility Julia Barber			
G15 Mobile office service using technology to offer processing of Council Tax and Housing Benefit claims directly from citizens homes.	Amber 01/06/2005	Amber 01/06/2005	Amber 01/06/2005	Green 31/03/2006
	Comment: The pilot commenced in June 2005 and will end in March 2006. We will then make a decision on how we want to deliver this service. Head of Service Responsibility Julia Barber			
If already 'green' on R16, R17 & G15 above please comment on **E13** Agreed baseline and targets for turnaround in processing of Council Tax and Housing Benefit claims (BVPI 78) and renewals.	**Comment:** HDC monitors its performance against this BVPI and the implementation of new ways of working will be quantified against this measure. Head of Service Responsibility Julia Barber			
E14 Pre-qualification of Council Tax and Housing Benefit claimants for other eligible entitlements (e.g. school uniform grants, free school meals), including pre-filling of relevant claim forms. Otherwise you may leave these rows blank.	**Comment:** We currently have no plans to meet this outcome but this position will be reviewed in the future. Head of Service Responsibility Julia Barber			

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Outcome And Transformation Area Description	Current Status	Anticipated status at 30/09/2005	Anticipated status at 31/12/2005	Anticipated status at 31/03/2006
R18 Comprehensive and dedicated information about access to local care services available over the web and telephone contact centres.	Green 31/07/2004	Green 31/07/2004	Green 31/07/2004	Green 31/07/2004
	Comment: HDC does not provide care service it is the responsibility of the County Council. A deep link is provided to their Care Services Page. http://www.huntsdc.gov.uk/Community+and+People/Health.htm Head of Service Responsibility Chris Hall Delegated to Paul Woodruff			
R19 Remote web access or mediated access via telephone (including outside of standard working hours availability) for authorised officers to information about individual 'care packages', including payments, requests for service and review dates.	Green 31/07/2004	Green 31/07/2004	Green 31/07/2004	Green 31/07/2004
	Comment: HDC does not provide care service it is the responsibility of the County Council. A deep link is provided to their Care Services Page. http://www.huntsdc.gov.uk/Community+and+People/Health.htm Head of Service Responsibility Chris Hall Delegated to Paul Woodruff			
G16 Systems to support joined-up working on children at risk across multiple agencies.	Red 01/01/2004	Red 01/01/2004	Amber 31/12/2005	Green 31/03/2006
	Comment: The County Councils's plan to reengineer the children's services continues and is beginning to move to a more detailed implementation. In respect of the system element, the County Council have just approved the business case for the introduction of the Children's Information System. This system will pull together the information from various bodies and sources. However, this is currently about establishing the processes and policies not an electronic system. This next stage is still dependent on the actual systems being available on the market for us to purchase. We will wait for the County Council to lead on this outcome. Head of Service Responsibility Chris Hall			
G17 Joint assessments of the needs of vulnerable people (children and adults), using mobile technology to support workers in the field.	Red 31/03/2005	Red 31/03/2005	Amber 31/12/2005	Amber 31/12/2005
	Comment: HDC has received funding from the Department of Work and Pensions to enable piloting of home visits by benefit assessors supported by mobile technology. If this is successful this may be extended to include other services both within the Council and in cooperation with other agencies. A deep link is also provided on the Health pages of our website to the Cambridgeshire County Council's care services page. http://www.huntsdc.gov.uk/Community+and+People/Health.htmhttp://www.huntsdc.gov.uk/Community+and+People/Health.htm Head of Service Responsibility Chris Hall			
If already 'green' on R18, R19, G16 & G17 above please comment on **E15** Agreed baseline and targets for customer satisfaction, including improvement in numbers of users/carers who said that they got help quickly (BVPI 57). Otherwise you may leave this row blank.	**Comment:**			

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Outcome And Transformation Area Description	Current Status	Anticipated status at 30/09/2005	Anticipated status at 31/12/2005	Anticipated status at 31/03/2006
R20 Email and Internet access provided for all Members and staff that establish a need for it.	Amber 01/06/2005	Green 01/09/2005	Green 01/09/2005	Green 01/09/2005
Comment: All members and most employees have e-mail and internet access, although internet access for staff is subject to approval from their line manager. The ICT services manager is developing the 'Computer Usage Policy Document' which will address this objective. Head of Service Responsibility Chris Hall Delegated to Andrew Howes				
R21 ICT support and documented policy for home/remote working (teleworking) for council members and staff.	Green 30/06/2005	Green 30/06/2005	Green 30/06/2005	Green 30/06/2005
Comment: This will be addressed as a Council wide policy in the near future. It will address all factors such as Health and safety as well the IT aspects. Head of Service Responsibility Chris Hall Delegated to Andrew Howes				
R22 Access to home/remote working facilities to all council members and staff that satisfy the requirements set by the Council's published home/remote working policy.	Amber 01/09/2004	Amber 01/09/2004	Green 01/11/2005	Green 01/11/2005
Comment: All members currently have the technology to work from home and dial-up for online access. 200 employees also have home working capability. Head of Service Responsibility Chris Hall Delegated to Andrew Howes				
G18 Establishment of e-skills training programme for council members and staff with recognised basic level of attainment (e.g. European Computer Driving Licence, British Computer Society Qualification "e-Citizen").	Green 30/09/2003	Green 30/09/2003	Green 30/09/2003	Green 30/09/2003
Comment: We have now established ECDL as part of our corporate training programme and it is open to staff and members. Head of Service Responsibility Phil Duerden				
If already 'green' on R20, R21, R22 & G18 above please comment on **E16** Agreed targets for baseline and efficiency savings arising from the introduction of new ways of working. Otherwise you may leave this row blank.	**Comment:**			
R23 Self-service or mediated access to all council services outside standard working hours via the Internet or telephone contact centres (i.e. available for extended hours outside of 9am-5pm Monday to Friday).	Amber 01/02/2004	Amber 01/02/2004	Amber 01/02/2004	Green 31/03/2006
Comment: Our Call Centre will open in June 2005, services will be migrated over the subsequent months with extended opening hours (8am-6pm Monday to Friday and 9am-1pm on Saturday, 44% longer hours than currently). The Content Management System went live in Summer 2004. Head of Service Responsibility Chris Hall Delegated to Helen Berry				
R24 Implementation of a content management system (CMS) to facilitate devolved web content creation and website management.	Green 31/07/2004	Green 31/07/2004	Green 31/07/2004	Green 31/07/2004
Comment: The Content Management System went live in Summer 2004. Head of Service Responsibility Chris Hall Delegated to Paul Woodruff				
G19 Adoption of ISO 15489 methodology for Electronic Document Records Management (ERDM) and identification of areas where current records management policies, procedures and systems need improvement to meet the requirements of Freedom of Information (FOI) and Data Protection legislation (see www.pro.gov.uk/about/foi/map-local.rtf).	Amber 31/01/2005	Amber 31/01/2005	Green 31/12/2005	Green 31/12/2005
Comment: EDM – Electronic Document Management system is being rolled out corporately. A request tracker is currently being used for FOI and an information audit is planned for Mid 2005. Record Management procedures are currently being put in place. Head of Service Responsibility Chris Hall Delegated to Dan Horrex				

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Outcome And Transformation Area Description	Current Status	Anticipated status at 30/09/2005	Anticipated status at 31/12/2005	Anticipated status at 31/03/2006
G20 Conformance with level AA of W3C Web Accessibility Initiative (WAI) standards on website accessibility (see www.w3.org/WAI).	Green 31/07/2004	Green 31/07/2004	Green 31/07/2004	Green 31/07/2004
	Comment: Our new website conforms to AAA level of accessibility and the CMS enforces this conformance. Head of Service Responsibility Chris Hall Delegated to Paul Woodruff			
G21 Compliance with Government Interoperability Framework (e-GIF), including the Government Metadata Standard (e-GMS) (see www.egifcompliance.org & www.govtalk.gov.uk).	Amber 01/01/2003	Amber 01/01/2003	Amber 01/01/2003	Amber 01/01/2003
	Comment: This is a requirement in all our specifications. We will purchase e-gif compliant business systems as existing systems are replaced and new ones are acquired. Our website currently conforms to the Cambridge standard for metadata which draws upon the e-GMS standard . We are currently tagging our website pages with specific e-GMS and LGCL tags in addition to those mentioned above. Head of Service Responsibility Chris Hall Delegated to Paul Woodruff			
If already 'green' on R23, R24, G19, G20 & G21 above please comment on **E17** Agreed baseline and targets for efficiency savings based around improved accessibility of services and information. Otherwise you may leave this row blank.	**Comment:**			
R25 Online publication of Internet service standards, including past performance and commitments on service availability.	Green 01/03/2005	Green 01/03/2005	Green 01/03/2005	Green 01/03/2005
	Comment: Usage plus availability information is now available. Head of Service Responsibility Chris Hall Delegated to Paul Woodruff			
R26 Monitoring of performance of corporate website, or regional web portal, between 2003/04 and 2005/06 in order to demonstrate rising and sustained use, as measured by industry standards including page impressions and unique users.	Green 01/12/2000	Green 01/12/2000	Green 01/12/2000	Green 01/12/2000
	Comment: We currently analyse website usage including page impressions and unique users. These have shown a steady increase in usage over the last 4 years from 400 visits a day to over 1300. Head of Service Responsibility Chris Hall Delegated to Paul Woodruff			
G22 Establishment of internal targets and measures for customer take-up of e-enabled access channels.	Amber 30/06/2005	Amber 30/06/2005	Green 30/11/2005	Green 30/11/2005
	Comment: The Customer Service Strategy sets out a range of targets that will be developed as Customer First Programme rolls out. The performance targets for our Call Centre are as follows: Average speed of answer = 80% answered in 20 seconds 5% abandoned rate 80% service level average Head of Service Responsibility Chris Hall Delegated to Helen Berry			
G23 Adoption of recognised guidelines for usability of website design (see www.laws-project.org.uk).	Green 31/07/2004	Green 31/07/2004	Green 31/07/2004	Green 31/07/2004
	Comment: Our new website meets all recommended usability standards/guidelines including use of access keys, navigation positioning and content styling. Work is in progress to educate contributors in Plain English standards. Head of Service Responsibility Chris Hall Delegated to Paul Woodruff			

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Outcome And Transformation Area Description	Current Status	Anticipated status at 30/09/2005	Anticipated status at 31/12/2005	Anticipated status at 31/03/2006
If already 'green' on R25, R26, G22 & G23 above please comment on **E18** Agreed baseline and take-up targets for migration of local authority business to e-access channels (e.g. web, telephone contact centres, Interactive Digital TV, mobile telephone) by 2005/06, including efficiency savings. Otherwise you may leave this row blank.	**Comment:** HDC will fulfil this requirement as our business process improvment methodolgy ensures we capture the benefits. Head of Service Responsibility Chris Hall Delegated to Paul Woodruff			
R27 Systems in place to ensure effective and consistent customer relationship management across access channels and to provide a 'first time fix' for citizen and business enquiries, i.e. using a common database, which holds customers records, to deliver services across different channels, and enabling joined-up and automated service delivery.	Amber 09/06/2003	Green 22/09/2005	Green 22/09/2005	Green 22/09/2005
	Comment: The Customer Relationship Management (CRM) will be deployed in June 2005 with some integration to the back office, and will include elements of workflow. Head of Service Responsibility Chris Hall Delegated to Paul Woodruff			
R28 All email and web form acknowledgements to include unique reference number allocated to allow tracking of enquiry and service response.	Amber 09/06/2003	Amber 09/06/2003	Green 31/12/2005	Green 31/12/2005
	Comment: As part of the deployment of Customer First Programme and the current enhancement of service delivery channels, we intend to develop a forms processing feature designed to improve the customer experience. It is anticipated that as part of this feature, unique response identifiers will be included. Head of Service Responsibility Chris Hall Delegated to Paul Woodruff			
R29 100% of email enquiries from the public responded to within one working day, with documented corporate performance standards for both email acknowledgements and service replies.	Amber 09/06/2003	Amber 09/06/2003	Green 31/12/2005	Green 31/12/2005
	Comment: We are in the process of developing response standards and will implement appropriate processes and monitoring and reporting mechanisms in the next 12 months. Head of Service Responsibility Ian Leatherbarrow			
G24 Integration of customer relationship management systems with back office activity through use of enabling technology such as Workflow to create complete automation of business process management.	Green 01/06/2005	Green 01/06/2005	Green 01/06/2005	Green 01/06/2005
	Comment: The Customer Relationship Management (CRM) will be deployed in June 2005 with some integration to back office, and will include elements of workflow (e.g Anite@work and Biztalk). Head of Service Responsibility Chris Hall Delegated to Paul Woodruff			
G25 Facilities to support the single notification of a change of address, i.e. a citizen should only have to tell the council they have moved on one occasion and the council should then be able to update all records relating to that person to include the new address.	Green 01/06/2005	Green 01/06/2005	Green 01/06/2005	Green 01/06/2005
	Comment: Change of address is a service in Phase 1 of the call centre, to be implemented from September 2005 onwards. Head of Service Responsibility Chris Hall in lieu of Head of Customer Service			
If already 'green' on R27, R28, R29, G24 & G25 above please comment on **E19** Agreed baseline and improvement targets for the percentage of public enquiries about council services resolved at first point of contact and efficiency savings resulting from investment in customer relationship management and workflow technology. Otherwise you may leave this row blank.	**Comment:** HDC will fulfil this requirement. A key element of implementing our CRM and associated technology is to capture these measures.			

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Outcome And Transformation Area Description	Current Status	Anticipated status at 30/09/2005	Anticipated status at 31/12/2005	Anticipated status at 31/03/2006

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Section 2 - Change Management (self-assessment)

Authorities are asked to provide information on advisory good practice outcomes relating to the internal organisation and management practices of the council that are required to help deliver the people, systems and service management changes necessary for e-government. Information supplied here will be used to inform national policy, but does not fall within the remit of the December 2005 target.

Change Management Area	Current Status	Anticipated status at 30/09/2005	Anticipated status at 31/12/2005	Anticipated status at 31/03/2006
● Appointment of people to the following key local e-government functions in your Council (see http://www.idea-knowledge.gov.uk/idk/aio//206757):				
i) Member & officer e-champions	Green 01/09/2001	Green 01/09/2001	Green 01/09/2001	Green 01/09/2001
	Comment: These positions have long been established within Huntingdonshire. In addition there is a Members Customer First Advisory Group.			
ii) e-government programme manager	Green 01/09/2001	Green 01/09/2001	Green 01/09/2001	Green 01/09/2001
	Comment: This position has long been established within Huntingdonshire.			
iii) customer services management	Green 30/11/2004	Green 30/11/2004	Green 30/11/2004	Green 30/11/2004
	Comment: We have recruited a Call Centre Manager and anticipate a subsequent re-organisation of management roles and responsibilities to reflect the focus on all customer service delivery channels.			
● Inclusion of competency development of the above key functions and training for staff affected by e-Government projects, within the Council's workforce development planning	Green 30/11/2001	Green 30/11/2001	Green 30/11/2001	Green 30/11/2001
	Comment: We have planned, resourced and recruited staff with the necessary project, change and technical skills (Business Analysts, Project Managers and Support roles). Relevant front-line service staff are involved in delivering the projects. These staff, along with the Customer First, have attended a tailored Business Process Improvement course. The Council also ran a corporate Change Management training course for all Directors and Managers in 2004.			
● Establishment of an e-delivery programme board	Green 01/09/2002	Green 01/09/2002	Green 01/09/2002	Green 01/09/2002
	Comment: Established at start of the Programme. Membership includes Directors and representatives of partner organisations.			
● Use of formalised programme & project management methodologies (e.g. PRINCE2) to support e-delivery programme	Green 30/11/2001	Green 30/11/2001	Green 30/11/2001	Green 30/11/2001
	Comment: The Customer First team is trained in PRINCE 2 and MSP methodologies. Team tools include the use of a bespoke Intranet issues and risk management system.			
● Documentation/agreement of corporate risk management strategy for roll-out of local e-government, including regular review of risk mitigation measures	Green 30/10/2003	Green 30/10/2003	Green 30/10/2003	Green 30/10/2003
	Comment: The Customer First team developed and uses a bespoke Intranet issues and risk management system, which			

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| Change Management Area	Current Status	Anticipated status at 30/09/2005	Anticipated status at 31/12/2005	Anticipated status at 31/03/2006
	is regularly reviewed and updated. Risks are also managed through the programme governance structure that is in place. The Council's risk manager and internal audit are also consulted where appropriate.			
● Use of customer consultation/research to inform development of corporate e-government strategy	Green 30/06/2003	Green 30/06/2003	Green 30/06/2003	Green 30/06/2003
	Comment: Members approved the Customer Service Strategy in 2003. Customers were consulted during the writing of this document, including phone and face-to-face surveys to evaluate service needs. The development of longer-term plans for future consultation is required.			
● Establishment of policy for addressing social inclusion within corporate e-government strategy	Green 30/06/2003	Green 30/06/2003	Green 30/06/2003	Green 30/06/2003
	Comment: Addressing the needs of different types of customers and communities has been a key consideration in developing the corporate e-Government Programme. More specifically, the Council has played a key role with the County Council in the development of a network of broadband access points across our villages. This resulted in a Beacon Council award in 2003/4 for ICT and Social Inclusion.			
● Appointment of officer(s) to lead on corporate governance of information assets and information legislation (e.g. Freedom of Information Act)	Green 30/06/2005	Green 30/06/2005	Green 30/06/2005	Green 30/06/2005
	Comment: This will be a key focus area for the new Information Manager.			
● Establishment of Public Services Trust Charter re the use of personal information collected to deliver improved services, including data sharing protocol framework (see http://www.dca.gov.uk/foi/sharing/toolkit/lawguide.pdf & http://www.govtalk.gov.uk/documents/eTrustguidegovtalk.rtf) and designation of an Information Sharing Officer	Green 30/06/2005	Green 30/06/2005	Green 30/06/2005	Green 30/06/2005
	Comment: This will be a key focus area for the new Information Manager.			
● Establishment of partnerships for the joint (aggregated) procurement of broadband services	Green 30/05/2004	Green 30/05/2004	Green 30/05/2004	Green 30/05/2004
	Comment: The Council is a partner to the County Council on the development and roll out of the Cambridgeshire Community Network.The Council will be procuring CCN connections from the County and has also helped to ensure that its rural access points (HELP) are linked to CCN.			
● Engagement with intermediaries re addressing issues of take up and efficiency in the delivery of e-government services (e.g. Citizens Advice Bureaux) and including intermediaries component of Government Connect (see http://www.govtalk.gov.uk/documents/intermediaries_policy_document.pdf & http://www.govconnect.gov.uk/ccm/portal)	Green 30/06/2005	Green 30/06/2005	Green 30/06/2005	Green 30/06/2005
	Comment: The Council has already stated its intention to consider joining up with local partners / agencies in a main Customer Service Centre. Broadband access points have been or are planned to be installed in Council community shops shared with other agencies such as the CAB and Connexions.The Council is keen to promote the use of e-services to all partners in the community. Through working with Parishes, County, Community Groups and others, the Council will be looking to join up the promotion of e-services with all of its rural broadband access points.			
● Compliance with BS 7799 on information security management	Green 30/06/2005	Green 30/06/2005	Green 30/06/2005	Green 30/06/2005
	Comment: The council recently commissioned external consultants to review our ICT Strategy and a report was produced which addressed information security. As a result we			

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Change Management Area	Current Status	Anticipated status at 30/09/2005	Anticipated status at 31/12/2005	Anticipated status at 31/03/2006
	have now set up security forums with different parts of the organisation to consider the recommendations from the review. The Council will seek to comply with this policy as far as is practical. We have also recruited an Information Manager who is responsible for information security and he will reviewing the Council's processes.			
● Implementation of Benefits Realisation Plan for delivery of local e-government programme strategic objectives	Green 30/06/2005	Green 30/06/2005	Green 30/06/2005	Green 30/06/2005
	Comment: The Programme is committed to undertaking Benefits Realisation Management. External consultants have been used to help advise on and pilot an appropriate methodology, and the benefits to be delivered from Customer First will be built into our new corporate performance management framework.			
● Completion of mapping of Local Government Services List transactions against approved security levels (0-3) (see http://www.esd.org.uk/standards/lgsl/lgsl.doc & http://www.authentication.org.uk/levels.asp & http://e-government.cabinetoffice.gov.uk/assetRoot/04/00/22/40/04002240.doc)	Green 30/06/2005	Green 30/06/2005	Green 30/06/2005	Green 30/06/2005
	Comment: This will be applied in the future to all online transactions on our recently re-launched website (to include online payments by early 2005). It will also be addressed as part of the implementation of the new call centre and associated processes.			
● Planned compliance to HMG Security and authentication frameworks through commitment to citizen, employee and volunteer account registration in Government Connect (see http://www.govconnect.gov.uk/ccm/portal)	Red 30/11/2004	Red 30/11/2004	Red 30/11/2004	Amber 15/01/2006
	Comment: The Council has recently commissioned an independent review of its Information Security framework, including the establishment of an information asset register, risk analysis and BS7799 gap analysis. These areas will, in future, be regularly reviewed and as part of the review process the development of Government security and related policies will also be monitored. The Council will seek to comply with these policies as far as is practical and when a proven business case and/or potential service improvements have been identified.			
● Compliance with an independent trust scheme approval process designed to provide assurance for individuals and companies using or relying upon e-business transactions (see www.tscheme.org) and which will work with Government Connect (see http://www.govconnect.gov.uk/ccm/portal/)	Red 30/11/2004	Red 30/11/2004	Red 30/11/2004	Amber 15/01/2006
	Comment: For e-payments the Council will be using reputable third party Payment Service Providers (PSPs). The security credentials of the supplier will form part of the Council's decision to use them or not. Compliance with trust schemes could form part of the selection criteria in the future as more online services are deployed.			
● Use of Government Connect (see http://www.govconnect.gov.uk/ccm/portal/) to support:				
i) personalisation & registration for services categorised at security levels '0' and '1' through the citizen account	Red	Red	Red	Red
	Comment: The Council will closely monitor the development of Government Connect and its growing relevance to local authority services. As and when a sound business case and/or service needs that align with Government Connect are identified, then we will adopt Government Connect services as appropriate.			
ii) adoption of Unique IDentifiers (UIDs) and associated standards, as designated in Government Connect	Red	Red	Red	Red
	Comment: The Council will closely monitor the development of Government Connect and its growing relevance to local authority services. As and when a sound business case and/or			

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| Change Management Area	Current Status	Anticipated status at 30/09/2005	Anticipated status at 31/12/2005	Anticipated status at 31/03/2006
	service needs that align with Government Connect are identified, then we will adopt Government Connect services as appropriate."			
iii) the bereavement journey & closing of accounts (see http://www.cabinetoffice.gov.uk/regulation/pst/projects/mad/bereave.asp)	Red	Red	Red	Red
	Comment: The Council will closely monitor the development of Government Connect and its growing relevance to local authority services. As and when a sound business case and/or service needs that align with Government Connect are identified, then we will adopt Government Connect services as appropriate.			
iv) citizen & business authentication for services for services categorised at security levels 0-3	Red	Red	Red	Red
	Comment: The Council will closely monitor the development of Government Connect and its growing relevance to local authority services. As and when a sound business case and/or service needs that align with Government Connect are identified, then we will adopt Government Connect services as appropriate."			
v) registration & authentication of employees for internal and cross-agency services	Red	Red	Red	Red
	Comment: The Council will closely monitor the development of Government Connect and its growing relevance to local authority services. As and when a sound business case and/or service needs that align with Government Connect are identified, then we will adopt Government Connect services as appropriate."			
vi) corporate approach to collection of e-payments	Red	Red	Red	Red
	Comment: The Council will closely monitor the development of Government Connect and its growing relevance to local authority services. As and when a sound business case and/or service needs that align with Government Connect are identified, then we will adopt Government Connect services as appropriate."			
vii) cross agency secure transactions (Government to Government)	Red	Red	Red	Red
	Comment: The Council will closely monitor the development of Government Connect and its growing relevance to local authority services. As and when a sound business case and/or service needs that align with Government Connect are identified, then we will adopt Government Connect services as appropriate."			
viii) account structures for citizens, businesses, property, voluntary & community bodies, schools and parishes	Red	Red	Red	Red
	Comment: The Council will closely monitor the development of Government Connect and its growing relevance to local authority services. As and when a sound business case and/or service needs that align with Government Connect are identified, then we will adopt Government Connect services as appropriate."			
ix) common XML schema and frameworks for performance management, Local Strategic Partnerships and Local Area Agreements (where in place)	Red	Red	Red	Red
	Comment: The Council will closely monitor the development of Government Connect and its growing relevance to local authority services. As and when a sound business case and/or service needs that align with Government Connect are identified, then we will adopt Government Connect services as appropriate."			

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Change Management Area	Current Status	Anticipated status at 30/09/2005	Anticipated status at 31/12/2005	Anticipated status at 31/03/2006
x) GC Register (see http://www.govconnect.gov.uk/ccm/woss-demo/the-programme.en)	Red	Red	Red	Red
	Comment: The Council will closely monitor the development of Government Connect and its growing relevance to local authority services. As and when a sound business case and/or service needs that align with Government Connect are identified, then we will adopt Government Connect services as appropriate."			
xi) GC Exchange (see http://www.govconnect.gov.uk/ccm/woss-demo/the-programme.en)	Red	Red	Red	Red
	Comment: The Council will closely monitor the development of Government Connect and its growing relevance to local authority services. As and when a sound business case and/or service needs that align with Government Connect are identified, then we will adopt Government Connect services as appropriate."			
● Government Connect (see http://www.govconnect.gov.uk/ccm/portal/) back office connection in place (Department Interface Server)	Red 01/08/2005	Red 01/08/2005	Red 01/08/2005	Red 01/08/2005
	Comment: The Council will closely monitor the development of Government Connect and its growing relevance to local authority services. As and when a sound business case and/or service needs that align with Government Connect are identified, then we will adopt Government Connect services as appropriate.			
● Connection to Directgov (see http://www.direct.gov.uk) from corporate website and partnership portal(s)	Green 31/01/2002	Green 31/01/2002	Green 31/01/2002	Green 31/01/2002
	Comment:			
● Compliance with Freedom of Information Act 2000, including responding to requests for information from individuals within a reasonable time period (see http://www.lcd.gov.uk/foi/foidpunit.htm & http://www.pro.gov.uk/recordsmanagement/access/default.htm)	Green 01/01/2005	Green 01/01/2005	Green 01/01/2005	Green 01/01/2005
	Comment: We are now complying with the Freedom of Information Act 2000 and have a process in place for responding to requests within the statutory timeframe. We have also recruited an Information Manager who is responsible for this process.			
● Regularly-maintained link from Local Land & Property Gazetteer (LLPG) to National Land & Property Gazetteer (NLPG) (see http://www.nlpg.org.uk)	Green 11/07/2002	Green 11/07/2002	Green 11/07/2002	Green 11/07/2002
	Comment: We are a level 1 LLPG and link to the NLPG on a daily basis. Our streets are maintained to level 3. The LLPG underpins or is directly linked to 15 datasets within HDC. The LLPG has been used as one of the pilot local authorities for the ODPM Valuebill National project.			
● Connection to National Land Information Service (NLIS) at Level 3 (see http://www.nlis.org.uk)	Amber 01/04/2005	Amber 01/04/2005	Green 31/10/2005	Green 31/10/2005
	Comment:			
● Introduction and maintenance of an online service directory for Children's services for professionals working with children & young people, and allowing public access where possible (for further information see http://www.dfes.gov.uk/isa)	Amber 31/03/2003	Amber 31/03/2003	Green 31/12/2005	Green 31/12/2005
	Comment: We will provide deep links to Cambridgeshire County Council's web site from our web site once the information is available. Also Cambridgeshire Portal will provide a one stop source of information.			

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Section 3 - BVPI 157

Councils are asked to complete the following table using the definition of Best Value Performance Indicator (BVPI) 157 for Electronic Service Delivery (Corporate). You are required to validate your local list of interactions against Version 2.01 of the Local Government Services List (LGSL) developed by local authority members of the esd-toolkit (www.esd-toolkit.org). All totals and percentages shown should be cumulative.

| BVPI 157 Interaction Type | Forecast average IEG3 % e-enabled position in 2004/05 (i.e. at 31 March 2005) | Actual | | | | Forecast |
		01/02	02/03	03/04	04/05	05/06
Providing information: ● Total types of interaction e-enabled ● % e-enabled	94 %	● 0 ● 0.00 %	● 0 ● 0.00 %	● 136 ● 51.91 %	● 34 ● 12.98 %	● 262 ● 100.00 %
Collecting revenue: ● Total types of interaction e-enabled ● % e-enabled	87 %	● 0 ● 0.00 %	● 0 ● 0.00 %	● 19 ● 70.37 %	● 0 ● 0.00 %	● 27 ● 100.00 %
Providing benefits & grants: ● Total types of interaction e-enabled ● % e-enabled	78 %	● 0 ● 0.00 %	● 0 ● 0.00 %	● 0 ● 0.00 %	● 0 ● 0.00 %	● 3 ● 100.00 %
Consultation: ● Total types of interaction e-enabled ● % e-enabled	86 %	● 0 ● 0.00 %	● 0 ● 0.00 %	● 4 ● 28.57 %	● 9 ● 64.29 %	● 14 ● 100.00 %
Regulation (such as issuing licenses): ● Total types of interaction e-enabled ● % e-enabled	76 %	● 0 ● 0.00 %	● 0 ● 0.00 %	● 21 ● 45.65 %	● 0 ● 0.00 %	● 46 ● 100.00 %
Applications for services: ● Total types of interaction e-enabled ● % e-enabled	83 %	● 0 ● 0.00 %	● 0 ● 0.00 %	● 59 ● 45.04 %	● 24 ● 18.32 %	● 131 ● 100.00 %
Booking venues, resources & courses: ● Total types of interaction e-enabled ● % e-enabled	78 %	● 0 ● 0.00 %	● 0 ● 0.00 %	● 2 ● 100.00 %	● 0 ● 0.00 %	● 2 ● 100.00 %
Paying for goods & services: ● Total types of interaction e-enabled ● % e-enabled	80 %	● 0 ● 0.00 %	● 0 ● 0.00 %	● 0 ● 0.00 %	● 3 ● 150.00 %	● 2 ● 100.00 %
Providing access to community, professional or business networks: ● Total types of interaction e-enabled ● % e-enabled	82 %	● 0 ● 0.00 %	● 0 ● 0.00 %	● 2 ● 33.33 %	● 1 ● 16.67 %	● 6 ● 100.00 %
Procurement: ● Total types of interaction e-enabled ● % e-enabled	73 %	● 0 ● 0.00 %	● 0 ● 0.00 %	● 2 ● 33.33 %	● 0 ● 0.00 %	● 6 ● 100.00 %
Total: ● **Total types of interaction e-enabled** ● **% e-enabled**	86 %	● **0** ● **0.00 %**	● **0** ● **0.00 %**	● **245** ● **49.10 %**	● **71** ● **14.23 %**	● **499** ● **100.00 %**

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Section 4 - Access Channel Take-Up

In order to demonstrate public take-up of the main e-access channels that you are investing in, you are asked to complete the table below detailing actual and forecast figures for numbers of e-enabled payment transactions and change of address notifications. It is important that e-access channel investment and rollout also facilitates accompanying improvements in the corporate management capability required to monitor and collect such statistics. Click on the light bulb icons for industry definitions of page impressions and unique users.

	Actual		Forecast		
E-enablement & Main E-Access Channel Take-Up	03/04	04/05	05/06	06/07	07/08
Local Service Websites					
● Page impressions (annual)	2,192,000	2,500,000	2,750,000	3,000,000	3,500,000
● Unique users, i.e. separate individuals visiting website (annual)	127,000	140,000	154,000	169,000	171,000
● Number of e-enabled payment transactions accepted via website	0	5,000	10,000	15,000	20,000
● Number of change of address notifications accepted via website	0	0	1,000	1,000	1,000
	Comment: We take payments for planning applications through the planning portal. Data for 2003/2004 Huntsleisure.org, HDC's website for leisure and events.				
Telephone *(i.e. telephone interactions where officers can access electronic information and/or update records on-line there and then, including interactions in contact centres)*					
● Number of e-enabled payment transactions accepted by telephone	9,000	15,000	25,000	27,000	30,000
● Number of change of address notifications accepted via telephone	2,000	3,000	4,000	5,000	6,000
	Comment: From 2005/2006 staff in our Call Centre will be able to deal with payment transactions.				
Face To Face *(i.e. front-line operations where officers can access electronic information and/or update records on-line there and then, including interactions at reception desks, One Stop Shops & home visits)*					
● Number of e-enabled payment transactions accepted via personal contact	1,100,000	1,250,000	1,350,000	1,400,000	1,450,000
● Number of change of address notifications accepted via personal contact	2,000	1,000	1,000	0	0
	Comment: High volume for payments includes leisure centres. We anticipate face to face notification of change of address decreasing as other channels become more popular.				
Other Electronic Media *(e.g. BACS, text messaging)*					

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E-enablement & Main E-Access Channel Take-Up	Actual		Forecast		
	03/04	04/05	05/06	06/07	07/08
● Number of e-enabled payment transactions accepted via BACS	62				
● Number of e-enabled payment transactions accepted via text message or other electronic form					
● Number of change of address notifications accepted via other electronic media	0	0	0	0	0
	Comment: High volumes includes Direct Debit payments for council tax.				
Non Electronic *(e.g. cash office, post)*					
● Number of payments accepted by cheque or other non-electronic form	116,000	120,000	125,000	125,000	125,000
● Number of change of address notifications accepted via non-electronic form	2,000	2,000	1,000	1,000	1,000
	Comment: We anticipate that the number of payments by this channel will plateau as other channels become more popular. We also accept that certain customer groups will still continue to prefer non electronic transactions.				

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Section 5 - Local e-Government Implementation Expenditure

Councils are asked to provide a summary of current and forecast expenditure on implementing electronic government up to 2007/08. This should include the standard elements in the table below and brief commentary on the use of IEG money. For 2005/6 onwards, please include best estimates of revenue and capital expenditure even though the council may not yet have officially approved the budgets. (Please note that implementing e-government expenditure refers to investment designed to e-enable local services and to transform their accessibility, quality and cost-effectiveness in line with the 2005 target. Cyclical spend related to the maintenance of the existing ICT infrastructure should not be included):

Programme Resource	Backward Look (£) 01/02 to 03/04	04/05	Forward Look (£) 05/06	06/07	07/08
● IEG capital grant	400,000	350,000	150,000		
Comment:					
● ODPM Local e-Government Support & Capacity Programme capital grant					
Comment:					
● your council's nominal pro rata share of ODPM Local e-Government Partnership Programme capital grant allocated in your area	40,000	0	0	0	0
Comment:					
● financial contribution from public-private partnerships	0	0	0	0	0
Comment:					
● resources being applied from internal revenue and capital budgets to implement e-government	2,220,000	1,069,000	2,087,000	452,000	46,000
Comment:					
● other resources (e.g. training) (please specify)	0	0	0	0	0
Comment:					
● ODPM e-Innovations Fund capital grant	0	0	0	0	0
Comment:					
● financial contributions from other sources of Government funding, such as the Invest to Save Budget (ISB), EU funding	656,000	0	129,333	0	0
Comment:					
TOTAL	**3,316,000**	**1,419,000**	**2,366,333**	**452,000**	**46,000**

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Section 6 - Local e-Government Programme Efficiency Gains

The calculation of efficiency gains from local e-government has been designed to align with the approach to measuring achievement against the efficiency gains target set out in the January 2005 Efficiency Technical Note (ETN) for Local Government. Links to listed websites in the table Notes also offer a key source of support in calculating figures.

Efficiency Gains	Backward Look (£)				Forward Look (£)					
	04/05		05/06		06/07		07/08			
	Annual gain	...of which cashable	Expected annual gain	...of which cashable	Expected annual gain	...of which cashable	Expected annual gain	...of which cashable		
Corporate services, of which:										
• e-recruitment										
Comment:										
• e-payments										
Comment:										
• corporate services efficiencies not covered above										
Comment:										
e-Procurement, of which:										
• Service specific										
Comment:										
• Cross-cutting e-procurement efficiencies not covered above										
Comment:										
Productive time, of which:										
• Service specific										
Comment:										
• Cross-cutting productive time efficiencies not covered above	90,000	72,000								
Comment: Improve productivity and customer service by improving / re-engineering (BPI / BPR) customer facing processes and introdcuing new technology, including CRM and mobile working. Key actions: Implement new call centre in September following extensive BPI / BPR; carry out mobile technology pilot in Benefits during 2005/6.										
Transactions										
Comment:										

Efficiency Gains	Backward Look (£)				Forward Look (£)			
	04/05		05/06		06/07		07/08	
	Annual gain	...of which cashable	Expected annual gain	...of which cashable	Expected annual gain	...of which cashable	Expected annual gain	...of which cashable
Miscellaneous efficiencies not covered above	**Comment:**							
TOTAL EFFICIENCY GAINS - GROSS	**90,000**	**72,000**	**0**	**0**	**0**	**0**	**0**	**0**
LESS e-government implementation expenditure	1,419,000		2,366,333		452,000		46,000	
	Comment:							
TOTAL EFFICIENCY GAINS - NET	**-1,329,000**		**-2,366,333**		**-,452,000**		**-46,000**	

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COMT   14TH JUNE 2005
CABINET   30TH JUNE 2005

RAMSEY CONSERVATION AREA MANAGEMENT PLAN
(Report by HEAD OF PLANNING SERVICES)

1.   INTRODUCTION

1.1   The Conservation Area Management Plan has been produced to
        clearly identify, co-ordinate and programme a series of specific
        projects for the enhancement of the Ramsey Conservation Area.

1.2   Cabinet is asked to consider the Management Plan and approve it for
        consultation purposes. Once representations have been received and
        considered, it is intended to adopt the Plan which will carry weight as
        a material consideration in relevant planning decisions and as a
        programme for further project work in the town.

2.   BACKGROUND

2.1   The Management Plan is the third document relating to the Ramsey
        Conservation Area being considered by Cabinet today. The first is the
        Conservation Area Boundary Review, which re-assesses the
        appropriateness of the original Area boundary drawn on 24th
        November 1975, and recommends amendments. The second is the
        Conservation Area Character Statement, which identifies the new
        Area's special character, as well as the opportunity for future
        enhancement. The Management Plan flows directly from this second
        document. It proposes a series of specific projects which, taken
        together, will help to improve the character and appeal of the town.

2.2   Local Planning Authorities are required by Section 69 of the Planning
        (Listed Buildings and Conservation Areas) Act 1990 to review the
        boundaries of their designated Conservation Areas and to consider
        programmes for their enhancement. The Management Plan satisfies
        this requirement.

2.3   At a strategic level, the Plan also corresponds with proposals
        emerging from the Ramsey Area Partnership (RAP) Action Plan.

3.   THE PROPOSALS

3.1   The Management Plan is presented to Cabinet in the form of a
        strategy plan and a schedule of projects. If Cabinet approves these
        documents, subject to public consultation, the intention is for each
        project to be progressed in more detail. Where appropriate, this

detailed work will be subject to further public consultation and approval by Cabinet.

3.2   The schedule of projects is divided into distinct areas of work. These will require the contribution of a range of officers and interest groups, but they are all intended to respond to deficiencies identified by the Character Statement. The intention of the Plan is therefore to co-ordinate projects being carried out within the Conservation Area and to avoid piecemeal outcomes - thereby maximising benefit.

3.3   The following areas of work are presented in the Plan:

3.4   *Urban Design Frameworks*: these are major documents making a comprehensive assessment of large areas of land. Each Framework document will require separate consultation and approval as Planning Guidance.

3.5   *Development Briefs*: these look in detail at specific opportunity sites, giving specific advice about planning and design issues. Once approved as Planning Guidance, this information will be used by the District Council to achieve the most appropriate forms of development.

3.6   *Negative or neutral areas*: there are parts of the Conservation Area which are of indifferent quality and either detract from its character or, at best, do not make a positive contribution to it. This study identifies the location of these, explains the deficiencies and gives general advice about possible improvements.

3.7   *Enhancement areas*: it is important to identify specific areas of a Conservation Area where projects of enhancement would further benefit its character. These are usually developed as a result of 'street audits' and a list of potential minor or major improvement projects. In the first instance, the Plan identifies key areas of the town where funds should be targeted. Further detailed work will identify the location and content of specific projects.

3.8   *Heritage/tourism areas*: as part of a wider strategy for the promotion of tourism in the town, the Plan identifies specific locations where improvements could be made to reinforce the town's sense of place as well as its appeal as a tourist destination.

3.9   *Community facilities*: the Plan identifies locations where potential exists to provide an appropriate community focus. These will form part of a wider strategy promoted within the Ramsey Action Plan.

3.10   The Management Plan will be subject to revision as projects are completed and new opportunities arise.

4.   CONCLUSION

4.1   As a complementary document to the Boundary Review and Character Statement, the Plan represents best practice in the management and enhancement of Conservation Areas. It will enable the District Council and local community to be actively involved at an early stage in the development and implementation of a series of projects intended to improve to the Conservation Area.

5. RECOMMENDATION

5.1 That the Cabinet approves the Draft Management Plan as a material consideration in planning decisions and as a basis for further consultation.

BACKGROUND INFORMATION

Huntingdonshire Design Guide SPG 2004
Huntingdonshire Landscape & Townscape Assessment SPG 2004
Ramsey Conservation Area Boundary Review
Ramsey Conservation Area Character Appraisal
Conservation Area Boundary Review Policy Document Jan 2003

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

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RAMSEY CONSERVATION AREA MANAGEMENT PLAN

Project Schedule

a. Urban Design Frameworks

Creating a strategy and set of principles for re-development/enhancement of a wide area.

a1	Ramsey Gateway
a2	Snooker Club, 96-98 Great Whyte (may also include 94-110)
a3	Mews Close car park
a4	Land south of High Street
a5	Bury Road Industrial Estate

b. Development briefs

Presenting a site analysis and concept ideas for specific sites.

b1	Ramsey Gateway – individual parcels
b2	Rear of 80-86 Newtown Road
b3	Rear of 143-145 Great Whyte
b4	Rear of 50 Newtown Road
b5	Grand Cinema, Great Whyte
b6	Rear of 34 Great Whyte
b7	Rear of 24-26 Great Whyte
b8	Garage, 46 Whytefield Road
b9	1 Bury Road
b10	Rear of 39 High Street
b11	Rear of 57 High Street
b12	Fenland Hardware, Little Whyte

c. Enhancement areas

An inventory of specific enhancement projects within a defined area, leading from the Conservation Area Assessment eg shopfront grant

c1	High Street
c2	Great Whyte
c3	Little Whyte & Abbey Green
c4	Bus park, Ailwyn School

d. Interpretation areas

Linking heritage/tourism assets and co-ordinating a strategy for their improvement/promotion

d1	Ice House
d2	Ramsey Abbey
d3	Abbey Gatehouse
d4	Walled Garden
d5	Rural Museum
d6	Mortuary Chapel
d7	'Arches' art strategy

e. Community facility locations

Highlighting locations and opportunities where community facilities could be located.

e1	Grand Cinema
e2	Ramsey Gateway
e3	Rear of Methodist Church
e4	Community Shop

f. Negative or neutral areas

Identifying areas that do not currently make a positive contribution, specifying the weakness in townscape/streetscape terms.

f1	Railway Pub
f2	Conley Close
f3	Newtown Road/New Road
f4	New Road/Mill Lane
f5	Whyte Court, Little Whyte
f6	Post Office, Whytefield Road
f7	Nos. 23-34 Vinery Court, Great Whyte

RAMSEY CONSERVATION AREA MANAGEMENT PLAN

Legend:
- Conservation Area Boundary
- Development briefs
- Negative or neutral areas
- Enhancement areas
- Heritage/tourism areas
- Urban design frameworks
- Community Facilities
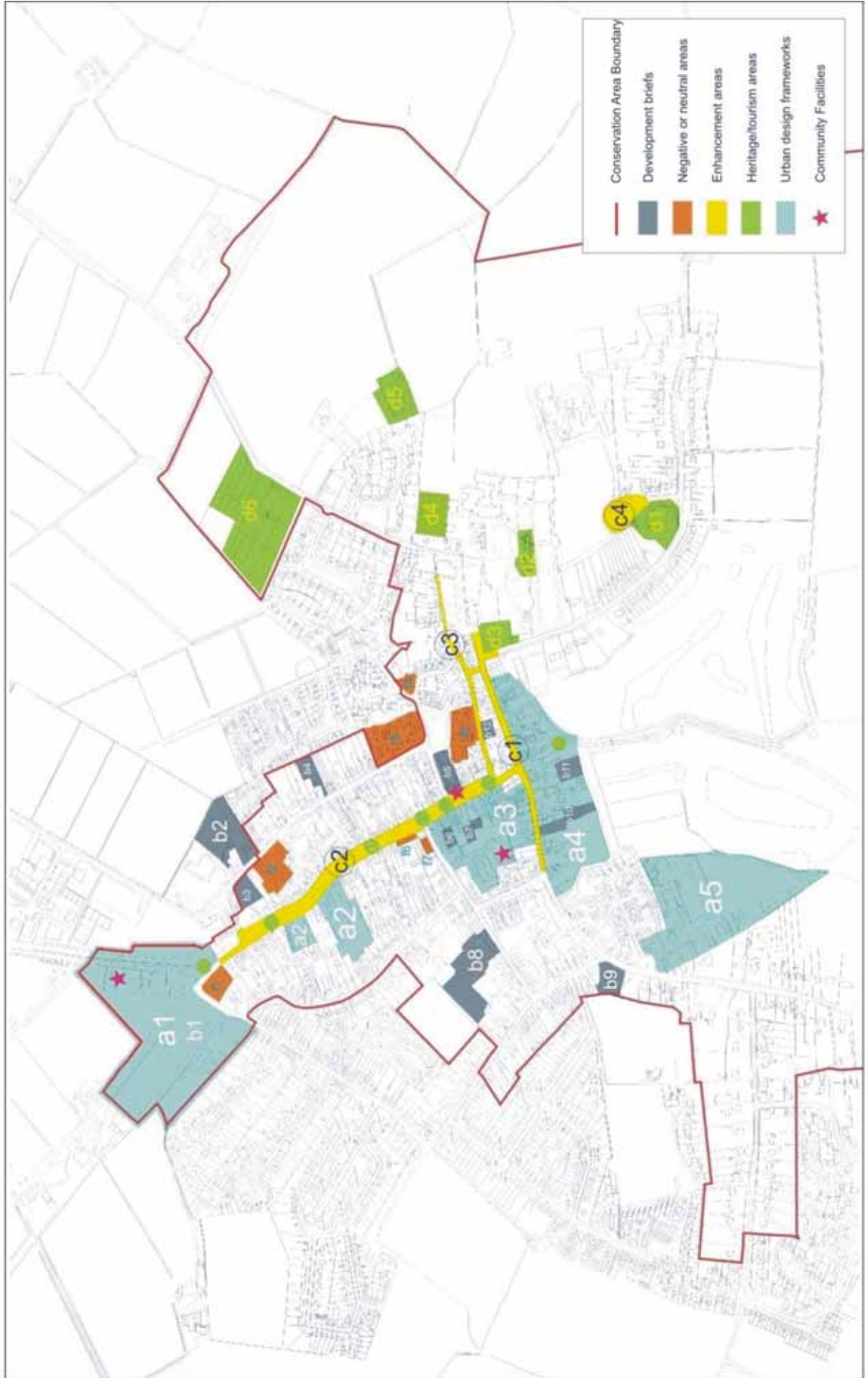
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AGENDA ITEM NO.

COMT   **14TH JUNE 2005**
CABINET   **30TH JUNE 2005**

<u>**RAMSEY CONSERVATION AREA: DRAFT BOUNDARY REVIEW &**</u>
<u>**CHARACTER STATEMENT CONSULTATION DOCUMENTS**</u>

(Report by HEAD OF PLANNING SERVICES)

1.   **INTRODUCTION**

1.1   Cabinet is asked to consider the two draft documents "Ramsey Conservation Area Boundary review" and the "Ramsey Conservation Area Character Statement" and approve them for public consultation.

1.2   The Boundary Review proposes an enlarged Conservation Area for Ramsey in line with English Heritage's general guidance on the management of conservation areas. This recognises that many existing conservation area boundaries are too tightly drawn.

1.3   The conduct of the boundary review has followed the methodology contained in the Huntingdonshire Conservation Area Boundary Review Guidance Document, which was approved by Cabinet in January 2003.

1.4   The Planning (Listed Building and Conservation Areas) Act 1990 places a duty upon local planning authorities to formulate proposals for conserving and enhancing conservation areas consequently once approved (following consultation) this document will carry weight as a 'material consideration' in planning decisions.

2.   **BACKGROUND**

2.1   **<u>Ramsey Conservation Area Boundary Review</u>**: Section 69 of the above Act imposes a duty on local planning authorities to designate as conservation areas any "areas of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance". Planning Policy Guidance 15 (4.2) makes it clear that it is the quality and interest of areas, rather than that of individual buildings, which should be the prime consideration in identifying conservation areas.

2.2   Part of Ramsey was designated a conservation area on the 24th November 1975. Under Section 69 local planning authorities also have a duty to review their areas from time to time. This review is part of the ongoing programme previously approved by Cabinet and has been conducted according to the Council's Review Policy adopted in January 2003.

2.3   **<u>Ramsey Conservation Area Character Statement</u>**: This assessment covers the area included within the new proposed conservation area boundaries. Section 71 of the 1990 Act places a

duty on local planning authorities to formulate and publish proposals for the preservation and enhancement of its conservation areas. This document fulfils this requirement and links policy for Ramsey to other existing Local Planning Guidance for Huntingdonshire, notably the Huntingdonshire Design Guide SPG (2004) and the Huntingdonshire Landscape and Townscape Assessment SPG (2004).

3.   **THE PROPOSALS**

3.1   The Boundary Review document has established the extent of the historic core of Ramsey, prior to the building of the peripheral housing estates in the 20th century. It takes a pragmatic view of how far this core can be preserved and enhanced for the future and includes the setting where this is essential to the specialness of the whole.

3.2   The Ramsey Conservation Area Character Statement reflects the complexity of Ramsey as an historic settlement. The document explores its essential elements and includes:-

   o A Statement of Significance, outlining important historic and natural features;
   o A brief history of the town's development that shows the contribution of each phase to the overall historic nature of the settlement;
   o A breakdown of the town into its neighbourhoods, which forms the basis of an assessment of its character;
   o A design code to help and guide prospective developers and homeowners to make design decisions in keeping with the historic nature of the traditional built environment;
   o Opportunities within the boundaries of the conservation area open to future enhancement or development.

3.3   The format of the Character Statement differs from previous character statements and reflects the special needs of Ramsey and recent work undertaken by this Local Authority in the development of planning guidance.

4.   **CONCLUSION**

4.1 Production of the boundary review and character statement for Ramsey contributes to the legal obligations of Huntingdonshire District Council as the local planning authority, and reflects the Authority's support of the local community. If Cabinet approves the documents, 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 either document can be adopted.

5.0 **RECOMMENDATION**

        That the Cabinet approves the two drafts as a basis for external consultation with the statutory bodies, organisations and the general public. A public exhibition will be held and leaflets distributed during this period.

BACKGROUND INFORMATION

1. Conservation Area Boundary Review Policy Document, Huntingdonshire District Council, January 2003.
2. Huntingdonshire Design Guide SPG 2004.
3. Huntingdonshire Landscape and Townscape assessment SPG 2004.

Contact Officer: Louise Brown
                    ☎   **01480 388458**

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CABINET   **30TH JUNE 2005**

REPRESENTATION ON ORGANISATIONS
(Report by the Head of Administration)

1.   INTRODUCTION

1.1   The Council's representation on a variety of organisations is reviewed annually. Listed in the attached schedule are those organisations to which the Council has been invited to nominate representatives for 2005/06.

2.   RECOMMENDATION

2.1   The Cabinet are therefore invited to make their nominations where required to the organisations referred to in the schedule appended hereto.

2.2   In the event that changes are required to the District Council's representation during the course of the year the Deputy Leader and Vice Chairman of the Cabinet be authorised to nominate alternative representatives as necessary.

BACKGROUND PAPERS

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

Contact Officer: Helen Taylor, Senior Democratic Services Officer
☎ 01480 388008

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Huntingdonshire district council

REPRESENTATION ON ORGANISATIONS 2005/2006

	Nominating/ Appointing Panel	Representative(s) for 2004/2005	Proposed Representative(s) for 2005/2006	Approx Number of Meetings Per Annum	Allowance Payable S - Subsistence T - Travelling	Term of Appointment
Advisory and Information Counselling Service for Huntingdonshire – Management Cttee	Cabinet	Cllr Mrs S A Menczer	Cllr Mrs S A Menczer	6 at Huntingdon	S & T Organisation reimburses travelling	Annual
Archives County Advisory Group	Cabinet	Cllr J E Garner	Cllr J E Garner	3 at Huntingdon, Wisbech, Cambridge	S & T	Annual
Arts Forum for Cambridgeshire and Peterborough	Cabinet	Cllr Mrs J Chandler and Head of Community Services	Cllr Mrs J Chandler and Head of Community Services	2	S & T	Annual
Bus Strategy Reference Group	Cabinet	Cllr N J Guyatt	Cllr N J Guyatt	2	S & T	Annual
Cambridgeshire Age Concern Liaison Committee	Cabinet	Mrs N F Wagstaffe	Mrs N F Wagstaffe	AGM - Cambridge 1 Half Yearly Mtg - Ely 1 Members meeting/Forum - Chatteris 2 Members meeting/Forum - Huntingdon 1	S & T	Annual
Cambridgeshire Association of Local Councils – Liaison Group	Cabinet	Cllr D P Holley	Cllr D P Holley	2 at Pathfinder House, Huntingdon	S & T	Annual
Cambridgeshire Chamber of Commerce – Huntingdonshire Area	Cabinet	New	Cllr L M Simpson		S & T	Annual
Cambridgeshire Councils Association	Cabinet	Leader of the Council, Cllrs J A P Eddy, N J Guyatt (Substitutes: Deputy Leader and Mr J C Mugglestone)	Leader of the Council, Cllrs J A P Eddy, N J Guyatt (Substitutes: Deputy Leader and Mr J C Mugglestone)	County Branch meets 5/6 times per annum	S & T	Annual
Cambridgeshire County Council Association - Member Forum on Waste Management	Cabinet	Former Cllr R L Clarke	Cllr Mrs P J Longford	6	S & T	Annual
Cambridgeshire Enterprise Services (Steering Group for Huntingdonshire Enterprise Agency)	Cabinet	New	Cllr A Hansard	2	S & T	Annual
Cambridgeshire Horizons	Cabinet	Cllr D P Holley	Cllr D P Holley		S & T	Annual
Cambridgeshire Museums Advisory Partnership	Cabinet	Cllr J E Garner	Cllr J E Garner	1 (AGM)	S & T	Annual
Cambridgeshire Transport Forum Reference Group	Cabinet	Cllr N J Guyatt	Cllr N J Guyatt	1	S & T	Annual

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	Nominating/ Appointing Panel	Representative(s) for 2004/2005	Proposed Representative(s) for 2005/2006	Approx Number of Meetings Per Annum	Allowance Payable S - Subsistence T - Travelling	Term of Appointment
Community Safety Task Groups –	Cabinet					
Huntingdon		Cllr T D Sanderson	Cllr T D Sanderson	4	S & T	Annual
North Huntingdonshire Area (Yaxley)		Cllr J S Ward	Cllr J S Ward	4	S & T	Annual
Ramsey		Cllr P A Swales	Cllr P A Swales	4	S & T	Annual
St Ives		Cllr D B Dew	Cllr D B Dew	4	S & T	Annual
St Neots		Cllr D Harty	Cllr D Harty	4	S & T	Annual
Violence		Cllr J D Fell	Cllr J D Fell	4	S & T	Annual
Consultation on Treasury Management Matters	Cabinet	Cllrs K Reynolds, T V Rogers and L M Simpson	Cllrs K Reynolds, T V Rogers and L M Simpson	3	S & T	Annual
Cromwell Museum Management Cttee	Cabinet	Cllrs M G Baker and T D Sanderson	Cllrs M G Baker and T D Sanderson	2	S & T	Annual
DIAL Druglink	Cabinet	Cllr Mrs M Wheeler	Cllr Mrs M Wheeler	6	S & T	Annual
East of England – Regional Assembly	Cabinet	Cllr I C Bates (Substitute Cllr N J Guyatt)	Cllrs I C Bates: (Substitutes Cllr N J Guyatt and Cllr G Harper [Leader of Fenland District Council])	7/8	S & T	Annual
Regional Tourism Council	Cabinet	Cllr Mrs J Chandler	Cllr Mrs J Chandler	3/4	S & T	Annual
Great Fen Project Steering Group	Cabinet	Cllr N J Guyatt	Cllr N J Guyatt	12	S & T	Annual
Greater Cambridge Development Board	Cabinet	Cllr D P Holley	Cllr D P Holley		S & T	Annual
Home Improvement Agency – Advisory Committee	Cabinet	Cllr I C Bates Cllr Mrs P J Longford	Cllr I C Bates Cllr Mrs P J Longford	4/5	S & T	Annual
Huntingdon Business Against Crime	Cabinet	Cllr J M Sadler	Cllr J M Sadler	4	S & T	Annual
Huntingdonshire Citizens' Advice Bureaux	Cabinet	Cllr T V Rogers and Mr J C Mugglestone	Cllr T V Rogers and Mr J C Mugglestone	4	S & T	Annual
Huntingdonshire Federation of Volunteer Bureaux	Cabinet	Cllr J M Sadler	Cllr J M Sadler	4	S & T	Annual
Huntingdonshire Flood Forum	Cabinet / O&S (P&F)	Cllr I C Bates / Cllr P A Swales	Cllr I C Bates / Cllr P A Swales	2 / 1	S & T / S & T	Annual / Annual
Huntingdonshire Housing Partnership *	Cabinet	Cllrs M G Baker, Mrs M Banerjee and J E Garner, Mr J Burniston and one vacancy	Cllrs M G Baker, Mrs M Banerjee and J E Garner, Mr J Burniston and one vacancy	8	S & T	Annual
Huntingdonshire Housing Partnership – Group Structure**	Cabinet					
Diversa (development)		Mr K Fleming	Mr K Fleming	5	S & T	Annual
Luminus (parent)		two vacancies	two vacancies	5		
Oak Foundation (sheltered/charitable)		two vacancies	two vacancies	3		

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	Nominating/ Appointing Panel	Representative(s) for 2004/2005	Proposed Representative(s) for 2005/2006	Approx Number of Meetings Per Annum	Allowance Payable S - Subsistence T - Travelling	Term of Appointment
Huntingdonshire (Local) Strategic Partnership –	Cabinet				S & T	Annual
Culture and Leisure		Cllr Mrs J Chandler	Cllr Mrs J Chandler	4		
Economic Development		Cllr L M Simpson	Cllr L M Simpson	8		
Environment		Cllr Mrs D C Reynolds	Cllr Mrs P J Longford	3		
Health, Housing & Social Care		Cllr Mrs P J Longford	Cllr Mrs D C Reynolds	1		
Transport and Access		Cllr N J Guyatt	Cllr N J Guyatt			
Community Safety Board	Cabinet	Cllr Mrs D C Reynolds	Cllr Mrs P J Longford	3	S & T	Annual
Huntingdonshire Learning Partnership	Cabinet	Cllr L M Simpson	Cllr L M Simpson	6	S & T	
Huntingdonshire Strategic Partnership Board	Cabinet	Cllr D P Holley (Deputy: Cllr I C Bates)	Cllr D P Holley (Deputy: Cllr I C Bates)	4/5 various locations hosted by main partners	S & T	Annual
Ramsey Area Partnership Board	Cabinet	Cllr N J Guyatt	Cllr N J Guyatt		S & T	Annual
Town Centre Management Initiatives –	Cabinet				S & T	Annual
Huntingdon		Cllr J M Sadler (Deputy: Cllr L M Simpson)	Cllr J M Sadler (Deputy: Cllr L M Simpson)	12		
Ramsey		Cllr I R Muir (Deputy:)	Cllr I R Muir (Deputy:)	12		
St Ives		Cllr I C Bates (Deputy: Cllr D B Dew)	one vacancy (Deputy: Cllr D B Dew)	12		
St Neots		Cllr Mrs K P Gregory (Deputy: D Harty)	Cllr Mrs K P Gregory (Deputy: D Harty)	12		
Huntingdonshire Regional College Board – until 1/3/06	Cabinet	Cllr J M Sadler	Cllr J M Sadler	4	S & T	3 year term expires 1/3/2006
Huntingdonshire Society for the Blind	Cabinet	Mr J G Rignall	one vacancy	4 at Ambury Road Day Centre, Huntingdon	S & T	Annual
Internal Drainage Boards - until 1.6.05	Cabinet					
Alconbury and Ellington		Cllrs M G Baker, Mrs S J Vanbergen. Messrs C Allen, E K Heads and R H Turpin.	Cllrs M G Baker, Mrs S J Vanbergen. Messrs C Allen, E K Heads and R H Turpin.	2	S & T	3 year term commencing June 2005
Benwick		Mr I Lack	Mr I Lack	2	S & T	3 year term commencing June 2005
Bluntisham		Mr I Lack	Mr I Lack	2	S & T	3 year term commencing June 2005
Conington and Holme		Cllrs P G Mitchell and J S Watt together with Mr C Allen	Cllrs P G Mitchell and J S Watt together with Mr C Allen	1/2	S & T	3 year term commencing June 2005
Ramsey (Lodes End) and (Stocking Fen)		Cllr P A Swales, Mr I Lack and one vacancy	Cllr P A Swales, Mr I Lack and one vacancy	1	S & T	3 year term commencing June 2005
Ramsey First (Hollow)		Mr I Lack	Mr I Lack	2	S & T	3 year term commencing June 2005

	Nominating/ Appointing Panel	Representative(s) for 2004/2005	Proposed Representative(s) for 2005/2006	Approx Number of Meetings Per Annum	Allowance Payable S - Subsistence T - Travelling	Term of Appointment
Ramsey Fourth (Middle Moor)		Cllr P A Swales and Mr I Lack	Cllr P A Swales and Mr I Lack	2	S & T	3 year term commencing June 2005
Ramsey, Upwood and Great Raveley		Cllrs J T Bell and P A Swales and Mr C Allen	Cllrs J T Bell and P A Swales and Mr C Allen	2	S & T	3 year term commencing June 2005
Sawtry		Cllrs J E Garner and R G Tuplin, Mr C Allen, *** Chairman of Sawtry Parish Council and Mrs J Day	Cllrs J E Garner and R G Tuplin, Mr C Allen, *** Chairman of Sawtry Parish Council and Mrs J Day	1	S & T	3 year term commencing June 2005
Sutton and Mepal		Mr I Lack	Mr I Lack	2	S & T	3 year term commencing June 2005
Warboys, Somersham and Pidley		Cllr J Taylor and Messsrs J G Rignall and I Lack	Cllr J Taylor, Mr I Lack and *one vacancy*	2/3	S & T	3 year term commencing June 2005
Whittlesey		Mr C Allen	Mr C Allen	4	S & T	3 year term commencing June 2005
Woodwalton		Cllr J T Bell	Cllr J T Bell	1/2	S & T	3 year term commencing June 2005
Little Gransden Aerodrome Consultative Committee	Cabinet	Cllr Mrs B E Boddington	Cllr Mrs B E Boddington	2	S & T	Annual
Local Government Association –	Cabinet				S & T	Annual
General Assembly		Leader of the Council	Leader of the Council			
Rural Commission		Cllr J A P Eddy	Cllr J A P Eddy	2		
Strategic Aviation Special Interest Group		Cllr N J Guyatt	Cllr N J Guyatt	4		
Middle Level Commissioners – until 1.6.08	Cabinet	Mrs J Day	Mrs J Day	2 (and Annual Inspection)	S & T	3 year term commencing June 2005
National Autistic Society	Cabinet	Mrs N F Wagstaffe	*one vacancy*	3	S & T	Annual
National Sailing Academy Project Committee at Grafham Water Centre	Cabinet	Mr A H Duberly	Mr A H Duberly	6 at Grafham	S & T	Annual
Oxmoor Community Action Group (OCAG)	Cabinet	Cllr L M Simpson	Cllr L M Simpson		S & T	Annual
Oxmoor Opportunities Partnership Forum	Cabinet	Cllr L M Simpson	Cllr L M Simpson		S & T	Annual
Pensions Consultative Group	Cabinet	Cllr T V Rogers	Cllr T V Rogers	2/3	S & T	Annual
Police Local Consultation Groups –	Cabinet				S & T	Annual
Huntingdon		Cllr J D Fell	Cllr J D Fell	3		
Peterborough (South)		Cllr Mrs M Banerjee	Cllr Mrs M Banerjee	3		
St Ives		Cllr Mrs J Chandler	Cllr Mrs J Chandler	4		
St Neots		Mr R E Barnes	Mr R E Barnes	3/4		
Rail Policy (Service Advisory) Group	Cabinet	Cllr N J Guyatt & Head of Planning Services (or nominee)	Cllr N J Guyatt & Head of Planning Services (or nominee)	2	S & T	Annual

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	Nominating/ Appointing Panel	Representative(s) for 2004/2005	Proposed Representative(s) for 2005/2006	Approx Number of Meetings Per Annum	Allowance Payable S - Subsistence T - Travelling	Term of Appointment
Road Safety Cttees –	Cabinet				S & T	Annual
Huntingdon and Godmanchester Area		Cllrs Mrs C A Godley, C R Hyams and L M Simpson		6		
Norman Cross Area		Cllrs E R Butler and J S Watt		12		
St. Ives Area		Cllrs Mrs J Chandler and T V Rogers		6		
St. Neots Museum Management Committee	Cabinet	Cllr N Finnie		6	S & T	Annual
St. Neots Volunteer Bureau Management Committee	Cabinet	Cllr Mrs K P Gregory		5 & AGM	S & T	Annual
Trustees of Kimbolton School Foundation	Cabinet	Mrs A Holley		3	S & T	3 yr term expires 1.7.2008
Yaxley Youth Work Support Forum	Cabinet	Cllr J S Watt		6 at Yaxley	S & T	Annual

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

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

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

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