

A meeting of the **CABINET** will be held in the **COUNCIL CHAMBER, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **THURSDAY, 3 NOVEMBER 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 13th October 2005.

**Mrs H Taylor
388008**

2. MEMBERS' INTERESTS

To receive from Members declarations as to personal and/or prejudicial interests and the nature of those interests in relation to any Agenda item. Please see Notes 1 and 2 below.

3. MONITORING OF THE CAPITAL PROGRAMME 2005/06 (Pages 7 - 20)

To consider a report by the Head of Financial Services outlining spending variations for 2005/06.

**S Couper
388103**

4. FINANCIAL MONITORING - REVENUE BUDGET (Pages 21 - 22)

To consider a report by the Head of Financial Services outlining spending variations.

**S Couper
388103**

5. QUARTERLY SUMMARY OF DEBTS WRITTEN OFF (Pages 23 - 24)

To note a summary by the Head of Revenue Services of debts written-off during the quarter ended 30th September 2005.

**Ms J Barber
388105**

6. FIXED PENALTY NOTICES (Pages 25 - 28)

To consider a report by the Head of Environmental Health Services seeking delegated authority for officers to issue Fixed Penalty Notices in respect of relevant offences under the Anti-Social Behaviour Act 2003 and the Clean Neighbourhoods and Environments Act 2005.

**Ms S Lammin
388280**

7. MOBILE HOME SITE ST NEOTS, CONTAMINATED LAND SURVEY
(Pages 29 - 34)

To consider a report by the Head of Housing Services regarding the results and consequences of a contaminated land survey of the Council's mobile home park at Eynesbury.

**S Plant
388240**

8. REVIEW OF MEMBER DEVELOPMENT (Pages 35 - 72)

By way of a report by the Overview and Scrutiny Panel (Planning and Finance) to consider the findings of a review into Member development.

**Mrs C Bulman
388234**

9. NATIONAL NON-DOMESTIC RATES DISCRETIONARY RELIEF - BRAMPTON PARK GOLF CLUB

To consider the outcome of the deliberations of the Overview and Scrutiny Panel (Planning and Finance) in relation to their "call-in" of a decision made by the Cabinet on the application for discretionary relief from national non-domestic rates Brampton Park Golf Club – report to follow.

**Mrs C Bulman
388234**

10. SAFETY ADVISORY GROUP (Pages 73 - 76)

To consider the report of the meeting of the Safety Advisory Group held on 14th September 2005.

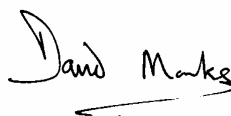
**A Roberts
388009**

11. POLICE FORCES' RESTUCTURING

Chief Executive to report

**D Monks
388001**

Dated this 26 day of October 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 Mrs H Taylor, Senior Democratic Services Officer, Tel No. 01480 388008/e-mail Helen.Taylor@huntsdc.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any

decision taken by the 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, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN on Thursday, 13 October 2005.

PRESENT: Councillor D P Holley – Chairman.

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

APOLOGY: An apology for absence from the meeting was submitted on behalf of Councillor N J Guyatt.

78. MINUTES

The Minutes of the meeting of the Cabinet held on 15th September 2005 were approved as a correct record and signed by the Chairman.

79. MEMBERS' INTERESTS

Councillor Bates declared a personal interest in Minute No 84 by virtue of his membership of Cambridgeshire County Council. Councillor Hansard declared a personal and prejudicial interest in Minute No 81 by virtue of his membership of St Neots Sports Association. Councillor Mrs Reynolds declared a personal and prejudicial interest in Minute No 88 by virtue of her employment under the auspices of the PCT and Councillor Rogers declared a personal and prejudicial interest in Minute No 80 by virtue of a previous involvement in correspondence with the Golf Club. Those Councillors who declared personal and prejudicial interests, left the Chamber for the duration of discussion and voting on the respective items of business.

80. NATIONAL NON-DOMESTIC RATES DISCRETIONARY RELIEF - BRAMPTON PARK GOLF CLUB

Consideration was given to a report by the Head of Revenue Services (a copy of which is appended in the Minute Book) regarding an application by Brampton Park Golf Club for discretionary rate relief from non-domestic rates.

Having considered the information contained in the report, the Cabinet

RESOLVED

that Brampton Park Golf Club's application for discretionary rate relief be not granted.

81. NATIONAL NON-DOMESTIC RATES - DISCRETIONARY RATE RELIEF - CHARITIES AND KINDRED ORGANISATIONS

The Cabinet received a report by the Head of Revenue Services (a copy of which is appended in the Minute Book) reviewing the Council's policy for assessing entitlement to discretionary rate relief which was last reviewed in January 1996.

Having considered the information contained in the report, the suggested assessment criteria and the financial implications the changes would have on those organisations that currently qualified for relief, the Cabinet

RESOLVED

- (a) that the proposed discretionary rate relief policy as set out in Appendix D to the report now submitted be approved;
- (b) that existing organisations in receipt of discretionary rate relief be reviewed as required following a change in rateable value;
- (c) that existing recipients of discretionary relief be advised of the new scheme and the effect on their rate accounts;
- (d) that new cases be assessed under the new criteria;
- (e) that the rateable value mentioned in the policy be reviewed, every five years, on the occasion of the new rating lists;
- (f) that the Head of Revenue Services and the Local Taxation Manager be authorised to grant relief under the policy; and
- (g) that the Director of Commerce and Technology be authorised to deal with appeals from applicants dissatisfied with the determination made by the Head of Revenue Services and the Local Taxation Manager.

82. HUNTINGDON TOWN CENTRE DEVELOPMENTS: REQUEST FOR RELEASE OF FUNDS

By way of a joint report by the Heads of Planning and of Financial Services (a copy of which is appended in the Minute Book) the Cabinet considered a request for the release of funding from the Medium Term Plan for a series of studies on issues likely to impact on the redevelopment and economic viability of Huntingdon Town Centre, some of which would involve a transfer from capital to revenue funding.

Whereupon, it was

RESOLVED

- (a) that the release of funding for the Huntingdon Town Centre Development Scheme in 2005/06 be approved; and
- (b) that, should revenue savings fail to cover the impact of

the change referred to in (a) above, a supplementary revenue estimate of up to £54,000 in the current year be approved and the variations in revenue impact relating to 2005/06 onwards included in the Medium Term Plan.

83. MEDIUM TERM PLAN: REQUEST FOR RELEASE OF FUNDS

With the assistance of a report by the Head of Financial Services (a copy of which is appended in the Minute Book) the Cabinet considered a request for the release of funding for two Medium Term Plan schemes.

Having considered the schemes involved, the Cabinet

RESOLVED

that the relevant funding be released for a programme of maintenance work at the District's leisure centres and a contribution towards a partnership project for an indoor activity hall at the Grafham Water Centre.

84. RECYCLING CREDITS

By way of a report by the Development and Community Manager (a copy of which is appended in the Minute Book) the Cabinet were acquainted with changes to the recycling credit scheme proposed by Cambridgeshire County Council, the waste disposal authority.

Having considered the information contained in the report, the financial implications of the proposal and in noting that the revised scheme would be discussed by the CCA waste forum meeting on 30th September 2005, the Cabinet

RESOLVED

- (a) that the Head of Environment and Transport be authorised, after consultation with the Executive Councillor for Environment and Transport, to agree a draft revised recycling credit scheme as described in the report now submitted;
- (b) that the Executive Councillor for Environment and Transport be authorised to confirm the Council's support for the scheme at the CCA waste forum; and
- (c) that the growth in recycling income from 2005 – 2010 as detailed in paragraph 4 of the report, be noted.

85. CONEYGEAR COURT, HUNTINGDON: REVENUE FUNDING

A report by the Head of Housing Services was submitted (a copy of which is appended in the Minute Book) outlining a bid by the Granta Housing Association for capital funding from the Housing Corporation to provide an additional six units of accommodation for homeless people at Coneygear Court, Huntingdon.

In considering a request from Granta for an increase in the level of revenue funding from the Council to finance additional staffing posts

required to support the increase in accommodation, Executive Councillors expressed the view that the additional costs of £30,000 should properly be met from within the Government's Supporting People budget. However, given the limited funds available and in noting the pressures in the District for this type of accommodation, the Cabinet

RESOLVED

- (a) that the bid from Granta Housing Association for capital funding from the housing corporation to provide an additional six units of accommodation at Coneygear Court be supported; and
- (b) that a transfer of funds from the housing benefit budget to the homelessness budget to finance the increased revenue funding of the scheme be approved.

86. CHOICE-BASED LETTINGS, CAMBRIDGE SUB-REGION: RECOMMENDED OPTIONS FOR IMPLEMENTATION

Consideration was given to a report by the Head of Housing Services (a copy of which is appended in the Minute Book) regarding the development of a Cambridgeshire Sub-Region choice-based letting scheme in partnership with other local authorities and housing associations.

In discussing the possibility of Government funding towards the set up and implementation costs, the Cabinet expressed reservations that the funding was unlikely to meet the overall costs of the scheme and in noting that a further report would be submitted to a future meeting, the Cabinet

RESOLVED

that the involvement of the Council in partnership working with other local authorities and housing associations in the Cambridge Sub-Region to develop a sub-regional choice-based lettings scheme, be approved in principle.

87. THE COUNCIL'S SCHEME OF DELEGATION: INTERIM VARIATION PENDING THE APPOINTMENT OF DIRECTOR OF OPERATIONAL SERVICES

With the assistance of a report by the Head of Administration (a copy of which is appended in the Minute Book) the Cabinet considered interim arrangements suggested in relation to the Council's scheme of delegation pending the recruitment of the replacement of the Director of Operational Services.

Whereupon, it was

RESOLVED

that, with effect from 14th November and pending the recruitment of a new Director, the Chief Executive be authorised to exercise the powers delegated to the Director of Operational Services in the Council's Scheme of Delegation.

88. COMMISSIONING A PATIENT-LED NHS: PRIMARY CARE TRUSTS

(The Chairman announced that he proposed to admit the following item in accordance with Section 100 (4) (b) of the Local Government Act 1972 given the need for the Council to respond to a proposal for the configuration of the PCT's by 15th October 2005.)

By way of a report by the Chief Executive (a copy of which is appended in the Minute Book) the Cabinet were acquainted with arrangements for the proposed development of options by the Norfolk, Suffolk and Cambridgeshire Strategic Health Authority (SHA) for consultation on the future configuration of Primary Care Trusts (PCTs).

Whereupon it was

RESOLVED

that the Chief Executive, in conjunction with the Leader of the Council, be authorised to make appropriate representations to the Norfolk, Suffolk and Cambridgeshire SHA for the inclusion in the forthcoming round of consultation of the option to retain the existing Huntingdonshire PCT in any future reconfiguration of Primary Care Trusts in the Eastern Region.

Chairman

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CABINET

3 NOVEMBER 2005

MONITORING OF THE CAPITAL PROGRAMME – 2005/06 (Report by the Head of Financial Services)

1. PURPOSE

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

2. MONITORING INFORMATION

- 2.1** The Budget and Medium Term Plan approved in February and any subsequent adjustments are shown below:-

	Gross Budget	External Contributions	Net Budget
	£000	£000	£000
Capital			
Approved (February 2005)	27,658	4,571	23,087
Delayed/Deferred from 2004/05 (21 July 2005)	5,760	1,008	4,752
Cabinet approved variations			
• Sawtry Leisure Centre (21 July 2005)	214	0	214
• Barriers/Lighting, St Neots Riverside (21 July 2005)	30	0	30
• Savings required to finance part of above approvals (21 July 2005)	-84	0	-84
• Sapley Square Development from Capital Receipts (28 April 2005)	620	0	620
• Franking Machine at Pathfinder House from Revenue (28 April 2005)	12	0	12
• Ramsey and District Community Bus – Grant from Revenue (21 July 2005)	10	0	10
• Revenue items recharged to Capital (21 July 2005)	147	0	147
• Huntingdon Town Centre Development (13 October 2005)	-55	0	-55
Changes in funding arrangements (para 2.2)	-375	-375	0
Financing correction to Capital Receipts (para 2.3)	151	0	151
Revenue items recharged to Capital (para. 2.4)	59	0	59
Total Capital Budget	34,147	5,204	28,943
Revenue			
Cabinet approved variations			
• Franking Machine at Pathfinder House to Capital (28 April 2005)	-12	0	-12
• Ramsey and District Community Bus – Grant to Capital (21 July 2005)	-10	0	-10
• Revenue items recharged to Capital (21 July 2005)	-147	0	-147
Huntingdon Town Centre Development (13 October 2005)	55	0	55
Revenue items recharged to Capital (para. 2.4)	-59	0	-59
Total	-173	0	-173

- 2.2** The capital programme was based on the Council jointly funding certain schemes with the County Council. The budget assumed the total cost would be this Council's gross expenditure but we would receive a capital contribution from the County. It has now emerged that some of the schemes will be undertaken by the County and we will make our contribution to them. This adjustment therefore corrects the gross cost with no change to the net cost.
- 2.3** When the budget was prepared a capital receipt was incorrectly netted off of the cost of the Implementation of Car Park Strategy scheme. This has been corrected by increasing the capital programme by £151k. The capital receipts assumptions will be increased correspondingly so that there will be no eventual net increase in the revenue budget.
- 2.4** The budget is based on an assumed level of staff time being charged to capital in order to support the delivery of capital schemes. It is now forecast that this sum will need to increase by a further £59k. This will result in a corresponding saving to the revenue budget.
- 2.5** The current expected variations from the Budget are highlighted below:-

	Gross Cost £000	External Contributions £000	Net Cost £000
Capital Budget (as adjusted above)	34,147	5,204	28,943
Forecast Variation			
Previously reported (21 July)	-7,107	-190	-6,917
Additional items this time	-3,020	-459	-2,561
Reasons for Additional Variation			
Project Delays/Deferrals to 2006/07	-2,981	-459	-2,522
Savings	-39	0	-39
	-3,020	-459	-2,561

- 2.6** Annex A shows, for each scheme, any variation in the planned completion date or the scheme cost. The final page of the Annex defines the content of each column.

2.7 Delays/Deferrals to 2006/07

The additional spending now expected to be delayed or deferred to next year is detailed below:-

	£000
Electoral Registration Review	-58
Voice and Data Infrastructure	-100
Railway Station Improvements	-30
St Neots Leisure Centre – Bar/Kitchen/Creche	-286
St Neots Leisure Centre – Impressions Expansion	-200
Social Housing Grant (net)	-1,148
Huntingdon Town Centre Development	-550
Town Centre Developments	-150
TOTAL	<u><u>-2,522</u></u>

2.8 Cost Variations

The following cost variations have been identified:-

	£000
Previously reported (21 July)	-141
Further variations	
Housing Private Sector Grants – adjustment from last report	27
Vehicle Fleet Replacements – low prices achieved through proactive use of ESPO framework contracts	-150
Total identified	-264
Less required savings (21 July)	84
NET SAVINGS	-180

3 FINANCIAL IMPLICATIONS

NET CAPITAL	2005/ 2006	2006/ 2007	2007/ 2008	2008/ 2009	2009/ 2010
	£000	£000	£000	£000	£000
Delayed/Deferred from 2004/05 (para 2.1)	4,752				
Funding Variations (para 2.1 & 2.3)	1,104				
Capital Receipts (para 2.1 & 2.3)	-620	-151			
Timing Variations (para 2.5 & 2.7)	-9,298	9,298			
Cost Variations (para 2.8)	-180				
Net Capital Impact	-4,242	9,147			

REVENUE IMPACT	2005/ 2006	2006/ 2007	2007/ 2008	2008/ 2009	2009/ 2010
	£000	£000	£000	£000	£000
Delayed/Deferred from 2004/05 (para 2.1)	-119				
Funding Variations (para 2.1 & 2.3)	-145	55	55	55	55
Capital Receipts (para 2.1 & 2.3)	-16	-35	-39	-39	-39
Timing Variations (para 2.5 & 2.7)	-232	-232			
Cost Variations (para 2.8)	-4	-9	-9	-9	-9
Revenue Impact	-506	-221	7	7	7

4 RECOMMENDATIONS

4.1 It is **RECOMMENDED** that Cabinet:

- i) Note the monitoring statement at Annex A.
- ii) Note the reported variations and their estimated capital and revenue impact.
- iii) Approve the variations outlined in paragraphs 2.3 and 2.4

BACKGROUND PAPERS

Capital programme and monitoring working papers.

Previous Cabinet and Committee reports on capital expenditure.

Contact Officer – Steve Couper ☎ 01480 388103

MTP - CAPITAL SCHEMES MONITORING REPORT

Active Schemes 2005/06

	Approved Date	COMPLETION		Slippage (weeks)	Approved 2005/06	NET EXPENDITURE £000's		COMMENTS
		Approved (weeks)	Deferral (weeks)			Total	Projected Variance	
PORTFOLIO:								
Economic Development								
>>	643		0	0	2091	8645	0	
		30-Mar-06						
					6554	8645	0	
PORTFOLIO: Environment & Transport								
Car Parks								
>>	480	31-Mar-07	0	0	0	2243	0	
	00/014/A	30-Jan-06	0	0	22	105	0	
	02/017/B	30-Dec-03	0	91 **	0	22	0	Planning approval obtained. Costs have come in too high. Reduced scheme being retendered.
CCTV								
	00/020.02	30-Mar-06	0	0	0	99	0	
Crime Reduction								
	00/036.03	31-Mar-06	0	0	0	23	0	St Neots Riverside car park - £15k committed
Environmental Improvements								
>>	03/431.03	31-Mar-06	0	0	0	109	0	
	02/050/A	30-Sep-05	0	26	22	184	0	
	02/241/B	28-Jul-06	0	0	342	1095	0	
	01/049/A	31-Dec-05	0	0	70	1107	0	
>>	02/051/A	31-Mar-05	0	52	22	130	0	On programme to meet budget
	01/104.03	30-Mar-06	0	0	0	66	0	
	01/157.02	31-Mar-05	0	13 **	84	84	0	
	01/157.03	31-Mar-06	0	0	0	86	0	
Public Conveniences								
	01/163/A	01-Feb-04	0	112	0	36	0	Following Cabinet in February 2005 a review has been prepared for consideration by members.
	03/302/A	31-Dec-06	0	0	300	1250	0	APC's in villages being removed Further review of Town Centre Public Conveniences completed ready for member consideration.

MTP - CAPITAL SCHEMES MONITORING REPORT

14 October 2005

Active Schemes 2005/06

	Approved Date	COMPLETION Deferral (weeks)	Slippage (weeks)	NET EXPENDITURE £000's		COMMENTS
				Approved 2005/06	Approved Total	
Public Transport Support						
03/400.00	31-Jan-04	0	69 **	0	33	
03/400.01	30-Dec-04	0	26 **	35	35	
>> 03/400.02	28-Feb-06	0	-22 **	0	70	
483	28-Feb-05	0	56	25	25	Delayed due to agreement of scheme with county and staff resources.
Transportation						
>> 03/366/A	30-Oct-03	0	122	1	9	Delay due to Great Crested Newts. Awaiting Planning approval. Works to be carried out by Term Contractor Wrekin.
>> 03/361.01	31-Mar-05	0	17 **	72	72	Bus shelters completed
03/361.02	30-Mar-06	0	0	0	74	GMC safety and cycleway Ambury Rd Cycleway
>> 01/095.02	05-Feb-05	0	0 **	88	88	Schemes being designed
01/095.03	30-Mar-06	0	0	0	89	
>> 02/132.01	30-Mar-06	0	13	0	15	Strategy not being carried out yet - delay by County
03/363.02	30-Mar-07	0	0	0	42	
>> 01/152.02	31-Mar-05	0	52	105	105	Possible Island Common cycleway Might be transferred to St Neots town to Railway Station
01/152.03	30-Mar-06	0	0	0	111	GMC cycleway
03/362/A	30-Mar-07	0	0	0	74	Market town strategy has not been progressed due to problems at the County
>> 03/351/A	30-Mar-08	0	0	0	524	Island Common cycleway - delay due to legal problems
02/250.02	31-Mar-05	0	39	95	95	
Waste Management						
602	31-Mar-06	0	0	0	376	
Watercourses						
	30-Mar-04	0	78	48	48	Dependant on claim from insurance companies which has been received but refunded. Now passed to our insurers
Total for Portfolio				3064	8524	0

MTP - CAPITAL SCHEMES MONITORING REPORT

14 October 2005

Active Schemes 2005/06

	COMPLETION			NET EXPENDITURE £000's		COMMENTS			
	Approved Date	Deferral (weeks)	Slippage (weeks)	Approved 2005/06	Approved Total				
PORTFOLIO: Finance									
Administration									
>>	03/999.02	VAT Exempt Capital (04/05)	0	0	252	252	0		
	03/999.03	VAT Exempt Capital (05/06)	0	0	0	144	0		
Housing Benefits									
626		Housing Benefits - Wireless Working	0	0	0	0	0		
Total for Portfolio							144	396	0
PORTFOLIO: Housing & Public Health									
Housing Support									
443		Common Housing Register	0	0	0	53	0		
01/039.03		Disabled Facilities Grants (05/06)	0	0	0	868	0		
>>	00/141.03	HRAs and RENS (05/06)	0	0	0	291	-114	Full spend anticipated Underspend anticipated on repairs assistance budget. Targetted work will follow the new private sector housing strategy but this is not thought to have an impact until next financial year.	
		Social Housing Grant (Contingency) (04/05)	0	52	1000	1000	0	Budget of £1m plus £27k inflation has been rolled forward to 2006/07 because the Housing Corporation bid round is due and the budget will be needed to fund schemes not funded by the Housing Corporation.	
Total for Portfolio							2326	3326	-114
PORTFOLIO: Leader									
Economic Development									
>>	03/365/A	Huntingdon Boatyard Improvements	0	52	87	102	0	Report approved - needs outside funding to proceed	

MTP - CAPITAL SCHEMES MONITORING REPORT

14 October 2005

Active Schemes 2005/06

	Approved Date	COMPLETION		Slippage (weeks)	NET EXPENDITURE £000's		COMMENTS	
		Deferral (weeks)	Approved Date		Approved 2005/06	Projected Variance		
Office Accommodation								
03/300/A Pathfinder House Imps and One Stop Shop	31-Mar-06	104	0	0	257	10381	0	Following decision of Cabinet in April 2005 tenders have been issued for return in August 2005.
01/128/A Public Buildings Access - Disability etc	30-Mar-04	0	104	104	-10	80	-17	DDA access issues identified at Pathfinder House being addressed, taking account of limited life of building. Projects on external issues ongoing as reported to COMT. Priority Centre access to DC Offices
Planning Policy and Conservation								
>> 03/358/A Rural Renewal NE Hunts - Pump Priming (04/05)	31-Mar-05	0	0	0	50	40	-30	
PORTFOLIO: Leisure								
Community Initiatives								
>> 03/423.01 Community Information Project (05/06)	31-Mar-06	0	-26	**	0	10	0	
Leisure Events and Facilities								
>> 02/058/A Grafham Water Centre Partnership Contribution	31-Mar-05	0	0	0	10	20	0	
>> 00/999.02 Local Leisure Project Grants (04/05)	31-Mar-05	0	0	0	111	111	0	
>> 00/999.03 Local Leisure Project Grants (05/06)	31-Mar-06	0	0	0	0	111	0	
Leisure Policy and Development								
>> 00/001/B St Neots Tennis Initiative Partnership	01-Mar-02	0	212	212	30	30	0	NOF bid accepted Awaiting confirmation of plans for entire site
Parks and Open Spaces								
>> 446 Football Improvements	31-Mar-07	0	52	52	205	205	0	St Neots - Priory Park Agreed in principle with Local Football Partnership, application for funding being prepared. Architects negotiating with Planning and Building Control. St Ives - Outdoor Centre On hold pending Planning Applications by Developers.

Total for Portfolio

6607 10603 -47

MTP - CAPITAL SCHEMES MONITORING REPORT

14 October 2005

Active Schemes 2005/06

			COMPLETION		Slippage (weeks)	NET EXPENDITURE £000's		COMMENTS
			Approved Date	Deferral (weeks)		Approved 2005/06	Approved Total	
01/121/A	Pilot Linear Park Development	30-Nov-03	0	91	1	120	0	Outstanding works identified. Installation of Street Furniture commenced, street lighting awaited. Schemes delayed, completed in April/May 2005.
03/369.01	Play Equipment (03/04)	31-Mar-04	0	60 **	0	46	0	Schemes delayed, programmed May/July 2005
03/369.02	Play Equipment (04/05)	31-Mar-05	0	17	49	49	0	Schemes being designed
03/369.03	Play Equipment (05/06)	31-Mar-06	0	0	0	52	0	All works completed. Skate Park opened officially on 17th September 2005. Additional Vert Ramp may be added following receipt of further external grant.
467	St Neots - Skate Park	31-Mar-05	0	17	100	100	0	Order placed. Fabrication completed and galvanised, awaiting painting.
01/107/A	Various Parks - Signs	30-Dec-03	0	82	0	40	0	Allocated for Brampton Skate Park Schemes dependant on Partnership Funding.
>>	02/004.02 Young People's Activity Parks (04/05)	31-Mar-05	0	52	48	48	-23	
>>	02/004.03 Young People's Activity Parks (05/06)	31-Mar-06	0	0	0	48	0	
Recreation Centres								
>>	00/022/A CCTV - Improvements at Leisure Centres	31-Jul-05	0	39	20	80	0	20K slipped from 2003/04 for Sawtry. Estimated completion of Sawtry June 2006 (amended 3/8/05). 5k to be delayed for improvements at SNLC when site design is finalised. All remainder to be deferred.
>>	03/336/A Huntingdon Leisure Centre - Impressions Expansion	31-Mar-06	0	0	0	250	0	Internal expansion plans being drawn up. Need to compile business plan for Cabinet showing net gain from scheme.
	01/135.01 Leisure Centres - Disabled Facilities (03/04)	31-Mar-04	0	78	0	30	0	£19k carried forward from 03/04 pending return of Disabled provision reports on all Centres. Any unused funds to be carried forward.
>>	02/134.01 Leisure Centres - Future Maintenance (04/05)	31-Mar-05	0	0 **	803	803	0	Tenders out in stages. RLC/SLC returns 9/7, HLC/SNLC returns 23/7, SILC returns 10/8 (late arrived 27/8) RLC/SLC under way. HLC under way. SILC under way. Substantial completion March05. Carry forward any unused funds to 05/06.

MTP - CAPITAL SCHEMES MONITORING REPORT

14 October 2005

Active Schemes 2005/06

	Approved Date	COMPLETION Deferral (weeks)	Slippage (weeks)	NET EXPENDITURE £000's		COMMENTS	
				Approved 2005/06	Approved Total		
02/134.02 Leisure Centres - Future Maintenance (05/06)	31-Mar-06	0	0	0	423	0	Delivery of year 3 programme (05/06) to be between Centre Management, Internal HDC teams, and external providers Full implementation of scheme delayed till all invoices received from year 2.
03/424/A Ramsey Leisure Centre - Creche, Office &	31-Jan-05	0	13 **	200	328	0	Modifications to original plan now incorporated. Scheme now projected at £308k combining both schemes (L260 and L261) and increasing resultant revenue Lowest tender 50k over budget. Re-tendering. Returned 30 Sep 04. Renegotiated with lowest tender. Report to Cabinet for 14/10/04 requesting total of 328k - extra 20k required. Cabinet approval given - as long as funding is taken from elsewhere in Leisure Capital programme. Involves reduction and rephasing of Condition Survey. Work commenced 29/11 - completion by 07 May 05 Currently on schedule Apr 05 - still on schedule. Expected completion 05/05/05. Official opening 07/05/05
>> 02/262/B Sawtry - Fitness Studio	01-Apr-05	0	56	614	1184	0	Tenders complete Work to commence 12th Sept 05. 40 week contract. Starts with replacement hard play area, then moves to building works. Still issues on car/coach park with no progress on College grant application. Tenders came in 100K over expected.
>> 03/333/A St Neots Leisure Centre - Creche & Kitchens	30-Nov-03	0	69	0	558	0	Work deferred. No decision on whether to proceed with re-tendering or packaging with other work as yet. Project subject to overall plans for SNL/C campus
>> 03/335/A St Neots Leisure Centre - Impressions Expansion	31-Mar-06	0	0	0	200	0	
Transportation 00/003.03A Accessibility Improvements/Signs (05/06)	28-Feb-06	0	0	0	0	#	

Active Schemes 2005/06

	Approved Date	COMPLETION Deferral (weeks)	Slippage (weeks)	NET EXPENDITURE £000's		COMMENTS
				Approved 2005/06	Approved Total	
PORTFOLIO: Operations & Information Technology						
Information Technology						
495	03/301.00	0	0	0	650	0
	Corporate Electronic Document Management System	31-Mar-08				
	Customer First - Programme Wide	31-Mar-07		-191	508	0
03/301.20	Customer First - People and Facilities	31-Mar-07		165	322	0
03/301.30	Customer First - Technical Infrastructure	31-Mar-07		806	2021	0
03/301.10	Customer First - Transaction Delivery	31-Mar-07		161	428	0
>>	03/375/A Desktop Rationalisation (03/04)	31-Mar-04	91	37	100	0
	03/301.04	0	0	38	58	0
	Elections System Application Review	31-Mar-06				Project delayed due to changes in PC operating system
01/082.02	Enhanced Security of Data Network & Comp Sys	31-Mar-05	8 **	45	45	0
03/301.11	Leisure System Development	31-Mar-05	0	48	128	0
>>	03/301.08	0	8	162	209	0
	Personnel/Payroll System	31-Oct-05				Deferred to 2006/07 at request of Head of Service
>>	03/301.04	104	0	29	35	0
	Planning Application Review	31-Mar-04				Project complete
>>	03/301.04	74	0 **	23	23	0
	Switchboard Application Review	31-Mar-04				Delayed by 2 months pending appointment of new staff
494	Voice and Data Infrastructure	31-Mar-07	0	100	202	0
>>	02/192.03	0	52	13	13	0
	Godmanchester Nursery	31-Mar-05				Awaiting software enhancements to Uniform for listed buildings and conservation group
>>	02/192.03	0	0	0	1391	-166
	Vehicles Fleet Replacement (05/06)	31-Mar-06				Project complete
PORTFOLIO: Planning Strategy						
Planning Policy and Conservation						
>>	01/077/A	0	0	110	1177	-55
	Hunt Town Cent Dev - Planning Dev Issues	30-Mar-06				Completion date quoted relates only to activity in 2003/04. The scheme runs to 2005/06.
>>	03/358.01	0	0	0	52	-28
	Rural Renewal NE Hunts - Pump Priming (05/06)	30-Mar-06				
Total for Portfolio				1763	4846	-23

MTP - CAPITAL SCHEMES MONITORING REPORT

14 October 2005

Active Schemes 2005/06

	Approved Date	COMPLETION		Slippage (weeks)	Approved 2005/06	NET EXPENDITURE £000's		COMMENTS
		Deferral (weeks)	Approved			Approved Total	Projected Variance	
02/224/A	28-Feb-06	0	0	0	33	282	0	Completion date quoted relates only to activity funded in 2003/04. The scheme runs to 2006/07.
PORTFOLIO: Public Health & Community Safety		Total for Portfolio			707	1511	-83	
Crime Reduction								
>>	00/036.02	30-Mar-05	0	0 **	22	22	0	All work committed and bills awaited
Environmental Improvements								
>>	01/053/A	01-Mar-03	0	52 **	0	130	0	CCC responsible for delivery of scheme.
PORTFOLIO: Resources & Policy		Total for Portfolio			0	152	0	
Information Technology								
450		31-Mar-06	0	0	0	27	0	
PORTFOLIO: Resources Etc.		Total for Portfolio			27	27	0	
Information Technology								
>>	03/301.04	31-Mar-04	108	0	1	35	0	Delayed due to data migration problems
>>	01/124/A	31-Mar-03	34	0 **	0	303	0	
Total for Portfolio		Total for Portfolio			0	338	0	
Total all Portfolio		Total all Portfolio			23834	44596	-433	

ANNEX: MTP - CAPITAL SCHEMES MONITORING REPORT - DEFINITIONS

Active Schemes 2005/06 All schemes with approved funding (gross or net) in the year to which the report relates or which have a predicted 'current' or 'actual' completion date within the year.

PORTFOLIO:	ENVIRONMENT	COMPLETION				NET EXPENDITURE £000's			COMMENTS
		Approved Date	Deferral (weeks)	Slippage (weeks)	Approved 2005/06	Approved Total	Projected Variance		
CCTV									
019	CCTV - Alarm Actuated Camera Position	31-Dec-04	0	0	40	40	0		
<i>Project appraisal reference</i>	<i>Name of scheme</i>	<i>The date given for the completion of the project in the original project appraisal or in a subsequently approved revised project appraisal.</i>	<i>The currently predicted or actual (for completed schemes) time in weeks by which completion will vary from the approved date.</i>	<i>The currently predicted or actual time in weeks by which completion will vary from the approved date or extend beyond the period for which a 'deferral' has been authorised.</i>	<i>Net amount included in MTP for the current year together any approved slippage from the previous year.</i>	<i>The overall net cost of the scheme based on historic actuals and future approved.</i>	<i>The projected difference between the approved total net cost of the scheme and the actual net expenditure to deliver the scheme.</i>	<i>Brief narrative describing any deferral, slippage or financial variance.</i>	
<i>Projects are allocated to portfolio holders and then grouped by function.</i>		<i>For appraisals that relate to an annually recurring sum the approved date is assumed as the end of March for the year being reported on.</i>	<i>To qualify as a 'deferral' the delay/acceleration must have been approved in advance by a project board (which includes a Chief Officer).</i>	<i>Schemes where deferral/slippage is based on an 'actual' completion date are distinguished in the report by **.</i>					

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CABINET

3 November 2005

FINANCIAL MONITORING – REVENUE BUDGET (Report by the Head of Financial Services)

1. 2005/06 Budget – As at October 2005

1.1 Expenditure and income to date have been reviewed for the period to October and the impact of this on this year's budget has been assessed. The likely outturn for the year cannot be predicted with any certainty at this stage but the forecast reduction, after known items were brought forward from 2004/05, is in the region of £600k including £59k that will need to be deferred to the following year.

1.2 The main variations are:

	Income	Expenditure	Recharge to capital	Net Expenditure
	£000	£000	£000	£000
Original Budget	-37,654	55,681	-654	17,373
Unspent budget brought forward from 2004/05		272		272
	-37,654	55,953	-654	17,645
Less reimbursed expenditure	23,321	-23,321		0
	-14,333	32,632	-654	17,645
Variations				
Deferred expenditure	-2	-57		
Pay award 2005		+55		
Additional Interest due to capital scheme delays	-506			
Licence income	-14			
Land Charges income reduced	+166			
Benefits caseload	-32			
Environmental Health MTP variation		-82		
Highways agency termination	430	-475		
Civil Contingencies act – supplementary estimate		+23		
Capping rebilling – supplementary estimate		+60		
Refuse collection reduced expenditure		-61		
Office furniture embargo		-100		
Other		-6		
Total variations	+42	-643		-601
	+0.3%	-2.0%		
Forecast net spending				17,044

- 1.3** The £600k underspending forecast includes two categories of item:
- One-off reductions (delays in on-going programmes or particular circumstances in the current year that will not continue) This is the major part of the savings.
 - Potential permanent budget reductions including variations to MTP schemes.
- 1.4** An efficiency savings review with a target of 3% is currently underway and the results will be incorporated into the review of the MTP.

2. RECOMMENDATION

- 2.1** It is recommended that the Cabinet note the likely spending variations.

ACCESS TO INFORMATION ACT 1985

Source Documents:

1. Cabinet and Council Reports
2. Budgetary control files.

Contact Officers: *Graham Dolan, Accountancy Manager* (01480 388106)
Steve Couper, Head of Financial Services (01480 388103)

**COMT
CABINET**

**18 October 2005
3 November 2005**

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

1. INTRODUCTION

- 1.1 The Head of Revenue Services, or in her absence the Head of Financial Services is authorised to write-off debts with an individual value of up to £4,000, or of a greater amount after consultation with the Executive Councillor, having taken appropriate steps to satisfy herself that the debts are irrecoverable or cannot be recovered without incurring disproportionate costs. A summary, detailing debts written-off, shall be submitted to the cabinet quarterly.
- 1.2 The summary of debts written-off during the quarter ended 30 September 2005 and during the 2005/06 financial year, is shown below with the comparative amount for the previous financial year shown in brackets.
- 1.3 Whilst these amounts have been written-off in this period of the 2005/06 financial year, much of the original debt would have been raised in previous financial years as the table at 4 demonstrates.

2. WRITE-OFFS UP TO £4,000

Approved by the Head of Revenue Services

Type of Debt	In Quarter		Financial Year Total		
	No. of Cases	Amount £	No. of Cases	Amount £	Previous Year (£)
Council Tax	226	30,365.32	407	64,896.28	(17,941.61)
NNDR	21	19,031.60	32	27,545.85	(14,227.82)
Sundry Debtors	40	13,943.78	69	21,373.35	(47,761.07)
Excess Charges	64	3,476.18	126	5,836.18	(7,410.00)

- 2.1 Please note that the processing of Council Tax write-offs was delayed at this point last year.

3. WRITE-OFFS OVER £4,000

Agreed by the Executive Councillor

Approved by the Head of Revenue Services

Type of Debt	In Quarter		Financial Year Total		
	No. of Cases	Amount £	No. of Cases	Amount £	Previous Year (£)
NNDR	3	20,596.08	4	47,349.29	(28,078.55)
Sundry Debtors	0	0	1	15,303.82	(0.00)

- 3.1 In this quarter, two NNDR cases, valued at over £4,000, were written-off after the administrator confirmed there would be no payment. The remaining NNDR case was written-off because the company had been dissolved.

4. DATE ANALYSIS

Year of Debt	Council Tax (£)	NNDR (£)	Sundry Debtors (£)	Excess Charges (£)
Pre 97/98	1,243.01	572.45	1000.00	0.00
1997/98	392.13	0.00	1,040.04	0.00
1998/99	608.92	0.00	1,448.01	0.00
1999/00	1,771.09	0.00	2,110.26	0.00
2000/01	1,919.40	0.00	248.52	0.00
2001/02	5,573.23	3,119.59	1,244.01	0.00
2002/03	12,862.10	4,365.99	3,393.46	1,991.18
2003/04	20,943.63	33,168.80	6,097.23	0.00
2004/05	17,543.93	26,996.03	18,904.31	3,845.00
2005/06	2,038.84	6,672.28	1,191.33	0.00
Totals	64896.28	74,895.14	36,677.17	5,836.18

5. CONCLUSIONS

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

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

CABINET

3 NOVEMBER 2005

**FIXED PENALTY NOTICES
(Report by Head of Environmental Health Services)**

1. INTRODUCTION

- 1.1 The purpose of this report is to seek delegated authority for officers to issue fixed penalty notices in respect of relevant offences under the Anti-Social Behaviour Act 2003 (the 2003 Act) and the Clean Neighbourhoods and Environment Act 2005 (the 2005 Act) and other applicable legislation and to agree an enforcement strategy including the use of non-employees.

2. BACKGROUND INFORMATION

- 2.1 In May 2004 Huntingdonshire District Council's Cabinet received a report from the Director of Operational Services about the implications of the 2003 Act. Recommendation 5.2 was that a further report should be submitted to Cabinet relating to the implementation of fixed penalty notices. In August 2005 the Cabinet received another report; this time about the implications of the 2005 Act. This report also contained a recommendation (5.4) that a further report should be submitted to Cabinet relating to the implementation of fixed penalty notices.
- 2.2 There are various pieces of legislation that allow the authority to enforce against environmental crimes. Powers have been available within the Environmental Protection Act 1990 but now there are also provisions under the 2003 Act. Part 6 of the Act contains supplementary provisions for dealing with issues such as graffiti, litter, waste and fly-posting. There are also provisions due to come into force under the 2005 Act.
- 2.3 A Fixed Penalty Notice (FPN) is simply one tool for achieving changes in anti-social behaviour. The advantage of FPNs is that they can reduce the bureaucracy and thus the overheads in formally dealing with certain types of offences. However, the use of FPNs involves a significant business process change.
- 2.4 The use of this type of enforcement is a specialist area; officers need to be trained and competent in both the interpretation of the relevant law and conduct of the process. If appropriate, ie in the case of repeat offences, criminal prosecutions can still be taken.
- 2.5 Huntingdonshire District Council currently has very few employees authorised to serve fixed penalty notices. The Animal Welfare and Pest Control Manager and the part-time Dog Warden are both authorised to serve FPNs for dog fouling offences (under the 1996 Act - however, this Act is due to be repealed when the 2005 Act is commenced). As well as direct employees there are others authorised to serve FPNs in Huntingdonshire. The 24 Police Community Support Officers (PCSOs) are also authorised to serve FPNs for dog fouling offences. There is also a local agreement with the Oxmoor Community Board. Under that agreement Huntingdonshire Housing Partnership (HHP) wardens in the area will seek witnesses to dog fouling offences and, where there is

appropriate and sufficient evidence, ask the Council's Dog Warden to serve a FPN on the alleged offender.

- 2.6 In addition to dog fouling other offences have been considered for FPNs. An officer employed by Cambridgeshire County Council was recently (September 2005) seconded to the Operational Services Division for a short time with the express purpose of raising the profile of the use of FPNs to control littering.

3. IMPLICATIONS - OPERATION OF THE SCHEME

- 3.1 Evidence of the need for fixed penalty notices as an extra tool for punishing criminal anti-social behaviour or environmental crimes has been considered by officers.
- 3.2 This research suggests that there may be limited benefit in the use of FPNs for those leaving graffiti. There are two reasons for this: the small-scale vandalism with a marker-pen is rarely detected at the time of the offence so there is seldom an identified perpetrator on whom to serve a notice; the perpetrator of larger scale graffiti, where the perpetrator may be traced via an identifiable tag would not be suitable for an FPN. If a tag is traceable it cannot be a first offence, repeat offenders should not be eligible for FPNs.
- 3.3 Other enforcement regimes; for example for offences such as dog fouling; have a history of using FPNs as one of the enforcement tools. There are two areas where the introduction of FPNs is expected to be a valuable enforcement tool. The first is littering. Littering is the deposit of waste in the open air so litter may range from a crisp packet to a bin-bag full of refuse. The second is fly-posting. Fly-posting is a growing problem in Huntingdonshire, with hundreds of signs/posters removed every month by the Operations Division.
- 3.4 If a FPN scheme is adopted an offender has an opportunity to discharge any liability for a conviction for an offence by the payment of a Fixed Penalty. The penalties are specified in the relevant Acts and they vary with the offence. Under the Clean Neighbourhoods and Environment Act 2005 there is also scope for the local authority to specify the level of some penalties.
- 3.5 There are currently no trained officers employed by the authority who are available to serve FPNs for littering or fly-posting. Formal training will need to be provided for anyone intending to issue FPNs. There is also an opportunity for non-employees to issue FPNs, if they are trained and authorised. Each parish council and town council may issue FPNs, if they chose to, for certain offences. If a parish or town council chooses to do this there is every chance they may retain the receipts. The parish and town councils within Huntingdonshire have been consulted and so far of 27 who have replied 6 are interested in pursuing parish-based enforcement. Within those parishes who have decided that parish-based enforcement is not appropriate for them at the moment there may be volunteers willing to be trained and authorised to act on behalf of Huntingdonshire District Council. In addition HHP wardens, PCSOs and Neighbourhood Watch representatives have been approached about the notion training to issue FPNs on behalf of the Council.

- 3.6 By training and using PCSOs and other interested parties as evidence gatherers the Council could pursue the use of FPNs as an enforcement tool while minimizing any need to increase staffing levels. However, the effective use of non-employees would depend on supervision and co-ordination. This supervision should be undertaken by an experienced officer skilled in enforcement/anti-social behaviour issues. The tasks would not demand full-time attention but may mean that the role should be added to existing duties, this may require a re-evaluation of the salary for such a post.
- 3.7 An implied duty to prosecute arises for those who do not pay the fixed penalty in the allowed time. This authority does not have the capacity to increase the volume of prosecutions it handles in any one year.
- 3.8 There is a limited potential for revenue to be generated by issuing FPNs. At this stage, it is too early to quantify the levels of activity, the subsequent income or the costs of prosecuting those offenders who do not pay. The revenue collected from FPNs associated with dog fouling offences has been only £625 in total over the last 7 years. The cost of employing and/or training new enforcement or co-ordinating staff cannot be met from existing budgets.

4. CONCLUSION

- 4.1 There are increased enforcement powers included in the Clean Neighbourhoods and Environment Act 2005 for a variety of 'environmental crimes' and also powers to adopt alternative enforcement strategies for some offences, such as the use of fixed penalty notices.
- 4.2 There is an expectation that Local Authorities will become increasingly pro-active in resolving neighbourhood problems. Fixed Penalty Notices (FPN) may reduce the bureaucracy of formal action. However, the use of FPNs is a significant business process change.
- 4.3 Huntingdonshire District Council does not presently have sufficient trained staff to implement a comprehensive fixed penalty regime. There are opportunities to authorise suitably trained personnel who are not HDC employees provided their work is adequately supervised and coordinated.

5. RECOMMENDATIONS

- 5.1 Members are requested to approve the principle that, although some penalties may be set by the local authority, Huntingdonshire District Council will adopt the default penalty in the legislation, for the time being.
- 5.2 Members are requested to authorise the Director of Operational Services to appoint persons to issue relevant Fixed Penalty Notices (under the Environmental Protection Act 1990, the Anti-Social Behaviour Act 2003 and the Clean Neighbourhoods and Environmental Act 2005 and any subordinate legislation) on behalf of Huntingdonshire District Council.

BACKGROUND INFORMATION

Clean Neighbourhoods and Environment Act 2005

Anti-Social Behaviour Act 2003

Cabinet Report, 6 May 2004- Anti-Social Behaviour Act 2003

Cabinet Report, 1 September 2005 – Clean Neighbourhoods and Environment Act 2005

Draft Guidance on the Clean Neighbourhoods and Environment Act 2005: A Consultation Document; October 2005 www.defra.gov.uk

Code of Practice on Litter & Refuse: Consultation Document; October 2005 www.defra.gov.uk

Contact Officer: Susan Lammin, Head of Environmental Health Services
☎ 01480 388 280

CABINET

3 NOVEMBER 2005

**MOBILE HOME SITE ST NEOTS, CONTAMINATED LAND SURVEY
(Report by the Head of Housing Services)**

1. PURPOSE

- 1.1 The purpose of this report is to consider the results and consequences of a recent contaminated land survey of the Council's mobile home park at Eynesbury.

2. BACKGROUND

- 2.1 The mobile home park in Howitts Lane, St Neots has been in operation prior to the 1974 reorganisation of local government. Previously it was owned by St Neots Urban District Council. At LSVT (2000) management of the site was passed to Huntingdonshire Housing Partnership (HHP). There are 50 pitches on the site and residents own their own mobile/park home paying a ground rent to the Council.
- 2.2 The occupiers of the mobile homes enjoy security of tenure under the Mobile Homes Act 1983. These rights can be assigned to another person and be passed on by succession to members of the family living with them or by anyone taking inheritance of the estate.
- 2.3 The site comprises of about 1.25 hectares as shown on the attached plan with access off Howitts Lane. It adjoins other District Council land at Levellers Lane which is occupied by industrial units. The mobile home park has been partly developed on the site of an old clay pit and brick and tile works.
- 2.4 The clay pits were filled and the ground levelled before a mobile home site was developed, around 1952. The presence of the clay pits was discovered from old (c.1920) maps of the site. The Environmental Health Services Division had collected the mapped information as part of their risk assessment of potentially contaminated land in Huntingdonshire. Members will be aware that when the contaminated land regime was introduced that this authority published a strategy for inspecting potentially contaminated land (June 2001).
- 2.5 This land was one of a number of sites scheduled for inspection over the next 10 years as part of the Inspection Strategy. This year various events coincided to make 2005 an appropriate time to undertake the investigation. Recent expenditure connected with electricity failures together with enquiries from two mobile parks operators who are interested in acquiring the site prompted a planned asset review. The review of assets would include potential expenditure, current management arrangements including resident feedback, and ownership. Any potential new owner would condition any offer to purchase as subject to a land survey. At the same time Huntingdonshire Housing Partnership, as managing agent, had enquired about the Council's risk assessment of the land.
- 2.6 The contaminated land survey was therefore commissioned, in June 2005, both to investigate the land in accordance with the Council's

contaminated land strategy and to inform a review of the mobile home site as an asset.

3. RESULTS OF THE CONTAMINATED LAND SURVEY

3.1 The first phase began with a desk top study, looking at geological, hydro-geological and topographical maps of the area and site history.

3.2 Clay extraction pits are shown on maps of this site in 1920s. Later the land was used for landfill; before licences were needed. There was no documentary information available about the nature or extent of landfill, the maximum depth of fill nor any details of any cap formed when the landfill was complete.

3.3 The second stage involved a walk over inspection of the site and sampling. Samples were taken of soil, ground water and gases.

3.4 **Results of gas sampling.** The sampling identified elevated levels of carbon dioxide. In order to reduce the potential for the accumulation of potentially harmful concentrations of carbon dioxide beneath mobile homes at the site the consultant has recommended that where brick built surrounds have been constructed around the base of mobile homes, ventilation bricks be incorporated to achieve a minimum of 2,500mm² free area per metre run of building. A follow up survey has been arranged to establish which homes require this ventilation.

3.5 **Shallow soil quality.** The soil samples showed elevated concentrations of polycyclic aromatic hydrocarbons (PAH), including the principal 'risk driver' of this group of compounds: benzo(a)pyrene (BAP). The distribution of BAP across the site varies. However, it seems that these compounds are associated with ash and coal fragments in the fill material.

3.6 The risks posed by levels of benzo(a)pyrene in shallow soils are generally considered in terms of excess life time risk rather than short acute illness through short term exposure. The concentration, or means of determining the concentration, of benzo(a)pyrene which is considered to represent an unacceptable risk has yet to be clearly defined within current UK guidance/legislation. At the moment we cannot ascribe a risk to this substance in this location.

3.7 The investigating consultant has suggested that under current UK guidance the site will likely fall under the legal definition of Contaminated Land. However, the consultant recommended that further consultation and liaison with UK experts bodies involved with the Guidance and methodology be conducted with regard to what level of risk is considered unacceptable. A consultant with suitable expertise and connections has already been retained.

3.8 It is likely that works will be required in future to minimise the chance of any bad effect arising in the long-term. The extent of any remedial works will depend on the risk that is posed and so this is also unknown at the moment. A consultant has been commissioned to work on this issue and we should know more by the end of the year.

- 3.9 In the meantime the consultant has advised that the potential for exposure can be reduced through simple precautions such as thorough cleaning of hands before eating, etc (particularly in the case of small children), wearing gloves while working in shallow soils/gardening and not growing vegetables within shallow soils. This advice has been supplied to every household on the mobile home park.

4. THE PROCESS OF DETERMINING IF THE LAND IS CONTAMINATED

- 4.1 Responsibility for the regulation of contaminated land has been delegated by the Council to the Licensing and Protection Panel and is carried out by the Environmental Health Services Division. They will consider whether the site, or part of the site, is contaminated. Each plot could be regarded separately. The Regulator is seeking the advice of a specialist consultant who has links to the government's task force that is considering risks posed by compounds such as BAP. Advice should be available by the end of 2005 that will allow a determination to be made.
- 4.2 If the site is designated as 'contaminated land' then the land owner (the Council) will need to prepare a remediation strategy for approval by the Regulator. Once approved, and finance is available, works can commence.

5. RESIDENT CONSULTATION/INVOLVEMENT

- 5.1 Residents were informed in advance, by letter, of the survey. All residents of the site plus local ward members were invited to a meeting held during the evening on 6th October 2005 to be given feedback on the consultant's findings, and the next steps. Thirteen of the fifty mobile homes on the site were represented. Following the meeting a letter was sent to each mobile home providing information on the main findings of the survey of elevated levels of carbon dioxide and benzo(a)pyrene together with the next steps together with health and safety advice by way of a dos and don'ts sheet. A help line telephone number to deal with enquiries from residents has been established.

6. POTENTIAL FOR RESIDENT DISRUPTION DURING ANY WORKS

- 6.1 The remediation strategy will need to deal with health and safety arrangements for the protection of residents during the works. Methods for the control of dust will need to be in place. The depth of excavation required will determine whether the homes can safely remain on their concrete bases. The duration of the works and the ability to provide safe access/egress to their homes are key determinants of whether residents should be temporarily decanted. Measures to avoid decanting of residents, whilst preferable, would be reflected in the tender prices.
- 6.2 If decanting of tenants is required then local homes would need to be identified and reserved for this purpose. Homes would need to be fully furnished because mobile homes and park homes have integral white goods and bedroom fitments which could not be removed from the mobile homes.
- 6.3 To avoid local houses (which are short in supply) being reserved and furnished for the decanting of residents a decision could be taken to buy

sufficient park homes from residents to facilitate the decanting of residents on a phased basis. This would give easier and improved arrangements for health and safety during the works and avoid furnishing arrangements because they are usually sold as self sufficient. This would give the added benefit of residents living in the same location compared to potential wider displacement leading to additional inconvenience and disruption, which could result in higher claims for compensation. The mobile/park homes could be sold on completion of the works. It is estimated that the purchase of up to five mobile/park homes would be the minimal amount to provide a suitable work programme for contractors. The homes currently being marketed are advertised at £79,500, £78,500 and £77,500.

7 FINANCIAL MATTERS

- 7.1 The cost of any works will be dependent on the amount, if any, of the site that needs to be remediated. If the land is determined as 'contaminated land' by the Regulator the land owner has to prepare a remediation strategy and submit it to the regulator (within 12 weeks) setting out what will be done, and the timeframe in which it will be done.
- 7.2 Preparing a remediation strategy is specialist work. It will be necessary to employ a consultant to propose a remedial strategy in accordance with government guidelines. The depth of agreed ground remediation is key to the determination of cost, as is the extent of capping required to form any necessary barrier. Some parts of the site may require remediation to different depths; some areas may require a capping layer below the ground, other areas may not.
- 7.3 The government has a Contaminated Land Capital Projects Programme (CLCPP) available which can grant Supplementary Credit Approvals in support of work which is undertaken to remediate contaminated land. The support is based on increasing a Council's government 'grant' sufficiently to allow them to make the repayments on a loan of the accepted sum. All things being equal, a questionable assumption in the field of government 'grant', there would be no net cost to the Council in relation to the amount accepted by the government.
- 7.4 The funds in the CLCPP are limited and have to be bid for. Whilst there is a good chance that 100% support will be available, this cannot be guaranteed if a large number of high priority bids are received.
- 7.5 It is not possible to predict within any degree of accuracy the likely costs until a remediation strategy has been agreed with the Regulator and works tendered. However, the costs could exceed £1m.
- 7.6 In addition to the remediation costs provision needs to be made for the following, which do not appear to be eligible for government support.
- New planting/landscaping
 - Moving and replacing mobile/park homes, as required, on their plots (including disconnection and reconnection of services)
 - Potential decanting of residents
 - Compensation to residents

8. CONCLUSIONS

- 8.1 The site has elevated levels of carbon dioxide. The solution is relatively straightforward and will be put in hand.
- 8.2 The site has elevated levels of benzo(a)pyrene. The concentration, or means of determining the concentration, of benzo(a)pyrene which is considered to represent an unacceptable risk has yet to be clearly defined within current UK guidance/legislation.
- 8.3 The Regulator has yet to make a determination as to whether the land is 'contaminated land'. This determination should be made by the end of 2005.
- 8.4 If the land is contaminated then the Council as land owner would need to submit a remediation strategy for approval to the Regulator. The cost of remedial works has yet to be determined but could exceed £1m. To this needs to be added the cost of the works described at paragraph 7.6. Government financial support is likely to be available to meet the revenue impact of the remediation works.

9. RECOMMENDATION

- 9.1 That the report be noted.
- 9.2 Further reports be presented to Cabinet on the determination of the land, issues arising and the next steps.

Contact Officer: Steve Plant, Head of Housing Services
☎ (01480) 388240

Background Documents:

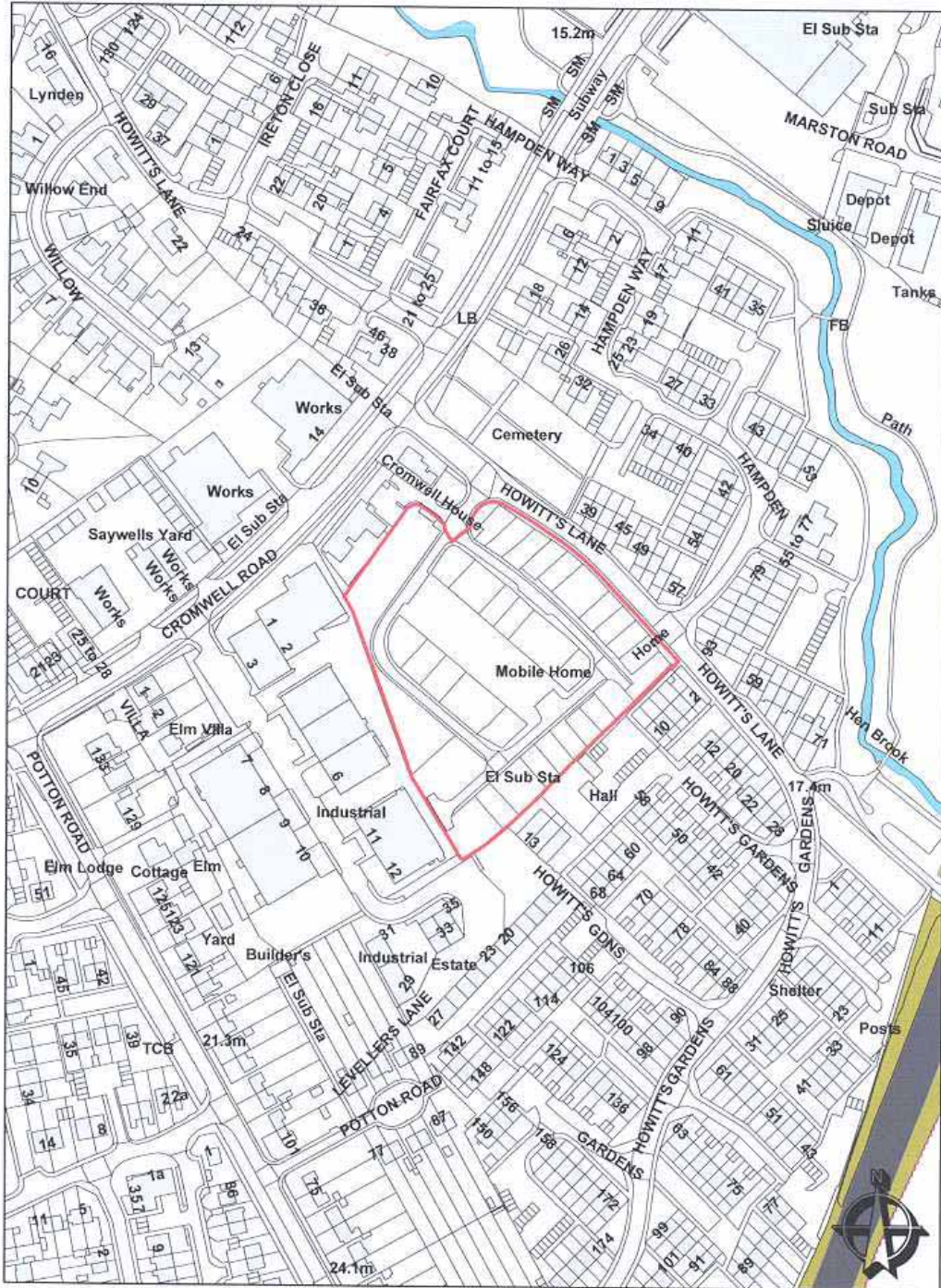
A Strategy for the Inspection of Huntingdonshire for Contaminated Land-
Environmental Protection Act 1990 Part IIA, June 2001:

[<http://www.huntsdc.gov.uk/NR/rdonlyres/3AF6F307-706E-47AE-A83B-4CB1C757D651/0/ContaminatedLandStrategy.pdf>]

Environmental assessment Report: St Neots Mobile Home Park, Eynesbury, Cambridgeshire. Prepared for: Huntingdonshire District Council by Environmental Protection Strategies Ltd of Cambourne (30 September 2005)

Plan Note 2/05 – defra.gov.uk/environment/land/index.htm

Mobile Homes Park, Howitts Lane, St Neots



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Huntingdonshire

1:2,500

REVIEW OF MEMBER DEVELOPMENT (Report by the Overview & Scrutiny Panel (Planning & Finance))

1. PURPOSE

To present the findings of the Panel's review into Member development.

2. INTRODUCTION

2.1 At their meeting held on the 14th September 2004, the Overview & Scrutiny Panel (Planning & Finance) appointed Councillors M G Baker, D B Dew, N J Finnie and A B Stenner to a working group for the purpose of undertaking a review of Member development within the authority and to bring forward recommendations and proposals for consideration by the Panel.

2.2 The working group has met on four occasions, focusing their review on :-

- Current levels of Member support (including facilities, personal support and training);
- Potential developments in Member support; and
- Skills development for Members.

3. METHODOLOGY

3.1 To explore the support arrangements that currently exist for Members within the District Council and possible improvements which could be made to these arrangements, a number of qualitative and quantitative methods of information collection were used. The Council's existing arrangements are summarised in a questionnaire referred to below.

Questionnaire

To obtain views on existing support arrangements and potential improvements, the working group devised a questionnaire which was circulated to all Members. A copy is attached at Annex A.

Telephone Survey

Members of the working group decided that a telephone survey of other local authorities in the area should be conducted to explore support arrangements and potential good practice in the nearby authorities. In this respect information was obtained from South Cambridgeshire District Council and Cambridge City Council.

Best Practice

Information was also obtained from reviews carried out by other authorities, details of which had been published on the Centre for

Public Scrutiny's website. Particular attention was paid to the support services which were being offered by those authorities or which were being recommended as an improvement.

4. RESULTS FROM QUESTIONNAIRE

4.1 An analysis of the results of the questionnaire is set out in Annex B (copy attached). The response rate was good, with 52% of Members finding time to complete the questionnaire and provide detailed comments.

4.2 Overall, a general degree of satisfaction was expressed with the services provided to Members. However, there were some issues raised in the questionnaire which were identified as being useful improvements to Members' services. Those which received significant support were identified as follows:-

- briefings for Members on specific topics;
- formal notification for Members of ward related committee reports;
- the provision of a broadband internet connection at home for all Members for use on Council business;
- support for Members in the organisation of ward surgeries; and
- development of an organised mentoring scheme for new Members.

4.3 The working group also agreed that other ideas identified by Members should be the subject of further investigation, including the recording of training sessions and subsequent distribution to Members unable to attend and greater use of practitioners as opposed academics for Member training (including experienced former councillors).

4.4 With regard to the support provided by other authorities in Cambridgeshire, the working group concluded that in general terms Huntingdonshire already compared favourably and that there were few if any lessons to be learned from other authorities.

5. LESSONS LEARNED FROM OTHER AUTHORITIES

5.1 The working group also considered support arrangements / practices in other authorities, namely:-

- Derbyshire County Council;
- Wiltshire County Council;
- Stockport Metropolitan Borough Council;
- Salford Metropolitan Borough Council; and
- Tameside Metropolitan Borough Council.

Annex C sets out those areas in which different services are offered to those currently provided by the District Council.

5.2 Those authorities have recently undertaken their own reviews of member development and their final reports are available on the Centre for Public Scrutiny's website.

- 5.3 Having considered the outcomes of the reviews and the support arrangements in place at those authorities, the working group concluded that the Council's existing arrangements compared favourably with Member support and development arrangements elsewhere. Nevertheless they felt that those Initiatives which had arisen from the District Council's survey of all Members and which are set out in the following section should be pursued, together with the appointment of training champions to keep a watching brief and act as the main points of liaison between Members and Officers on training.
- 5.4 The working group were also conscious of the decision by the Council at their meeting in February 2005 to delete the provision in the MTP for the current year for the employment of a dedicated Member Support Officer. Members acknowledged that the lack of additional resources will affect the ability of officers to support the measures which they recommend.

6. INTERIM REPORT

- 6.1 An interim report was considered by the Overview and Scrutiny Panel at their meeting on the 13th July 2005 at which time it was agreed that in view of the possible need to submit those proposals involving additional expenditure for potential funding under the forthcoming MTP process, the Cabinet should be recommended to consider the provision of broadband on request to Members who did not currently have access to this facility. An MTP bid is currently in the process of being compiled for consideration as part of the budgetary process for the forthcoming year.
- 6.2 The Panel felt that it would be inappropriate for officers to assist with the arrangements for ward surgeries which was a matter for individual members. As a consequence the working group has not pursued this matter further in producing their final report.

7. CONCLUSIONS AND RECOMMENDATIONS

- 7.2 The working group recognise that existing support mechanisms have worked well over time and there is much to commend. However the evidence examined during the course of the review highlighted the need for a number of potential improvements to Member support and development. The working group therefore put forward the following recommendations;

1. Briefing for Members on specific topics

That a programme of briefing sessions for all Members be organised by service area on a rolling bi-monthly basis. The results from the consultation exercise revealed that councillors find that information is, at times, difficult to access, particularly on new and emerging issues and that briefings on specific policy matters would be useful.

2. Notification of ward related committee reports

The working group recognise that the Council's Constitution currently requires Members to be informed about ward related issues. Paragraph 10.2 of the Protocol on Member / Employee Relations states " it is essential for the efficient functioning of the Council that members should be fully informed about matters on which they may be required to make decisions of which affect their wards. Chief Officers should ensure that all relevant staff are aware of the requirement to keep local members informed and that, as far as practicable, the timing of such information allows Members to contribute to those decisions. Local members shall also be kept informed about matters affecting their wards during the formative stages of policy development".

The working group are not satisfied that Members have been sufficiently well informed by officers in accordance with the protocol. They therefore recommend that Chief Officers Management Team remind their staff of the requirements of the Code and the importance of briefing members about issues affecting their wards.

3. Introduction of a mentoring scheme

To complement support for newly elected Members, the working group consider that a mentoring scheme could be formally adopted, that would provide each newly elected Member with a nominated contact who will provide advice and information on a practical level about council membership and processes. Clearly this will be dependent upon existing Members being willing to offer support as a mentor. The working group so recommend.

4. Appointment of Training Champion

The working group welcome the comprehensive training programme that is available for members. However they feel that there could be greater involvement and consultation with Members as to what training and development provision is to be provided and how to ensure that this is appropriate to Member needs. The working group therefore recommend that each Political Group nominate a "Training Champion" to act as the main point of liaison between members and officers on the subject. Terms of reference for the Training Champions are contained in Annex D attached.

5. Use of alternative training mediums

The working group consider that the format in which training and development is provided should be widened. In addition to the usual attendance at presentations, seminars and conferences, alternative methods should be explored such as

- The recording and distribution of training presentations
- The availability of power point presentations on line
- The supply of DVDs/ videos for "home learning"

- A Members' homepage library of training events / presentations.

By so doing, this would assist Members with family, personal and work commitments who may otherwise find it difficult to attend in person. It was noted that weekend training events were unlikely to be popular. The working group recommend accordingly.

6. Broadband for Members on request where available

This matter has been addressed by way of a separate report which has been endorsed by the Panel at an earlier meeting. The Working Party consider that this issue should be addressed at the earliest opportunity as a matter of high priority.

RECOMMENDATIONS

The recommendations of the working group were endorsed by the Panel at their meeting on 11th November 2005. Cabinet is now invited to consider the recommendations.

BACKGROUND PAPERS

Minutes of Overview and Scrutiny Panel (Planning and Finance) – 11th September 2005.

Minutes of Overview and Scrutiny Panel (Planning and Finance) – 14th September 2004.

Minutes of Overview and Scrutiny Panel (Planning and Finance) – 12th July 2005

Questionnaire to all Members.

Notes of Telephone Survey with local authorities.

www.cfps.org.uk

Analysis of results of questionnaire prepared by District Council's Policy Division.

Review of Member training/development – Derbyshire County Council.

Final report and recommendations on Member training and development – Wiltshire County Council.

Policy Development Review – Supporting Local Democracy – Stockport Metropolitan Borough Council.

CONTACT OFFICER: Claire Bulman, Democratic Services Officer

(01480) 388234

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Huntingdonshire

d i s t r i c t c o u n c i l

MEMBER DEVELOPMENT SURVEY

DEMOCRATIC SERVICES

The Democratic Services Section comprises the following Officers:-

Peter Watkins	- Executive Director of Central Services
Roy Reeves	- Head of Administration
Christine Deller	- Democratic Services Manager
Lisa Jablonska	- Central Services Manager
Helen Taylor	- Senior Democratic Services Officer
Claire Harris	- Democratic Services Officer
Tony Roberts	- Democratic Services Officer
Helen Lack	- Democratic Services Officer

SECTION 1

About You

How long have you been a district councillor?

- | | |
|-------------------|--------------------------|
| Less than 1 year | <input type="checkbox"/> |
| 1-2 years | <input type="checkbox"/> |
| 3-4 years | <input type="checkbox"/> |
| More than 4 years | <input type="checkbox"/> |

Are you also a County Councillor / Parish or Town Councillor?

- | | |
|-----|--------------------------|
| Yes | <input type="checkbox"/> |
| No | <input type="checkbox"/> |

To assist us in the arrangement of training courses, could you please indicate what your daily commitments are?

- | | |
|----------------------------|--------------------------|
| Full-time employed | <input type="checkbox"/> |
| Part-time employed | <input type="checkbox"/> |
| Self-employed | <input type="checkbox"/> |
| Not working (e.g. retired) | <input type="checkbox"/> |

Please provide details of those Council Panels and Committees of which you are a member.

- | | |
|--|--------------------------|
| Cabinet | <input type="checkbox"/> |
| Employment Panel | <input type="checkbox"/> |
| Licensing & Protection Panel | <input type="checkbox"/> |
| Licensing Committee | <input type="checkbox"/> |
| Development Control Panel | <input type="checkbox"/> |
| Overview & Scrutiny Panel (Service Delivery & Resources) | <input type="checkbox"/> |
| Overview & Scrutiny Panel (Planning & Finance) | <input type="checkbox"/> |
| Standards Committee | <input type="checkbox"/> |
| Leisure Centre Management Committee | <input type="checkbox"/> |
| Corporate Governance Panel | <input type="checkbox"/> |
| Elections Panel | <input type="checkbox"/> |

SECTION 2

Current Support Provided by the Council

Thinking about your role as Councillor, for each of the services etc. provided to Members by the Council listed below please indicate how useful you have found them or how often you use them, as appropriate.

('N/A' means that the item is either not relevant to you or you have not used the service or item and therefore do not have a view)

A. Services provided by the Council to Members

I make use of the following Services –	Frequently	Occasionally	Rarely	Never
Advice on -	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allowances and expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drafting of Members' questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Members Code of Conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drafting Motions to Council	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parish / ward matters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Constitution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairman's briefings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment hire for meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Room hire for political meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photocopying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Printing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretarial services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel arrangements & accommodation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Members' Room facilities-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Members' library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council Year Book and Filofax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Modern.gov	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Members Home Page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please indicate level of satisfaction with these services

	Very Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Very Dissatisfied	N/A
Advice on -						
Allowances and expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drafting of Members' questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Members Code of Conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drafting of Motions to Council	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parish / ward matters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Constitution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairman's briefings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment hire for meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Room hire for political meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photocopying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Printing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretarial services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel arrangements & accommodation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Members' Room facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Members' library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council Year Book and Filofax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Modern.gov	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Members Home page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall level of satisfaction with the services provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If dissatisfied with any of the services listed above, please indicate why in the space below.

.....

.....

.....

B. Publications provided by Democratic Services

I have found the following publications provided by Democratic Services helpful –

	Strongly Agree	Agree	Neither Agree Nor Disagree	Disagree	Strongly Disagree
Signpost – a guide to support services for Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I&DeA – a councillor's guide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council Year Book & Filofax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contacts Book	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training & Development Programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone Directory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budget & MTP Book	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. IT and related facilities

Which of the following best describe your level of IT literacy?

- Advanced
- Intermediate
- Basic

I make use of the following Services –

	Frequently	Occasionally	Rarely	Never
HDC Intranet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pickwick (Elections System)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Modern.gov	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Access for Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered Never/ Rarely to any of the above, please indicate why not in the space below:-

.....

.....

.....

Please indicate level of satisfaction with the following aspects of the HDC intranet (and associated publicly available parts of the HDC website

	Very Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Very Dissatisfied	N/A
Speed of Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Navigation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Search Engine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member-specific Content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall level of satisfaction with the HDC intranet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please indicate level of satisfaction with these services

	Very Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Very Dissatisfied	N/A
At Pathfinder House						
Computers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Printers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At Home (or wherever personal equipment is provided)						
Computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Printer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voicemail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If dissatisfied with any of the IT services listed above, please indicate why in the space below.

.....

D. Training Courses

Which of the following training course have you attended in the last 4 years?

Please indicate level of satisfaction with the courses that you attended

	Very Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Very Dissatisfied
Overview & Scrutiny Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development Control Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Licensing Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Induction Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skills Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standards Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specialist Seminars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are you able, in general, to attend courses held at the following times?

	Yes	No
Daytime Monday-Friday	<input type="checkbox"/>	<input type="checkbox"/>
Morning only Monday-Friday	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon only Monday-Friday	<input type="checkbox"/>	<input type="checkbox"/>
Outside office hours Monday-Friday	<input type="checkbox"/>	<input type="checkbox"/>
Saturdays	<input type="checkbox"/>	<input type="checkbox"/>

Have there been courses that you wanted to attend but could not do so because they were held at times that were unsuitable for you?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Would you prefer more courses to be held at weekends to enable you to attend?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Would you be interested in web-based training courses? (i.e. where course materials are presented online and can be completed at your own pace).

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Have you been satisfied overall with the provision of training courses?

Very Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Very Dissatisfied
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please give details of any areas in which you would like further training and/or you consider that training would be useful for other Members

.....

.....

.....

.....

SECTION 3

Contact with Officers

What indicate what means of communication you use to contact Officers (in order of preference 1,2 and 3)?

- E-mail
- Telephone
- In person

Have you had any difficulties in contacting Officers?

- | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|
| Frequently | Sometimes | Rarely | Never |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Have you had any difficulties in identifying the most suitable Officer(s) to deal with your queries?

- | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|
| Frequently | Sometimes | Rarely | Never |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

How often have you had face-to-face meetings with Officers (other than at Committee Meetings) over the last year?

- | | | | |
|---------------------------|---|--------------------------|--------------------------|
| More than 10 times | More than twice but less than 10 times | Once or Twice | Never |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Please indicate your level of satisfaction with responses to queries submitted to Officers.

- | | | | | | | |
|---------------------|--------------------------|--------------------------|---|--------------------------|--------------------------|--------------------------|
| | Very Satisfied | Satisfied | Neither Satisfied nor Dissatisfied | Dissatisfied | Very Dissatisfied | N/A |
| Speed of response | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Quality of response | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Please add any specific comments in the space below.

.....

.....

.....

Please indicate your level of satisfaction with the support provided by Officers at meetings e.g. Development Control Panel and Scrutiny Panels

- | | | | | | | |
|--|--------------------------|--------------------------|---|--------------------------|--------------------------|--------------------------|
| | Very Satisfied | Satisfied | Neither Satisfied nor Dissatisfied | Dissatisfied | Very Dissatisfied | N/A |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

SECTION 4

Availability of Information/Information Management

Are you satisfied with the availability of/access to reports submitted to meetings?

Very Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Very Dissatisfied
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are you satisfied with the clarity of reports submitted to meetings?

Very Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Very Dissatisfied
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are you satisfied with the availability of/access to Council documents on the intranet?

Very Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Very Dissatisfied
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are you satisfied that meeting agendas are provided sufficiently in advance of meetings?

Very Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Very Dissatisfied
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are you satisfied with the level of information currently contained in the Forward Plan?

Very Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Very Dissatisfied
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you use the hyperlinks in the Forward Plan to background documents (where available)?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Are you happy with the way ward specific matters are currently conveyed to Ward Members?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Do you know how to Call In a Cabinet decision?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

SECTION 5

Contact with other Members

Have you found other Members helpful in providing you with advice and information?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Have you found other Members helpful in providing you with guidance as to your role as a councillor?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Have you found other Members helpful in providing you with guidance as to your role on Panels or other committees of which you are a member?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

[newly elected Members only] Have you been satisfied with the level of support provided by other Members in your first year as a Councillor?

Very Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Very Dissatisfied	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please indicate your level of satisfaction with responses to queries for information submitted to other members e.g. Executive Councillors or Members of panels.

	Very Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Very Dissatisfied	N/A
Speed of response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please add any specific comments in the space below

.....

.....

.....

Would you like to see an organised mentoring scheme introduced for new Members? (i.e. where new members are allocated an experienced Member to assist them in their first year or so).

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If yes, would you be prepared to act as a mentor?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

SECTION 6

Democratic Services - Potential Improvements to Support Services Offered to Members

The following are a selection of services/equipment that are provided by Democratic Services at other local authorities to their Members. Please state if you think they would assist you in your dealings with the community.

Service	Strongly Agree	Agree	Neither Agree Nor Disagree	Disagree	Strongly Disagree
I would find the following useful –					
Arrangement of -					
Briefings on specific topics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interview room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dedicated Member meeting rooms at Pathfinder House	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diary management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enhanced secretarial support for individual Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Political assistants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research support (<i>confidential</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assistance with Surveys, Consultation etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Logging and chasing of Member enquiries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitoring complaints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notification of Ward related Committee reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination of public meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ward Surgeries -					
Arrangement of (including room hire)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development of information packs on ward surgeries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development of packs for distribution to new residents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Publicity for	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support for	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash Sum (<i>eg £500</i>) to use at the discretion of the Member on constituency matters or equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment and consumables -	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Answering machines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facsimile machines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile telephones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pagers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Digital cameras	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scanners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Office furniture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Office stationery other than headed paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Postage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Broadband	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Member Development Survey

**Analysis prepared by the Policy and Research Section
April 2005**

Member Development Survey

Background

The Overview and Scrutiny Panel (Planning and Finance) are undertaking a review into Member development and support.

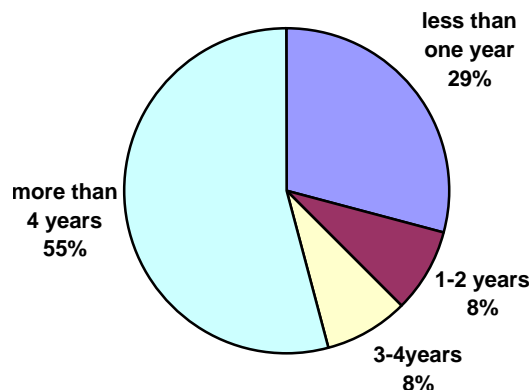
During March 2005 a survey of all Members was carried out to find out their views on current levels of support provided by the Council and potential developments in Member support and skills development.

The survey was designed by officers in democratic services and a working group comprising Councillors Baker, Dew, Finnie and Stenner.

This report sets out the results of the survey. In addition to the quantitative responses a series of qualitative responses were recorded. A list of the qualitative responses are detailed in appendix B of this report

Section 1 Response Rate and About You

27 Members returned their surveys representing a 52% response rate. The breakdown of how long each respondent had been a District Councillor is shown in the pie Chart below



11 respondents were also a County Councillor and/or a Town Councillor and 5 respondents were Cabinet Members.

The breakdown of membership of Council Panels and Committee is shown in the table below

	count
Employment Panel	2
Licensing & Protection Panel	6
Licensing Committee	5
Development Control Panel	8
Overview and Scrutiny Panel (Service Delivery and Resources)	5
Overview and Scrutiny Panel (Planning and Finance)	5
Standards Committee	3
Leisure Centre Management Committee	14

Corporate Governance Panel	7
Elections Panel	4

Section 2 - Current Support Provided by the Council

Services provided by the Council to Members

Frequency

Respondents indicated that they most frequently use the Members intranet home page, Modern Gov., the Council year book and filofax and minutes. The services that a high number of Members indicated they used rarely were; equipment hire for meetings, room hire for political meetings, secretarial services and travel arrangements and accommodation. Appendix A shows the detailed breakdown of responses.

Satisfaction

Of those services (listed in the survey) where Members expressed an opinion, a high level of satisfaction was recorded. Only one Member recorded a dissatisfaction response (for the Members library). 89% of those who responded to the question were very satisfied/satisfied overall with the services provided to Members. Appendix A shows the detailed breakdown of responses.

Publications provided by Democratic Services

The majority of respondents strongly agreed/agreed that the publications provided by democratic services were helpful. Appendix A shows the detailed breakdown of responses

IT and related facilities

34.5% of respondents described themselves as having an advanced level of IT literacy, 31% described themselves as intermediate and 34.5% described themselves as having basic IT literacy.

The table below shows the counts of how often respondents used the listed services. The most frequently used services were the HDC intranet and the internet.

	HDC Intranet	Internet	Pickwick	GIS	Modern.gov	Public Access for Planning
Frequently	14	11	2	2	9	9
Occasionally	10	10	6	6	8	7
Rarely	3	5	12	7	7	7
Never		1	6	9	1	3

Appendix B details why respondents rarely or never used the service

Of the respondents who expressed an opinion, the majority of respondents were very satisfied/satisfied with the different aspects of the HDC website and associated publicly available parts of the HDC website. However, the 'speed of access' caused the most dissatisfaction (46% dissatisfied/very dissatisfied). Appendix A shows the detailed breakdown of responses.

Respondents were asked to indicate their level of satisfaction/dissatisfaction with listed IT services at home and at pathfinder house. The tables below show the results. Computers at home were the only service where more than one respondent recorded dissatisfaction.

	Pathfinder House - Computers	Pathfinder House - Printers	Pathfinder House - Telephones
Very Satisfied	3	3	5
Satisfied	6	4	7
Neither Satisfied nor Dissatisfied	3	2	2
N/A	11	14	10

	At Home - Computers	At Home - Printers	At Home - Telephone	At Home- Voicemail
Very Satisfied	7	7	8	4
Satisfied	8	9	12	2
Neither Satisfied nor Dissatisfied	3	4	3	4
Dissatisfied	5	1		
Very Dissatisfied	2	1	1	1
N/A	1	4	2	12

Training Courses

The majority of respondents who expressed an opinion on their satisfaction with training courses were very satisfied/satisfied. Appendix A shows the detailed responses. The most preferred times for attending training courses were 'Daytime Monday-Friday' and 'Outside office hours Monday-Friday'. Appendix A shows the detailed responses.

7 respondents indicated that there had been courses that they wanted to attend but could not do so because they were held at times that were unsuitable. There was a lack of support for holding more courses at weekends. 12 respondents indicated that they would be interested in web-based training courses. The majority of respondents were very satisfied/satisfied with the overall provision of training courses

Section 3 - Contact with Officers

Contacting officers by e-mail was the most preferred method of communication followed by telephone and in person.

56% respondents said that they sometimes had difficulties in contacting officers whilst 44% respondents said that rarely or never had any problems.

37% of respondents said that they sometimes had difficulties in identifying the most suitable officer to deal with questions whilst 59% respondents said that they rarely or never had any problems

The table below shows how often respondents had face to face meetings with officers (other than Committee meetings)

more than ten times	more than twice, but less than 10 times	once or twice	never	Total
14	5	7	1	27

96% of respondents were very satisfied/satisfied with the speed of response to queries submitted to Officers and 93% were very satisfied/satisfied with the quality of response. (see appendix B for specific comments)

96% of respondents were very satisfied/satisfied with the support provided by officers at meetings

Section 4 - Availability of information/information management

93% of respondents were very satisfied/satisfied with the availability of/access to reports submitted to meetings.

74% of respondents were very satisfied/satisfied with the clarity of reports submitted to meetings.

63% of respondents were very satisfied/satisfied with the availability of/access to Council documents on the intranet.

93% of respondents were very satisfied/satisfied that meeting agendas are provided sufficiently in advance of meetings.

57% of respondents were very satisfied/satisfied with the level of information currently contained in the forward plan, 39% were neither satisfied nor dissatisfied.

56% of respondents said that they used hyperlinks in the forward plan to background documents and 44% said that they did not use hyperlinks.

61.5% of respondents said that they were happy with the way ward specific matters are currently conveyed to Ward Members, 38.5% said that they were not happy with the way ward specific matters are currently conveyed to Ward Members.

79% of respondents said that they knew how to call in a cabinet decision, 21% (5) said that they did not know how to call in cabinet decision.

Section 5 - Contact with other Members

All of the respondents said that they found other Members helpful in providing them with advice and information.

80% of respondents said that they found other Members helpful in providing them with guidance on their role as a Councillor. 20% said that they did not find other Members helpful in providing them with guidance on their role as a Councillor.

84% of respondents said that they had found other Members helpful in providing them with guidance as to their role on panels or other committees of which they were a member.

Of the newly elected Members who responded (7), 5 were very satisfied/satisfied with the level of support provided by other Members in their first year as a councillor.

71% of respondents who expressed an opinion were very satisfied/satisfied with the speed of response to queries for information submitted to other members. 62% of respondents who expressed an opinion were very satisfied/satisfied with the quality of response to queries for information submitted to other members.

92% of respondents would like to see an organised mentoring scheme introduced for new Members. 76% were prepared to act as a mentor.

Section 6 - Democratic Services – Potential improvements to support services offered to Members

Respondents were asked to indicate from a list of different services/equipment if they thought it would assist them in their role within the community. Respondents indicated that the following services/equipment would be the most useful:-

	strongly agreed/ agreed
Briefings on specific topics	89%
Notification of Ward related committee reports	79%
Research support	72%
Broadband	69%
Ward surgeries – development of packs for distribution to new residents	67%
Answering machines	63%
Ward surgeries – support for surgeries	63%
Ward surgeries – development of information packs on ward surgeries	58%
Ward surgeries – publicity for surgeries	58%
Monitoring complaints	57%

Cash sum to use at discretion of the Member on constituency matters or equipment	52%
--	-----

A detailed breakdown of all the responses is shown in appendix A

Section 7 - suggestions

See Appendix B for detailed comments and suggestions

Recommendations for future surveys

Some of the answer boxes on the survey were miss-aligned and it was impossible to decide which question a respondent had answered. To avoid this in future surveys, questionnaire templates are available from the Policy Team.

The questions throughout the survey were not numbered. Numbering of questions speeds up the analysis process and enables easier referencing back when looking at the final report.

Qualitative responses cannot be quantified and are therefore appended to the report in Appendix B as supplementary information.

Appendix A

Section 2 Current Support Provided by the Council

I make use of the following Services

	frequently	occasionally	rarely	never
Allowances and expenses		10	9	8
Members Code of Conduct	4	15	4	3
Minutes	10	6	5	4
Drafting motions to Council	2	5	7	11
Drafting of Members' questions for Council		5	10	11
Parish/ward matters	8	15	3	
Constitution	2	10	8	6
Chairman's briefings	6	4	3	13
Equipment hire for meetings			8	18
Room hire for political meetings		4	6	16
Photocopying		6	10	10
Printing		6	9	11
Secretarial services	3	4	3	15
Travel arrangements and accommodation		6	6	14
Members' room facilities	1	7	9	5
Members library	1	5	8	10
Council Year Book and filofax	13	6	4	3
Modern.gov (Committee Minutes Software)	10	8	5	2
Members intranet Home Page	15	5	5	

Satisfaction with services provided by the Council to the members

	Very Satisfied	Satisfied	Niether Satisfied nor Dissatisfied	Dissatisfied	N/A
Allowances and expenses	6	11	4		5
Members Code of Conduct	10	13	2		2
Minutes	10	9	4		4
Drafting of motions to Council	4	5	4		12
Drafting of Members' questions for Council	4	4	5		12
Parish/ward matters					
Constitution	7	9	5		4
Chairman's briefings	6	4	5		11
Equipment hire for meetings	1	3	4		16
Room hire for political meetings	2	5	6		12
Photocopying	5	8	4		10
Printing	6	7	3		11
Secretarial services	5	2	3		13
Travel arrangements and accommodation	5	5	3		12
Members' Room facilities	2	12	5		6

Members' library	1	5	7	1	11
Council Yearbook and Filofax	8	11	2		4
Modern.Gov (Committee Minutes Software)	4	15	4		2
Members Intranet Home page	5	14	5		
Overall level of satisfaction with the services provided	8	15	3		

Publications provided by Democratic Services

I have found the following publications provided by democratic Services helpful

	strongly agree	agree	neither agree nor disagree	disagree	Total
Signpost - a guide to support services for Members	3	19	5	0	27
I&DeA - a councillor's guide	3	13	10	0	26
Council Year Book & Filofax	14	7	3	2	26
Contacts Book	13	9	3	0	25
Training and Development Programme	7	15	5	0	27
Telephone Directory	15	9	3	0	27
Budget and MTP Book	4	11	10	1	26

IT and related facilities

Please indicate level of satisfaction with the following aspects of the HDC intranet and associated publicly available parts of the HDC website

	Very Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Very Dissatisfied	N/A
Speed of Access	3	7	4	7	5	
Navigation	1	14	9		1	
Search Engine	1	12	11		1	
Member-specific content	2	16	7		1	
Other Content		14	9	1	1	1
Overall level of satisfaction with the HDC intranet	1	14	10		1	

Training Courses

Are you able in general to attend courses held at the following times?

	Daytime Monday-	Morning only Monday-Friday	Afternoon only Monday-	Outside office hours	Saturdays
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	Friday		Friday	Monday-Friday	
yes	20	11	11	21	7
no	3	3	4	1	15
Total	23	14	15	22	22

Section 6 - Democratic Services – Potential improvements to support services offered to Members

	strongly agree	agree	neither agree nor disagree	disagree	strongly disagree	Total	Total Strongly Agree/ agree
Briefings on specific topics	5	18	3			26	
	19.2%	69.2%	11.5%			100.0%	89%
Interview room	1	5	15	2		23	
	4.3%	21.7%	65.2%	8.7%		100.0%	26%
Dedicated Member meeting rooms at Pathfinder House	2	5	15		1	23	
	8.7%	21.7%	65.2%		4.3%	100.0%	30%
Diary Management	2	4	12	3		21	
	9.5%	19.0%	57.1%	14.3%		100.0%	29%
Enhanced secretarial support for individual members	2	4	12	2	3	23	
	8.7%	17.4%	52.2%	8.7%	13.0%	100.0%	26%
Political assistants		5	7	5	5	22	
		22.7%	31.8%	22.7%	22.7%	100.0%	23%
Research support	3	15	4	3		25	
	12.0%	60.0%	16.0%	12.0%		100.0%	72%
Assistance with surveys, consultation etc	1	12	8	4		25	
	4.0%	48.0%	32.0%	16.0%		100.0%	52%
logging and chasing of member enquiries	2	9	9	4		24	
	8.3%	37.5%	37.5%	16.7%		100.0%	46%
monitoring complaints	2	10	9			21	
	9.5%	47.6%	42.9%			100.0%	57%
Notification of Ward related Committee reports	8	11	4	1		24	
	33.3%	45.8%	16.7%	4.2%		100.0%	79%
Co-ordination of public meetings		6	13	1	2	22	
		27.3%	59.1%	4.5%	9.1%	100.0%	27%
Ward surgeries - arrangement of (including room hire)	2	8	6	5	3	24	
	8.3%	33.3%	25.0%	20.8%	12.5%	100.0%	42%
Ward surgeries -	4	10	3	4	3	24	

development of information packs on ward surgeries							
	16.7%	41.7%	12.5%	16.7%	12.5%	100.0%	58%
Ward surgeries - development of packs for distribution to new residents	5	11	3	2	3	24	
	20.8%	45.8%	12.5%	8.3%	12.5%	100.0%	67%
Ward surgeries - Publicity for surgeries	2	12	3	4	3	24	
	8.3%	50.0%	12.5%	16.7%	12.5%	100.0%	58%
Ward surgeries - Support for surgeries	2	13	2	4	3	24	
	8.3%	54.2%	8.3%	16.7%	12.5%	100.0%	63%
Cash sum to use at discretion of the Member on constituency matters or equipment	4	9	3	5	4	25	
	16.0%	36.0%	12.0%	20.0%	16.0%	100.0%	52%
answering machines	6	9	3	4	2	24	
	25.0%	37.5%	12.5%	16.7%	8.3%	100.0%	63%
facsimile machines	1	6	8	5	3	23	
	4.3%	26.1%	34.8%	21.7%	13.0%	100.0%	30%
mobile telephones	2	7	5	6	5	25	
	8.0%	28.0%	20.0%	24.0%	20.0%	100.0%	36%
paggers		3	6	7	6	22	
		13.6%	27.3%	31.8%	27.3%	100.0%	14%
digital cameras	1	8	2	9	5	25	
	4.0%	32.0%	8.0%	36.0%	20.0%	100.0%	36%
scanners	5	7	4	6	3	25	
	20.0%	28.0%	16.0%	24.0%	12.0%	100.0%	48%
office furniture		4	6	6	7	23	
		17.4%	26.1%	26.1%	30.4%	100.0%	17%
office stationery other than headed paper	1	9	6	4	5	25	
	4.0%	36.0%	24.0%	16.0%	20.0%	100.0%	40%
postage	2	6	6	5	6	25	
	8.0%	24.0%	24.0%	20.0%	24.0%	100.0%	32%
broadband	13	5	5	1	2	26	
	50.0%	19.2%	19.2%	3.8%	7.7%	100.0%	69%

Qualitative Responses

Section 2

If dissatisfied with any of the services listed above, please indicate why in the space below

I would like to know more about who to go to for secretarial services.
Sometimes help for the ward matters could have been better
Library (if it is in the Members room) is not that extensive. What about mere reference books plus other studies that officers may use for policy development?

If you have answered Never/Rarely to any of the above, please indicate why not in the space below

Do not use Pickwick– prefer hard copy of e-reg.
Cannot Access.
Finding the relevant password/user id seems impossible.
The inconvenience of opening the laptop and logging in. It would be better to have citrix or similar so I can use my main pc.
GIS was not really aware that it facility was available on line!
Haven't quite got to grips with these areas yet.
Restricted time and IT experience means I only use services when I have to – not out of interest.
HDC IT system too slow.
I get blocked out by a firewall!
Rubbish computer system.
No requirement.
Terrible quality of IT equipment (ie Broadband – how are we supposed to access GIS on a 48 kb connection?) Election system is rather dated.
I use my personal computer for internet. I have never found out how to use PICKWICK . I am not clear what GIS represents
Prefer dealing with officers personally.
I get minutes through the post and attend planning dept in person.

If dissatisfied with any of the IT services listed above, please indicate why in the space below

Main disadvantage is the time it takes to switch on (can be 10-15 minutes if lines are busy).
Speed of access very slow on computer at home.
One computer for C.C.C and H.D.C
Dissatisfied is too strong. Control is a bit slow – probably due to BT network and location
Would like broadband access!
Not on broadband – everything too slow. Style sided printer is wasteful of paper.
Everything is very slow and it does not work when really needed. Printer takes up more than 1 sheet of paper.
I use my own computer and telephone at home.

Flat screens. These exist throughout Pathfinder House – why have members, with less personal space not got them?
Fine not sufficient for service – should be changed soon.
Computer is very slow compared to my personal pc.
56k modern connection too slow.

Please give details of any areas in which you would like further training and/or you consider that training would be useful to other Members

Computer training for idiots.

- ❖ Overview & scrutiny – alternative practices to our own.
- ❖ Presentations on work of each committee for other members benefits.
- ❖ For many members, finance is not a strong point – help with understanding budgets, M.T.P, performance indicators etc.

I think some members would find training on the budget helpful.

More training required in scrutiny.

Section 3

Please add any specific comments in the space below

At times I feel as if I am ignored as possibly my query is seen as petty to officers. I persists and get a reply. Not Dem Services I may add!

I always find our officers helpful and impartial with one possible exception in the planning (Dev Control) office.

I feel that some officers are not being fair with answers and are not 'listening' of wanting to understand requests.

Depends on the officer. Some good, some poor. Response to members needs to be ASAP.

Timely response to member could save 20 enquires from public.

The officers are excellent, some of the best officials I have worked with.

Again there is the odd occasion when you do not get the service you expect.

This is very variable. Some Executive Councillors are very slow to respond.

Seems to defeat the object of the post! Other are excellent though.

Section 5

Please add any specific comments in the space below

Repeatedly dissatisfied and have to chase for an answer.

Most members are great. One or two are unhealthy unhelpful.

If executive councillors give a small report and group meetings, it will be easier for others to question them without the presence of the opposition.

Section 7

In the space below, please add any further comments that you would like to make, for example what you would like Democratic Services to do to make your work more effective and responsive

I have no complaint whatsoever with the DC department. They are all more helpful and if they can't help you, they find someone who can. If only other offices and indeed members were the same.

I find the service provided at the moment is excellent. I would imagine that committee Chairmen/ Vice Chairmen and cabinet members would rely far more on Democratic services than 'back benchers'!

I would simply like a secretary I could go to who could help with compiling a letter and typing it.

Publicise how they can provide assistance. This was done when I was elected but I was new and not able to take it all in.

Make it clear which officers expect to be contacted by members and on which subject areas. As a new member, it is not until I have a problem that I have to find out who is best placed to help me. I feel I should know that already.

Intranet entry for members details could include more background information to encourage more interaction and exchange of ideas (voluntary of course).

Eg. Married? Children? Profession? Interests? A.C.V of sorts.

Having been a councillor for a number of years, I'm now very familiar with the workings of the local government. However, in my first 2 years as a councillor I found great difficulty in obtaining advice and help. I would strongly support a mentor scheme and more effort being put into training of new councillors.

Democratic services are a good team giving a very good service to both members and the public.

I find the DSS staff helpful and accessible. The main frustration I experience is the lack of broadband, which defers me from using the IT facilities as much as I could. As Leader of the Opposition, some dedicated research officers time would be helpful or a dedicated secretary / researcher.

The democratic services do their best with the officers they have got. We need a dedicated scrutiny officer for our own work.

Current approach and attitude of DS is excellent. I believe improvement to way council operates could be achieved by providing at home printing/scanning, answer machines etc. I do not see a need for the DC to become involved in Ward matters. Each individual councillor should be responsible for his own area.

As a member of the scrutiny panel, whilst Roy Reeves and Claire Harris do an excellent job in assisting us, I think that we would be able to use a political researcher/resource. With many members unable to contribute as much time as they would like, additional help in turning thoughts/ 'gut feelings' into proper analysis of the council's decisions/policies. This would enable the expertise of members to be enhanced.

I think that most people would have to be pampered with more services but at what cost? If the information is kept up to date on the intranet, I'll find it. The accommodation for committees and panels is unsatisfactory as is the council chamber itself. Opulence is not wanted, comfort is. I have one request – please revert to simple English – Jargon is abhorrent as a form of Egoism.

I have nothing functional to add thank you. Keep up the good work DSS!

As an independent councillor, I have been most grateful for the assistance I have received from the officers and staff of H.D.C. when I have been dealing with ward matters or the District concerns. If this standard continues, I shall be quite happy. I would like to mention that at all times I have received the utmost courtesy. I have a high regard for the professional way, in which the staff work. Thank you.

**Derbyshire County Council
Review of Member Development & Training (December 2003)**

Review Highlighted need for:-

- individual assessments of Member needs to be undertaken in a systematic way by way of annual Individual Development Reviews
- improved communications about the availability of training provision, including need for single point of officer contact with responsibility for member training & development To include publication of a monthly training and development bulletin to ensure that all members are made aware of forthcoming training events;
- greater use of alternative training mediums (ie videos, publication material, online training facilities)
- programme of in-house briefing sessions organised by Cabinet members and chief officers for each portfolio area throughout the year;
- adoption of a mentoring system for newly elected Members
- greater involvement and consultation with Members on what training and development provision is to be provided.
- Councillor Recruitment events

**Wiltshire
Review of Member Training & Development**

Recommendations arising there from:-

- Establishment of an independent panel to monitor training requirements and implementation of training and development programme;
- Adoption of a Member Development Policy Statement
- Appointment of a Training Champion to co-ordinate training within the political groups;
- Establishment of mentoring scheme for all new members
- To ensure that all members have the opportunity, if they so wish, to have access to an IT training course that provides them with a recognised level of IT proficiency.

Stockport

A review of the ways in which Councillors are supported in their day to day roles as ward representatives.

Existing Support (highlighting only those areas which HDC does not currently provide)

- Meals provided for evening meetings
- Surgeries arranged for Councillors via the Group Secretary
- Out of hours telephone answering service available to all Councillors
- Councillors Enquiry Service

- Two Political Assistants
- Dedicated Member Training & Development Officer

Recommendations arising from Stockport Review (that are not already in place at HDC)

- Dedicated Councillor website, which could be used for interactive training sessions, to provide a précis of legislative changes and act as a signpost to other information services.
- The establishment of a single and central point of contact for support purposes and to administer the Council's enquiry service.

Salford

Television in Members Room

Full Time Officer to support Councillors with administrative arrangements

Dedicated support staff for Leader & Deputy Leader

Tameside MBC

Enquiry service including progress chasing and monitoring

ROLE OF MEMBER TRAINING CHAMPIONS

Each political party and the Independent councillors will be invited after the Annual Meeting of the Council to nominate one of their number to act as a Training Champion. The choice of Member should be notified to the Democratic Services Manager as soon as possible thereafter. In the event of a Member deciding that he or she no longer wishes to act in this capacity part way through a year, he or she should notify the Democratic Services Manager and the Leader of the respective group or fellow Independents who should supply the name of a replacement to the Democratic Services Manager.

The role of Training Champions will be:-

1. Acting as the liaison between Members and Officers on the Member training programme and the development of training opportunities.
2. Consultation with staff on the content and format of the Member training programme.
3. Advising on the content of the Members' induction training arrangements.
4. Chairing presentations and leading workshops where appropriate.
5. Monitoring performance against service targets and budgetary expenditure for Member training.
6. Acting as the local point of liaison on attendance by Members on external training opportunities.
7. Identifying best practice examples, nationally and locally for Member training.
8. Assisting in development of skills audits and identification of training needs.
9. Organising mentors for newly elected Members and assisting in developing their role.

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SAFETY ADVISORY GROUP (Report of the Advisory Group)

1. INTRODUCTION

- 1.1 The Advisory Group met on 14th September 2005 and Councillors J W Davies, A Hansard and L M Simpson were present.
- 1.2 Also in attendance were P Corley, J Craig, P Duerden, S Jackson, N Martlew, Miss J Peadon, A Roberts and Mrs C Rowland.
- 1.3 The staff side representatives in attendance were K Lawson, T Northwood and C Sneesby.
- 1.4 Apologies for absence from the meeting were submitted on behalf of Councillors Mrs D E Collins and K Reynolds, S Richardson and Mrs G Smith.
- 1.5 The report of the meeting of the Advisory Group held on 15th June 2005 was received and noted.

2. MEMBERS INTERESTS

- 2.1 No declarations of interest were received.

3. BOMB THREAT PROCEDURE

- 3.1 The Advisory Group received a presentation by the Health and Safety Adviser on the Council's bomb threat procedure. Members received details of the procedures for dealing with bomb threats received via the telephone and through the post and for the evacuation of staff.
- 3.2 The Health and Safety Adviser undertook to inform Members should clarification be received the use of mobile phones during bomb threats. In the meantime, staff would be advised against their use at such times.

4. INSPECTION OF SUMMER ACTIVITIES PROVIDED BY THE LEISURE DEVELOPMENT TEAM

- 4.1 By way of a report by the Head of Personnel Services, Members were acquainted with the outcome of an inspection by the Health and Safety Adviser of the current measures to safeguard the welfare of children during holiday activities provided by the Council's Leisure and Countryside Services.

Members endorsed the findings that the procedures adopted were impressive and that the commitment and attention to detail of staff were commendable.

5. LEISURE CENTRES INCIDENT REPORT

- 5.1 The Advisory Group received a verbal report on two recent deaths at Leisure Centres. Members were informed that the paramedics who attended had endorsed the Council's first aid procedures.

- 5.2 The Advisory Group was informed that investigations were being carried out by the ambulance service into improving the 'First Responder' service.

6. DEFIBRILLATORS

- 6.1 The Advisory Group was informed that the outcome of an application to the British Heart Foundation for financial assistance with the purchase of nine defibrillators for use at various Council premises was not yet known.
- 6.2 In response to a question by a Member, the Health and Safety Advisor outlined the safety features of defibrillators and training that would be provided for the Council's first aiders on their use.

7. ACCIDENT/INCIDENT REPORTS

District Council Employees

- 7.1 The Group received and noted a report by the Head of Personnel Services giving details of 62 accidents/incidents, which had taken place since the last meeting.
- 7.2 In response to a question on the frequency with which employees were advised to exercise greater care, Members were informed that, in addition, all accidents/incidents were investigated and, where appropriate, further training was provided. Trends were monitored and action taken if required. Furthermore, with regard to incident No.1869, working outdoors meant that specific health and safety directions could not be provided.
- 7.3 In response to a query about incident No.1861, the Group was informed that the cause was attributable to the manufacturer and could not have been detected by the Council's employees. The matter since had been rectified.
- 7.4 With regard to incident No.1865, Members were acquainted with the training for employees involved in lifting bins. The Group discussed alternative approaches to training intended to improve safety awareness.
- 7.5 Following a question on incident No.1874, the Group was advised of measures in place to ensure the compatibility of equipment supplied by different manufacturers.

Leisure Centre employees

- 7.6 The Group received a report by the Leisure Centres Health and Safety Co-ordinator containing details of accidents, which had been reported at the Leisure Centres since the last meeting of the Group.

8. TRAINING

- 8.1 The Group were acquainted by means of a report by the Head of Personnel Services with training courses which had been held since the last meeting.

J W Davies

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