

NOTICE IS HEREBY GIVEN that a meeting of **HUNTINGDONSHIRE DISTRICT COUNCIL** will be held in the **COUNCIL CHAMBER, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **WEDNESDAY, 28 JUNE 2006** at **2:30 PM** and you are requested to attend for the transaction of the following business:-

A G E N D A

PRAYER

The Reverend Andrew Milton, Team Rector for Huntingdon will open the meeting with prayer.

APOLOGIES

CHAIRMAN'S ANNOUNCEMENTS

1. MINUTES (Pages 1 - 6)

To approve as a correct record the Minutes of the meeting held on 17th May 2006.

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. CABINET PROCEDURE RULES - DELEGATION BY THE LEADER
(Pages 7 - 14)

A report by the Head of Administration is enclosed.

4. IMPLEMENTING ELECTRONIC GOVERNMENT STATEMENT 6
(Pages 15 - 16)

The Executive Councillor for Headquarters and Information Technology to request the Council's approval to the submission of IEG Statement 6 to the Department for Communities and Local Government.

(Members only - a copy of the IEG Statement to follow.)

5. FOOD SAFETY SERVICE PLAN (Pages 17 - 30)

The Chairman of the Licensing and Protection Panel, Councillor J D Sadler, to present the Food Safety Service Plan 2006/07 to the Council for adoption.

6. REPORTS OF THE CABINET, PANELS AND COMMITTEES

The Chairmen of the Cabinet, Panels and Committees to present the following Reports -

- (a) Cabinet (Pages 31 - 36)
- (b) Overview and Scrutiny Panel (Service Support) (Pages 37 - 40)
- (c) Overview and Scrutiny Panel (Service Delivery) (Pages 41 - 42)
- (d) Overview and Scrutiny Panel (Corporate and Strategic Framework) (Pages 43 - 44)
- (e) Development Control Panel (Pages 45 - 46)
- (f) Employment Panel (Pages 47 - 48)
- (g) Licensing and Protection Panel (Pages 49 - 50)
- (h) Appointments Panel (Pages 51 - 52)

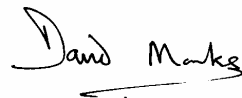
7. ORAL QUESTIONS

In accordance with the Council Procedure Rules (Section 8.3) of the Council's Constitution, to receive oral questions from Members of the Council

8. LOCAL GOVERNMENT ACT 1972: SECTION 85

The Chief Executive to report on absences of Members from meetings.

Dated this 20th day of June 2006



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 Ms C Deller, Democratic Services Manager, Tel No 01480 388007/e-mail: Christine.Deller@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 Council.

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.

আপনি যদি এই লিখিত তথ্যের (ডকুমেন্ট) একটি অনুবাদ, একটি বড় অক্ষরে লেখা সংস্করণ অথবা একটি শ্রবণ যোগ্য (অডিও) সংস্করণ চান, তবে অনুগ্রহ করে আমাদের সঙ্গে ০১৪৮০ ৩৮৮০০৭ নম্বরে যোগাযোগ করুন এবং আমরা আপনার প্রয়োজন মেটাতে চেষ্টা করব।

這份文件，若你想得到一份譯文版、一份字體大的版本或錄音版，請電 01480 388007 與我們聯絡，我們將會盡力來迎合閣下的需要。

اگر آپ کو اس دستاویز کا ترجمہ بڑے الفاظ میں یا آڈیو ٹیپ پر درکار ہو تو براہ مہربانی ہم سے 01480 388007 پر رابطہ کریں، ہم آپ کی ضروریات پوری کرنے کیلئے اپنی طرف سے مکمل کوشش کریں گے

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Agenda Item 1

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the COUNCIL held in the Council Chamber, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN on Wednesday, 17 May 2006.

PRESENT: Councillor J A P Eddy – Chairman.

Councillors J D Ablewhite, M G Baker, K M Baker, Mrs M Banerjee, I C Bates, J T Bell, Mrs B E Boddington, P L E Bucknell, Mrs J Chandler, K J Churchill, Mrs D E Collins, S J Criswell, J W Davies, D B Dew, P J Downes, J J Dutton, R W J Eaton, J D Fell, J E Garner, A N Gilbert, D A Giles, Mrs C A Godley, Mrs K P Gregory, N J Guyatt, A Hansard, D Harty, C R Hyams, Mrs P J Longford, Mrs S A Menczer, P G Mitchell, I R Muir, M F Newman, R Powell, D J Priestman, Mrs D C Reynolds, K Reynolds, T V Rogers, J M Sadler, T D Sanderson, L M Simpson, C J Stephens, P A Swales, J Taylor, G S E Thorpe, J S Watt, R J West and Ms M Wheeler.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors R W D Bailey, E R Butler, J A Gray and R G Tuplin.

1. PRAYER

The Reverend R Darmody, Team Rector for the Ramseys and Upwood opened the meeting with prayer.

2. ELECTION OF CHAIRMAN

It was proposed by Councillor J J Dutton, seconded by Councillor K Reynolds and

RESOLVED

that Councillor P A Swales be elected Chairman of the Council for the ensuing Municipal Year.

Councillor Swales made the Statutory Declaration of Acceptance of Office, thanked Members for the honour conferred in electing him as Chairman of the District Council and indicated his intention, during his term of office, to engage with the business community and enhance the profile of the voluntary sector especially those organisations that worked with children.

Councillor P A Swales in the Chair.

3. VOTE OF THANKS TO RETIRING CHAIRMAN

The Chairman referred to the exemplary manner in which Councillor J A P Eddy had performed his duties as Chairman of the District Council and expressed great pleasure in presenting him with a Past Chairman's badge. Those sentiments were endorsed by Councillor P J Downes who expressed his appreciation for the help, courtesy and countenance shown by the former Chairman over the last two years.

In response and having expressed the honour he had felt in serving the District Council, Councillor Eddy conveyed his appreciation to Councillors Mrs K P Gregory and P L E Bucknell who had served as Vice-Chairmen during his term of office.

RESOLVED

that the Council's appreciation to Councillor J A P Eddy be placed on record as Chairman during the last two years.

4. CHAIRMAN'S ANNOUNCEMENTS

The Chairman congratulated those Members of the Council who had been returned for a further term of office at the District Council elections held on 4th May 2006 and extended a warm welcome to the following newly elected Members –

K M Baker (Alconbury and The Stukeleys);
R W D Bailey (Buckden);
R W J Eaton (St. Neots – Priory Park);
A N Gilbert (St. Neots – Eynesbury);
D J Priestman (Huntingdon East); and
R J West (Gransden and the Offords).

A tribute also was paid to former Councillor I P Taylor who had stood unsuccessfully for re-election.

5. MINUTES

The Minutes of the meeting of the Council held on 19th April 2006 were approved as a correct record and signed by the Chairman.

6. MEMBERS' INTERESTS

None were received.

7. APPOINTMENT OF VICE-CHAIRMAN

It was proposed by the Chairman, Councillor P A Swales, seconded by Councillor P G Mitchell and

RESOLVED

that Councillor J W Davies be appointed Vice-Chairman of the Council for the ensuing Municipal Year.

Councillor Davies made the Statutory Declaration of Acceptance of

Office and expressed his appreciation to Members for the honour which they had conferred upon him.

8. LOCAL ELECTIONS: 4TH MAY 2006

The report of the Returning Officer with regard to the District and Parish Council elections held on 4th May 2006 was received and noted (a copy of which is appended in the Minute Book).

The Returning Officer extended his particular appreciation to candidates and their agents for their co-operation and courtesy during the elections and the counting of votes and his gratitude for the contribution made by all staff employed during the day. The Council placed on record their appreciation to those who had been engaged in election duties over the period.

9. ELECTION OF LEADER OF THE COUNCIL

It was proposed by Councillor N J Guyatt, seconded by Councillor P L E Bucknell and

RESOLVED

that Councillor I C Bates be elected Leader of the Council and Chairman of the Cabinet for the ensuing Municipal Year.

10. APPOINTMENT OF DEPUTY LEADER OF THE COUNCIL

It was proposed by Councillor A Hansard, seconded by Councillor T V Rogers and

RESOLVED

that Councillor L M Simpson be appointed Deputy Leader of the Council and Vice-Chairman of the Cabinet for the ensuing Municipal Year.

11. REPRESENTATION OF POLITICAL GROUPS ON DISTRICT COUNCIL PANELS

A report was submitted by the Head of Administration (a copy of which is appended in the Minute Book) relating to the principles of proportionality to be applied to the appointment of Panels in accordance with Section 15 of the Local Government and Housing Act 1989 and Part II of the Local Government Act 2000. Whereupon, it was

RESOLVED

that the allocation of seats on Panels to political groups and non-aligned Members be determined as set out in the report now submitted.

12. APPOINTMENT OF THE CABINET

RESOLVED

that Councillors P L E Bucknell, Mrs J Chandler, N J Guyatt, A Hansard, Mrs P J Longford, Mrs D C Reynolds and T V Rogers be appointed as Members of the Cabinet for the ensuing year.

13. OVERVIEW AND SCRUTINY PANELS

RESOLVED

(a) that the following Members be appointed to the Overview and Scrutiny Panels for the ensuing Municipal Year –

Overview & Scrutiny Panel (Service Delivery)	Overview & Scrutiny Panel (Service Support)	Overview & Scrutiny Panel (Corporate & Strategic Framework)
J D Ablewhite, R W D Bailey, Mrs M Banerjee, E R Butler, S J Criswell, K J Churchill, R W J Eaton, J E Garner, D A Giles, Mrs C A Godley, D Harty, P G Mitchell, D J Priestman, J M Sadler and J S Watt	K M Baker, M G Baker, J T Bell, J W Davies, D B Dew, P J Downes, J D Fell, A N Gilbert, J A Gray, I R Muir, M F Newman, P A Swales, G S E Thorpe, R G Tuplin and R J West	M G Baker, Mrs M Banerjee, K J Churchill, S J Criswell, J W Davies, D B Dew, P J Downes, J A Gray, D Harty and M F Newman

(b) that in the case of the Overview and Scrutiny Panel (Corporate and Strategic Framework) the remaining five Members of the Panel be appointed from amongst the membership of the remaining Overview and Scrutiny Panels on an ad-hoc basis by the Head of Administration after consultation with the Panel Chairmen, in accordance with the rules of proportionality and in the light of the subject matter to be discussed.

14. COMMITTEES AND PANELS

RESOLVED

that Members be appointed to serve on the Standards and Licensing Committees and Employment, Development Control, Licensing and Protection, Corporate Governance, Elections and Appointments Panels for the ensuing Municipal Year as follows:-

Standards Committee (7)

Mrs B E Boddington, P J Downes, J A P Eddy, Mrs K P Gregory, I R Muir, T D Sanderson and J Taylor;

Employment Panel (8)

Mrs B E Boddington, Mrs D E Collins, J J Dutton, Mrs S A Menczer, K Reynolds, T D Sanderson and Ms M Wheeler and one Member of the Cabinet in an ex-officio capacity with appropriate portfolio responsibility;

Development Control Panel (16)

Mrs M Banerjee, Mrs B E Boddington, E R Butler, D B Dew, P J Downes, J J Dutton, J A P Eddy, J D Fell, C R Hyams, P G Mitchell, R Powell, C J Stephens, P A Swales, G S E Thorpe, R G Tuplin and one Member of the Cabinet in an ex-officio capacity with appropriate portfolio responsibility;

Licensing and Protection Panel (12)

K M Baker, J T Bell, J D Fell, Mrs K P Gregory, D Harty, I R Muir, R Powell, J M Sadler, J Taylor, J S Watt and Ms M Wheeler and one Member of the Cabinet in an ex-officio capacity with appropriate portfolio responsibility;

Licensing Committee (12)

K M Baker, J T Bell, J D Fell, Mrs K P Gregory, D Harty, I R Muir, R Powell, J M Sadler, J Taylor, J S Watt, Ms M Wheeler and one Member of the Cabinet in an ex-officio capacity with appropriate portfolio responsibility;

Corporate Governance Panel (7)

K J Churchill, P J Downes, J A Gray, T V Rogers, L M Simpson, C J Stephens and R J West;

Appointments Panel (3)

M G Baker, J W Davies and T V Rogers together with one Member of the Cabinet with appropriate portfolio responsibility for human resources/personnel together with the relevant Executive Councillor in relation to the post to be filled; and

Elections Panel (7)

J A P Eddy, A N Gilbert, D Harty, M F Newman, K Reynolds, T D Sanderson and J Taylor.

15. STANDARDS COMMITTEE

RESOLVED

- (a) that the nomination by Cambridgeshire Association of Local Councils of Messrs G Watkins and D MacPherson to represent Town and Parish Councils in Huntingdonshire on the Standards Committee until May 2007 be noted; and

- (b) that the appointment of Messrs D H Bristow, D L Hall and D Patterson as Independent Members on the Standards Committee for a four-year term of office expiring in April 2007 be noted.

16. LOCAL GOVERNMENT ACT 1972: SECTION 85

The Chief Executive reported that there were no absences of Members from meetings for consideration in accordance with Section 85 of the Local Government Act 1972.

The meeting concluded at 2.53pm.

Chairman

Cabinet Procedure Rules – Delegation by the Leader

Report by the Head of Administration

1. INTRODUCTION

- 1.1 The Cabinet Procedure Rules in the Council’s Constitution set out arrangements for the operation and conduct of the Cabinet and its meetings. The Rules provide for the Leader to present to the Annual Meeting of the Council or within 21 days thereafter to the Chief Executive a written record containing information about executive functions in relation to the following year.
- 1.2 As these details were not finalised in time to present to the Annual Meeting of the Council, the Chief Executive is required to report the information to the next ordinary meeting of the Council.

2. BACKGROUND

- 2.1 In accordance with the Constitution, the written record must contain the following information:-
- (i) the collation of relevant executive functions into related groups to be known as “portfolios”;
 - (ii) the names and wards of the Members of the Cabinet appointed by the Leader to be responsible for individual portfolios;
 - (iii) the extent of any authority delegated by the Leader to a Member of the Cabinet individually (including himself), including details of the limitation (if any) on their authority;
 - (iv) the nature and extent of any delegation of executive functions proposed to any other authority or under any joint arrangements and the names of those Cabinet Members and/or other Members appointed to any joint committee under Article 11 of the Constitution for the coming year; and
 - (v) the nature and extent of any delegation to officers with details of any limitation (if any) on that delegation, and the title of the officer to whom the delegation is made.

3. DELEGATION BY THE LEADER

- 3.1 In accordance with the above requirements, the Leader has given notice of the following decisions:-

**Portfolio for Environment and Transport –
Councillor N J Guyatt**
(Elton and Folksworth Ward)

Sustainability
Environmental Improvements
Project/Contractual
Management
Architectural/Design Work
Land Drainage
Residual Highway
Responsibilities/Public Utilities/
Street Naming and Property
Numbering
Building Control/Dangerous
Structures/Disabled Access
Home Energy Conservation

**Portfolio for Finance –
Councillor T V Rogers**
(Earith Ward)

Local Taxation
Revenue Collection
Benefits
Assessments/Payments
NNDR
Debt Recovery
Cashiering
Budget
Accountancy/Payments
Audit
Risk Management
Procurement
Investments
External Funding

**Portfolio for Headquarters and Information Technology –
Councillor L M Simpson**
(Huntingdon East Ward)

New HQ/Accommodation
Customer First
IT Network and Systems
Business Analysis/Improvement
Freedom of Information
Website
Geographic Information
Systems

**Portfolio for Housing and Public Health –
Councillor Mrs D C Reynolds**
(St Ives East Ward)

Air Quality/Noise/Pollution
Private Sector Housing
Caravan Sites
Animal Welfare/Pest Control
Commercial: Health & Safety
Promotion/Infectious Diseases
Community Safety
Emergency Planning/CCTV
Community
Initiatives/Development/Grants,
etc
Arts
Leisure Development
Housing Strategies/Policies
Relations with Housing
Providers/Associations

	<p>Maintenance of Housing Register/Nominations</p> <p>Homelessness</p> <p>Housing Grants including Disabled Facilities Grants</p> <p>Home Improvement Agency</p> <p>Private Sector Housing</p>
<p>Portfolio for Leisure – Councillor Mrs J Chandler (Fenstanton Ward)</p>	<p>Leisure Centres -</p> <p>Huntingdon</p> <p>Ramsey</p> <p>Sawtry</p> <p>St Ivo</p> <p>St Neots</p> <p>Parks, Open Spaces, Countryside Services -</p> <p>Hinchingbrooke</p> <p>Paxton Pits</p> <p>Riverside, Huntingdon</p> <p>Riverside, St Neots</p> <p>Spring Common</p>
<p>Portfolio for Operations Councillor Mrs P J Longford (St Neots Priory Park Ward)</p>	<p>Waste/Refuse Collection</p> <p>Recycling</p> <p>Streetscene/Cleansing</p> <p>Car Parks, Public Conveniences</p> <p>Grounds Maintenance/ Grass Cutting</p> <p>Vehicle Fleet Management</p> <p>Abandoned Vehicles</p> <p>Waste Stream Policy</p>
<p>Portfolio for Planning Strategy – Councillor P L E Bucknell (Warboys and Bury Ward)</p>	<p>Development Control/ Planning Applications</p> <p>Planning Enforcement</p> <p>Development Plans/Policies</p> <p>Planning Briefs/Studies</p> <p>Conservation/Listed Buildings</p> <p>Trees and Footpaths</p> <p>Transportation and Travel Plan</p>
<p>Portfolio for Resources and Policy – Councillor A Hansard (St Neots – Eynesbury Ward)</p>	<p>Recruitment/Retention</p> <p>Health & Safety</p> <p>Staff Restaurant</p> <p>Training/Development</p> <p>Personnel Management/Advice/ Contractual Arrangements</p> <p>Payroll</p> <p>Criminal Records Checks</p> <p>Comprehensive Performance Assessment</p> <p>Community Strategy/ Huntingdonshire Strategic</p>

Partnership
Corporate Policy
("Growing Success")
Diversity and Equalities
Communications/PR
Economic Development
Opinion Surveys
Town Centre Management
Tourism
Democratic Services
Elections/Electoral Registration
Land Charges
Licensing
Member Support
Printing /Reprographics
Legal Advice
Conveyancing
Prosecutions and Litigation
Representation at Planning and
other Inquiries
Estates/Property/Management/
Acquisition/Sales
Data Protection/Regulation of
Investigatory Powers
Contracts

Joint Arrangements

- 3.2 The Cabinet has delegated executive functions and joint arrangements to the Leisure Centre Management Committees at St Ivo, Huntingdon, St Neots, Ramsey and Sawtry. These Management Committees consider matters relating to the management of each Centre within a budget approved by the constituent authorities and as defined in their relevant Management Agreements signed by those authorities.
- 3.3 Similarly, the Cabinet has delegated executive functions under joint arrangements to the Huntingdonshire Traffic Management Area Joint Committee which exercises within the context and budget delegated to it by the constituent authorities the powers of each authority on a variety of matters relating to traffic management, design and consultation for improvement schemes, the cycle ways programme and local air quality strategies.
- 3.4 The membership of each Management Committee and the Area Joint Committee is set out in the Annex to this report.

Delegations to Officers

- 3.5 Delegations to Members or Officers are listed in the current Constitution.

4. RECOMMENDATION

- 4.1 **The Council is requested to note the information presented by the Leader on executive functions for the ensuing Municipal Year.**

BACKGROUND DOCUMENTS

District Council's Constitution

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

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JOINT ARRANGEMENTS

Huntingdon Leisure Centre Management Committee

Councillors K M Baker, Mrs J Chandler, J J Dutton, J D Fell, C R Hyams and Mrs S A Menczer.

St Neots Leisure Centre Management Committee

Councillors Mrs B E Boddington, Mrs J Chandler, R W J Eaton, A Hansard and Mrs P J Longford.

St Ivo Leisure Centre Management Committee

Councillors J D Ablewhite, J T Bell, Mrs J Chandler, S J Criswell, J W Davies and C J Stephens.

Ramsey Leisure Centre Management Committee

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

Sawtry Leisure Centre Management Committee

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

Huntingdonshire Traffic Management Area Joint Committee

Councillors M G Baker, N J Guyatt, Mrs P J Longford, M F Newman, K Reynolds and T D Sanderson.

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Implementing Electronic Government (IEG) Statement 2006

Report by the Head of Information Management

1. INTRODUCTION

- 1.1 The purpose of this report is to seek Council approval to submit the final IEG 6 statement. Due to the late issue of guidance by the Office of the Deputy Prime Minister (ODPM) and the need to progress the IEG through the usual HDC approval process the Council has submitted a statement which has only received Cabinet approval. Should any amendments be required, we will re-submit the IEG, via the ESD Toolkit¹, once it has received Council approval.

2. SUPPORTING / BACKGROUND INFORMATION

- 2.1 The Council is required to submit a statement of progress against e-government targets to the ODPM each year. Statements were submitted in 2001, 2002, 2003 and 2004. In return the Council received capital grants of, respectively, £200k, £200k, £350k and £150k. A further statement – IEG5 – was submitted in December 2005.

- 2.2 The IEG6 has been enclosed separately with the agenda for Members' only. The section which is still subject to change is:

Section 6 – Local e-Government Programme Efficiency Gains

This section will be updated in line with our responses under the Gershon agenda.

- 2.3 In addition, Section 3 – BVPI 157², contains the same data as in the previous submission, due to insufficient timescales needed to collect updated figures.

- 2.4 The status of the priority outcomes for HDC at the end of the ODPM IEG Programme (31st March 2006) are as follows:

¹ The ESD Toolkit is a practical, hosted, online resource that enables local authorities to monitor and report their progress towards e-government, efficiency and other modernisation targets. It is also the mechanism used for building the IEG statement and reporting to the ODPM.

² Best Value Performance Indicator 157 (BVPI 157) is the nationally set target for delivering or supporting services by electronic means. It measures 'the number of types of interactions that are enabled for electronic delivery as a percentage of the types of interactions that are legally permissible for electronic delivery'.

Status	Priority Outcome
Green	R1, R2, R3, R5, R6, R8, R12, R14, R15, R18, R19, R20, R21, R22, R23, R24, R25, R26, R27, R29 G1, G2, G3, G4, G5, G6, G7, G9, G14, G16, G18, G19, G20, G22, G23, G24, G25
Amber	R4 (page 6 of IEG6), R7, R9, R10, R13, R16, R28 G8, G10, G11, G12, G13, G15, G17, G21
Red	R11 (p8)

Green means that we have met the outcome.

Amber means that we intend to meet the outcome and have made progress towards doing so. However, Amber outcomes were not met by 31st March 2006 due, for example, to other priorities set by HDC, or restrictions imposed by supplier's software.

Red means we do not currently plan to meet the outcome. In the case of R11 this is due to the excessive cost of the software interface. The Council may chose to re-visit this outcome at a later date if other benefits "balance" the cost.

- 2.5 The document was compiled by the Customer First Team and input has been sought from a number of services within the Council.
- 2.6 As with previous IEG statements, successful implementation of Amber outcomes will depend on timely and sufficient input from all parts of the Council.
- 2.7 **RECOMMENDATION**

that Council confirms the submission of the Implementing Electronic Government (IEG) Statement.

BACKGROUND INFORMATION

The National Strategy for e-Government:

<http://www.localgov.gov.uk/Nimoi/sites/ODMP/resources/20021127%20Final%20NS%20with%20cover.pdf>

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

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

Food Safety Service Plan 2006/07

Report by the Head of Environmental &
Community Health Services

1 INTRODUCTION

- 1.1 The purpose of this report is to seek Members approval for the Food Safety Service Plan for 2006/07. It is a requirement of the Food Standards Agency (FSA) Framework Agreement on Local Authority Food Law Enforcement that a Food Safety Service Plan be prepared in accordance with a format provided by the FSA. Under the Council's constitution this is part of the policy framework that has to be formally approved by the Council.
- 1.2 This is the sixth annual report which details the work that the service has planned for 2006/07, the staffing and financial resources required, the constraints that may prevent some of the tasks from being fulfilled and the priority of the tasks. It also includes a review of the previous year's performance and identifies where the Authority was at significant variance from the service plan and the reasons for that variance. The review is set out in Section 6 of the service plan on pages 35 to 46.

2 SUPPORTING/BACKGROUND INFORMATION

- 2.1 Huntingdonshire District Council is a Food Authority and as such it is responsible for enforcing specific food safety legislation, this work is carried out by the Environmental and Community Health Services Division. The service is linked to the priority outcome of a healthy population.
- 2.2 The aim of the Service Plan is to -
- ◆ provide information about the Food Safety Service;
 - ◆ identify the means by which the service will be provided;
 - ◆ identify the means by which the service will meet any relevant performance targets or performance standards;
 - ◆ enable performance to be reviewed by examining any variances from the Service Plan; and
 - ◆ demonstrate a balanced enforcement approach.
- 2.4 The FSA sees this Service Plan as a mechanism for local authorities to ensure that national priorities and standards are addressed and delivered locally as well as -
- ◆ focussing debate on key delivery issues;
 - ◆ providing an essential link with financial planning;
 - ◆ setting objectives for the future and identifying major issues that cross service boundaries; and

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

3 REVIEW OF PERFORMANCE IN 2005/06

- 3.1 The Food Service was not fully staffed for the whole of the financial year, one full-time post was vacant for three months and one member of the food safety team was on sick leave for a period of two months. The Commercial Services Manager was on secondment for the whole year and temporary cover was arranged for that period by temporarily upgrading two existing members of the Commercial Services team (for a period of 6 months each). As a result some of the improvements outlined for 2005/6 have not been completed and these have now been carried over to the 2006/7 development plan. Despite this the service recorded 99.4% of necessary inspections.
- 3.2 There were two successful prosecutions this year for offences under the Food Safety (General Food Hygiene) Regulations 1995. These resulted from dirty and unhygienic conditions being found in two food premises. One of the premises had an active mouse infestation and voluntarily closed until suitable improvements had been completed. In both cases substantial fines were achieved and there was significant media coverage. In addition two proprietors of a food business were formally cautioned for offences under same regulations. Officer time and legal costs involved in bringing cases to court were significant.
- 3.3 In October 2005 the food service was subjected to a FSA focused audit on 'The Home Authority Principle, Advice to Businesses and Food Safety Promotion'. The auditors wanted to see comprehensive evidence of the services innovative working with food businesses, schools, voluntary groups and local consumers. The aim of this work was to improve and promote food hygiene and safety in both the work place and the home. The audit was very thorough and required significant officer and administrative resources. Everybody involved in the audit was complemented by the auditors. Their final report was very complementary and did not identify any areas that needed to be addressed. It confirmed that the food team and support staff are providing a comprehensive level of service that more than satisfied all the criteria outlined in the FSA's Enforcement Standard and audit protocol.
- 3.4 In January 2006 new EU and UK Food legislation was introduced. This has created a significant impact on food business operators as they will now have to have a fully documented food safety management system in place. To meet the needs of the food business sector the service has had to provide considerable guidance and advice. In addition all officers had to familiarize themselves with the new statutes, revised codes of practice and industry guides, this required a sustained period of training which reduced productivity.
- 3.5 The October 2004 revisions of the Food Law Code by the FSA introduced a number of changes to the way food law may be enforced. In particular the Code allows an Alternative Enforcement Strategy (AES) to be adopted in the service plan. As part of last year's Service Plan a pilot alternative enforcement strategy was initiated and completed over a

5 month period. The pilot focused on testing the effectiveness of alternative enforcement interventions (as opposed to routine inspections) in low risk food businesses. The evaluation of this pilot study has demonstrated that this type of intervention is effective and has the support of local businesses.

The results of the pilot study suggest that 80% of low risk food businesses in the district can be dealt with by an alternative enforcement strategy with about a 40% saving in officer inspection time for affected premises. As the strategy develops it is expected that time savings can be increased to 50% for affected premises. It is estimated that for year 2006/7 this will release an extra 60 hours of officer time which will be re-invested in advising and informing business on the implications of new legislation and assisting in the implementation of the FSA's Safer Food Better Business (SFBB) food safety management system. The SFBB system is specifically targeted at high risk food businesses.

- 3.6 The Huntingdonshire District Council Food Service was one of only 5 in England and Wales to be highly commended in the Food Link annual awards for 2005. This award was received for work done in the field of food safety and healthy eating promotion.
- 3.7 The preventative activity did not eradicate all food poisoning outbreaks. One relatively large viral outbreak of (presumed) food-borne gastroenteritis in a hotel restaurant was dealt with swiftly and effectively. Officers of the Food Service worked closely with the Consultant in Communicable Disease Control (CCDC) as part of an Incident Management Team. There were no secondary cases. No other outbreaks or unusual notifications were received. The number of food poisoning cases continues to exceed national averages, and the dominant pathogen is Campylobacter. All individual cases of notifiable food-borne illness were investigated. The analysis of the investigation findings show that the majority of food-borne illnesses reported by residents of the district were contracted outside Huntingdonshire or in a domestic setting.

4 SERVICE PLAN FOR 2006/07

- 4.1 The format of this document remains essentially unchanged from that of the previous year. (An executive summary is attached at Annex 1). The resources provided by the Council for this year will be sufficient to enable this Authority to meet the requirements of the FSA. There is a reduction of 0.5FTE posts compared to last year and this will impact on the level of service development identified for this year. This situation has arisen from the re-allocation of staff to meet other statutory service demands, the loss of experienced staff leaving the authority and considerable training and development demand of replacement staff before they can be deemed competent to carry out comprehensive enforcement duties. It is also anticipated that the new legislation will require officers to spend longer in food premises during each visit, in order to audit and evaluate the documented management systems that are now required
- 4.2 In the event of unforeseen issues arising during the year that would hinder the achievement of all targets within the service plan, priority

would be given to the inspection of food premises. It is also possible that the FSA may redirect resources, at any time, to meet the need of a nationally significant food safety concern.

- 4.3 There is a possibility of working in partnership to assist businesses in Huntingdonshire. The new Food Safety legislation introduced in January 2006 created a number of changes to the way food business operators must manage and control their businesses. To assist them the FSA have produced a toolkit, titled Safer Food Better Business. The Food Service supports this initiative and will be working with local businesses: providing briefing sessions and guidance notes to explain the new requirements and the use of the toolkit. In order to assist in this the Cambridgeshire Food Liaison Group has applied for grant funding from the FSA to support the delivery of the Safer Food Better Business Food Safety Management system and provide coaching and training for food business operators. The outcome of the bid will be known by September 2006. Any funding secured will be used to employ FSA appointed consultants to deliver and organise local training courses and 1:1 coaching
- 4.4 The changes in the legislation coupled with revision of The FSA Food Law Code of Practice April 2006 will necessitate a complete review of all the services standard operating procedures, changing the way data is recorded on the database, re-designing the various inspection forms advisory leaflets, and information currently available on the Divisions website. This process will require considerable time and resources.
- 4.5 The 2006/07 service plan includes updated performance data and introduces new elements to the education programme. (See Annex 2). The Food Services team is planned to become part of a wider section aimed at improving the health of the people of Huntingdonshire by addressing food safety, diet, exercise, etc. in a holistic way. The increasing emphasis on education will be linked to partnership initiatives to address health inequalities and contributions towards keeping Huntingdonshire's population healthy.

5 CONCLUSION

- 5.1 Last year the team successfully inspected 99.4% of premises on their programme and delivered most of the initiatives outlined in the 2005/06 development plan. This year's plan includes further development of the alternative enforcement strategy, addressing the revised FSA Food Law codes and providing guidance and information to businesses on the implementation of the new food safety legislation. The plan also includes new elements to the education programme to provide a more joined-up approach to initiatives aimed at keeping the population healthy and reducing inequalities.

6. RECOMMENDATION

- 6.1 The Council is requested to approve the Food Safety Service Plan 2006/7.

BACKGROUND INFORMATION

Service Plan for Food Law Enforcement 2006/07
FSA Framework Agreement
FSA Code of Practice

Contact Officer: Susan Lammin,
Head of Environmental and Community Health Services
☎ 01480 388280/
Chris Lloyd, Commercial Services Manager
☎ 01480 388290

A full copy of the Food Safety Service Plan 2006/07 is available in the Members' Room. If you wish to have an individual copy, please contact the Environmental Health Admin Section on 01480 388302.

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EXECUTIVE SUMMARY 2006/7

AIMS AND OBJECTIVES

The overall objective of the Food Safety Service is to work with businesses and consumers to endeavour to ensure that food intended for sale for human consumption which is produced, stored, distributed, handled or purchased within Huntingdonshire is without risk to public health or the safety of the consumer

The service is linked to the Council's corporate plan 'Growing Success' and the priority outcome of a healthy population.

The following service outcomes are identified within the performance management system and will be measured to determine the effectiveness of the listed activities and actions.

- ◆ A high level of food safety at registered premises.
- ◆ Compliance with statutory requirements for inspection of food premises.
- ◆ Effective containment of outbreaks of food-borne illness.
- ◆ A high level of food safety in the home.

The service will seek to achieve this through a number of key actions that are identified within this service plan.

Changes in resources from 2005/06 to 2006/07

STAFF	2005/06	2006/07
Environmental Health Officers	2.50	3.15
Environmental Health Protection Officers	2.05	1.10
Commercial Services Manager	0.50	0.30
	5.05	4.55
Admin Support Staff	1.75	1.75
Total	6.80	6.30
FINANCIAL	2005/06	2006/07
Direct Costs		
Employees	£254,000	£240,000
Other (specialist equipment legal fees and sampling)	£33,260	£21,300
Overheads (Central Support Costs)	£169,000	£168,000
	£453,000	£439,000
Total	<u>£453,000</u>	<u>£439,000</u>
	Income	-£500
	<u>-£3,000</u>	<u>-£500</u>
	NET EXPENDITURE	£438,500
	£450,000	£438,500

ACTIONS AND TIME ALLOCATIONS

All calculations assume 1 x FTE = 1290 hours per year (215 working days x 6 productive hours per working day). All estimates include revisit activity. Time does not include administrative support.

Proactive Tasks	Level of activity		Time	FTE
	Actual 2005/06	Estimated 2006/07	Estimated 2006/07	Estimated 2006/07
Planned Food Hygiene inspections	738	722	3065	2.37
Revisits	96	140		
Spot Checks	3	20		
Inspection of new, mobile and temporary premises	100	140		
Game dealers licences	15	15		
EC approved manufacturing plants	5	5		
Food safety promotion	Provision of food hygiene training courses, (for English and non-English speaking food handlers) development of newsletters, leaflets, website. Promoting food safety week, safety zone etc (this resource is in addition to those identified in advice to businesses).		400	0.32
Liaison with other organisations	Maintenance and development of existing links and initiatives both internal and external.		150	0.12

Reactive Tasks	Level of activity		Time	FTE
	Actual 2005/06	Estimated 2006/07	Estimated 2006/07	Estimated 2006/07
Food related complaints– estimate complaints re premises and food	241	240	400	0.31
Food inspection and sampling- Estimate food, water and environmental samples to be taken	124	150	100	0.07
Infectious disease control- estimate notifications of food poisoning	264	250	150	0.12
Food Safety Incidents- estimate receipt >75 Food Alerts from the FSA	85	75	30	0.02
Advice to business enquiries	Provision of guidance on implementation of new legislation and promotion of the FSA Safer Food Better Business Toolkit to all relevant food businesses. Advice given at the time of each inspection plus an estimated further 200 enquiries from the public and businesses on food safety matters, including Home Authority Principle.		575	0.44

Reactive Tasks	Level of activity	Time	FTE
Staff development and training	Internal and external training courses, research and development of peer review exercise, special projects and initiatives	500	0.39
Service management	Overall supervision and management of service, policy and procedural development	500	0.39
Total		5805	4.55

There is a reduction of 0.5FTE posts compared to last year. This situation has arisen from the re-allocation of staff to meet other statutory service demands, the loss of experienced staff leaving the authority and considerable training and development demand of replacement staff before they can be deemed competent to carry out comprehensive enforcement duties. It is also anticipated that the new legislation will require officers to spend longer in food premises during each visit, in order to audit and evaluate the documented management systems that are now required

The Food Services Team is planned to become part of a wider section aimed at improving the health of the people of Huntingdonshire by addressing food safety, diet, exercise, etc. in a holistic way. The Commercial Services Manager will be expected to have a wider remit in the new Division and there will be a corresponding reduction in time spent on food safety management.

DEVELOPMENT PLAN 2006/07

- ◆ Following the recent implementation of new Food Safety legislation and FSA Codes of Practice devise and develop a strategy for advising and informing food business of their new legal responsibilities. Strategy to include briefing sessions and targeting of written information.
- ◆ Assist in the FSA Promotion of the FSA's Safer Food Better Business food safety management toolkit to food business operators and evaluate its uptake.
- ◆ Develop further the implementation of the alternative enforcement strategy that was piloted in 2005/6.
- ◆ Carry out further research into the development of a 'scores on the doors' initiative and local food hygiene award scheme for caterers and other food businesses.
- ◆ Develop a standard operating procedure for the drafting of letters sent to food businesses following primary and secondary inspections.
- ◆ Having regard to the recent implementation of new food legislation and FSA codes of practice carry out a comprehensive review of all Standard Operating procedures and Enforcement policies and carry out any necessary staff training.
- ◆ Carry out a peer review exercise focusing on consistency of inspections and enforcement.
- ◆ In association with other LA's in the County implement a registration and inspection scheme for mobile food traders operating within Huntingdonshire and the county area.
- ◆ Review all of the food safety information leaflets and standardise the format.
- ◆ To continuously upgrade the Flare database to improve quality and detailed information available to managers, officers and the FSA.
- ◆ Develop and enhance the existing established mechanism to work in partnership with the Huntingdonshire PCT and other partners to devise food hygiene and nutrition awareness training to young people, community groups and vulnerable groups.

- ◆ In conjunction with the Health Protection Agency review the existing procedural arrangements for managing incidents and outbreaks of food borne disease.
- ◆ Having regard to FSA guidance carry out a review of the services food and water sampling policy

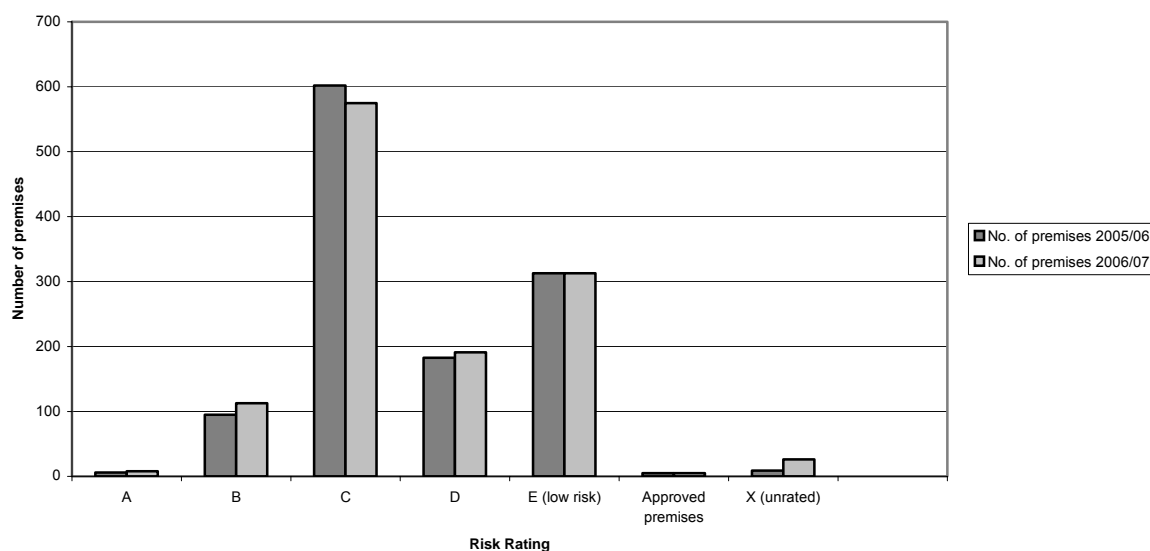
CHANGES TO THE ENFORCEMENT PROGRAMME 2006/2007

Food Hygiene Inspections

As of 1 April 2006 a total of 1239 food premises are subject to programmed food hygiene inspections. The breakdown of premises by types as identified within the Food Standards Agency monitoring report form is as follows:

Food Producers (A)	9
Slaughterhouses (B)	1
Food Manufactures/processors (C)	11
Food Packer (D)	5
Importer/Exporter (E)	0
Food Distribution/Transporter (F)	35
Food Retailer (G)	261
Food Caterer (H)	870
Food Manufacturer selling retail (J)	47

The profile of risk categories, as defined by the revised FSA Code of Practice issued under the Food Safety Act 1990 is shown below. Twenty-six new premises are currently waiting to be rated (annotated as X) and will receive an inspection within two months of their opening date. It is estimated that around 80% of the premises rated as E (low risk) may be subject to the Alternative Enforcement Strategy (AES). (See paragraph 3.2.3 of report.)



Education Programme

- ◆ In 2005/06 we ran 15 programmed Foundation food hygiene courses for local food handlers. This year it is planned to run 8 Foundation food hygiene courses and some additional low cost training to voluntary groups. The primary focus of the education programme this year will be the provision of guidance and information to businesses on the implementation of new food safety legislation and advising duty holders on adopting the FSA's Safer Food Better business Toolkit. It is intended to hold a

number of briefing sessions for food business operators on the implications of the new legislation and is part of a Cambridgeshire Food Liaison Group bid for FSA funding to support the delivery of the Safer Food Better Business Food Safety Management system and provide coaching and training for food business operators. The outcome of the bid will be known by September 2006. Any funding secured will be used to employ FSA appointed consultants to deliver and organise local training courses and 1:1 coaching.

- ◆ It is planned to review all food safety information and leaflets available through the service, including the website.
- ◆ It is planned to work in partnership with Huntingdon PCT through the Hunts for Good Food Project to continue to devise and promote food hygiene and healthy eating training for schools, luncheon clubs and vulnerable groups.

For comparison, the table below shows the enforcement activity carried out in previous years.

	2004/05 Actual	2005/06 Actual	2006/07 Estimated
Food inspections carried out	692	738	722
- high risk	525	481	499
- low risk	167	257	223
Game dealers licence	15	15	15
Spot check visits	29	13	20
Revisits	198	96	140

	2003/04 Actual	2004/05 Actual	2005/06 Actual
Total number of inspections and visits	1120	1158	1224
Percentage of high risk premises requiring an inspection that were inspected	100%	100%	99.3%
Percentage of low risk premises requiring an inspection that were inspected	100%	100%	99.4%
Number of letters/inspection reports	989	1279	1278
Improvement notices	34	16	15
Formal cautions	0	2	2
Food complaints:			
Food Premises	119 83	123 87	136 58
Prosecutions	3	2	2
Food samples (total)	134	136	124

	2003/04 Actual	2004/05 Actual	2005/06 Actual
Unsatisfactory food samples	5	10	15
Export certificates issued	65	47	56
Infectious diseases	328	247	264
Food alerts (hazard warnings)	65	74	85
Customer satisfaction results			
- Food inspections	99.4%	97%	100%
- Food complaints	85.3%	94%	100%
- Infectious Diseases	93.0%	100%	No data

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Cabinet

Report of the meetings held on 20th & 27th April,
18th May and 8th June 2006

Matter for Decision

**1. IMPLEMENTING OF ELECTRONIC GOVERNMENT (IEG)
STATEMENT 2006**

Subject to the inclusion of a further explanation of the reasons for 'red' status priority outcomes the Cabinet

RECOMMEND

that the contents of the draft 2006 Implementing Electronic Government statement be approved for submission to the Secretary of State.

Matters for Information

2. APPOINTMENT OF EXECUTIVE COUNCILLORS

Executive responsibilities for the municipal year 2006/07 have been allocated by the Leader as follows –

Environment & Transport	– Councillor N J Guyatt
Finance	– Councillor T V Rogers
Headquarters & Information Technology	– Councillor L M Simpson
Housing & Public Health	– Councillor Mrs D C Reynolds
Leisure	– Councillor Mrs J Chandler
Operations	– Councillor Mrs P J Longford
Planning Strategy	– Councillor P L E Bucknell
Resources & Policy	– Councillor A Hansard

Those Members appointed to hold executive responsibility for Resources and Policy, Planning Strategy and the Leader have been appointed ex-officio Members of the Licensing Committee/Licensing and Protection, Development Control and Employment Panels respectively.

**3. OPERATIONAL SERVICES DIRECTORATE:
APPOINTMENT OF HEAD OF PLANNING SERVICES**

In accordance with paragraph 4 (e) of the Officer Employment Procedure Rules, Cabinet has informed the Chief Executive that there were no material or well founded objections to a proposal of the Appointments Panel with regard to the offer of an appointment to fill the post of Head of Planning Services.

**4. URBAN DESIGN FRAMEWORK AND MASTERPLAN:
ST MARY'S URBAN VILLAGE, ST NEOTS**

The Cabinet has approved a draft Urban Design Framework for land to the west of St Mary's Church, St Neots. The Framework is designed to establish clear guiding principles for the redevelopment of this site to ensure that the area is significantly improved. This may involve the creation of a new mixed use development for this part of St Neots, together with improved car parking and pedestrian linkages.

5. DEVELOPMENT BRIEF: OLD FIRE STATION, ST NEOTS

The Cabinet has agreed to adopt a development brief for land in and around the Old Fire Station in St Neots as Interim Planning Guidance. The brief is an important step towards achieving the most appropriate form of redevelopment on the site and has been the subject of a public consultation exercise. The Cabinet has also authorised the Planning Policy Manager, after consultation with the Executive Councillor for Planning Strategy, to make any minor consequential amendments to the text and illustrations as necessary.

6. QUARTERLY SUMMARY OF DEBTS WRITTEN OFF

The Cabinet has been advised of those debts which have been written off as irrecoverable during the period January – March 2006.

A summary of the list is available on request from the Democratic Services Section.

**7. GROWING SUCCESS –
A CORPORATE PLAN AND PERFORMANCE MONITORING**

In conjunction with the Overview and Scrutiny Panels, the Cabinet has endorsed a draft timetable for reviewing and updating the Council's Corporate Plan – "Growing Success", including local performance indicators and targets, an improvement plan and objectives supporting the achievement of the Council's priorities. The review is intended to link the Council's objectives with significant activities or projects, along with the underlying day to day activities set out in service plans. At the same time, the Cabinet has noted performance data for 2005/06 and revised targets for 2006/7. The updated Corporate Plan will be submitted to Council for adoption at their meeting on 27th September 2006.

8. SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

In conjunction with the Employment Panel, the Cabinet has endorsed the content of the Council's Safeguarding Children, Young People and Vulnerable Adults Policy. The policy outlines good practice aimed at promoting the safety of young people and vulnerable adults using the Council's services and protecting employees and councillors from false allegations.

**9. MEDIUM TERM PLAN:
REQUEST FOR THE RELEASE OF FUNDS**

The Cabinet has agreed to release appropriate funding from the Medium Term Plan for the establishment of a choice based letting scheme across the Cambridge sub-region.

10. TREASURY MANAGEMENT ANNUAL REPORT

The Cabinet has reviewed the respective levels of performance in the year ending 31st March 2006 of three external fund managers in the matter of investment of the Council's capital receipts.

**11. A14 ELLINGTON TO FEN DITTON IMPROVEMENT –
HUNTINGDON VIADUCT TECHNICAL STUDY**

Following on from Item No.1 of their Report to the meeting of the Council held on 29th June 2005, the Cabinet has been acquainted with the outcome of a jointly commissioned technical study on the implications of the retention or removal of the existing A14 viaduct at Huntingdon as part of the Highway Agency's upgrade of the road from Ellington to Fen Ditton. The study, carried out by W S Atkins, was jointly funded by the District and County Councils, the Highways Agency, the Eastern Region Government Office, East of England Development Agency and Cambridgeshire Horizons.

The study has concluded that the original CHUMMS option is viable and that the highway network in Huntingdon could be modified to accommodate the removal of the A14 viaduct and the construction of new highway links and junctions designed to improve the local road network. Having recognised the benefits that these developments would have in terms of separating local and through traffic, improving traffic movements between and around Huntingdon, Godmanchester and Hinchingsbrooke and the opportunities for regeneration and development in the area, the Cabinet have decided to –

- ◆ endorse the consultant's study for submission to the Secretary of State for consideration as part of the options for the development of the A14 improvements scheme;
- ◆ support the principles of the CHUMMS Options Strategy presented at the Highways Agency's public consultation in 2005; and

- ◆ request the Director of Operational Services to write to the Secretary of State urging the further development of the new highway links and junctions in Huntingdon as part of the A14 scheme in consultation with the County and District Councils and to promote necessary statutory orders for such links along with those that will be required for the wider A14 scheme and its associated local access roads.

12. REPRESENTATION ON ORGANISATIONS

The Cabinet has made appointments/nominations of representatives to serve on a variety of organisations and authorised the Deputy Leader of the Council to make any changes that may be required throughout the year.

13. WARBOYS AND BROUGHTON CONSERVATION AREAS: CHARACTER STATEMENT AND MANAGEMENT PLAN CONSULTATION DOCUMENTS

The Cabinet has approved for public consultation draft Character Statements and Management Plans for Warboys and Broughton which outline a series of proposals aimed at conserving and enhancing the villages' conservation areas.

14. BROOKSIDE, HUNTINGDON – URBAN DESIGN FRAMEWORK

Further to Item No. 103 of their Report to the meeting of the Council held on 22nd February 2006 and having considered responses received to consultation on the proposed design for an area of land at Brookside in Huntingdon and resultant amendments made to the document, the Cabinet has approved the adoption of the framework (as amended) as Interim Planning Guidance. In so doing, the Planning Policy Manager has been authorised, after consultation with the Executive Councillor for Planning Strategy, to make any minor consequential amendments to the text and illustrations as necessary.

15. MONITORING OF THE REVENUE BUDGET AND CAPITAL PROGRAMME

Consideration has been given by the Cabinet to reports monitoring the revenue budget and capital programme expenditure in 2005/06. Particular attention has been given to variations to the approved programme and the estimated capital and revenue implications.

16. CAR PARKING ORDER – OAK DRIVE, HUNTINGDON

Having been informed that no objections had been received following the publication of proposals to introduce a new Car Parking Order in respect of Oak Drive, Huntingdon, the Cabinet has confirmed the Order as advertised.

17. HOUSING ACT 2004 – IMPLEMENTATION AND ENFORCEMENT

The Cabinet has been acquainted with progress on the implementation of a range of measures arising from the Housing Act 2004. The Cabinet also has adopted a new private sector housing enforcement policy and measures relating to houses in multiple occupation (HMOs) which include –

- ◆ establishing HMO licensing committees;
- ◆ adopting HMO standards;
- ◆ introducing an HMO licensing fee of £300, which will be waived for licences for HMOs under the control of registered charities; and
- ◆ revoking the automatic designation of Huntingdonshire as an area subject to additional houses in multiple occupational licensing.

The Cabinet has also authorised the Head of Environmental and Community Health Services, after consultation with the relevant Executive Councillor, to amend the Private Sector housing enforcement policy, the HMO licensing conditions, the HMO standards and the HMO licensing fee.

18. SAFETY ADVISORY GROUP

The Cabinet has received and noted the report of the meeting of the Safety Advisory Group held on 1st March 2006.

I C Bates
Chairman

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Overview and Scrutiny Panel (Service Support)

Report of the meetings of the Overview and Scrutiny Panel (Planning and Finance) held on 11th April and Overview and Scrutiny Panel (Service Support) held on 13th June 2006

Matters for Information

1. **IMPLEMENTING ELECTRONIC GOVERNMENT (IEG) STATEMENT**

The Panel has considered the content of the 2006 Implementing Electronic Governance (IEG) Statement which sets out the Council's progress against e-government targets in the current year and had been submitted in draft to the Secretary of State pending its approval by the Council. Arising from their request at a previous meeting, the Panel has also been acquainted with details as to how money received from previous IEG grants has been allocated and expended.

In considering the draft statement, the Panel noted the significant investment that has been made in recent years by the Council in e-government and reiterated its concern over the absence of a broadband connection for all Members to facilitate electronic communication with the Council. Members also commented on the absence of information within the statement in respect of the identification of efficiency gains from the e-government programme and the Panel has requested further information on the implications for the District Council of the Government's Direct.Gov initiative.

The Panel wish to draw the Council's attention to the cost of e-government implementation and suggest that, in terms of value for money, this is unlikely to be offset by efficiency savings of that magnitude. Accordingly the Panel has agreed to convey their comments to the Council for consideration in approving the IEG statement. Item No.4 of the Council agenda refers.

2. **REVIEW OF MEMBERS' INVOLVEMENT IN THE DEVELOPMENT CONTROL PROCESS**

The Panel has considered the outcome of their consultation with other Members of the Council as part of their review of procedural arrangements for the determination of development control applications. In consequence, the Panel has decided to widen the remit of the review to include other aspects of the determination

process and appointed a working group for this purpose, with Councillor J A Gray as rapporteur.

A brief update on the progress of the working group was given at the Panel's June meeting and it is anticipated that a report on the outcome of the study will be available in the early Autumn.

3. FINANCIAL STRATEGY, MEDIUM TERM PLAN 2007 TO 2011 AND BUDGET 2006 /07

The Leader of the Council and Executive Councillor for Finance have attended a meeting of the Panel to explain the Cabinet's decision to reject the Panel's request for additional consultation on future reductions in Council expenditure.

The Panel has been advised that in reaching their decision, the Cabinet was of the opinion that there were sufficient opportunities already for Members of the scrutiny panels to consider and review the Council's Budget and Medium Term Plan and that the Cabinet had been mindful of the need to identify and implement efficiency savings as and when opportunities arose. The Panel has been assured by the Leader of the Council that work is ongoing to identify savings to achieve the Council's target for expenditure reductions in the current year.

The Panel has also been assured that there will be ample opportunity for Members of the Corporate and Strategic Framework Panel to consider modifications to the Medium Term Plan, together with the outcome of the current budgetary review at their forthcoming meetings. In the meantime, Members have been encouraged to submit any proposals for possible savings in revenue expenditure or in the Medium Term Plan which would be considered by the Council.

4. A14 ELLINGTON TO FEN DITTON IMPROVEMENT – HUNTINGDON VIADUCT TECHNICAL STUDY

The Panel has been acquainted with the outcome of a jointly commissioned technical study on the implications of the retention or removal of the Huntingdon A14 viaduct. The contents had been endorsed by the Cabinet at their meeting on 8th June 2006 for submission to the Secretary of State for his consideration on the options for the development of the A14 improvement scheme.

Having raised a number of specific issues arising from the report and been informed that the study will now form part of the review of the Huntingdon Vision which is expected to be approved for public consultation shortly, the Panel has agreed to note the study and the Cabinet's decision.

5. POLICE COMMUNITY SUPPORT OFFICERS

The Panel has been acquainted with the deliberations of its Police Community Support Officers Working Group, which has considered

the District Council's financial contribution to the employment of PCSOs in Huntingdonshire.

Having regard to the availability of substantial additional funding from the Neighbourhood Policing Fund, the Panel has recommended the Cabinet to withdraw the Council's funding for the employment of PCSOs at the earliest opportunity, on the understanding that this will not reduce the number of officers deployed within Huntingdonshire.

To enable all Members to be aware of the situation locally the Panel has also recommended that the Community Safety Partnership's quarterly crime report for Huntingdonshire be made available in future to Members of the Council. The Panel's recommendations will be considered in due course by the Cabinet.

Having regard to the nature of their recommendations to Cabinet, the Panel has decided to disband their PCSO working group.

**6. "GROWING SUCCESS" –
CORPORATE PLAN AND PERFORMANCE MONITORING**

The Panel has been acquainted with a suggested process and timetable for reviewing and updating the Council's Corporate Plan – "Growing Success" over the summer period. Having regard to the role of Overview & Scrutiny in this process a cross Panel working group has been established to lead on the review of the Council's objectives, and the Panel has nominated the Chairman, Vice Chairman and Councillor D B Dew for this purpose.

The Panel has also noted the results of the Council's 2005/06 performance data against the national Best Value Performance Indicators and a number of local measures and performance indicators.

**7. MONITORING SECTION 106 AGREEMENTS:
PLANNING OBLIGATIONS**

The Panel has considered the quarterly monitoring report listing the receipt and expenditure of money negotiated under Section 106 Agreements. In so doing, the Panel has reiterated the need for payments to be received and expended in a timely fashion and has requested that information be incorporated within the next update to illustrate those areas where expenditure had occurred over the quarter.

8. WORKPLAN STUDIES

The Panel has reviewed its Workplan of studies, with arrangements having been made to convene an informal meeting in July to discuss the programme for the forthcoming year.

9. LOCAL GOVERNMENT ACT 2000: FORWARD PLAN

The Panel has been acquainted with details of the Forward Plan of key decisions, which has been prepared by the Leader of the Council. In so doing the Panel has identified a number of forthcoming Cabinet items upon which they intend to seek further information or include on agenda for future meetings.

**10. OVERVIEW AND SCRUTINY PANEL (SERVICE SUPPORT):
PROGRESS**

The Panel has been apprised with the progress on actions required as a result of its previous decisions. In so doing, the Panel has asked the Head of Administration to ascertain whether their request to the County Council for a review of their speed management policy is being progressed.

J A Gray
Chairman

Overview and Scrutiny Panel (Service Delivery)

Report of the meeting held on 6th June 2006

Matters for Information

1. **“GROWING SUCCESS” – CORPORATE PLAN AND PERFORMANCE MONITORING**

The Panel has considered proposals to review and update the Corporate Plan and the end of year results for local and national performance indicators. Members have noted the timetable for the review, the training for Members contained within it and the role of the proposed Member Working Group comprising the Chairman and Vice-Chairman of the Overview and Scrutiny Panel and an additional Member from each of the Panels, which will lead the review of the Council's objectives and Improvement Plan and the development of the performance monitoring framework. The Service Delivery Panel has appointed Councillor R W J Eaton as its third representative on this Group.

The Panel has discussed the Council's performance in relation to the collection of non-domestic rates, the electronic delivery of services, grant aid for legal advice for local residents that has the quality mark, domestic burglaries, processing notification of changes of circumstances, land and highway cleanliness, economic development and affordable housing. Particular reference has been made to the local indicator on the Council's employees and, as a result, Members have been reminded that the Action Plan arising from the Employee Opinion Survey will be submitted to a future meeting.

Members also have commented on the format of the performance monitoring report, following which it has been agreed that the inclusion of the quartile in which the Council's performance for each indicator falls, the development of qualitative measures and prioritisation and weighting of indicators will be included in the review.

2. **OVERVIEW AND SCRUTINY – PROCEDURE, REMIT AND STUDIES**

Progress

The Panel has been reminded of the remits of the Overview and Scrutiny Panels and the processes involved in their work. Members' attention has been drawn to the importance of the adopted Forward Plan procedure, which assists with pre-scrutiny of Cabinet matters and helps avoid the call-in of decisions.

The Panel also has reviewed its programme of studies. It is aimed to conclude the study on Twinning at a future meeting of the Working Group, which will be held as soon as possible. In addition, with regard to the study on the rural economy and services, Members have deferred meeting with the Patient and Public Information in Health Forum for twelve months in order that the effects of changes to dentistry services can be assessed. On the same study the Panel has considered whether it can be extended to any other sectors of the rural community. Having discussed farming, affordable housing and youth facilities, Councillor R W F Bailey has undertaken to consider whether there are any areas where the study can usefully be pursued and to report back to the Panel.

The Panel also has requested the Overview and Scrutiny Panel (Service Support) to undertake a study on cycling provision in the District and has agreed to ask the Chairman of that Panel for permission to undertake a study on highways maintenance which falls within his Panel's remit.

Finally, the Panel has decided to carry out a study into the possible introduction of a traffic enforcement scheme to be delivered via Town and Parish Councils.

3. APPOINTMENTS

The Panel has appointed Councillor D J Priestman to the Flood Forum and Councillor K J Churchill as the Council's substitute on the Cambridgeshire County Council Health and Adult Social Care Scrutiny Committee.

Other Matters of Interest

4. LOCAL GOVERNMENT ACT 2000 – FORWARD PLAN

The Panel has been acquainted with details of the Forward Plan of key decisions, which has been prepared by the Leader. Investigations are to be carried out into items on Recycling Credits, an Enforcement Policy for Private Sector Housing and Agreements for the Extension to Paxton Pits Nature Reserve. A report on the Housing Strategy will be submitted to the next meeting.

5. SCRUTINY

The Panel has considered the latest edition of the Decision Digest and Members have received an update on the item entitled Young People.

S J Criswell
Chairman

Overview and Scrutiny Panel (Corporate and Strategic Framework)

Report of the meeting held on 6th June 2006

Matter for Information

1. BUDGET AND MTP PROCESS 2007 - 2012

The Panel has considered details of the process and timetable for the review and approval of the Financial Strategy, the 2007/08 Budget and the 2008/12 Medium Term Plan (MTP). In discussing the process involved, Members have queried the format of the report to be submitted to their meeting in September and in so doing have been informed that they will be presented with overall forecasts of the Council's position. In response to concerns expressed regarding the length of time the review would take under the proposed timetable, Members have been advised of the key components of the review and how these relate to the timescale proposed. In addition, the Panel has been informed of the reasons why the review process cannot be completed in advance of the timetable.

The Panel also has considered a suggested procedure for the identification of savings that will be required in the period to 2016/17. In response to a question on Members' roles in the process, the Panel has been informed that it will be presented with prioritised potential savings from which they will be expected to consider and comment on at their meeting in November. The Panel has emphasised the need for the timetable to be adhered to for the identification of prioritised potential savings.

The Panel has recommended the Cabinet to approve the timetable and stages for considering the Financial Strategy, Budget and MTP.

J A Gray
Chairman

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Development Control Panel

Report of the meetings held on 24th April, 22nd May and 19th June 2006

Matters for Information

**1. DIVERSION OF PUBLIC RIGHT OF WAY:
PUBLIC FOOTPATH NO.8 AT THE STUKELEYS**

Following action taken by Cambridgeshire County Council to reorganise public footpaths in the Stukeleys area under the Wildlife and Countryside Act 1981 and advice that the diversion was no longer necessary, the Panel has agreed not to confirm the Huntingdonshire (Public Footpath No.8 – The Stukeleys) Public Path Order made on 2nd February 2004.

**2. THE ENVIRONMENTAL INFORMATION REGULATIONS –
IMPLICATIONS FOR PRELIMINARY ENQUIRIES**

The Panel has noted the implications for the development control process of the introduction of the Environmental Information Regulations 2004. Requests for pre-application advice had previously been treated as confidential under the Freedom of Information Act. However, advice received from the Planning Officers Society has suggested that this type of enquiry could now be open to potential disclosure and to comply with the Regulations, revised arrangements have been put in place by the Development Control Section which have been noted by the Panel.

**3. PERFORMANCE MONITORING: DEVELOPMENT CONTROL
PROGRESS REPORT: 1ST JANUARY – 31ST MARCH 2006**

The Panel has received a statistical report on the performance of the Development Control Section over the period 1st January – 31st March 2006 and was pleased to note that all national performance targets had been met by the Section for the determination of major, minor and other applications which will contribute ultimately to the level of planning delivery grant awarded.

4. DEVELOPMENT APPLICATIONS

Over three meetings, the Panel has determined a total of thirty two applications of which eighteen were approved, thirteen refused and one deferred following representations from the Parish Council to enable the Head of Planning Services to undertake further negotiations with the applicant on the design and scale of a proposed dwelling.

**5. SUSTAINABLE CONSTRUCTION IN CAMBRIDGESHIRE –
A GOOD PRACTICE GUIDE**

The Panel has endorsed the content of a Good Practice Guide produced under a joint initiative by Cambridgeshire Horizons and Cambridgeshire County Council in response to a request from developers and consultants for guidance at sub-regional level. The District Council contributed to the production of the guide through a task group comprising representatives of councils in Cambridgeshire, Go East and the Home Builders Federation (Eastern Region). The purpose of the guide is to assist those involved in the planning, design and construction of new development in Cambridgeshire and it includes detailed guidance on sustainable construction issues in terms of climate change, energy, waste, water and materials in accordance with key principles set out in the Cambridgeshire and Peterborough Structure Plan, 2003.

**6. URBAN DESIGN FRAMEWORK AND MASTER PLAN:
ST MARY'S URBAN VILLAGE, ST NEOTS**

As part of the consultation process, the views of the Panel have been invited on the content of a draft Urban Design Framework (UDF) Master Plan document for St Mary's Urban Village, St Neots.

The UDF examines the redevelopment opportunities on land to the west of St Mary's Church between the High Street and Brook Street and seeks to deliver a new mixed use development with improved car parking and pedestrian links to enhance the environment in that part of the town. The Panel has welcomed the opportunity that the redevelopment might present to remove inappropriate uses that currently exist in the area which detract from the setting of Brook House and St Mary's Church. With this in mind the Panel have recommended the Cabinet to adopt the UDF as Interim Planning Guidance.

**7. BROUGHTON AND WARBOYS CONSERVATION AREAS:
DRAFT CHARACTER STATEMENTS AND MANAGEMENT PLANS**

In response to Best Practice guidance published by English Heritage and Best Value Performance Indicator (BPVI) criteria relating to the production of Conservation Area Character Statements and Management Plans on a five year programme, the Panel has endorsed the content of updated Character Statements and Management Plans produced for both Broughton and Warboys.

The Management Plans identify a series of projects for the enhancement of the Conservation Areas and the Character Statements assist in the determination of planning applications and the preservation and enhancement of those areas. All four documents have been recommended to the Cabinet for adoption as Council policy.

P G Mitchell
Chairman

Employment Panel

Report of the meeting held on 7th June 2006

Matters for Information

1. REDUNDANCY POLICY AND PROCEDURE

Arising from a decision by an Employment Tribunal in connection with the selection of an employee for redundancy and some minor changes to the Local Government Pension Scheme, the Panel has approved amendments to the Council's Redundancy Policy and Procedure. In so doing the Panel has agreed that, other than in exceptional circumstances, fixed term contracts in future should not be issued to employees for more than one year's duration or extended such that the aggregate exceeds more than a year.

2. STAFF RELOCATION PACKAGES – STAMP DUTY

Having regard to the impact of rising house prices since the inclusion of an allowance for stamp duty in the removal package for newly appointed staff who need to relocate to the area, the Panel has agreed to cap the allowance payable under the scheme to the relevant rate up to maximum of £14,150.

3. SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

The Panel has endorsed the contents of a policy and associated action plan (insofar as it relates to Council employees) for safeguarding children, young people and vulnerable adults from abuse. The policy will apply to all District Council employees and Councillors and is intended to promote the safety of those using Council services whilst at the same time protecting employees and Councillors from false allegations.

The Panel also noted that the policy implications for Councillors were to be considered by the Cabinet at its meeting on 8th June 2006 and a detailed procedure for implementing the checks by the Corporate Governance Panel on 27th June 2006.

4. REQUESTS TO FILL VACANT POSTS

Having considered the circumstances applicable to vacancies within the Operational Services and Commerce and Technology Directorates for a -

- ◆ Development Control Manager;
- ◆ Supervising Inspector – Arboricultural;
- ◆ Help Desk Analyst; and
- ◆ Housing Advice and Options Officer

the Panel has authorised the Head of HR and Payroll Services to commence recruitment in each case.

In so doing, the Panel has placed on record its recognition of and gratitude for the excellent contribution made by Mr R Fisher, Housing Advice and Options officer during his twenty years employment in the local government service and has conveyed its best wishes to him for a long and happy retirement.

5. EARLY TERMINATION OF EMPLOYMENT

In the interests of the efficient exercise of the Council's functions, the Panel has agreed to terminate the early employment of a member of staff in the Housing Services Division and the terms of a severance package.

K Reynolds
Chairman

Licensing and Protection Panel

Report of the meeting held on 21st June 2006

Matter for Decision

1. SERVICE PLAN FOR FOOD LAW ENFORCEMENT

The Panel has considered an Executive Summary of the proposed Service Plan for Food Law Enforcement for 2006/07. The Plan has been developed to comply with the requirements of the Food Standards Agency (FSA) and incorporates the aims and objectives of the service and the resources available, together with a review of the work undertaken during the previous year.

A separate report on the subject appears on the agenda for the Council to consider. The Panel has therefore

RECOMMEND

that the Service Plan for Food Law Enforcement be approved.

Matters for Information

2. SERVICE PLAN FOR HEALTH AND SAFETY ENFORCEMENT

The Panel has endorsed the content of the Service Plan for Health and Safety Enforcement (HSE) for 2006/07. The Plan has been developed in accordance with guidance issued by the Health and Safety Commission (HSC) and contains sections on the aims and objectives of the service and the resources available, together with a review of the work undertaken in the previous year.

Members have been informed that although the Health and Safety Service was not fully staffed for the whole of the previous year, the service recorded 94% of necessary inspections. As a result, some service improvements have been carried over to the 2006/07 development plan.

The service delivery element of the service plan for 2006/07 has been developed to give high priority to focused initiatives rather than concentrating on routine inspections. This has resulted in new

methods of assessment for low-risk businesses using self-assessment questionnaires to allow officers more time to focus on enforcement and education, paying particular attention to higher risk premises and activities.

3. CONTAMINATED LAND REMEDIATION STRATEGY

Further to item No.11 of their Report to the meeting of the Council held on 22nd February 2006, the Panel has been acquainted with an update of the findings of a contaminated land survey of the Council's mobile home park at Eynesbury, St Neots. Following further soil sampling, Members have been advised that 46 out of the 50 plots on the site require remedial works. Residents have been kept fully informed of the situation and it is anticipated the remediation work could take approximately two years to complete.

As the land is in the ownership of the Council, the Cabinet is also being kept apprised of developments.

4. LOCAL JUSTICE AREA BOUNDARIES – CONSULTATION PAPER

The Panel has supported proposed changes to Local Justice Area (LJA) boundaries. The changes will realign the boundaries to those already used by the Cambridgeshire Police Force divisions, the relevant local authorities and Crime and Disorder Reduction Partnerships. With regard to Huntingdonshire, Yaxley and surrounding villages to the south and west of Peterborough will move from the Peterborough LJA to Huntingdon LJA and Gamlingay in South Cambridgeshire will move from Huntingdon LJA to Cambridge LJA.

5. REPRESENTATIONS ON ORGANISATIONS

The Panel has appointed a number of representatives to outside organisations for the ensuing Municipal Year.

J M Sadler
Chairman

Appointments Panel

Report of the meeting held on 20th April 2006

Matter for Information

1. APPOINTMENT OF HEAD OF PLANNING SERVICES

Having interviewed short-listed candidates for the post, the Panel has appointed Mr S Ingram as Head of Planning Services at a starting salary within the range for Local Grade 4.

L M Simpson
Chairman

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