

A meeting of the **CABINET** will be held in the **COUNCIL CHAMBER, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **THURSDAY, 8 JUNE 2006** at **11:30 AM** and you are requested to attend for the transaction of the following business:-

FOR INFORMATION ONLY

APOLOGIES

**Contact
(01480)**

1. MINUTES (Pages 1 - 4)

To approve as a correct record the Minutes of the meeting held on 18th May 2006.

**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. "GROWING SUCCESS" - CORPORATE PLAN AND PERFORMANCE MONITORING (Pages 5 - 28)

To consider a report by the Head of Policy.

**I Leatherbarrow
388005**

4. SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS (Pages 29 - 52)

To consider a report by the Head of Personnel Services on the Protection Policy for Children, Young People and Vulnerable Adults.

**P Duerden
388043**

5. MEDIUM TERM PLAN: REQUEST FOR THE RELEASE OF FUNDS (Pages 53 - 56)

By way of a report by the Head of Financial Services to consider a request for the release of funding for a Medium Term Plan Service.

**S Couper
388103**

6. TREASURY MANAGEMENT ANNUAL REPORT 2005/06 (Pages 57 - 64)

To consider a report by the Head of Financial Services reviewing the performance of the Investment Fund Managers.

**Mrs E Smith
388157**

7. A14 ELLINGTON TO FEN DITTON IMPROVEMENT - HUNTINGDON VIADUCT TECHNICAL STUDY (Pages 65 - 74)

To consider a report by the Planning Policy Manager outlining the results of the technical study on the implications of the retention or removal of the viaduct.

**S Bell
388387**

8. WARBOYS CONSERVATION AREA: CHARACTER STATEMENT AND MANAGEMENT PLAN (Pages 75 - 76)

To consider the Character Statement and Management Plan for Warboys and to approve it as a basis for further discussion and consultation.

**C Surfleet
388476**

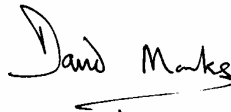
(A copy of the Character Statement and Management Plan is attached to the Agenda separately.)

9. REPRESENTATION ON ORGANISATIONS (Pages 77 - 84)

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

**H Taylor
388008**

Dated this 31st day of May 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 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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Agenda Item 1

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the CABINET held in the Council Chamber, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN on Thursday, 18 May 2006.

PRESENT: Councillor I C Bates – Chairman.

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

1. MINUTES

Subject to the inclusion of Councillor Mrs D C Reynolds and former Councillor D P Holley in the list of attendees, the Minutes of the meeting of the Cabinet held on 27th April 2006 were approved as a correct record and signed by the Chairman.

2. MEMBERS' INTERESTS

Councillor A Hansard declared a personal interest in Minute No. 11 by virtue of his membership of St. Neots Town Council.

3. APPOINTMENT OF EXECUTIVE COUNCILLORS

RESOLVED

- (a) that executive responsibilities for the Municipal Year 2006/07 be allocated as follows -

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

- (b) that the Leader of the Council be appointed to serve as ex-officio Member of the Employment Panel; and

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

| | |
|--|---|
| Executive Councillors for- Resources and Policy Planning Strategy | Ex-Officio for- Licensing and Protection Panel Development Control Panel |
|--|---|

4. LEISURE CENTRE MANAGEMENT COMMITTEES

RESOLVED

that for the Municipal Year 2006/07, Members be appointed to serve on the Leisure Centre Management Committees as follows –

- ◆ **Huntingdon Leisure Centre Management Committee**
Councillors K 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 B E Boddington, Mrs J Chandler, R 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.

5. COUNTRYSIDE JOINT GROUP

RESOLVED

- (a) that Hinchingsbrooke Country Park Joint Liaison Group be reconstituted as the Countryside Joint Group to consider all matters related to country, riverside and other parks and open spaces; and
- (b) that Councillors M G Baker, Mrs M Banerjee, Mrs J Chandler and J D Fell be appointed to serve on the Group for the ensuing Municipal Year.

6. HUNTINGDONSHIRE ENVIRONMENT AND TRANSPORT AREA JOINT COMMITTEE

RESOLVED

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

7. CUSTOMER FIRST AND ACCOMMODATION ADVISORY GROUP

RESOLVED

- (a) that the existing Customer First and New Headquarters

- Advisory Groups be merged to form the Customer First and Accommodation Advisory Group; and
- (b) that Councillors I C Bates, P L E Bucknell, S J Criswell, P J Downes, K Reynolds, T V Rogers and L M Simpson be appointed to serve on the Advisory Group for the ensuing Municipal Year.

8. MEMBERS' ADVISORY GROUP FOR PUBLIC CONVENIENCES

RESOLVED

that Councillors Mrs J Chandler, N J Guyatt, Mrs P Longford and L M Simpson be appointed to serve on the Members' Advisory Group for Public Conveniences for the ensuing Municipal Year.

9. DEVELOPMENT PLAN POLICY ADVISORY GROUP

RESOLVED

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

10. SAFETY ADVISORY GROUP

RESOLVED

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

11. DEVELOPMENT BRIEF: OLD FIRE STATION, ST NEOTS

Consideration was given to a report by the Head of Planning Services (a copy of which is appended in the Minute Book) to which was attached a schedule summarising those representations received during consultation on the Urban Design Framework which would guide the redevelopment of land in and around the old Fire Station site in St Neots.

Having considered the responses received and in noting that the relocation of the waste disposal depot and issues surrounding the provision of a high quality recreational area along with additional car parking would be addressed through the planning process, the Cabinet

RESOLVED

- (a) that the Planning Policy Manager be authorised, after consultation with the Executive Councillor for Planning Strategy, to approve the text and illustrations of the Development Brief document to incorporate the responses referred to in Annex 1 to the report now submitted and any minor consequential amendments; and

- (b) that, following on from (a) above, the Development Brief for the old Fire Station site in St Neots (as amended) be adopted as Interim Planning Guidance.

12. URBAN DESIGN FRAMEWORK AND MASTERPLAN - ST. MARY'S VILLAGE, ST. NEOTS

Having considered a report by the Head of Planning Services to which was attached a development brief for land to the west of St Mary's Church, St. Neots (copies of both documents are appended in the Minute Book), the Cabinet

RESOLVED

that the Urban Design Framework for St Mary's Village be approved for consultation.

13. QUARTERLY SUMMARY OF DEBTS WRITTEN OFF

The Cabinet received and noted the report by the Head of Revenue Services (a copy of which is appended in the Minute Book) summarising debts which had been written off during January – March 2006 as irrecoverable.

Chairman

Agenda Item 3

**OVERVIEW & SCRUTINY
SERVICE DELIVERY PANEL**

6TH JUNE 2006

CABINET

8TH JUNE 2006

**OVERVIEW & SCRUTINY
SERVICE SUPPORT PANEL**

13TH JUNE 2006

“GROWING SUCCESS” — CORPORATE PLAN AND PERFORMANCE MONITORING (Report by the Head of Policy)

1. INTRODUCTION

1.1 The purpose of this report is to present to Members —

- a suggested process for reviewing and updating “Growing Success” – the Council’s Corporate Plan;
- end of year results for local and national performance indicators;
- the opportunity to endorse targets and measures pending the outcome of the review of “Growing Success”.

2. BACKGROUND INFORMATION

2.1 The Council have adopted a corporate plan – “Growing Success” – which includes a series of measures or local performance indicators to help judge levels of success in achieving priorities. “Growing Success” provides the context for the Council’s comprehensive performance management framework. This framework provides for quarterly reporting of progress against targets so that any necessary remedial action can be taken. The framework also provides for an end-of-year review of the plan, results and targets so that the Council are focused on achieving their priorities.

2.2 As part of the early stages of the annual review, it became apparent that the objectives which support the Council’s priorities and outcomes needed to be more specific and understandable. Training undertaken with Executive Councillors suggested that the Council’s objectives could be updated and presented in a format which linked them with significant activities or projects, along with the underlying “day-to-day” activities set out in service plans. In addition, Executive Councillors felt that members of the Overview & Scrutiny Panels should have a close involvement in the review of the objectives prior to presentation to Cabinet and Council.

3. THE WAY FORWARD

3.1 It is proposed that a short training and development programme should be carried out in mid to late June for members of the Overview & Scrutiny Panels along the lines recently carried out for Executive Councillors. This training would take place in two sessions –

- Initially, the Chairman of each of the Service Delivery and Service Support Panels along with 2/3 members of each Panel would undertake training on the process of reviewing objectives and developing the performance management system. This group would then take on the role previously

undertaken by the Comprehensive Performance Assessment Improvement Plan Group – to lead on the review of the Council’s objectives, improvement plan and the development of the performance management framework.

- Thereafter, all other members of the two Panels would be offered a ½ day course on priority and objective settings and developing performance management within the Council.

3.2 Between June and September there will be the opportunity for a detailed review by Members and Officers of the Corporate Plan, local performance indicators and targets, the Improvement Plan and the objectives supporting the achievement of the Council’s priorities. The review will be informed also by the results of external assessments such as the “Use of Resources” and “Direction of Travel” Statement which will be presented to the Corporate Governance Panel at its meeting on 27th June.

3.3 In the meantime, to meet requirements in terms of publishing national performance data, both the Overview & Scrutiny Panels, Cabinet and Council will receive and consider end-of-year results for local and national performance indicators and agree targets for the forthcoming year.

3.4 The timetable for this process is as follows —

| Date | Activity |
|-------------------|---|
| 23rd May | Consideration of performance in the achievement of local and national indicators and the Improvement Plan by the Chief Officers Management Team |
| 6th & 13th June | Consideration of performance in the achievement of local and national indicators and the Improvement Plan by the Overview & Scrutiny Panels |
| 8th June | Consideration of performance in the achievement of local and national indicators and the Improvement Plan by Cabinet |
| 12th June | COMT to commence review of Corporate Plan |
| mid to late June | Member training |
| 23rd June | Consideration of performance in the achievement of local and national indicators and the Improvement Plan by Council |
| June to September | Review of Corporate Plan, BVPIs, Improvement Plan, etc by Officers and members of Overview & Scrutiny Panels. |

| | |
|----------------|---|
| 5th September | Overview & Scrutiny (Corporate & Strategic Framework) Panel consider updated Corporate Plan |
| 7th September | Cabinet consider updated Corporate Plan |
| 27th September | Council consider and adopt updated Corporate Plan. |

4. PERFORMANCE DATA

4.1 The following performance data is appended for consideration:

- Appendix A is a schedule of the national Best Value Performance Indicators for 2005/06.
- Appendix B shows the end-of-year results for the Council's local measures or performance indicators as set out in the Corporate Plan – "Growing Success".

(Note: A report on the complete results of the annual survey along with the recent quality of life survey will be published in time for the review of the Corporate Plan.)

- Appendix C provides a summary of achievement for the action plans which comprise the Council's Improvement Plan.

4.2 The schedules have been colour coded as follows:-

- green – achieving target or above;
- amber – between target and an "intervention level (the level at which performance is considered to be unacceptable and action is required);
- red – the intervention level or below; and
- grey – data is currently unavailable.

5. RECOMMENDATIONS

5.1 Members are recommended to –

- endorse the suggested process for reviewing and updating the Corporate Plan; and
- receive and consider the results of performance data for the year 2005/06 and endorse proposed targets for 2006/07 and onwards.

Background Papers

"Growing Success" – Corporate Plan







Contact Officers: Ian Leatherbarrow, Head of Policy
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Howard Thackray, Policy & Research Manager
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APPENDIX A



National Best Value Performance Indicators for 2005/06

| | Best Value Performance Indicator | Actual 2004/5 | Trend 04/05 v 05/06 | Actual 2005/06 | Targets | | | | Comments |
|----------|---|---------------|---------------------------|----------------|---------|-------|-------|-------|-------------------------------|
| | | | | | 05/06 | 06/07 | 07/08 | 08/09 | |
| | Our Overall Performance | | | | | | | | |
| 2a | The level of the Equality Standard for Local Government to which the Council conforms | 1 | | 1 | 1 | 2 | 2 | | |
| 2b | The duty to promote race equality check list score | 68% | | 68% | 74% | 79% | 79% | | |
| 8 | The percentage of invoices for goods and services that were paid by the Council within 30 days of such invoices being received. | 96.3% | | 97.3% | 97.5% | 98% | 98% | 98% | Top Quartile based on 2004/05 |
| 9 | The percentage of Council Tax collected | 98.1% | | 98.6% | 98.6% | 98.6% | 98.6% | 98.7% | |
| 10 | The percentage of non-domestic rates due for the financial year which were received by the Council | 99.1% | | 99.1% | 99.3% | 99.4% | 99.4% | 99.4% | |
| 180a (i) | Actual/'Typical' energy consumption in Council buildings - electricity | 154.3% | | 143.6% | 150% | | | | Deleted from 2006/07 |

| | Best Value Performance Indicator | Actual 2004/5 | Trend 04/05 v 05/06 | Actual 2005/06 | Targets | | | | Comments |
|-----------|--|---------------|---|----------------|---------|-------|-------|-------|----------------------------------|
| | | | | | 05/06 | 06/07 | 07/08 | 08/09 | |
| 180a (ii) | Actual/"Typical" energy consumption in Council buildings - fossil fuels | 53% |  | 65% | 54% | | | | Deleted from 2006/07 |
| | People Statistics | | | | | | | | |
| 11a | The percentage of employees in the top 5 per cent of earners that are women | 14.29% |  | 16.22% | 15% | 16% | 20% | 20% | Bottom Quartile based on 2004/05 |
| 11b | The percentage of employees in the top 5 per cent of earners that are from ethnic minorities | 0% |  | 2.78% | 3% | 3% | 3% | 3% | Bottom Quartile based on 2004/05 |
| 11c | The percentage of employees in the top 5 per cent of earners with a disability | | | 2.78% | | 3% | 3% | 3% | New for 2005/06 |
| 12 | The number of working days/shifts lost to sickness absence | 8.26 |  | 7.08 | 7 | 7 | 7 | 7 | Top Quartile based on 2004/05 |
| 14 | The percentage of council employees retiring early (excluding ill-health retirements) as a percentage of the total work force in the local government pension scheme | 0.16% |  | 0.31% | 0.45% | 0.45% | 0.45% | .45% | Top Quartile based on 2004/05 |
| 15 | The percentage of employees retiring on grounds of ill health as a percentage of the total | 0% |  | 0% | 0.35% | 0.35% | 0.35% | .35% | Top Quartile based on 2004/05 |

| | Best Value Performance Indicator | Actual 2004/5 | Trend 04/05 V 05/06 | Actual 2005/06 | Targets | | | | Comments |
|-------|--|---------------|---|----------------|---------|-------|--------|--------|--|
| | | | | | 05/06 | 06/07 | 07/08 | 08/09 | |
| | workforce | | | | | | | | |
| 16a | The percentage of council employees declaring that they meet the disability definition in the Disability Discrimination Act 1995 | 4.37% |  | 3.15% | 3% | 3% | 3% | 3% | Top Quartile based on 2004/05 |
| 16b | The percentage of the economically active population who have disabilities. | 10.5% |  | 10.5% | 10.5% | 10.5% | 10.5% | 10.5% | |
| 17a | The percentage of council employees from ethnic minority background. | 4.37% |  | 1.76% | 2% | 2.7% | 2.7% | 2.7% | The figure for 04/05 was 1.7% not the 4.37% reported |
| 17b | The percentage of the economically active population who are from an ethnic minority background. | 2.7% |  | 2.7% | 2.7% | 2.7% | 2.7% | 2.7% | |
| | Waste Collection & Recycling | | | | | | | | |
| 82ai | Percentage of household waste which have been sent for recycling. | 21.13% |  | 25% | 25% | 25% | 25% | 25% | Top Quartile based on 2004/05 |
| 82aii | Total tonnage of household | | | 16,324 | 17100 | 17600 | 18,100 | 18,100 | New for 2005/06 |

| | Best Value Performance Indicator | Actual 2004/5 | Trend 04/05 V 05/06 | Actual 2005/06 | Targets | | | | Comments |
|-------|---|---------------|---|----------------|---------|--------|--------|--------|----------------------------------|
| | | | | | 05/06 | 06/07 | 07/08 | 08/09 | |
| | waste sent for recycling | | | | | | | | |
| 82bi | The percentage of household waste for composting or treatment by anaerobic digestion | 11.5% |  | 23% | 27.5% | 30% | 30% | 30% | Top Quartile based on 2004/05 |
| 82bii | The tonnage of household waste sent by the Authority for composting or treatment by anaerobic digestion | | | 15,572 | | 18,450 | 21,100 | 21,750 | New for 2005/06 |
| 82di | Percentage of household waste that has been landfilled | | | 52% | | 48% | 45% | 45% | New for 2005/06 |
| 82dii | The tonnage of household waste arisings that have been landfilled | | | 34,431 | | 32,800 | 31,650 | 32,600 | New for 2005/06 |
| 84 | The number of kilograms of household waste collected per head | 373.21 kg |  | 410kg | 380kg | 425kg | 435kg | 450kg | Top Quartile based on 2004/05 |
| 84b | Percentage change from the previous financial year in the number of kilograms of household waste collected per head of the population | | | 8.3% | | 3.6% | 2.4% | 3.4% | New for 2005/06 |
| 86 | The cost of waste collection per household | £54.45 |  | £62.78* | £66.27 | £66.63 | £69.19 | £71.82 | Bottom Quartile based on 2004/05 |

| | Best Value Performance Indicator | Actual 2004/5 | Trend 04/05 v 05/06 | Actual 2005/06 | Targets | | | | Comments |
|------|--|---------------|---|----------------|---------|-------|-------|-------|-------------------------------|
| | | | | | 05/06 | 06/07 | 07/08 | 08/09 | |
| 91a | The percentage of population served by kerbside collection of recyclables (one or more recyclable) | 97.02% |  | 100% | 100% | 100% | 100% | 100% | |
| 91b | Percentage of households served by kerbside collection of at least two recyclables. (two or more recyclables) | | | 100% | 100% | 100% | 100% | 100% | New for 2005/06 |
| 199a | The percentage of land and highways assessed as having significant or heavy combined deposits of litter and detritus (eg, sand, silt and other debris) that fall below an acceptable level. | 7% |  | 7% | 12% | 10% | 10% | 10% | Top Quartile based on 2004/05 |
| 199b | The percentage of relevant land and highways from which unacceptable levels of graffiti are visible. | | | 1% | 1% | 1% | 1% | 1% | New for 2005/06 |
| 199c | The percentage of relevant land and highways from which unacceptable levels of fly-posting are visible. | | | 0% | 0% | 0% | 0% | 0% | New for 2005/06 |
| | Environment | | | | | | | | |
| 216a | Number of 'sites of potential | | | 176 | 160 | 155 | 150 | 150 | New for 2005/06 |




| | Best Value Performance Indicator | Actual 2004/5 | Trend 04/05 V 05/06 | Actual 2005/06 | Targets | | | | Comments |
|------|---|---------------|---------------------|----------------|---------|-------|-------|-------|-----------------|
| | | | | | 05/06 | 06/07 | 07/08 | 08/09 | |
| | concern' in the local authority area with respect to land contamination. | | | | | | | | |
| 216b | Number of sites for which sufficient detailed information is available to decide whether remediation of the land is necessary, as a percentage of 'sites of potential concern'. | | | 36% | 35% | 34% | 33% | | New for 2005/06 |
| 217 | Percentage of pollution control improvements to existing installations completed on time | | | 99% | 98% | 98% | 98% | | New for 2005/06 |
| 218a | Percentage of new reports of abandoned vehicles investigated within 24hrs of notification | | | 97.71% | 98% | 98% | 98% | | New for 2005/06 |
| 218b | Percentage of abandoned vehicles removed within 24 hours from the point at which council is legally entitled to remove the vehicle | | | 79% | 79% | 80% | 80% | | New for 2005/06 |
| | Access to Council Services | | | | | | | | |

| | Best Value Performance Indicator | Actual 2004/5 | Trend 04/05 V 05/06 | Actual 2005/06 | Targets | | | | Comments |
|-----|---|---------------|---------------------|----------------|---------|-------|-------|-------|---|
| | | | | | 05/06 | 06/07 | 07/08 | 08/09 | |
| 156 | The percentage of council buildings open to the public in which all public areas are suitable for and accessible to people with disabilities. | 12% | | 12% | 12% | 18% | 18% | 18% | Target in 2008/09 does not reflect new headquarters |
| 157 | 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 | 69.44% | | 99.6% | 100% | | | | Deleted for 2006/07 |
| | Information and Advice Service | | | | | | | | |
| 177 | The percentage of council grants supporting legal advice for local residents that have been awarded the Quality Mark and meet a priority legal need identified in the Community Legal Service Partnership strategic plan. | 42.4% | | 49.2% | 44.3% | 44.3% | 44.3% | 44.3% | |
| | Community Safety | | | | | | | | |
| 126 | Domestic burglaries per 1,000 households. | 6.74 | | 6.08 | 8.19 | 7.76 | 7.33 | | Top Quartile based on 2004/05 |


| | Best Value Performance Indicator | Actual 2004/5 | Trend 04/05 V 05/06 | Actual 2005/06 | Targets | | | | Comments |
|------|---|---------------|---------------------------|----------------|---------|-------|-------|-------|-------------------------------|
| | | | | | 05/06 | 06/07 | 07/08 | 08/09 | |
| 127a | Violent crime per 1000 population | | | 10.64 | 13.57 | 12.92 | 12.26 | | New for 2005/06 |
| 127b | Violent offences in a public place per 1000 population | | | 0.27 | 0.28 | 0.28 | 0.28 | | New for 2005/06 |
| 128 | Vehicle crimes per 1000 population | 8.8 | | 7.35 | 9.99 | 9.27 | 8.56 | | |
| 166 | Score against a checklist of enforcement best practice for environmental health | 90% | | 90% | 100% | 100% | 100% | 100% | |
| 174 | The number of racial incidents recorded by the council per 100,000 population in respect of council services | 1.87 | | 0 | 0 | 0 | 0 | 0 | |
| 175 | The percentage of racial incidents that resulted in further action | 100% | | N/A | 100% | 100% | 100% | 100% | |
| 225 | Actions Against Domestic Violence compared to national check list | | | 91% | | 91% | 91% | 91% | New for 2005/06 |
| 64 | Housing The number of private sector vacant dwellings that are returned into occupation or demolished during 2004/05 as | 64 | | 77 | 12 | 70 | 70 | 70 | Top Quartile based on 2004/05 |

| | Best Value Performance Indicator | Actual 2004/5 | Trend 04/05 V 05/06 | Actual 2005/06 | Targets | | | | Comments |
|------|--|---------------|---------------------|----------------|---------|-------|-------|-------|----------------------------------|
| | | | | | 05/06 | 06/07 | 07/08 | 08/09 | |
| | a direct result of action by the council | | | | | | | | |
| 183a | The average length of stay in bed & breakfast – (weeks) | 5 | ↔ | 5 | 5 | 4 | 3 | 2 | Bottom Quartile based on 2004/05 |
| 183b | The average length of stay in hostels – (weeks) | 15 | ↑ | 13 | 13 | 12 | 10 | 8 | |
| 76.a | The number of Benefit claimants visited per 1,000 cases | 203.49 | ↑ | 217.57 | 200 | 200 | 200 | 220 | |
| 76.b | The number of fraud investigators per 1,000 cases | 0.35 | ↑ | 0.52 | 0.4 | 0.4 | 0.4 | 0.4 | |
| 76.c | The number of fraud investigations per 1,000 cases | 92.63 | ↓ | 62 | 95 | 65 | 65 | 65 | Top Quartile based on 2004/05 |
| 76.d | The number of prosecutions and sanctions per 1,000 cases | 8.01 | ↑ | 17 | 8 | 8 | 8 | 8 | Top Quartile based on 2004/05 |
| 78a | The average time for processing new benefits claims (days) | 35.11 | ↑ | 30.51 | 30 | 30 | 29 | 28 | |
| 78b | The average time for processing notification of change of circumstance (days) | 8.8 | ↓ | 17.31 | 9 | 16 | 15 | 14 | |
| 79a | The percentage of cases for which the calculation of the amount of benefit due was | 99% | ↓ | 98.2% | 98.4% | 98.4% | 98.4% | 98.4% | Top Quartile based on 2004/05 |

| | Best Value Performance Indicator | Actual 2004/5 | Trend 04/05 v 05/06 | Actual 2005/06 | Targets | | | | Comments |
|--------|---|---------------|---------------------------|----------------|---------|-------|-------|-------|-----------------|
| | | | | | 05/06 | 06/07 | 07/08 | 08/09 | |
| | correct on the basis of the information available for the determination (sample of cases checked post-determination). | | | | | | | | |
| 79bi | The amount of Housing Benefit overpayments recovered as a percentage of <u>all</u> overpayments | 41.47% | ↑ | 57.26% | 38% | 55% | 53% | 51% | |
| 79bii | Housing Benefit overpayments recovered as a percentage of the total amount of overpayment debt outstanding at the start of the year, plus amount of overpayments identified during the year. | | | 27.37% | | 25% | 23% | 20% | New for 2005/06 |
| 79biii | Housing Benefit overpayments written off as a percentage of the total amount of overpayment debt outstanding at the start of the year, plus amount of overpayments identified during the year | | | 6.31% | | 6% | 7% | 8% | New for 2005/06 |
| 202 | The number of people sleeping rough on a single night within the area of the local authority | 0-10 | ↕ | 0-10 | | 0-10 | 0-10 | 0-10 | |

| | Best Value Performance Indicator | Actual 2004/5 | Trend 04/05 V 05/06 | Actual 2005/06 | Targets | | | | Comments |
|--------------------------|--|---------------|---|----------------|---------|-------|-------|-------|----------------------------------|
| | | | | | 05/06 | 06/07 | 07/08 | 08/09 | |
| 203 | % change in average number of families in temp accommodation compared previous year | 41.07% |  | 19.41% | | 10% | 15% | 15% | Bottom Quartile based on 2004/05 |
| 213 | Number of households who considered themselves as homeless, who approached the local housing authority's housing advice service(s), and for whom housing advice casework intervention resolved their situation | | | 95 cases | | 105 | 115 | 125 | New for 2005/06 |
| 214 | Proportion of households accepted as statutorily homeless who were accepted as statutorily homeless by the same Authority within the last two years. | | | 4% | | 3% | 3% | 2% | New for 2005/06 |
| Planning Measures | | | | | | | | | |
| 106 | The percentage of new homes built on previously developed land | 36.2% |  | 36.2% | | 43% | 43% | 43% | Bottom Quartile based on 2004/05 |
| 109a | Major applications determined in 13 weeks | 41.18% |  | 50.3% | | 60% | 60% | 60% | Bottom Quartile based on 2004/05 |

| | Best Value Performance Indicator | Actual 2004/5 | Trend 04/05 V 05/06 | Actual 2005/06 | Targets | | | | Comments |
|------|---|---------------|---------------------|----------------|---------|-------|-------|-------|---|
| | | | | | 05/06 | 06/07 | 07/08 | 08/09 | |
| 109b | Minor applications determined in 8 weeks | 51.27% | ↑ | 71.84% | 65% | 65% | 65% | 65% | Bottom Quartile based on 2004/05 |
| 109c | Other applications (predominantly householder) determined in 8 weeks | 79.83% | ↑ | 91.61% | 80% | 80% | 80% | 80% | Bottom Quartile based on 2004/05 |
| 179 | The percentage of standard searches carried out in 10 working days | 96.59% | ↑ | 98.4% | 100% | | | | Deleted 2006/07 Bottom Quartile based on 2004/05 |
| 200a | Did the local planning authority submit the Local Development Scheme (LDS) by 28th March 2005 and thereafter maintain a 3-year rolling programme? | Yes | ↔ | Yes | No | Yes | Yes | Yes | |
| 200b | Has the local planning authority met the milestones which the current Local Development Scheme (LDS) sets out? | | | Yes | Yes | Yes | Yes | Yes | |
| 200c | Did the Local Planning Authority publish an annual report by 31st December each year? | | | Yes | Yes | Yes | Yes | Yes | |
| 204 | Percentage of appeals allowed against the councils decision to refuse planning applications | 27.59% | ↑ | 29.49% | 40% | 40% | 40% | 40% | |







| | Best Value Performance Indicator | Actual 2004/5 | Trend 04/05 v 05/06 | Actual 2005/06 | Targets | | | | Comments |
|------|---|---------------|---|----------------|---------|-------|-------|-------|-------------------------------|
| | | | | | 05/06 | 06/07 | 07/08 | 08/09 | |
| 205 | Quality of service checklist for Planning services | 88.89% |  | 88.89% | 90% | 90% | 90% | 90% | Top Quartile based on 2004/05 |
| 219a | Total number of conservation areas in the local authority area. | | | 63 | 63 | 63 | 63 | 63 | New for 2005/06 |
| 219b | Percentage of conservation areas in the local authority area with an up-to-date character appraisal | | | 15.97% | 23% | 31% | 39% | 39% | New for 2005/06 |
| 219c | Percentage of conservation areas with published management proposals | | | 1.59% | 9% | 24% | 39% | 39% | New for 2005/06 |

* Provisional data




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Growing Success

The community benefits we deliver:

| Outcome | Lag or end of year Measure | Actual 2004/05 | Target for 2005/06 | Actual 2005/06 | Target 2006/07 | Comments |
|---|---|----------------------|------------------------------------|--|------------------------------------|----------|
| Good reputation | Comprehensive Performance Assessment (CPA) rating | Excellent | Excellent | Excellent | Excellent | |
| Good value for money | % satisfied with level of Council Tax for services provided | 36% | 60% |  54% | 60% | |
| Good quality of life | % satisfied with Huntingdonshire as a good place to live | 87% | 88% |  91% | 90% | |
| Safe and Active Communities | % who feel safe | 82% | 85% |  90% | 90% | |
| Healthy Population | Average life expectancy Males female | 77.5 yrs 82.1 yrs | 77.5 yrs males 82.1 yrs females | | 77.5 yrs males 82.1 yrs females | |
| Clean, Green and Attractive Environment | % satisfied that Huntingdonshire is a clean, green and attractive place | 72% | 75% |  83% | 84% | |
| Housing that meets Local Needs | % of housing needs targets achieved | 83% | 80% | | 80% | |
| Strong & Diverse Economy | The number of local jobs | 74,000 | 75,000 |  73,000 | 73,000 | |
| Accessible Services and Transport Choices | % who feel they have good access to services | 56% | 60% |  58% | 65% | |

The process at which we must excel :

| Outcome | Lag or end of year Measure | Actual 2004/05 | Target for 2005/06 | Actual 2005/06 | Target 2006/07 | Comments |
|--------------------------------|---|----------------|--------------------|---|----------------|--|
| Effective community leadership | % who believe we have clear direction and priorities | 53% | 70% |  54% | 65% | |
| High quality service delivery | % of customers rating service quality as good or better | 67% | 65% |  71% | 72% | |
| Effective partnerships | % of partnership targets achieved | | 80% | | 80% | Development of framework complete by 2 nd quarter 2006/07. Data available 3 rd Ort 2006/07 |
| Effective management | Revenue expenditure as a percentage of budget | 86% | 95% | 95% | 95% | |
| | Capital expenditure as a percentage of budget | 77% | 95% +/- 5% | 44% | 95% +/- 5% | |
| | % of effective management outcomes in resource strategies achieved | | 85% | | 100% | Development of framework underway. Data available following appraisals (2007) |
| Managing Expectations | % of people with an accurate understanding of our service standards | 73% | 80% |  68% | 80% | |

What do our employees think and do they have the right skills:

| Outcome | Lag Measure | Actual 2004/05 | Target 2005/06 | Actual 2005/06 | Target 2006/07 | Comments |
|---|---|----------------|----------------|----------------|----------------|--|
| Employees and Members with the right skills | % of employees with appropriate skills | | 80% | | 80% | Data available 1 st quarter 2006/07. . . measured at six monthly and annual appraisals. |
| | % of Members who have attended appropriate courses | 61.3% | 80% | 49% | 80% | Changed measure (Survey in June 06) |
| Innovation and improvement | % of staff who feel we have a culture of innovation | 34.8% | 60% | | 60% | Data from staff survey – next survey due 2007 |
| Key behaviours demonstrated and valued | % of staff who feel that key behaviours are valued | | 70% | | 70% | Organisational values adopted. Data available following appraisals (2006). |
| Share & Use Knowledge | % of staff who feel we are a learning organisation | 70% | 80% | | 80% | Data from staff survey – next survey due 2007 |

**CPA IMPROVEMENT PLAN – PROGRESS REPORT UP TO 31st
March 2006**

| Subject | Proposed Action | |
|----------------------------------|---|--|
| Access and Accommodation | <ul style="list-style-type: none"> • Complete accommodation review • Complete DDA compliance survey and works • Deliver Customer First programme | |
| Benefits | <ul style="list-style-type: none"> • Processes for developing and changing local procedures. • Management checks of benefit assessments. • Improvements in processing time. • Revising documentation. • Vetting arrangements for new staff • Fraud investigation and • recovery of over-payments | |
| Capacity | <ul style="list-style-type: none"> • Review spending and resource allocation plans to ensure delivery of priorities. • Delivery of People Strategy | |
| Children and Young People | <ul style="list-style-type: none"> • Adopt “Here by Right” standard. • Develop corporate protection policies | |
| Corporate Governance | <ul style="list-style-type: none"> • Achievement of Corporate Governance framework. | |
| Diversity and user focus | <ul style="list-style-type: none"> • Revise equality and inclusion strategy. • Complete “Mapping Diversity” project. • Use research and consultation data to plan and improve services. • Complete race assessments and implementation of actions. • Promote compliance with Disability Discrimination Act. | |
| Financial Management | <ul style="list-style-type: none"> • Completion of programmed improvements. | |
| Housing | <ul style="list-style-type: none"> • Implementation of BVR – Balancing Housing Need – which incorporates improvements identified during the CPA • BME survey • Traveller Needs Survey • Conduct stock condition survey | |
| Learning & Knowledge | <ul style="list-style-type: none"> • Adopt systematic approaches to learning and sharing knowledge. • Mapping Diversity Project, Traveller Needs Survey, Housing Survey. “Here by Right” programme. | |
| Overview & Scrutiny | <ul style="list-style-type: none"> • Implement overview and scrutiny development plan. • Integrate corporate performance management framework with scrutiny process | |
| Partnership Working | <ul style="list-style-type: none"> • Develop Partnership framework • Monitoring and evaluation of partnership success • Implement “Next Steps” and performance management system for Huntingdonshire Strategic Partnership. • Contribute to the development and achievement of Local Public Service Agreements | |
| Performance Management | <ul style="list-style-type: none"> • Complete project plan to implement comprehensive | |

| | | |
|------------------------------|--|--|
| | performance management framework, including publication of service standards | |
| Priorities and Vision | <ul style="list-style-type: none"> • Facilitate strategic choices. • Initiate review programme, including external challenge, based on priorities and informed by CPMF. • Prepare and implement communications plans. | |
| Procurement | <ul style="list-style-type: none"> • Review procurement strategy in relation to Gershon report, national procurement strategy and principles of sustainability | |
| Risk Management | <ul style="list-style-type: none"> • Complete risk registers • Link to new service planning framework. • Complete business continuity plans | |

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EMPLOYEE LIAISON ADVISORY GROUP
EMPLOYMENT PANEL
CABINET

7TH JUNE 2006
7TH JUNE 2006
8TH JUNE 2006

SAFEGUARDING CHILDREN, YOUNG PEOPLE AND ADULTS
(Joint Report by the Heads of Policy and HR and Payroll Services)

1. INTRODUCTION

- 1.1 The purpose of this report is to consider and adopt a policy on safeguarding, in accordance with a statutory duty under the Children's Act 2004.

2. BACKGROUND

- 2.1 The Council has for many years had a full policy in its leisure service areas, but as recommended in the Comprehensive Performance Assessment, this needs to be extended to cover the whole of the Council's operations.

3. SAFEGUARDING POLICY

- 3.1 The attached policy document has been developed by an officer working group comprising representatives from Leisure Development, Leisure Centres, Policy and Personnel, using recommended best practice and liaison with other Councils in Cambridgeshire. A draft action plan is also attached for information purposes.

4. RECOMMENDATION

- 4.1 The Employment Panel is recommended to approve the policy document for the purposes of its role as the employer, and Cabinet is recommended to approve the policy document in respect of its application to Members.

Contact Officers:

Gill Hanby, Policy Officer ☎ (01480) 388462

Louise Clewes, Policy Officer ☎ (01480) 388032

Phil Duerden, Head of HR and Payroll Services ☎ (01480) 388043

Background Papers: Children's Act 2004

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Huntingdonshire District Council

Safeguarding Children, Young People and Vulnerable Adults

Introduction

Everyone has a responsibility to safeguard children, young people and vulnerable adults

Huntingdonshire District Council (HDC) is committed to delivering services that safeguard those who engage with them

This policy outlines good practice that will promote the safety of those using our services and protect employees and councillors from false allegations

Definitions:

Children and Young People: Anyone under the age of 18 years

Vulnerable Adult: Anyone over 18 who is

- Or may be in need of community care services
- Unable to care for themselves
- Unable to protect themselves against significant harm or exploitation

Employees and Councillors: Anyone working for, or on behalf of, HDC whether paid or voluntary

Substantial Access:

- Where an individual is regularly caring for, training or supervising a child, young person or vulnerable adult
- Where an individual has sole charge of children, young people or vulnerable adults

Background

The Children Act 2004 puts a duty on key statutory agencies to safeguard and promote the welfare of children. Section 11 specifically requires district councils to be part of the Local Safeguarding Board (LSGB) and the LSGB must

‘ensure services safeguard and promote the welfare of children and young people and ensure anyone else providing services also provides safe practice’

In March 2000 the Government issued a document called ‘No Secrets’ aimed at developing policies and procedures to protect vulnerable adults from abuse.

In practical terms this means that we have a responsibility to provide a safe environment for children, young people and vulnerable adults, in which their welfare is of paramount importance.

Aim

To implement procedures to safeguard children, young people and vulnerable adults and protect them from abuse

We will achieve this by

- Respecting and promoting the rights, wishes and feelings of children, young people and vulnerable adults
- Promoting good practice that encourages a safe environment; protects all parties and avoids mistaken allegations of abuse
- Providing all employees and councillors with information, instruction and training that will ensure that they are properly equipped to
 - Identify where there may be a problem
 - Know how to obtain speedy professional advice
 - Refer concerns to relevant specialists
 - Protect themselves from false accusations of abuse
- Ensuring that all suspicions or allegations involving employees and councillors are dealt with effectively and efficiently and that appropriate disciplinary and appeals procedures are implemented
- Ensure employees and councillors who work with children, young people and vulnerable adults are subject to the appropriate level of Criminal Records Bureau (CRB) check before beginning any unsupervised work with children, young people or vulnerable adults and that this check is repeated every 3 years
- Reviewing this policy every 3 years or whenever there is a major change in the organisation or in relevant legislation

Principles

Key principles underpinning this policy are:

- The welfare of the individual is paramount
- Everyone has the right to protection from abuse
- Employees and councillors should work in an open and transparent way
- Employees and councillors should avoid any conduct which would lead any reasonable person to question their motives or intentions

Who does the policy apply to?

The policy applies to all HDC employees and councillors whether paid or voluntary.

Specific Responsibilities

Lead Child Protection Officer

- Will have overall responsibility for safeguarding children, young people and vulnerable adults for Huntingdonshire District Council and be HDC's representative on the Local Safeguarding Board
- Will be a first point of contact for the council on issues relating to safeguarding children, young people or vulnerable adults for members of the public and other external contacts
- Will ensure all relevant information is communicated to Designated Child Protection Officers
- Will initiate a review of the Safeguarding Children, Young People and Vulnerable Adults policy every 3 years

Personnel

- Will, through recruitment and selection processes, ensure CRB checks and references that refer to the candidates' suitability to have substantial access to children, young people or vulnerable adults are taken up for all appropriate posts.
- Will include appropriate training in the Corporate Training Programme and ensure that safeguarding training is part of the induction programme for all new employees with substantial access to children, young people or vulnerable adults
- Will maintain a record of all employees that have completed a CRB check and are considered suitable for work involving substantial access to children, young people or vulnerable adults
- Will ensure that CRB checks and references are kept secure and confidential

Managers

- Are responsible for making sure that all their staff are aware of, understand and act in accordance with this policy and related guidance.
- Must make sure that any contractors, agents or other representatives whom they engage to undertake duties on their behalf, which involves contact with children, young people or vulnerable adults, understand and comply with the policy.

Managers of employees with variable hours contracts

- Will, through recruitment and selection processes, ensure CRB checks are taken up for all appropriate posts.
- Will ensure that safeguarding training is part of the induction programme for all new employees with substantial access to children, young people or vulnerable adults.

Designated Child Protection Officers

- Will provide a point of contact for employees and councillors who want to test concerns about safeguarding children, young people and vulnerable adults or take forward a disclosure
- Will provide a point of contact with the Social Services Duty Officer
- Will maintain a list of local contacts

All Employees and Councillors

- Have a responsibility to protect children, young people and vulnerable adults, but are not responsible for deciding whether abuse is taking place
- Should be aware of this policy

- Should attend appropriate safeguarding children, young people and vulnerable adults training if their role involves substantial access to children, young people or vulnerable adults
- Should not begin any unsupervised activity involving substantial access to children, young people or vulnerable adults prior to receiving a satisfactory CRB check
- Should be aware of appropriate and inappropriate behaviour for employees and councillors in charge of children, young people and vulnerable adults
- Should know who their Designated Child Protection Officer is
- Have a responsibility to inform their manager (or the Monitoring Officer for Councillors) of any allegation of abuse

Recruitment, Employment and Deployment Procedures

All reasonable steps will be taken to ensure unsuitable people are prevented from working with children young people and vulnerable adults.

Recruiting for Posts

Line managers will review the job description before recruiting to identify whether there will be substantial access to children, young people or vulnerable adults

Where there is substantial access to children, young people or vulnerable adults, applicants will be sent a summary of the Safeguarding Children, Young People and Vulnerable Adults Policy as part of the application pack and the following additional information will be sought as part of the application process

- (a) A self disclosure questionnaire to establish whether they have ever had action taken against them in relation to child abuse, sexual offences or violence
- (b) The applicant's consent to a CRB check being undertaken
- (c) At least two references that comment on the applicant's previous experience of, and suitability for working with children, young people and vulnerable adults (see Appendix 1)

Working with Contractors and Partner Organisations

Any contractor or sub-contractor, engaged by the Council in areas where workers are likely to come into contact with children, young people or vulnerable adults should have their own Safeguarding Children, Young People and Vulnerable Adults Policy or failing this must comply with the terms of this policy. This includes responsibility for ensuring that workers with the potential to come into contact with children, young people or vulnerable adults are subject to the necessary CRB checks.

This applies to all contracts even those not requiring a formal tender

Hiring of HDC Facilities

Where HDC facilities are hired to external groups for use with children, young people or vulnerable adults when parents/carers are not present, the hirer will need to

- Have membership of a National Governing Body (NGB) or similarly recognised body
- Have public liability insurance (£10 million minimum)
- Have a suitable safeguarding children, young people and vulnerable adults policy or agree to work to HDC's policy
- Have a register detailing medical information and special needs
- Ensure lead staff have valid criminal records bureau checks
- Comply with the NGB Coach/Pupil Ratios or in absence of this with Social Services Coach/Pupil Ratios
- Do risk assessments for individual activities

Using Volunteers

Volunteers can lead activities if they have a valid CRB check and are appropriately qualified. An HDC employee will provide indirect supervision at all times and must be the one to allocate tasks and make relevant decisions.

The Manager of the department recruiting a volunteer is responsible for ensuring that the self-disclosure form is completed (See Appendix 2) and passed to Personnel.

Portability of Criminal Records Bureau Checks

Consideration to the portability of CRB checks will be given where no other prohibitive evidence is highlighted as part of the interview process. They will be included in the 3-year rolling programme for CRB renewal

Training

Appropriate training will be provided to all HDC employees and councillors who could potentially come into contact with children, young people or vulnerable adults. The level of training required will be identified in accordance with the responsibilities of the post.

For new employees and councillors, training will be provided as soon as possible after commencement, in all cases within 6 months. Refresher training will be provided every three years.

Coaches and other casual employees (e.g. summer and holiday staff) working in sport, who can provide evidence that they have attended a governing body approved training course in safeguarding children, young people and vulnerable adults may be exempt from this training

Monitoring and Appraisal

Safeguarding children, young people and vulnerable adults will be reviewed in relation to an individual's work annually via appraisal

This policy will be reviewed every 3 years. Review will be initiated by the Lead Child Protection Officer

Good Practice when Working with Children, Young People and Vulnerable Adults

Guidance on setting the right context for working with children, young people and vulnerable adults is included at Appendix 3.

In addition HDC have a number of guidance documents that should be used to inform practice when working with children, young people and vulnerable adults.

| Guidance Document | When it could be used |
|--|--|
| Activity Permission Form See Appendix 4 | To be completed by parents/carers of young people under 16, or by the young person if they are aged 16-18 years when engaging in activities with HDC |
| Medication Policy Form See Appendix 5 | To be completed by parents/carers of young people under 16 if a young person needs medication as identified on the Activity Permission Form |
| Use of Photographic Equipment Guidance in District Council Leisure Centres | When working with children, young people or vulnerable adults in District Council Leisure Centres |
| Involving Young People in Press and Publicity | Where children and young people may be involved in an event or project where the press are present or when photographs for publicity or evaluation purposes may be taken |

What Constitutes Abuse?

Abuse occurs when a person or group of people, harm a child or young person under 18 or a vulnerable adult.

There are four categories of abuse commonly referred to:

- Neglect:** where a carer fails to meet an individual's basic physical needs – eg for food, warmth and clothing or emotional needs for attention and affection
- Physical Abuse:** where a child, young person or vulnerable adult is hit, shaken or injured in some way or where a carer fails to prevent such activities from happening
- Sexual Abuse:** where children, young people or vulnerable adults are used to meet another person's sexual needs. This includes any form of sexual behaviour with a child – by an adult or another child; the use of explicit language, inappropriate touching, intimate relationships and exposure to pornographic material
- Emotional Abuse:** where a child, young person or vulnerable adult is subjected to frequent threatening, taunting or sarcastic behaviour; the persistent withholding of affection or extreme over protection. Also includes racist or sexist behaviour and initiation ceremonies

Bullying by adults or other young people is often cited as another form of abuse

Responding to Suspicions and Allegations of Abuse

It is not the responsibility of any employee or councillor to decide whether or not abuse is taking place. However, all employees and councillors have a responsibility to protect children, young people and vulnerable adults.

If an individual discloses to you it is important that you react appropriately.

- Be calm and receptive
- Do not apportion blame or pass judgement
- Do not approach an alleged abuser
- Do not guarantee confidentiality
- Listen but do not probe, speculate or ask for additional information
- Make a full record of what has been said, heard or seen as soon as is reasonably possible and using the individual's own words
- Complete an incident referral form (Appendix 6) and give it to the Designated Child Protection Officer

If a person is at risk of significant harm call the police directly.

- Record the name and number of the police officer who deals with your enquiry and record the time and date of the call
- Inform your Designated Child Protection Officer as soon as possible

Complete the Incident Referral form (Appendix 6) and hand to your Designated Child Protection Officer

- DCPO will decide whether further action is needed
- DCPO will advise the referrer of the action taken

What if I want to report poor practice or have concerns involving an employee or councillor?

If someone is at risk of significant harm, eg in physical danger contact the police directly, as above

Complete the incident referral form (Appendix 6) and give it to your line manager. They will pass it to the relevant line manager for action or to the Monitoring Officer if your concern is about a councillor

If the person suspected of poor practice is the line manager, consult the Lead CPO.

What if a member of my staff is accused of poor practice?

Withdraw them from duty at the earliest opportunity

With their co-operation make a written record of the details of the event

Carry out an investigation.

If found to be poor practice rather than abuse then the Line Manager and Personnel will consider

- Appropriate training and supervision
- Reviewing general practice in relation to safeguarding children, young people and vulnerable adults
- Implementing standard disciplinary procedures

What if a member of my staff is accused of abuse?

Withdraw them from duty at the earliest opportunity

With their co-operation make a written record of the details of the event

Carry out an investigation. If abuse cannot be ruled out then the Police should be contacted

If abuse is confirmed

- Implement standard disciplinary procedures
- Review general practice in relation to safeguarding children, young people and vulnerable adults

What if I am accused of poor practice or child abuse?

Contact your Line Manager as soon as possible and write a detailed account of what happened

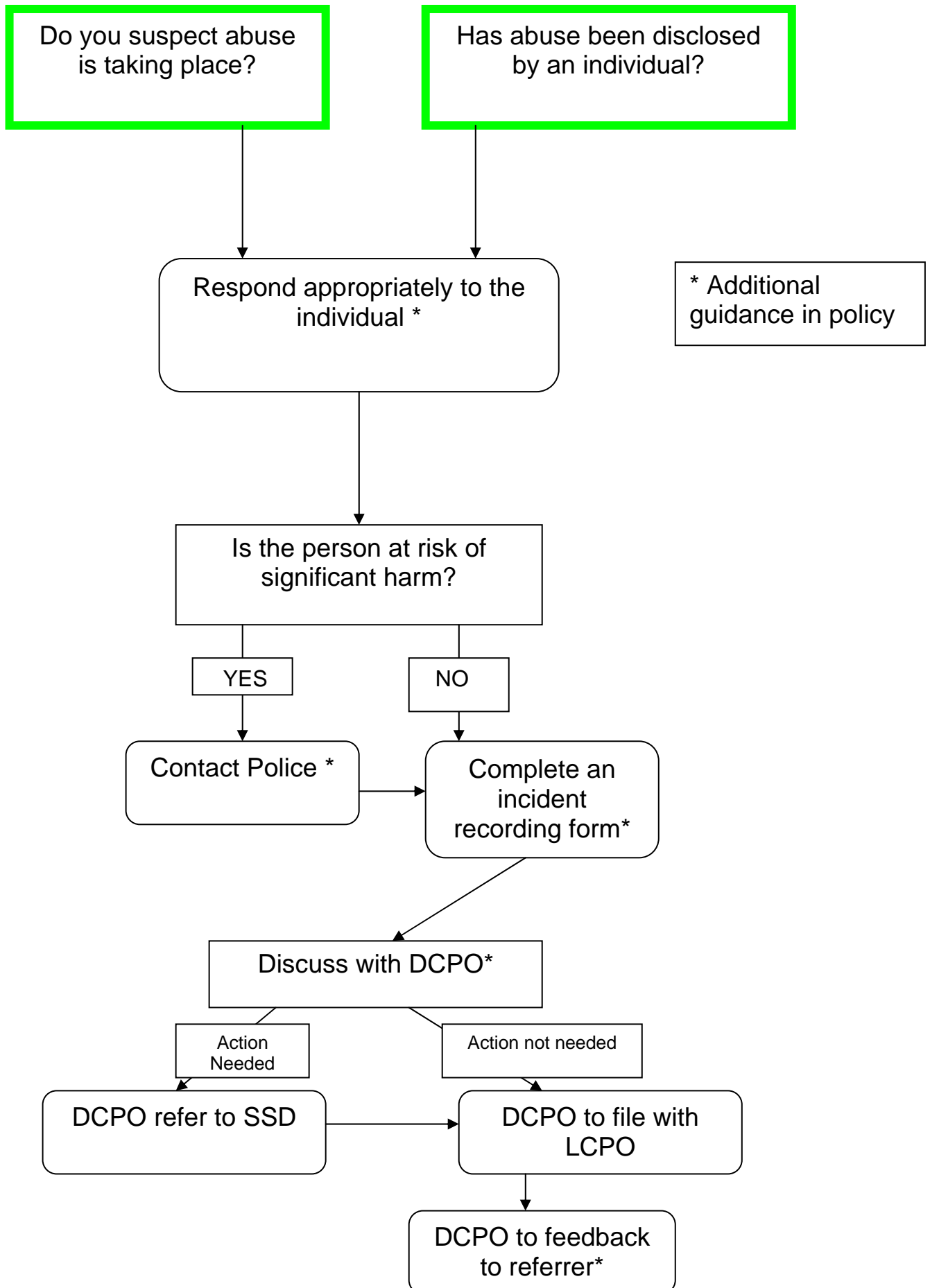
They will investigate the incident and take appropriate action

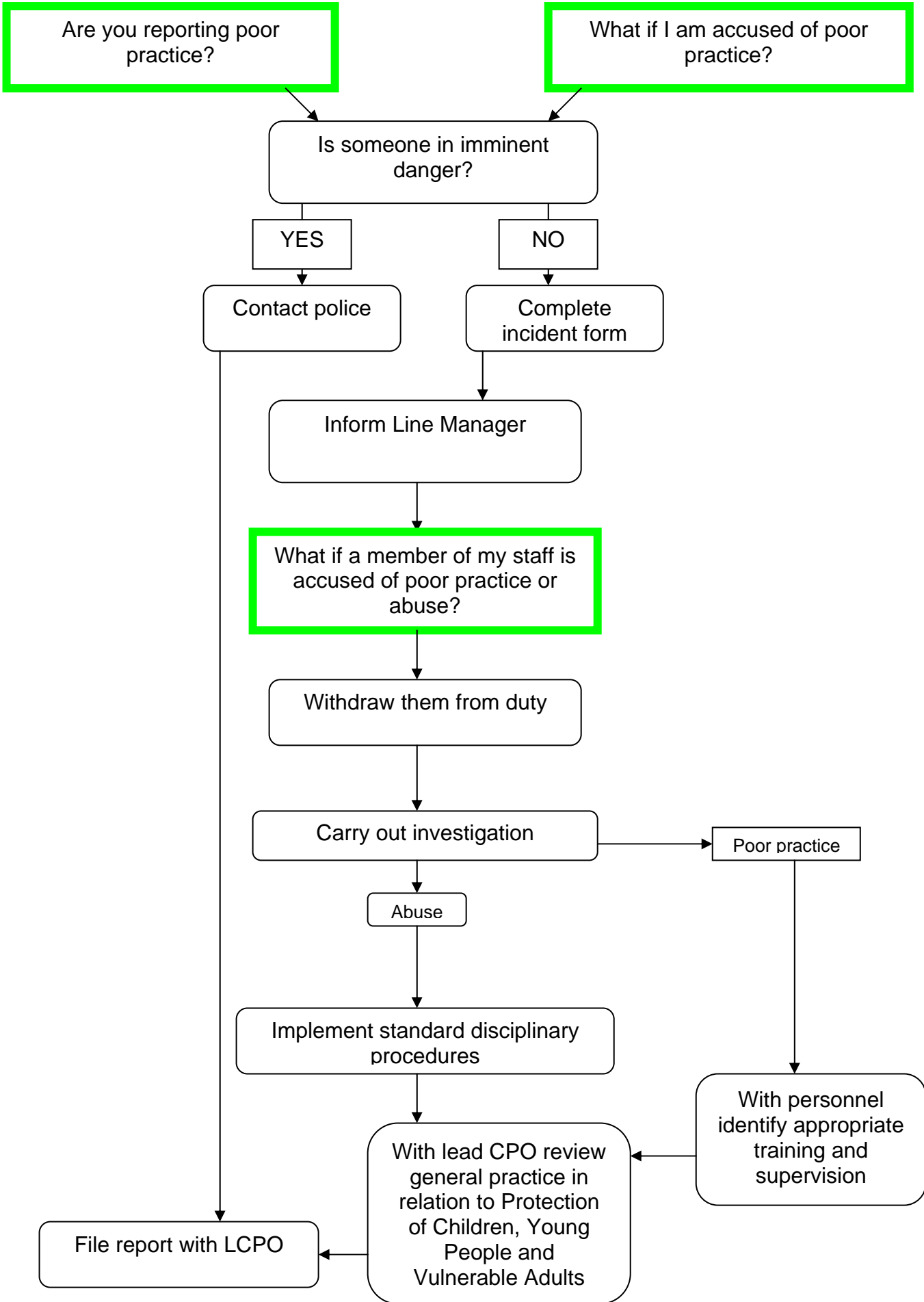
Confidentiality

Every effort will be made to ensure that confidentiality is maintained for all concerned. Information will be handled and disseminated on a *need to know basis* only.

Information will be stored in a secure place with the Lead CPO (hard copy or electronically). Access will only be allowed via the LCPO.

Safeguarding Children, Young People and Vulnerable Adults





Reference Request

Name:

Date of Commencement of Employment:

Job Title:

Main duties including responsibilities for employees and councillors, etc:

Experience of working with children and young people or vulnerable adults:

Full or part time

(If part time, number of hours per week)

Salary (or wage rate):

Details of work responsibilities:

Achievements in last 12 months:

Assessment of performance:

(Identifying any particular strengths or weaknesses)

Sickness record:

(Number of days absent in last full year or, if employed for less than 1 year, during period of employment)

Disciplinary record:
Are there any disciplinary warnings recorded in respect of the applicant? YES/NO

If YES, please state the reasons for the warning(s) and when it was (they were) given:

If the person has left your employment - was there any disciplinary action during his/her period of employment with your organisation? YES/NO

If YES, please give details:

Are you aware of any convictions (other than spent convictions) recorded against the applicant? YES/NO

If YES, please specify these:

Do you know any reason why we should not employ him/her? YES/NO

If YES, please specify:

| | | |
|-----------------------|----------|--------|
| Did you find him/her: | Honest | YES/NO |
| | Punctual | YES/NO |
| | Reliable | YES/NO |

If the applicant is no longer in your employment:
Date of leaving:

Reason for leaving:

Would you re-employ him/her? YES/NO

Do you have any further comments which you wish to offer about the applicant, bearing in mind the post for which he/she has applied, as described in the accompanying letter?

Signature..... Date:

Name.....

Position in Organisation:

Name, address and telephone number of company/organisation



Self Disclosure Form

CONFIDENTIAL

Have you ever been convicted of a criminal offence or been subject of a caution or Bound Over Order?

Yes

No

If 'yes' please state the nature and date(s) of the offence(s)

Have you ever been subject to any disciplinary action or sanctions relating to the abuse of children, young people or vulnerable adults?

Yes

No

If 'yes' please give details

You are required to self-certify that you are not known to any social services department or police investigating body as being an actual or potential risk to children; have not been disqualified or prohibited from fostering children or had any child vested in you assumed by a local authority; or have not had a child ordered to be removed from your care.

Signed:

Date:

Name (please print)

Any other name you have previously been known by

Address:

Date of Birth

Place of Birth

You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Amendment) 1986, you should declare all convictions (including spent convictions)

As part of the checking procedures for anyone who may have access to children, young people or vulnerable adults while working for HDC, you are advised that we reserve the right to make reference to the local authority social services department and police records to verify the information given on this form.

Setting the Right Context for Safe Working

Implement the safeguarding children, young people and vulnerable adults policy and procedures at all times

Never leave children, young people or vulnerable adults unattended or with employees or councillors who have not been subject to a Criminal Records Bureau check

Do not allow allegations to go unchallenged, unrecorded and unreported

Good Preparation

Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others, of your whereabouts and intended action

Where possible, have male and female leaders when working with a mixed group

Ensure registers are complete and attendees are marked in and signed out (under 8's must be collected by a parent/carer)

Ensure photos or videos are not taken without written permission from parents/carers. See permission slip at Appendix 4

Ensure you have access to a first aid kit and telephone and know fire procedures

Ensure that toilet trips and first aid are carried out in pairs/groups or in the latter case where you can be seen

Ensure appropriate clothing is worn by yourself and those participating at all times

When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible

Setting the Right Environment

Set an example you wish others to follow

Treat everyone with respect

Ensure everyone has an equal opportunity to participate

Do not show favouritism

Do not do things of a personal nature that individuals can do for themselves

Do not permit abusive activities eg bullying

Deal firmly and fairly with attention seeking behaviour

Do not allow inappropriate language or use it yourself

Never make sexually suggestive comments

Remember someone else might misinterpret your actions even if well intentioned

Avoiding Allegations

Never physically restrain a child, young person or vulnerable adult unless to

- Prevent physical injury to the individual or to another person
- Prevent damage to any property
- Prevent or stop the individual committing a criminal offence

If transporting children, young people or vulnerable adults in your car...

- have appropriate written consent from parents
- have appropriate insurance that covers business use
- have a current CRB check
- where possible have another member of employees and councillors with you

Never share overnight accommodation with a child, young person or vulnerable adult or let them stay at your home unsupervised

Do not engage in physical contact without clearly explaining your reasons

Where possible, ensure parents supervise in changing rooms



ACTIVITY PERMISSION FORM

Name (parent/carer)

Name (participant)

Address

Telephone No.

Date of Birth

Emergency telephone no/nos*:

***These numbers must be contactable on the day of the activity**

Medical Conditions

(please give details of any medicine)

Doctor's name & No. _____

Igive my son/daughter permission to take part in the activities operated by Huntingdonshire District Council.

Signed (parent / carer) _____

Print Name _____ Date _____

Photographic Statement

Please be aware that official photographers may be in attendance during some activities. They will be easily identifiable and will be creating a pictorial record of the activities by taking photographs of activities. If, for any reason, you do not wish your child/children to be photographed please indicate this by ticking the box below.

I do not wish my child/children to be photographed at activities operated by Huntingdonshire District Council

Use of Photographs Consent

I agree that photographs or video shots taken during this activity may be used by Huntingdonshire District Council for purposes of promoting and improving such activities. The images may be used on the organisation's websites, in local papers or other promotional material.

Signed (parent / carer) _____

TO TAKE PART IN THE ACTIVITY YOU MUST BRING THIS FORM WITH YOU ON THE DAY

Huntingdonshire District Council is registered with the Information Commissioner for the purpose of processing personal data. Any personal data you provide on this form will be used to monitor and improve the services offered by the District Council. Your personal data will only be disclosed to others in accordance with your permission. If you have any concern about the processing of personal data by Huntingdonshire District Council please contact the Data Protection Officer at Huntingdonshire District Council, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN or the Office of the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF



Huntingdonshire District Council

Medication & First Aid Policy

Employees shall only accept responsibility for holding prescribed medication that can be self administered subject to the completion of a medication consent form.

All medication brought to an activity must be in a sealed envelope clearly marked with the individual's name, the type of medicine and the amount and frequency of the dose.

All medicines shall be made available to the individual from a control point that will be identified through the risk assessment.

Where available two activity leaders must separately have the individual verbally confirm their name as that written on the envelope containing the medication and the register. Issue will be recorded on the medication consent form. Where two are not available the responsible activity leader will solely undertake the above check.

With the exception of the Leisure Centres, due to the nature, location and frequency of the activity programme individuals who are unable to self-administer their medication cannot be accepted. Individuals who are unable to self-administer will only be accepted onto Leisure Centre activities where suitably trained members of employees and councillors are available.

If a first aid incident occurs the activity leader must be informed. The activity leader will identify and agree an appropriately qualified member of employees and councillors to undertake first aid prior to the commencement of the activity.

An accident report form will be completed after all first aid incidents. An individual's parent/carer will be required to sign the form on collection of the named individual.

Where an individual is not well enough to take part in an activity parents/carers will be notified and required to collect them. In the event of an emergency the parents/carers and the appropriate emergency services will be contacted.

Medication Consent Form

| | |
|------|--|
| Name | |
|------|--|

| Before | | | | | | | During | | After |
|------------------|------------------|------------|--------|-------------------------|------------------------|--|--------|------------------------|-------|
| Date of Activity | Name of Activity | Medication | Dosage | Time to be administered | Parent/Carer Signature | Employees and councillors to sign to confirm medication issued | | Parent/Carer Signature | |
| | | | | | | | | | |
| | | | | | | | | | |
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**Community Services
Medication Consent Form**

| | | Please complete all sections |
|---------------|--|-------------------------------------|
| Before | Name | |
| | Date of Activity | |
| | Name of Activity | |
| | Medication | |
| | Dosage | |
| | Time to be Administered | |
| | Parent/Carer Signature | |
| During | Employees and councillors to sign to confirm medication issued | |
| | | |
| After | Parent/Carer Signature | |

Reporting Incidents or concerns of abuse or poor practice

Please give as much information as possible, using extra sheets if necessary. Once completed pass to your Designated Child Protection Officer or in their absence to another DCPO as soon as is reasonably possible

| | |
|--|--|
| Name of child, young person or vulnerable adult: | Date of birth: |
| Home address: | Phone number: Name of parent(s) / carer(s): |
| Any special factors to be considered (e.g. language difficulties, disability, or anything else of relevance): | |
| Are you reporting your own concerns or passing on those of somebody else? Details: | |
| What has prompted the concerns? Include dates, times and details of any specific incidents, making a clear distinction between fact, opinion and hearsay | |
| What (if any) physical, behavioural or indirect signs were present? | |
| Have you spoken to the child, young person or vulnerable adult? | Yes/No |
| Record what was said using children, young people or vulnerable adults own words | |

| | |
|--|-----------|
| Have you spoken to the parents/carers? | Yes/No |
| Record what was said in their own words | |
| Has anybody been alleged to be the abuser? | Yes/No |
| Details: | |
| Have you consulted anyone else? | Yes/No |
| Details: | |
| Is there anyone else who might be involved in the incident? eg anyone you think has seen or heard things relating to the incident | Yes/No |
| Details: | |
| Any other relevant information | |
| Your Name: | Position: |
| Your contact details: | |
| Your signature: | Date: |
| Name of person receiving this report: | Position: |
| Signature: | Date: |

Safeguarding Children, Young People and Vulnerable Adults Action Plan for Implementing the Policy

| ACTION | LEAD | BY WHEN |
|---|--|---|
| Implement amended and new documents <ul style="list-style-type: none"> • Reference Request Forms • Self Disclosure Forms • Activity Permission Forms • Reporting Incidents or Concerns of Child Abuse or Poor Practice Identify Designated Child Protection Officers | Personnel DCPOs Lead CPO Health and Safety Co-ordinator Training & Development Adviser | September 2006 September 2006 September 2006 |
| Identify appropriate training for staff and councillors 2-day training course for LCPO and DCPOs Identify posts with significant access to children, young people and vulnerable adults and recruit to 1-day training course 1-day training course for posts with significant access to children, young people and vulnerable adults Amend existing 1-hour session (Leisure Services) to support work experience supervision Arrange programme of 1-hour training sessions Arrange facilitators to work with staff teams as requested | Training & Development Adviser LCPO Training & Development Co- ordinator Health and Safety Co-ordinator and Personnel Training & Development Adviser Training & Development Adviser Training & Development Adviser | September 2006 October 2006 August 2006 From October 2006 December 2006 From May 2006 From October 2006 |

| | | |
|---|--------------------------------|--------------------|
| Up-date training | Training & Development Adviser | October 2009 |
| Ensure new members of staff in relevant posts access appropriate level of training via LSGB programme | | From December 2006 |
| Review of policy | LCPO | October 2009 |

Designated Child Protection Officers:

The Lead Child Protection Officer (LCPO) for HDC is Phil Duerden

Designated Child Protection Officers (DCPOs) provide a point of contact for staff who want to test concerns about Safeguarding children, young people or vulnerable adults or take forward a disclosure.

DCPOs for HDC will be:

- Personnel (1)
- Health and Safety Co-ordinator + nominate people in Leisure Centres
- Countryside Services (2)
- Operations (1)
- Head of Environmental and Community Health Services

Notes to training actions:

1. We are members of the LSGB and as such can access their training free of charge. This will cover most of our introductory needs – a 2-day course for the LCPO and DCPOs and a 1-day course for those with significant access to young people. Courses are run through out the year but in the first instance there may be some benefit in arranging training days just for HDC staff. Once all appropriate staff are trained, new staff can fit into other existing multi-agency courses. Training needs to be repeated every 3 years.
2. Posts with 'significant access' to children, young people and vulnerable adults will initially be identified by the LCPO from the list of posts requiring a CRB check. In future new posts or new members of staff coming into one of these posts will need to attend the 1-day training either at HDC or as part of a multi-agency training day
3. A short introduction to Child Protection is currently available for people working in Leisure. This format will be useful for many people who will be working with young people doing work experience. The current session will be reviewed and adapted, then delivered early spring each year before work experience placements begin
4. Whilst developing the policy specific issues have been raised in relation to individual services. It would be useful to identify a facilitator with practical experience of safeguarding (possibly through the LSGB) who could help services develop practice in their own teams

CABINET

8 JUNE 2006

MEDIUM TERM PLAN REQUEST FOR RELEASE OF FUNDS

(Report by the Head of Financial Services)

1 PURPOSE

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

2 BACKGROUND

- 2.1 The Council agreed in December 2005 *that, having regard to the implications for future spending and Council Tax levels, Directors review with appropriate Executive Councillors the need for schemes/projects included in the MTP but not yet started and that specific prior approval be sought and obtained from the Cabinet before such schemes/projects are implemented.*
- 2.2 Officers have identified the schemes that they wish Cabinet to consider releasing funding for and have discussed them with the relevant Executive Councillor.
- 2.3 Annex A summarises and the following Annexes detail these requests.

3. RECOMMENDATION

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

ACCESS TO INFORMATION ACT 1985

None

Contact Officer:

Steve Couper

Head of Financial Services ☎ 01480 388103

| | | Net Revenue Impact (£'000) | | | | | Net Capital (£'000) | | | | | | |
|--|---|----------------------------|---------------|---------------|---------------|---------------|---------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2005/ 2006 | 2006/ 2007 | 2007/ 2008 | 2008/ 2009 | 2009/ 2010 | 2010/ 2011 | 2005/ 2006 | 2006/ 2007 | 2007/ 2008 | 2008/ 2009 | 2009/ 2010 | 2010/ 2011 |
| Annex B | 443 - Common Housing Register/Choice Based Lettings | | 0.2 | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | 9 |
| Total amount for which release now requested | | | 0.2 | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | 9 |

443 - Common Housing Register/Choice Based Lettings

Steve Plant

| Financial Impact | Net Revenue Impact | | | | | | Net Capital | | | | | | | |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | 2005/ 2006 £000 | 2006/ 2007 £000 | 2007/ 2008 £000 | 2008/ 2009 £000 | 2009/ 2010 £000 | 2010/ 2011 £000 | 2011/ 2012 £000 | 2005/ 2006 £000 | 2006/ 2007 £000 | 2007/ 2008 £000 | 2008/ 2009 £000 | 2009/ 2010 £000 | 2010/ 2011 £000 | 2011/ 2012 £000 |
| Approved Budget Already released | | 6 | 8 | 8 | 8 | 8 | 8 | | | 53 | | | | |
| Amount for which release now requested | 0.2 | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | | 9 | | | | | |

Justification for Release

This project has moved forward considerably following a successful bid for £181k of ODPM funding to help establish a Choice Based Lettings (CBL) scheme across the Cambridge sub region. All Councils are required to implement CBL by 2010 and by bringing this project forward, accessing ODPM capital funding and working in partnership with the other six sub regional Councils we will gain efficiencies in the set up costs of the scheme. However, this also means that we have revised our project timetable and the capital funding required to progress the project. Funding is now required a year earlier in 2006/07. Each sub regional Council is being asked to contribute £18k towards the set up costs although this amount may vary dependent upon the final specification and tender processes of the IT software required for the scheme. An agreement has been reached with the Luminus Group to pay 50% of the initial £18k. CBL is directly linked to the provision of a single, or common, Housing Register for the district or possibly even the sub region. This is being considered as part of the project and may lead to each Council reviewing the IT software it uses to hold its Register information. The project will assess the efficiencies that may be gained from administering a joint Register across the sub region from a single database and if appropriate this will be included in the specification to jointly procure an IT package that can perform both the CBL and Register functions. If additional set up costs are likely to be incurred the Council's contribution may increase although a wider cost sharing agreement will be sought with the smaller stock holding housing associations in the sub region to minimise the financial impact.

Cabinet is, therefore, requested to approve the initial release of £9k to cover the Council's capital contribution to this project. A further report will be provided for Cabinet once the final costs from jointly procuring the IT software for the project are clearer.

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CABINET

8th JUNE 2006

TREASURY MANAGEMENT ANNUAL REPORT 2005/06 (Report by the Head of Financial Services)

1. INTRODUCTION

- 1.1. During 2005/06 the Council had investments averaging £72.5m. The majority of the investments were managed by Fund Managers with the balance in-house:

Manager

| | |
|---|--------|
| Investec Asset Management | £26.5m |
| Alliance Capital | £26.5m |
| City Deposit Cash Managers (CDCM) | £20m |
| In-house – average investments for the year | £4.0m |
| In-house – average borrowing for the year | £4.5m |

- 2.1 The purpose of this report is to review the performance of the funds during 2005/06, consider if the strategy that the Council has adopted has been effective, and address any issues of risk and compliance with statutory and regulatory requirements.

2. PERFORMANCE OF FUNDS

- 2.1. The Cabinet has received quarterly reports informing them of the performance of the funds through the year. The performance for the final quarter and for the year as a whole, are given below:

| PERFORMANCE FOR THE QUARTER JANUARY 2006 – MARCH 2006 | | | | | |
|--|------------------|----------------|-------------------------------------|--------------------------|-----------------------------------|
| | Performance % | Benchmark % | Variation from Benchmark % | Industry Average % | Variation from Average % |
| Investec | 0.74 | 0.83 | -0.09 | 0.88 | -0.14 |
| Alliance | 0.95 | 0.83 | +0.12 | 0.88 | +0.07 |
| CDCM | 1.26 | 1.13 | +0.13 | 0.88 | +0.38 |

| PERFORMANCE FOR THE YEAR APRIL 2005 – MARCH 2006 | | | | | |
|---|--------------------|------------------|---|-----------------------------|---------------------------------------|
| | Performance | Benchmark | Variation from Benchmark | Industry Average | Variation from Average |
| | % | % | % | % | % |
| Investec | 4.74 | 4.74 | 0.00 | 4.59 | +0.15 |
| Alliance | 4.87 | 4.74 | +0.13 | 4.59 | +0.28 |
| CDCM | 5.00 | 4.61 | +0.39 | 4.59 | +0.41 |
| In-house | 4.76 | 4.54 | +0.22 | N/A | N/A |

2.3 For the third year running, CDCM has performed better than Alliance Capital and Investec. In contrast Investec only just achieved their benchmark but did exceed the industry average.

2.4 The Capital Receipts Advisory Group (CRAG), which consists of three Members, has met with the Fund Managers on two occasions during the year. Assisted by officers and Butlers, our investment advisors, they have monitored performance and been able to question the Managers on their strategies.

3. INVESTEC

3.1. Investec's performance since the start of the new mandates in July 2000 has been varied. In 2001/02 they produced a poor performance; 2002/03 was an outstanding year, 2003/04 was another poor year, in 2004/05 they produced satisfactory returns. Investec started off 2005/06 providing satisfactory returns in a difficult market, however they misjudged the gilt market in February and March 2006, and this is reflected in their returns for the last quarter where they achieved neither the benchmark nor the industry average.

4. ALLIANCE CAPITAL

4.1. Alliance Capital continued to invest in corporate bonds and floating rate notes which contrasts with the strategy of Investec, which mostly deals in gilts and certificates of deposit. Alliance Capital took a defensive strategy due to the low yields on gilts which meant that they invested in short-dated securities. This limited their ability to produce an exceptional performance but provided protection against any fall in value of bonds.

5. CDCM

5.1. CDCM can only invest in time deposits but they have exploited the opportunity to invest part of the portfolio for up to 5 years. In 2005/06 their return continued to benefit from longer-term investments made in 2003/04 at rates over 5%. Since then they have continued to seek to maximise returns by using conventional investments, forward rate agreements and products where the borrower has an option to periodically vary the interest rate but we have the option to withdraw the funds if the new rate is unacceptable.

6. IN-HOUSE INVESTMENT OF FUNDS

- 6.1. Any balance of funds is invested 'in-house'. Whereas the external fund managers have a fixed amount to invest, the 'in-house' funds fluctuate on a daily basis due to the volatility of the cash flow to and from the Authority.
- 6.2. The cash position varied from available funds of £11.5m to borrowings of £14.5m, with an average of £0.5m borrowed. This complied with the strategy which was to ensure that the majority of the funds were with Fund Managers. The year ended with substantial borrowing of £14.5m but this was a deliberate decision to keep the funds with the Fund Managers for as long as possible. Alliance Capital and Investec both returned £5m in mid-April 2006. The prudential indicator, the operational level for borrowing of £16m was not exceeded.
- 6.3. As any investments are generally needed back within a few weeks there is very limited scope to better the 7 day rate. Nevertheless in 2005/06 it was exceeded by 0.22%.

7. STRATEGY

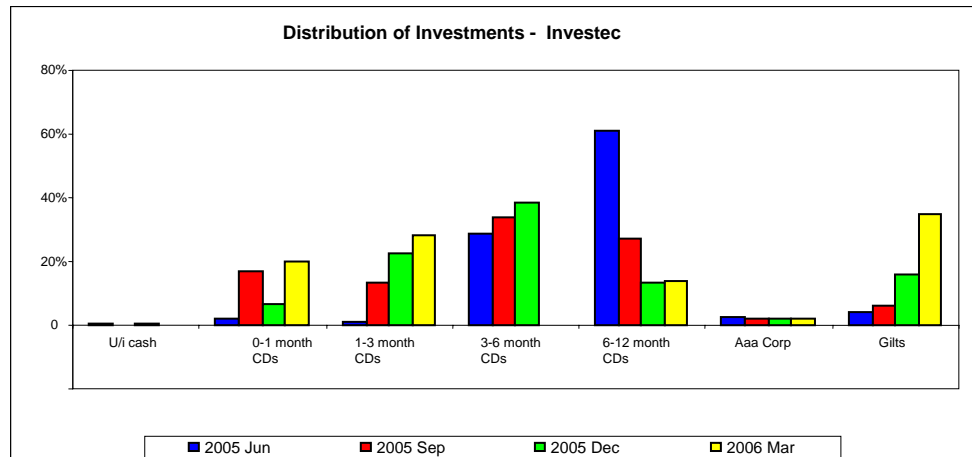
- 7.1. The Council agreed new broader mandates with the three Fund Managers in July 2000. The size of its reserves meant that the Authority could take the view that the Fund Managers should maximise the returns in the medium term, three years, rather than on an annual basis. Now that the new mandates have been in place for nearly five years, it can be seen that this strategy has been effective.
- 7.2. The usual benchmark for Local Authority investment funds is the 7-day rate. We selected a 3 month cash deposit rate for CDCM and a combination of 3 month cash and 0-5year gilts for Investec and Alliance Capital, as their benchmarks. All 3 funds have exceeded the cumulative 3 month rate of 28.9%

| CUMULATIVE PERFORMANCE SINCE START OF MANDATES JULY 2000* – MARCH 2006 | | | | | |
|---|-------------|-----------|--------------------------------|---------------------|------------------------------|
| | Performance | Benchmark | Variation from benchmark | Industry Average | Variation from Average |
| | % | % | % | % | % |
| Investec | 31.7 | 31.3 | +0.4 | 29.7 | +2.0 |
| Alliance | 31.9 | 30.7 | +1.2 | 29.1 | +2.8 |
| CDCM | 32.4 | 28.9 | +3.5 | 29.7 | +2.7 |

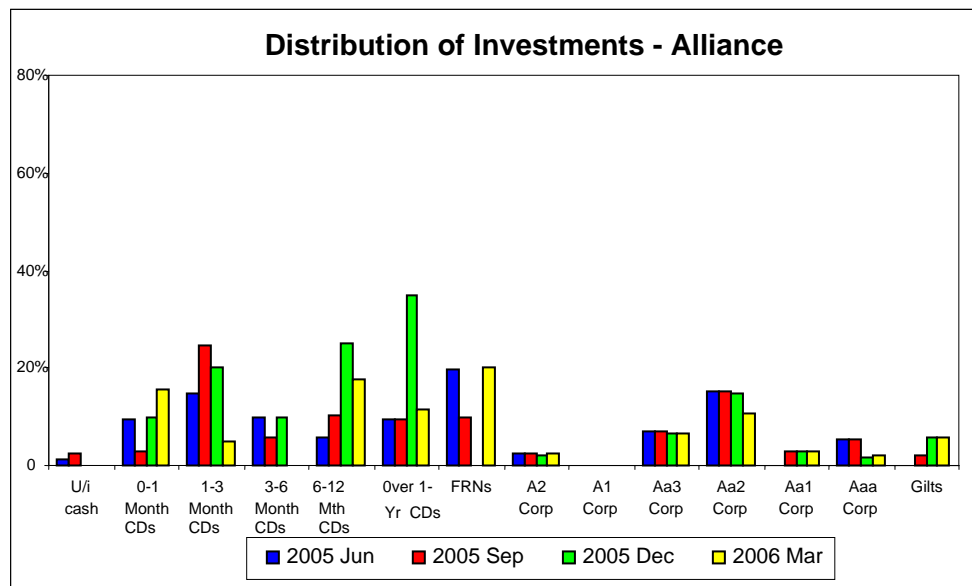
* The mandate with Alliance Capital started in August 2000

- 7.3. The above table of cumulative returns shows that the performance of Alliance Capital and Investec was almost identical after nearly 6 years.

- 7.4. Investec continues to invest mainly in gilts and CD's with a maximum of 3% of the portfolio being in corporate bonds. The graph below shows the distribution of investments at the end of each quarter.



- 7.5. Alliance Capital has from the start of their appointment, had a different strategy to Investec. Their performance has been much steadier, without the peaks and troughs shown by Investec. The mandates for Investec and Alliance Capital also allow them to invest in corporate bonds, floating rate notes (FRNs) and supra-nationals (bonds that are listed outside London). Alliance Capital has maximised the opportunity to purchase these securities, with a maximum holding of 33% in corporate bonds. The graph below shows the types of investments they include in their portfolio; the categories A2 to Aaa are categories of corporate bonds



- 7.6. CDCM rely completely on term deposits with banks, building societies and other local authorities thus avoiding fluctuations in the value of the investments. They have been proactive in arranging forward deals at attractive rates, and using deals where the rate can be renegotiated every quarter, with the lender (HDC) having the right to take repayment if the new rate is unacceptable.
- 7.7. Copies of the mandates, as at March 2006, are attached at Annex A.

During 2005/06 the following changes were made following requests from the Fund Managers, advice from Butlers and consultation with the Capital Receipts Advisory Group.

- The maximum investment in corporate bonds was increased from 40% of the portfolio to 50%
- The maximum investment in floating rate notes was increased from 40% of the portfolio to 50%. However the maximum investment in corporate bonds and floating rate notes combined remained at 50%

7.7 The former capital regulations required the Authority's treasury management staff to approve any purchase of non-approved investments. The 2003/04 ODPM guidance on investments categorised corporate bonds as 'non-specified' and their purchase did not need to be approved by the Authority. However we continued this requirement initially, but in 2005/06 it was abandoned.

8. RISK IMPLICATIONS

8.1 The Treasury Management Policy approved by the Cabinet on 27th February 2002, emphasises the importance of controlling risk i.e. returns should be maximised but only at an acceptable level of risk.

8.2 There are three main elements of risk. Firstly, that the borrower will be unable to return the loan when it is due, secondly that the Fund Managers will take the wrong view on interest rate movements leading to poor returns, thirdly that the investments are not sufficiently liquid to be able to be sold to meet the cash flow needs of the Authority. Risk was an important factor taken into account when the mandates were first agreed in 2000. Although the Council allows the Fund Managers to invest in instruments not used by most Councils, the parameters included in the mandates are designed to minimise all types of risks.

8.3 The Authority has minimised these risks in the following ways:

Risk of the borrower being unable to repay the investment

- A significant proportion of the funds are invested in Government "gilts", Certificates of Deposit or Local Authorities. These are all totally safe.
- As far as other investments are concerned, the proportion of which is limited by the mandates, a rigid system of credit rating ensures that only the very safest organisations (those with high credit ratings) are dealt with, together with limits on the value placed with one issuer. The Fund Managers are also highly attuned to any market intelligence that might suggest a borrower is likely to have their credit rating reduced in the future. None of the treasury management transactions during the year have compromised the rules that have been set.

Risk of the wrong view on interest rates being taken

- Three Fund Managers, each with their own strategy for investments, have been engaged. The diversity in their approach minimises the chance of them all taking the wrong view.
- The Authority can still take a longer-term view on investment performance which gives the fund managers the latitude to retain investments where they feel that returns will be made next year rather than this.
- The mandates limit the duration of the investments which reduces the impact on the value if the interest rate view turns out to be incorrect.

Risk of the funds not being available to be returned to the Council

- Investec and Alliance invest in instruments that are all liquid. The mandate for CDCM allows it to invest a maximum of 25% of the fund, (currently £5m) for longer than 3 years. As the total funds invested are reduced, the duration of the investments allowed in the mandate, will need to be amended and your officers monitor this regularly

Seeking Professional Advice

- Butlers are employed as our Treasury Management Consultants and their advice is sought before any change is made to the mandates. They also provide reports on the Fund Managers' performance and compare it with the industry average.

Active Monitoring

- As well as quarterly reports to Cabinet and meetings between Fund Managers and the Capital Receipts Advisory Group, your officers monitor returns each month.

9. COMPLIANCE WITH REGULATIONS AND CODES

- 9.1 All the treasury management transactions have been carried out in accordance with the legislation and regulations concerning treasury management.
- 9.2 The Council met the requirements of the CIPFA Code of Practice on Treasury Management by adopting a Policy Statement in February 2002 and Treasury Management Practices in 2003/04. These assist both Members and Officers in the effective management and control of treasury management activities.
- 9.3 In 2003/4 CIPFA introduced the Prudential Code for Capital Finance and the ODPM brought out new guidance on Local Government investments. Both of these became effective from 1 April 2004.

These require the Council to approve Prudential Indicators and an annual Treasury Management Strategy. Those for 2006/07 were approved at the Council meeting on 22nd February 2006.

10. CONCLUSION

- 10.1 The wider mandate given to Investec and Alliance Capital has given them some freedom to invest in securities other than gilts and certificates of deposit. Alliance Capital gave a satisfactory performance in 2005/06 that was better than their benchmark and the industry average. Investec continues to invest mostly in gilts and certificates of deposit and their activity in the gilt market in the fourth quarter cost them performance. They just achieved the benchmark although they marginally out-performed the industry average. CDCM produced the best returns partly from longer-term investments made in 2003/04 with rates over 5%.
- 10.2 Due to the nature of the Authority's strategy, performance should not be judged on the basis of a single year. The results from the start of the new broader mandates show that the Authority has adopted a sound strategy and selected Fund Managers that have exceeded their benchmarks and the industry average over the five years.
- 10.3 The Authority has carried out its treasury management activities with due regard to minimising risk, and in accordance with legislation. It has adopted the CIPFA Code on Treasury Management, the Prudential Code for Capital Finance and the ODPM's guidance on Local Government investments.

11. RECOMMENDATION

- 11.1 It is recommended that the content of this report be noted

BACKGROUND INFORMATION

2005/06 cash management files and working papers

Quarterly reports to the Cabinet

CONTACT OFFICER

Mrs Eleanor Smith Accountancy Manager Tel. 01480 388157

EXTERNAL FUND MANAGER MANDATES

Alliance Capital and Investec

| | |
|-------------------------|--|
| Duration of investments | Average duration of Fund must not exceed 3 years No individual investment shall exceed 10 years |
| Types of investments | Marketable securities issued or guaranteed by the UK Government (Gilts) Deposits made with or marketable certificates of deposit issued by approved banks (CDs) Sovereign and supranational securities, including floating rate notes (Bonds) Corporate, bank and building society securities, including floating rate notes, commercial paper and asset backed securities (Corporate Bonds) |
| Credit Ratings | CORPORATE INVESTMENTS Standard & Poors AA- or Aa3 or above or equivalent A- or A3 or better, maximum term 3 years NON-UK GOVERNMENTS AND SUPRANATIONALS AA- or Aa3 or above or equivalent for non-UK Governments AAA or Aaa for Supranationals SHORT-TERM INVESTMENTS Standard & Poor's A1/P1 or above or equivalent |
| Maximum limits | 50% Corporate Bonds 20% Supranational and sovereign securities 50% Floating rate notes 75% Gilts 75% Corporate Bonds plus Gilts 50% Corporate bonds + supranational and sovereign securities + floating rate notes 20% with any one counterparty (except UK Government) for fixed deposits and CDs 10% per issuer or £1m for corporate bonds and FRNs 10% per issuer for securities guaranteed by non-UK EU Governments and supranational securities |
| Benchmark | 60% 3 month LIBID 40% 0-5 year gilt index. |

CDCM

| | |
|-------------------------|--|
| Duration of investments | Up to and including 5 years maximum maturity No more than 25% may be invested for longer than 3 years |
| Types of investments | Fixed Deposits Deposits at call, two or seven day notice |
| Credit Ratings | F1+ by FITCH IBCA or equivalent |
| Maximum limits | £3m per institution and group for English and Scottish Clearing Banks and their subsidiaries, and Overseas Banks on list of authorised counterparties. Building Societies With assets more than £2,000m £5m With assets more than £1,000m £3m Other building societies in the top 25 £2m |
| Benchmark | 3 month LIBID |

**CABINET
OVERVIEW & SCRUTINY
(SERVICE SUPPORT)**

**8TH JUNE 2006
13TH JUNE 2006**

**A14 ELLINGTON TO FEN DITTON IMPROVEMENT –
HUNTINGDON VIADUCT TECHNICAL STUDY
(Report by Director of Operational Services)**

1. INTRODUCTION

- 1.1 The purpose of this report is to consider the outcomes of jointly commissioned Technical Study on the implications of the retention or removal of the Viaduct. The study was jointly-funded by the District & County Council's, the Highways Agency, the Eastern Region Government Office, EEDA (East of England Development Agency) and Cambridgeshire Horizons and carried out by WS Atkins.

2. BACKGROUND

- 2.1 At their meeting on 6th September 2001, Cabinet considered the outcomes and recommendations of the Cambridge to Huntingdon Multi-Modal Study (CHUMMS) and the emerging support for the Preferred Plan. This plan included the provision of a new 3-lane dual carriageway with the existing A14 downgraded to a local road and the removal of the existing A14 Viaduct in Huntingdon.
- 2.2 Full Council subsequently considered this matter on 26th September 2001, including a number of issues arising from Cabinet, and endorsed a formal response to the Regional Planning Panel of the East of England Local Government Conference.
- 2.3 In the first-half of 2005, the Highways Agency followed up the CHUMMS Preferred Plan with a consultation on a range of options for the new A14 which were again considered by Cabinet on 9th June and Full Council on 28th June 2005. A formal response of this Council was sent to the Highways Agency. A key issue arising from this consultation was the future of the Huntingdon Viaduct and whether or not this should be retained or removed as part of the alternative proposals relating to the provision of either a 2 or 3-lane dual carriageway on the line of the new A14.
- 2.4 That formal response outlined that the choice of preferred route would have profound and significant effects on both Huntingdon and the wider area and stressed that the importance of any choice being made must not be solely based on highway network implications or just environmental effects but that economic considerations must also be taken into account. The response also stressed that the real issues are which option would deliver the best long-term highway solution, ensure the vitality and long-term viability of Huntingdon and allow the solution to be accommodated without detriment to the environment.

- 2.5 The response also details a range of specific issues requiring further consideration. This includes the view of the Council that a junction should not be included on the new route where it crosses the A1198 and that any such proposal would be vigorously opposed.
- 2.6 In terms of the Huntingdon Viaduct, the Council stressed that it continued to support the removal of this structure, the de-trunking of the route and connection to the local road network in line with the original CHUMMS Preferred Option. This was based on the long-term opportunities that reorganisation of traffic movements around Huntingdon could provide and that these could not be achieved with the Alternative option. The need for the Technical Study and detailed modelling for the Viaduct options was stressed in order that both this Council and all other affected parties could make sound and reasoned decisions regarding which option should be pursued.

3. THE HUNTINGDON VIADUCT TECHNICAL STUDY

- 3.1 To assess the potential impact of the viaduct removal, it was necessary to undertake extensive traffic surveys and construct a detailed traffic model covering the whole of Huntingdon and the surrounding area. The model incorporated the latest information on development proposals in line with the Structure Plan, current Local Plan, Urban Design Frameworks for sites in Huntingdon and the draft Core Strategy. The model replicates current traffic demand and forecasts future traffic patterns. A series of tests were carried out to examine a range of alternative new road links and options in and around the area of the viaduct, which could be necessary if the viaduct were to be removed and the existing A14 route was connected into the local road network once a new A14 was in place.
- 3.3 The model has demonstrated that the remaining old A14 between Godmanchester and Spittals does little to assist the main local movements in and around Huntingdon but does carry out a crucial role as a river crossing (of the Great Ouse) for local HGV movements. For this reason the river bridge needs to remain.
- 3.4 A range of links have been identified which could be provided to create more highway space and better integration with local roads offering more choice in the routing of journeys within Huntingdon including:
- From the North, a link from the Spittals Interchange along the line of the existing A14 to Brampton Road (Spittals Link),
 - From the South, a link along the line of the existing A14 where it crosses the River Great Ouse at Godmanchester to Brampton Road, at the eastern (town) side of the railway (Common Link),
 - The West of Town Centre Link Road (WOTC), from Brampton Road at the eastern side of the railway bridge to Ermine Street. This is linked to development proposals currently being

formulated as part of the District Council 'Huntingdon Vision' process,

- A short link from the Common Link crossing Mill Common to join the Ring Road in the vicinity of St Mary's Street (Pathfinder Link),
- A relocation of the rail station access to the eastern side of the Station from Brampton Road to a new point on the Common Link.

3.5 The study found that with this range of links:

- There is the potential for further traffic growth within the town and around the ring road
- The design of the junctions on Brampton Road and their physical separation is critical to the effectiveness of the scheme while also creating an attractive link for local traffic and is important in discouraging through traffic,
- A key issue will be the capacity of the railway bridge at Brampton Road and the number of traffic lanes that can be accommodated together with the provision for cyclists and pedestrians.

4. THE STUDY OUTCOMES

4.1 In summary, the Study has concluded that the original CHUMMS option, including the removal of the viaduct, is viable and that the highway network in Huntingdon can be modified to the benefit of the town and surrounding area. The best performing option(s) of the Study potentially offer significant benefits compared to the Alternative option, which indicate the potential for reduced traffic flows and delay especially on the Ring Road and in Godmanchester.

4.2 In terms of the various options that have been investigated, the Study includes a Preferred Option, known as the 'Best Performing Option', and a simplified new road layout plan is attached at Annex A.

4.3 While the District Council did not support the provision of a junction between the new A14 and the A1198 as part of the CHUMMS and subsequent consultation, the County Council did ask Atkins to examine the likely impact of providing a set of east facing slip roads from the proposed A14 to the A1198 at its intended crossing south of the Wood Green Animal Centre. The County Council thought that such a limited junction might offer advantage to some traffic that might otherwise travel through the centre of Huntingdon. In the event, it appears from the model that this is unlikely to happen and such a junction is most likely to attract extra traffic from the south along the A1198, which would not be desirable.

4.4 A considerable amount of work was undertaken in the environmental assessment of the options and in summary there are clear

environmental advantages with the CHUMMS strategy option versus the Alternative strategy option. Subject to further detailed refinement, there appear to be no major detrimental environmental impacts with the options considered.

- 4.5 In terms of timescale, the Secretary of State's programme for completion of the new A14 scheme is given as being between 2011 and 2015. As a result of this Study and on the assumption that the Secretary of State pursues the CHUMMS option, work on the Viaduct removal could not start until the new A14 south of Godmanchester and Brampton is in place. Given that removal of the viaduct would be a lengthy process, including the need for "railway possessions", the timescale for completion of the full CHUMMS strategy could be a further two years after around 2017. An exception is the West of Town Centre link which could be potentially provided earlier in conjunction with redevelopment and regeneration of that part of the town.

5. OTHER IMPORTANT ISSUES

- 5.1 There would also be significant benefits to the town in terms of releasing the potential for future development and for the delivery of the overall Huntingdon Vision project being led by the District Council. This is an important consideration for the future integration of development with its transport impacts and for how this necessary growth could be accommodated within emerging development plans.
- 5.2 The land to the west of town centre is one area identified with potential that will allow Huntingdon to grow beyond the constraints of the ring road and add to the vitality and viability of the town centre with additional sites released for mixed uses including housing, business, parking and possibly retail.
- 5.3 The Huntingdon Ring Road and the surrounding roads have been designated as an Air Quality Management Area and this is also a major consideration. The aim of any AQMA Action Plan is to identify a programme to address the issues. Without the viaduct it is considered at this stage in the process that a significant reduction in traffic flows would significantly aid the delivery of any emerging Action Plan.
- 5.4 The range of links should also:
- Allow some traffic relief on the Medieval bridge and within Post Street and Cambridge Road in Godmanchester
 - Circumvent the need for additional traffic lanes on the ring-road in the town centre to be constructed as proposed in the Market Town Strategy
 - Provide additional options for traffic movements around Hinchingsbrooke Park

6. CONSULTATION

- 6.1 As part of this Study, discussions have taken place with emergency services and the public sector land owners simply to gain their initial views.
- 6.2 A presentation was made on 11th May on the outcomes of the Study to local Members of the County and District Council's whose Wards encompass the Study area.
- 6.3 It is intended to bring to a subsequent Cabinet meeting the revised Vision for Huntingdon. The Vision will incorporate the road proposals described in this study.
- 6.4 Once the Vision has been considered by Cabinet there will be an exhibition held at a location in the town where the public will be given the first opportunity to see how the future of Huntingdon could develop should the Secretary of State accept the preferred route supported by this Council. The Vision document will be used to inform the allocations that will form part of a Development Plan Document and Action Plan to be published in the middle of next year.

7. CONCLUSIONS

- 7.1 The Consultant's Huntingdon Viaduct Technical Study has concluded that the CHUMMS Strategy is viable and that the highway network within Huntingdon could be satisfactorily modified to accommodate the removal of the viaduct.
- 7.2 The potential timescale for the works examined in this Study is not definite since they could not be implemented before completion of the new A14 and are dependent on the Secretary of State's Preferred Route Announcement. While physical works are likely to be some years away, such an announcement in the near future would enable design work to begin promptly on the main scheme as a whole.
- 7.3 The Secretary of State's decision and a Preferred Route Announcement, when he may take the opportunity to select one of the strategies, is currently held in abeyance awaiting the outcome of a case in the Court of Appeal. Any further legal challenge would have the potential to delay any announcement.
- 7.4 Environmentally the CHUMMS option is generally considered to be beneficial to Huntingdon when compared to the Alternative option and more fundamentally it is considered that the CHUMMS option will also stimulate a raft of other redevelopment and regeneration opportunities described above.

- 7.5 Finally, it needs to be recognised that this Study does not seek to determine any part of the final form of the Ellington to Fen Ditton Improvement Scheme. Its purpose is to inform the Highways Agency in its decisions on that scheme.
- 7.6 If the Secretary of State decides to proceed with the “CHUMMS” option, he should be urged, in consultation with the County and District Councils, to undertake further analysis and design work to determine the optimum local highway link and junction layout and to jointly promote the local highway links along with the other statutory orders for the wider A14 scheme.

8. RECOMMENDATIONS

It is recommended that Cabinet approve the following;

i) The District Council notes and welcomes the conclusions of the Atkins’ A14 Huntingdon Viaduct Study. This has examined the potential of removing the existing A14 viaduct as part of the Highways Agency’s upgrade of the A14 from Ellington to Fen Ditton and has concluded that the CHUMMS Strategy is viable and that the highway network in Huntingdon could be modified to accommodate the removal of the A14 viaduct and provide significant benefit to traffic flows in and around Huntingdon.

ii) The District Council commends the report to the Secretary of State for his consideration as part of the decisions on the options for the development of the A14 improvement scheme.


iii) The District Council supports the principles of the CHUMMS option strategy as presented at the Highways Agency’s Public Consultation in 2005 and would urge the Secretary of State;

1. to develop further the detail of new highway links and junctions which would be required to successfully implement that part of the strategy in Huntingdon as part of the A14 scheme in consultation with the County Council and Huntingdonshire District Council, and

2. to take forward and promote the necessary statutory orders for such links along with those that will be necessary for the wider A14 scheme and its associated local access roads.

BACKGROUND INFORMATION

CHUMMS Report August 2001
Cabinet Agenda & Minutes 6th September 2001
Full Council Agenda & Minutes 26th September 2001
Highways Agency Consultation Documentation March 2005
Cabinet Agenda & Minutes 9th June 2005
Full Council Agenda & Minutes 28th June 2005
District Council response to Highways Agency 4th July 2005
WSAtkins Huntingdon Viaduct Technical Study Report April 2006

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COMT
CABINET

23RD MAY 2006
8TH JUNE 2006

**WARBOYS CONSERVATION AREA:
CHARACTER STATEMENT AND MANAGEMENT PLAN
CONSULTATION DOCUMENTS
(Report by Planning Policy Manager)**

1. INTRODUCTION

- 1.1 Cabinet is asked to consider the attached draft documents and approve them for consultation purposes. Once representations have been received and considered, it is intended to seek Cabinet's endorsement of the documents for use as material considerations in the context of planning proposals.

2. BACKGROUND

- 2.1 The District Council is committed to the production of Conservation Area Character Statements to provide an analysis of the special interest of all the district's 63 Conservation Areas. These documents will be used to guide decisions on planning matters and other changes to the fabric of Conservation Areas to ensure that the character and appearance of Conservation Areas is not diminished. It is also hoped that the publication of these documents will help to increase the general public's awareness of the special qualities that make the District's Conservation Areas unique.
- 2.2 The existing Warboys Conservation Area Character Statement was adopted in July 2000 following a period of public consultation. Under the new Best Value Performance Indicators (BVPIs), all character statements should be reviewed in a five year rolling programme to ensure that the advice being offered is relevant and up-to-date. As the Warboys document only recently expired and already meets the latest guidance for the production of such material, it was considered appropriate to update its contents and repeat the public consultation procedure.

3. THE CHARACTER ASSESSMENT

- 3.1 The contents of the Character Statement follows a previously-agreed pattern, which conveys the special architectural and historical interest of the Conservation Areas through maps, photographic illustrations and written text. Specific references are made to:-
- The historical development of Warboys
 - The essential characteristics of the Conservation Area including important views, focal points and landmark buildings.

- The green open spaces, trees and gardens in the Conservation Area.
- The architectural styles within the village.
- The distribution of construction materials.
- Examples of traditional local detailing.

3.2 This approach conforms with English Heritage's recent publication *Guidance on conservation area appraisals* 2006. It has been necessary to make only minor changes and updates to the original document.

4. THE MANAGEMENT PLAN

4.1 Since 2000, another recent English Heritage publication *Guidance on the management of conservation areas* 2006 has given further assistance to local authorities in the preparation of enhancement plans.

4.2 In response to this, a Management Plan has now been prepared for the Warboys Conservation Area. The Plan identifies potential weaknesses within the Area, as well as opportunities for enhancement.

4.3 The Plan also identifies the requirement to review the Conservation Area boundary as part of the rolling update of the material (ie within 5 years). This is considered to address the on-going management of the Conservation Area required by the new BVPIs but also honours the Cabinet's decision of April 2003 to support Conservation Area boundary reviews.

5. RECOMMENDATIONS

5.1 That Cabinet considers approves the Draft Character Statement and Management Plan for the Warboys Conservation Area for a period of public consultation.

BACKGROUND INFORMATION

1. Conservation Area Boundary Review Policy Document, Huntingdonshire District Council, January 2003.

Contact Officer: Chris Surfleet
Design & Implementation Team Leader
 **01480 388476**

CABINET

8TH JUNE 2006

REPRESENTATION ON ORGANISATIONS

(Report by the Head of Administration)

1. INTRODUCTION

- 1.1 The Council's representation on a variety of organisations is reviewed annually. Listed in the attached schedule are those organisations to which the Council has been invited to nominate representatives for 2006/07.

2. RECOMMENDATION

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

BACKGROUND PAPERS

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

Contact Officer: Helen Taylor
Senior Democratic Services Officer
(01480) 388008

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REPRESENTATION ON ORGANISATIONS 2006/2007

| | Nominating/ Appointing Panel | Representative(s) for 2005/2006 | Representative(s) for 2006/2007 | Approx No. of Meetings Per Annum | Allowance Payable S – Subsistence T - Travelling | Term of Appointment |
|---|------------------------------------|---|---|---|--|------------------------|
| Advisory and Information Counselling Service for Huntingdonshire – Management Cttee | Cabinet | Cllr Mrs S A Menczer | Cllr Mrs S A Menczer | 6 at Huntingdon | S & T Organisation reimburses travelling | Annual |
| Archives County Advisory Group | Cabinet | Cllr J E Garner | Cllr J E Garner | 3 at Huntingdon, Wisbech, Cambridge | S & T | Annual |
| Arts Forum for Cambridgeshire and Peterborough | Cabinet | Cllr Mrs J Chandler and Head of Community Services | Cllr Mrs D C Reynolds and Head of Environmental & Community Health | 2 | S & T | Annual |
| Bus Strategy Reference Group | Cabinet | Cllr N J Guyatt | Cllr N J Guyatt | 2 | S & T | Annual |
| Cambridgeshire Age Concern Liaison Committee | Cabinet | Mrs N F Wagstaffe | Mrs N F Wagstaffe | AGM - Cambridge 1 Half Yearly Mtg - Ely 1 Members meeting/ Forum – Chatteris 2 Members meeting/ Forum - Huntingdon 1 | S & T | Annual |
| Cambridgeshire Association of Local Councils – Liaison Group | Cabinet | Cllr D P Holley | Cllr I C Bates | 2 at Pathfinder House, Huntingdon | S & T | Annual |
| Cambridgeshire Chamber of Commerce – Huntingdonshire Area | Cabinet | Cllr A Hansard | Cllr A Hansard | | S & T | Annual |
| Cambridgeshire Councils Association | Cabinet | Leader of the Council, Cllrs J A P Eddy, N J Guyatt (Substitute: Deputy Leader) | Leader of the Council, Cllrs J A P Eddy, N J Guyatt (Substitute: Deputy Leader) | County Branch meets 5/6 times per annum | S & T | Annual |
| Cambridgeshire County Council Association – Member Forum on Waste Management | Cabinet | Cllr Mrs P J Longford | Cllr Mrs P J Longford | 6 | S & T | Annual |
| Cambridgeshire Enterprise Services (Steering Group for Huntingdonshire Enterprise Agency) | Cabinet | Cllr A Hansard | Cllr A Hansard | 2 | S & T | Annual |
| Cambridgeshire Horizons | Cabinet | Cllr D P Holley | Cllr I C Bates | | S & T | Annual |
| Cambridgeshire Museums Advisory Partnership | Cabinet | Cllr J E Garner | Cllr J E Garner | 1 (AGM) | S & T | Annual |
| Cambridgeshire Transport Forum Reference Group | Cabinet | Cllr N J Guyatt | Cllr N J Guyatt | 1 | S & T | Annual |

| | Nominating/ Appointing Panel | Representative(s) for 2005/2006 | Representative(s) for 2006/2007 | Approx No. of Meetings Per Annum | Allowance Payable S – Subsistence T – Travelling | Term of Appointment |
|---|------------------------------------|--|--|-------------------------------------|--|------------------------|
| Community Safety Task Groups – | Cabinet | | | | | |
| Huntingdon | | Cllr T D Sanderson | Cllr T D Sanderson | 4 | S & T | Annual |
| North Huntingdonshire Area (Yaxley) | | Cllr J S Watt | Cllr J S Watt | 4 | S & T | Annual |
| Ramsey | | Cllr P A Swales | Cllr P A Swales | 4 | S & T | Annual |
| St Ives | | Cllr D B Dew | Cllr D B Dew | 4 | S & T | Annual |
| St Neots | | Cllr D Hartly | Cllr D Hartly | 4 | S & T | Annual |
| Violence | | Cllr J D Fell | Cllr J D Fell | 4 | S & T | Annual |
| Consultation on Treasury Management Matters | Cabinet | Cllrs K Reynolds, T V Rogers and L M Simpson | Cllrs K Reynolds, T V Rogers and L M Simpson | 3 | S & T | Annual |
| Cromwell Museum Management Cttee | Cabinet | Cllrs M G Baker and T D Sanderson | Cllrs M G Baker and T D Sanderson | 2 | S & T | Annual |
| DIAL Druglink | Cabinet | Cllr Mrs M Wheeler | Cllr Mrs M Wheeler | 6 | S & T | Annual |
| East of England – | | | | | | |
| Regional Assembly | Cabinet | Cllr I C Bates (Substitutes: Cllrs N J Guyatt and L M Simpson and Cllr G Harper [Leader of Fenland District Council]) | Cllr I C Bates (Substitutes: Cllrs N J Guyatt and L M Simpson and Cllr G Harper [Leader of Fenland District Council]) | 7/8 | S & T | Annual |
| Regional Tourism Council | Cabinet | Cllr Mrs J Chandler | Cllr A Hansard | 3/4 | S & T | Annual |
| Great Fen Project Steering Group | Cabinet | Cllr N J Guyatt | Cllr N J Guyatt | 12 | S & T | Annual |
| Greater Cambridge Development Board | Cabinet | Cllr D P Holley | Cllr I C Bates | | S & T | Annual |
| Home Improvement Agency – Advisory Committee | Cabinet | Cllr Mrs Reynolds | Cllr Mrs Reynolds | 4/5 | S & T | Annual |
| Huntingdon Business Against Crime | Cabinet | Cllr J M Sadler | Cllr J M Sadler | 4 | S & T | Annual |
| Huntingdonshire Citizens' Advice Bureaux | Cabinet | Cllr T V Rogers and Mr J C Mugglestone | Cllr T V Rogers and Mr J C Mugglestone | 4 | S & T | Annual |
| Huntingdonshire Federation of Volunteer Bureaux | Cabinet | Cllr J M Sadler | Cllr J M Sadler | 4 | S & T | Annual |
| Huntingdonshire Flood Forum | Cabinet O&S (P&F) | Cllr I C Bates, Cllr P A Swales | Cllr P L E Bucknell | 2 | S & T | Annual |
| Huntingdonshire Housing Partnership * | Cabinet | Cllrs M G Baker, Mrs M Banerjee, P L E Bucknell, J E Garner and Mr J Burniston | Cllrs M G Baker, Mrs M Banerjee, P L E Bucknell, K J Churchill and Mr J Burniston | 8 | S & T | Annual |
| Huntingdonshire Housing Partnership – Group Structure** | Cabinet | | | | S & T | Annual |
| Diversa (development) | | Mr K Fleming | Mr K Fleming | 5 | | |
| Luminus (parent) | | Cllr C R Hyams | Cllr C R Hyams | 5 | | |
| Oak Foundation (sheltered/charitable) | | Cllr Mrs M Wheeler | Cllr Mrs M Wheeler | 3 | | |
| Huntingdonshire (Local) Strategic Partnership – | Cabinet | | | | S & T | Annual |
| Children and Young People | | Cllr Mrs J Chandler | Cllr A Hansard | 6 | | |
| Culture and Leisure | | Cllr A Hansard | Cllr Mrs J Chandler | 4 | | |
| Economic Forum | | Cllr Mrs P J Longford | Cllr A Hansard | 8 | | |
| Environment | | Cllr Mrs D C Reynolds | Cllr Mrs P J Longford | 3 | | |
| Health, Housing & Social Care | | Cllr N J Guyatt | Cllr Mrs D C Reynolds | | | |
| Transport and Access | | Cllr N J Guyatt | Cllr N J Guyatt | 1 | | |
| Community Safety Board | Cabinet | Cllr Mrs P J Longford | Cllr Mrs D C Reynolds | 3 | S & T | Annual |

| | Nominating/ Appointing Panel | Representative(s) for 2005/2006 | Representative(s) for 2006/2007 | Approx No. of Meetings Per Annum | Allowance Payable S – Subsistence T – Travelling | Term of Appointment |
|---|------------------------------------|---|---|---|--|--|
| Huntingdonshire Learning Partnership Huntingdonshire Strategic Partnership Board | Cabinet Cabinet | Cllr L M Simpson Cllr D P Holley (Deputy: Cllr I C Bates) Cllr N J Guyatt | Cllr L M Simpson Cllr I C Bates (Deputy: Cllr L M Simpson) Cllr N J Guyatt | 6 4/5 various locations – hosted by main partners | S & T S & T | Annual Annual |
| Ramsey Area Partnership Board Town Centre Management Initiatives – | Cabinet Cabinet | Cllr J M Sadler (Deputy: Cllr L M Simpson) Cllr I R Muir (Deputy: <i>one vacancy</i>) Cllr Mrs D Reynolds (Deputy: Cllr D B Dew) Cllr Mrs K P Gregory (Deputy: D Harty) | Cllr J M Sadler (Deputy: Cllr L M Simpson) Cllr I R Muir (Deputy: Cllr P A Swales) Cllr D B Dew (Deputy: Mrs D Reynolds) Cllr D Harty (Deputy: Cllr K J Churchill) | 12 12 12 12 | S & T S & T | Annual Annual |
| Huntingdonshire Regional College Board – until 1/3/06 | Cabinet | Cllr J M Sadler | Cllr J M Sadler | 4 | S & T | 3 year term expires 1/3/2006 |
| Huntingdonshire Society for the Blind | Cabinet | Cllr P L E Bucknell | Cllr P L E Bucknell | 4 at Ambury Road Day Centre, Huntingdon | S & T | Annual |
| Internal Drainage Boards - until 1.6.05 | Cabinet | | | | | |
| Alconbury and Ellington | | Cllrs M G Baker, Mrs S J Vanbergen, Messrs C Allen, E K Heads and R H Turpin. Mr I Lack | Cllrs M G Baker, K M Baker. Messrs C Allen, E K Heads and R H Turpin. Mr I Lack | 2 | S & T | 3 year term commencing June 2005 |
| Benwick | | Mr I Lack | Mr I Lack | 2 | S & T | 3 year term commencing June 2005 |
| Bluntisham | | Mr I Lack | Mr I Lack | 2 | S & T | 3 year term commencing June 2005 |
| Conington and Holme | | Cllrs P G Mitchell and J S Watt together with Mr C Allen | Cllrs P G Mitchell and J S Watt together with Mr C Allen | 1/2 | S & T | 3 year term commencing June 2005 |
| Ramsey First (Hollow) | | Mr I Lack | Mr I Lack | 2 | S & T | 3 year term commencing June 2005 |
| Ramsey Fourth (Middle Moor) | | Cllr P A Swales and Mr I Lack | Cllr P A Swales and Mr I Lack | 2 | S & T | 3 year term commencing June 2005 |
| Ramsey, Upwood and Great Raveley | | Cllrs J T Bell and P A Swales and Mr C Allen | Cllrs J T Bell and P A Swales and Mr C Allen | 2 | S & T | 3 year term commencing June 2005 |
| Sawtry | | Cllrs J E Garner and R G Tuplin, Mr C Allen, *** Chairman of Sawtry Parish Council and Mrs J Day | Cllrs J E Garner and R G Tuplin, Mr C Allen, *** Chairman of Sawtry Parish Council and Mrs J Day | 1 | S & T | 3 year term commencing June 2005 |
| Sutton and Mepal | | Mr I Lack | Mr I Lack | 2 | S & T | 3 year term commencing June 2005 |

| | Nominating/ Appointing Panel | Representative(s) for 2005/2006 | Representative(s) for 2006/2007 | Approx No. of Meetings Per Annum | Allowance Payable S – Subsistence T – Travelling | Term of Appointment |
|---|------------------------------------|--|--|-------------------------------------|--|--|
| The Ramsey | | Cllrs E R Butler, P A Swales and Mr I Lack | Cllrs E R Butler, P A Swales and Mr I Lack | 1 | S & T | 3 year term commencing June 2005 |
| Warboys, Somersham and Pidley | | Cllrs M F Newman, J Taylor and Mr I Lack | Cllrs M F Newman, J Taylor and Mr I Lack | 2/3 | S & T | 3 year term commencing June 2005 |
| Whittlesey | | Mr C Allen | Mr C Allen | 4 | S & T | 3 year term commencing June 2005 |
| Woodwalton | | Cllr J T Bell | Cllr J T Bell | 1/2 | S & T | 3 year term commencing June 2005 |
| Little Gransden Aerodrome Consultative Committee | Cabinet | Cllr Mrs B E Boddington | Cllr Mrs B E Boddington | 2 | S & T | Annual |
| Local Government Association – | Cabinet | | | | S & T | Annual |
| General Assembly | | Leader of the Council | Leader of the Council | | | |
| Rural Commission | | Cllr J A P Eddy | Cllr J A P Eddy | 2 | | |
| Strategic Aviation Special Interest Group | | Cllr N J Guyatt | Cllr N J Guyatt | 4 | | |
| Middle Level Commissioners – until 1.6.08 | Cabinet | Mrs J Day | Mrs J Day | 2 (and Annual Inspection) | S & T | 3 year term commencing June 2005 |
| National Autistic Society | Cabinet | Cllr Mrs Chandler | Cllr Mrs Chandler | 3 | S & T | Annual |
| National Sailing Academy Project Committee at Grafham Water Centre | Cabinet | Mr A H Duberly | Mr A H Duberly | 6 at Grafham | S & T | Annual |
| Oxmoor Community Action Group (OCAG) | Cabinet | Cllr L M Simpson | Cllr L M Simpson | | S & T | Annual |
| Oxmoor Opportunities Partnership Forum | Cabinet | Cllr L M Simpson | Cllr L M Simpson | | S & T | Annual |
| Pensions Consultative Group | Cabinet | Cllr T V Rogers | Cllr T V Rogers | 2/3 | S & T | Annual |
| Police Local Consultation Groups – | Cabinet | | | | S & T | Annual |
| Huntingdon | | Cllr J D Fell | <i>one vacancy</i> Cllr Mrs M Banerjee | 3 | | |
| Peterborough (South) | | Cllr Mrs M Banerjee | Cllr Mrs M Banerjee | 3 | | |
| St Ives | | Cllr Mrs J Chandler | Cllr Mrs J Chandler | 4 | | |
| St Neots | | Mr R E Barnes | Mr R E Barnes | 3/4 | | |
| Rail Policy (Service Advisory) Group | Cabinet | Cllr N J Guyatt and Head of Planning Services (or nominee) | Cllr N J Guyatt and Head of Planning Services (or nominee) | 2 | S & T | Annual |
| Red Tile Wind Farm Community Fund | Cabinet | Cllr P L E Bucknell | Cllr P L E Bucknell | | | |
| Regional Tourism Council – until 2008 | Cabinet | - | Cllr A Hansard | 3 + | S & T | Annual |
| Road Safety Citees – | Cabinet | | | | S & T | Annual |
| Huntingdon and Godmanchester Area | | Cllrs Mrs C A Godley, C R Hyams and L M Simpson | Cllrs Mrs C A Godley, C R Hyams and L M Simpson | 6 | | |
| Norman Cross Area | | Cllrs E R Butler and J S Watt | Cllrs E R Butler and J S Watt | 12 | | |
| St. Ives Area | | Cllrs Mrs J Chandler and T V Rogers | Cllrs Mrs J Chandler and T V Rogers | 6 | | |
| St. Neots Museum Management Committee | Cabinet | Cllr A Hansard | Cllr A Hansard | 6 | S & T | Annual |
| St. Neots Volunteer Bureau Management Committee | Cabinet | Cllr Mrs K P Gregory | Cllr Mrs K P Gregory | 5 & AGM | S & T | Annual |

| | Nominating/ Appointing Panel | Representative(s) for 2005/2006 | Representative(s) for 2006/2007 | Approx No. of Meetings Per Annum | Allowance Payable S – Subsistence T – Travelling | Term of Appointment |
|---|------------------------------------|------------------------------------|------------------------------------|-------------------------------------|--|----------------------------------|
| Trustees of Kimbolton School Foundation | Cabinet | Mrs A Holley | Cllr J A Gray | 3 | S & T | 3 yr term expires 1.7.2008 |
| Yaxley Youth Work Support Forum | Cabinet | Cllr J S Watt | Cllr J S Watt | 6 at Yaxley | S & T | Annual |
| Huntingdon Freemans' Charity | Cabinet | | Cllr J D Fell | 11 | S & T | 3 yr term expires 8.6.2009 |

* Five representatives to be appointed directly by the District Council from which one will be nominated to by the HHP Board to Luminus and the Oak Foundation
** Five representatives to be appointed directly by the HHP Board to Luminus and the Oak Foundation.
*** Nomination should be Chairman of Sawtry Parish Council and not named individual.

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