

A meeting of the **CABINET** will be held in the **COUNCIL CHAMBER, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **THURSDAY, 21 DECEMBER 2006** at **11:30 AM** and you are requested to attend for the transaction of the following business:-

FOR INFORMATION


Contact
(01480)

APOLOGIES

1. MINUTES (Pages 1 - 6)

To approve as a correct record the Minutes of the meeting held on 30th November 2006.

Mrs H J Taylor
388008

2. MEMBERS' INTERESTS

To receive 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. ASSET MANAGEMENT PLAN (Pages 7 - 14)

To consider a report by the Estates and Property Manager regarding the Council's Asset Management Plan.

K Phillips
388260

4. HOMELESSNESS PREVENTION & HOUSING OPTIONS INITIATIVES (Pages 15 - 24)

To consider a report by the Head of Housing Services regarding the homelessness prevention initiatives and housing options currently being used by the Council and suggesting other good practices.

S Plant
388240

5. CAMBRIDGESHIRE COUNCILS JOINT WASTE PARTNERSHIP (Pages 25 - 32)

By way of a report by the Head of Operations, to inform the Cabinet of changes to the terms of reference and role of the Cambridgeshire Councils Association (CCA) Waste Forum and 2007/8 budget for the Recycling Cambridgeshire and Peterborough Partnership.

R. Ward
388635

6. PRIVATE FINANCE INITIATIVE - PARTNERING AGREEMENT (Pages 33 - 46)

To consider a report by the Head of Operations which updates the Cabinet on the progress of the Private Finance Initiative contract.

R.Ward
388635

- 7. KIMBOLTON CONSERVATION AREA MANAGEMENT PLAN** (Pages 47 - 48)
- By way of a report by the Planning Policy Manager to consider the draft Conservation Area Management Plan for Kimbolton and to approve it as a basis for further discussion and consultation.
- R Probyn
388430**
- 8. OFFORD CLUNY CONSERVATION AREA MANAGEMENT PLAN** (Pages 49 - 50)
- By way of a report by the Planning Policy Manager to consider the draft Conservation Area Management Plan for Offord Cluny and to approve it as a basis for further discussion and consultation.
- R Probyn
388430**
- 9. GODMANCHESTER (EARNING STREET) CONSERVATION AREA MANAGEMENT PLAN** (Pages 51 - 54)
- To consider a report by the Planning Policy Manager on consultation responses received in respect of the draft Management Plan for Godmanchester (Earning Street) and to adopt it as Interim Planning Guidance.
- R Probyn
388430**
- 10. GODMANCHESTER (POST STREET) CONSERVATION AREA CHARACTER STATEMENT** (Pages 55 - 58)
- By way of a report by the Planning Policy Manager to consider the response received in respect of the Godmanchester (Post Street) Conservation Area Management Plan.
- R Probyn
388430**
- 11. KEYSTON CONSERVATION AREA MANAGEMENT PLAN** (Pages 59 - 62)
- To consider a report by the Planning Policy Manager on consultation responses received in respect of the draft Management Plan for Keyston and to adopt it as Interim Planning Guidance.
- R Probyn
388430**
- 12. STONELY CONSERVATION AREA MANAGEMENT PLAN** (Pages 63 - 66)
- To consider a report by the Planning Policy Manager on consultation responses received in respect of the draft Management Plan for Stonely and to adopt it as Interim Planning Guidance.
- R Probyn
388430**
- 13. THE DISABILITY EQUALITY DUTY FOR THE PUBLIC SECTOR** (Pages 67 - 84)

To consider a report by the Head of Policy seeking approval for the Council's Disability Equality Scheme.

I Leatherbarrow
388005

14. PARTNERSHIP FRAMEWORK (Pages 85 - 92)

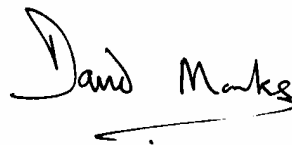
With the assistance of a report by the Head of Policy to consider a Partnership Framework

I Leatherbarrow
388005

15. CUSTOMER FIRST & ACCOMMODATION ADVISORY GROUP (Pages 93 - 94)

To consider the report of the meeting of the Customer First & Accommodation Advisory Group held on 30 November 2006.

Dated this 13 day of December 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 /e-mail: if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by 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.

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, 30 November 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.

106. MINUTES

The Minutes of the meeting of the Cabinet held on 9th November 2006 were approved as a correct record and signed by the Chairman.

107. MEMBERS' INTERESTS

Councillor I C Bates declared a personal interest in each of the matters referred to in Minute Nos. 114 and 118 by virtue of his membership of Cambridgeshire County Council and Cambridgeshire Horizon's respectively.

108. GROWING SUCCESS - CORPORATE PLAN

Further to Item No. 06/86, a report by the Head of Policy was submitted (a copy of which is appended in the Minute Book) to which was attached a copy of the replacement Corporate Plan – "Growing Success" developed to support the Council's Community Strategy.

Having noted the plan's key targets, of place making, the environment, partnership working, neighbourhood and lifestyles, the Cabinet

RESOLVED

that the Council be recommended to adopt – "Growing Success" as its Corporate Plan.

109. BUDGET AND 2007-12 MEDIUM TERM PLAN

Further to Minute No. 06/54 and by way of a report by the Head of Financial Services (a copy of which is appended in the Minute Book) the Cabinet were acquainted with the present position in relation to the Council's draft budget and Medium Term Plan for the period up to 2011 – 2012, together with the deliberations of the Overview and Scrutiny Panel (Corporate and Strategic Framework) thereon.

In considering the information contained in the report, and while noting that the required budget savings had been identified in the

current year and for 2007/08, it was agreed that Executive Councillors should review critically with appropriate Heads of Service all schemes/projects currently listed in the draft Plan. On the understanding that the outcomes of that review might result in changes to the Plan as presently envisaged which in turn might impact on the budget requirement, it was -

RESOLVED

that the Council be invited to approve the draft Medium Term Financial Plan as the basis for the production of the 2007/08 Budget, the revised Medium Term Plan for 2008 – 2012 and a financial plan to 2018/2019.

110. MEDIUM TERM PLAN - REQUEST FOR RELEASE OF FUNDS

By way of a report by the Head of Financial Services (a copy of which is appended in the Minute Book), the Cabinet considered requests for the release of funding from the Medium Term Plan.

In considering a request to release £25,000 towards the initial tender process and preparatory work on a scheme to extend the Impressions Fitness Suite at Huntingdon Leisure Centre, Executive Councillors expressed concern that an appropriate business plan for the scheme should be submitted as a pre-requisite to the release of any funding for this project. Having referred also to the recent findings of a condition survey of the five Leisure Centres in the District undertaken as part of the Medium Term Plan process and the perceived need to review future leisure service provision, the Cabinet

RESOLVED

- (a) that the relevant funding be released to support the building of a new football pavilion at Priory Park, St. Neots and the appointment of a new part-time Environmental Health and Safety (Housing) Officer; and
- (b) that the request to release funds towards preparatory work for the proposed expansion of the Impression Suite at Huntingdon Leisure Centre be deferred pending the submission of a further report to a future meeting of the Cabinet outlining the implications of preparing a business plan for the scheme; and
- (c) that a further report be submitted to Cabinet addressing the perceived requirement for a business plan covering all the Leisure Centres and Impressions fitness suites, and the issues associated with potential options for the delivery of leisure services in the future.

111. TREASURY MANAGEMENT INVESTMENT PERFORMANCE

A report by the Head of Financial Services was submitted (a copy of which is appended in the Minute Book) which reviewed the respective levels of performance achieved during the period July – September 2006 by external fund managers in the matter of investment of the

Council's Capital Receipts.

RESOLVED

that the content of the report be noted.

112. MOBILE HOME SITE, EYNESBURY CONTAMINATED LAND REMEDIATION WORKS

Further to Minute No 06/26, the Cabinet considered an updated report by the Head of Housing Services (a copy of which is appended in the Minute Book) on a programme of work for the remediation of contaminated land at the Council's Mobile Home Park and requesting a supplementary capital estimate to allow the final stages of the works to commence.

In considering the information contained in the report, Members were reminded that Government funding towards the whole of the project had been sought from the Contaminated Land Capital Projects Programme. Whereupon, it was

RESOLVED

- (a) that the contents of the report be noted;
- (b) that supplementary capital estimates of £151,000 in 2006/07 and £369,000 in 2007/08 be approved; and
- (c) that the Director of Commerce and Technology, after consultation with the Executive Councillors for Housing and Public Health and for Finance, to approve further supplementary capital estimates on this scheme up to a maximum of £200,000.

113. LOCAL DEVELOPMENT SCHEME

By way of a report by the Head of Planning Services (a copy of which is appended in the Minute Book) the Cabinet were invited to consider the content of a revised Local Development Scheme for Huntingdonshire together with a statement of community involvement. Whereupon, it was

RESOLVED

- (a) that the draft revised Local Development Scheme be endorsed for submission to the Secretary of State;
- (b) that prior to its submission to the Secretary of State, the Head of Planning Services be authorised, after consultation with the Executive Councillor for Planning Strategy, to make minor changes to the draft Local Development Scheme, as he considers necessary following informal consultation with Go-East; and
- (c) that the statement of community involvement appended to the report now submitted be approved.

114. CAMBRIDGESHIRE AND PETERBOROUGH MINERALS AND WASTE PLAN PREFERRED OPTIONS

(See Minute No. 107 for Members' interests).

By means of a report by the Planning Policy Manager (a copy of which is appended in the Minute Book) the Cabinet were acquainted with proposals published by Cambridgeshire County Council and Peterborough City Council for minerals and waste planning to 2021.

In discussing the implications of the proposals for Huntingdonshire and the contents of a suggested response, Executive Councillors referred to transport issues impacting on the area when moving waste and the need to minimise the use of local minor roads by waste landfill traffic. Having expressed concern over the continued absorption of waste in the County from the London area and the requisite for the appropriate body to establish the necessary processes to minimise and manage this waste, the Cabinet

RESOLVED

that the Planning Policy Manager be authorised to convey to Cambridgeshire County Council and Peterborough City Council the observations contained in Appendix 1 to the report now submitted, together with the District Council's concerns about issues associated with transportation and the disposal of waste from Greater London within Cambridgeshire.

115. SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL - LOCAL DEVELOPMENT FRAMEWORK - GYPSY AND TRAVELLER DEVELOPMENT PLAN DOCUMENT

Consideration was given to a report by the Head of Planning Services (a copy of which is appended in the Minute Book) which described the key elements of an issues and options report for a Gypsy and Traveller Development Plan Document produced by South Cambridgeshire District Council as part of its Local Development Framework.

In discussing the contents of the report, Members emphasised that South Cambridgeshire should meet the needs of gypsies and travellers within its area by allocating sufficient sites and not seek to disperse the site allocations to neighbouring authorities. Whereupon, it was

RESOLVED

that the Head of Planning Services be authorised to respond to South Cambridgeshire District Council along the lines set out in the report now submitted.

116. FENLAND DISTRICT COUNCIL - LOCAL DEVELOPMENT FRAMEWORK - CORE STRATEGY PREFERRED OPTIONS

The Cabinet considered a report by the Head of Planning Services (a copy of which is appended in the Minute Book) which summarised the

preferred options for the core strategy of Fenland District Council's Local Development Framework on which observations had been requested.

Having noted the contents of the report, the Cabinet

RESOLVED

that the report be received and the provisional content of the response to Fenland District Council endorsed.

117. GAMBLING ACT 2005: STATEMENT OF LICENSING PRINCIPLES

Further to Minute No. 06/58 and with the assistance of a report by the Head of Administration (a copy of which is appended in the Minute Book) the Cabinet considered the results of consultation on the Council's draft Gambling Act 2005 Statement of Licensing Principles along with suggested amendments thereto.

RESOLVED

that full Council be recommended to approve the Statement of Licensing Principles appended to the report now submitted with effect from 31st January 2007 for a period of three years.

118. CAMBRIDGESHIRE HORIZONS LIMITED - MEMORANDUM OF UNDERSTANDING

(See Minute No. 107 for Members' interests).

Further to Minute No. 05/159 and with the assistance of a report by the Head of Legal and Estates (a copy of which is appended in the Minute Book) the Cabinet was acquainted with the background to a memorandum of understanding for Cambridgeshire Horizons Limited. Having noted details of the District Council's involvement and in discussing the allocation of the funding involved, it was

RESOLVED

- (a) that the Cabinet authorise the execution of a Memorandum of Understanding as outlined in paragraph 2.3 of the report now submitted, subject to the final wording being agreed by the Head of Legal and Estates; and
- (b) that the Chief Executive be authorised, after consultation with the deputy Leader of the Council, to determine future constitutional and other similar matters arising from the Council's membership of Cambridgeshire Horizons Limited.

119. SAFETY ADVISORY GROUP

In receiving and noting the report of the Safety Advisory Group held on 15th November 2006, the Cabinet

RESOLVED

that the Head of Human Resources and Payroll be authorised to arrange an exercise to test the Council's bomb procedures.

Chairman

CABINET

21st December 2006

ASSET MANAGEMENT PLAN (Report by the Head of Legal and Estates)

1. PURPOSE

The purpose of this report is to inform the Cabinet of the following:

- The national property performance indicators in respect of the Council's property portfolio for 2005/06
- The use of resources assessment for asset management
- Proposed changes to the property indicators.

2. BACKGROUND

- 2.1 Information on property performance indicators has been produced annually since they were introduced in 2002. Under new guidance last year three indicators were dropped and the number of others introduced to bring the total required up from 12 to 19. Section 3 reports on these indicators.
- 2.2 The asset management implications of the use of resources assessment undertaken at the beginning of 2006 is considered in Section 4.
- 2.3 Following further consultations, additional indicators are proposed for the current year and these are referred to in Section 5.

3. REPORT ON THE INDICATORS

- 3.1 The indicators are now called Performance Management Indicators (PMI's). Outcomes for comparable indicators for 2004/05 and 2005/06 are set out in Appendix A. The following paragraphs provide a brief commentary on the indicators and, where appropriate, comparison is made with other authorities using information from the IPF Asset Management Network (IPF).

3.2 PMI 1 Condition and Required Maintenance

- 3.2.1 This is intended as a national indicator and the previous indicator has been expanded to include annual changes in expenditure, maintenance spend per square metre and a split between planned and responsive maintenance. The purpose is to measure the condition of assets, changes in condition and the spend on maintenance. It applies to all property where the Council has a repairing obligation.
- 3.2.2 In PMI 1A, the percentages within categories A-D have remained broadly the same as the previous year. Compared to the operational properties of other authorities, the 5% in A is low (IPF average 18%) while B at 86% is within the upper quartile (IPF average 58%). This position should change over the next few years as more properties move from satisfactory to good following refurbishment and the opening of new offices.

- 3.2.3 With regard to required maintenance (PMI 1B), the Council is well below the average for urgent work (1% compared to 12%) but has a relatively high figure for essential maintenance (55% compared to 42%)
- 3.2.4 The increase in required maintenance by cost (PMI 1C) relates entirely to leisure buildings where a further condition survey, as part of a 10 year programme, has recently been carried out.
- 3.2.5 Information is now included under PMI 1D on maintenance costs. The figure per square metre has fallen from £10.69 to £9.74 since the previous year. For the first time, the split between planned and responsive expenditure is provided; under best practice the aim is to move towards a higher percentage spend on planned repairs.

3.3 PMI 2 A, B and C: Environmental Property Issues

- 3.3.1 These are also national indicators and have been expanded to include energy and water consumption in addition to costs. They apply to all operational property occupied by the Council and the purpose is to encourage efficient use of assets and year-on-year improvements in energy efficiency.
- 3.3.2 Energy costs of £11.25 are below the IPF average of £13.89. Water costs are above the IPF average. CO2 emissions at 0.10 are above the IPF average of 0.07.
- 3.3.3 Information has also been collected on energy and water consumption.

3.4 PMI 3 A and B: Suitability Surveys

- 3.4.1 These are required for all 37 operational properties in order to assess whether buildings are fit for purpose. Based on systems used by other authorities, the relevant buildings have been assessed against the specific criteria – location, accessibility, environment, health & safety, fixtures & fittings and image. The outcome of this review is summarised below:

<u>Score out of 30</u>	<u>Number</u>
1-6 unsuitable	0
7-12 poor	2
13-20 satisfactory	29
21-30 good	6

The assessments will be reviewed annually in order to reflect improvements carried out to the properties.

3.5 PMI 4 A, B, C and D: Building Accessibility Surveys

- 3.5.1 These are required for all operational properties and the surveys have to be carried out by a competent person. An access audit is defined as “an examination of a building, its facilities or services reported on against predetermined criteria to assess its ease of use by disabled

people". After the audit an accessibility plan is drawn up to identify the actions necessary.

- 3.5.2 As part of a best value indicator there has been a requirement to list all council buildings open to the public and to assess their accessibility under Part M of the Building Regulations 1991. Of the 16 buildings included only one (Hinchingsbrooke Countryside Centre) complied although several others were close to achieving this rating.
- 3.5.3 It is proposed that all buildings will be inspected by the Facilities and Access Manager and assessed under the 2000 Building Regulations. This is programmed to take place over a two year period.

4. CPA – USE OF RESOURCES

- 4.1 A detailed report on this was considered by Cabinet on the 27th September 2006. Of the five themes reviewed by external auditors, Asset Management achieved level 3 out of 4 which is classified as good performance. The following comments were made:
1. A process of bench marking should be put in place and the results communicated to stakeholders.
 2. Asset Management information should be integrated with financial information.

The report added that the Council will need to consider the cost benefit analysis of addressing these two issues if a level 4 is to be achieved.

- 4.2 With regard to the former, benchmarking information is being developed through the IPF Asset Management network. The results will be included in the report to Cabinet.
- 4.3 The second issue is being addressed through the introduction of an electronic GIS system coupled with a computerised asset management record system. It is intended that these are implemented during 2007.

5. PROPOSED PMI's

5.1 PMI 5 – A and B: Sufficiency (capacity and utilisation) Office Portfolio

The purpose of these indicators, totalling 8 in number, is to measure the capacity and utilisation of office space, including

- Operational office space as a percentage of the total portfolio
- Office space per head of population
- Office buildings shared
- Floor space per number of staff
- Floor space per workstation
- Annual property costs per workstation

Initially there will be a requirement to provide some basic data in order to set up the calculations. Once established the figures should be relatively easy to provide and adjust annually.

5.2 **PMI 6 A & B – Spend on Property**

The aim of this indicator is to measure the overall property costs and changes in costs over time. The two requirements are:

- Gross property costs of the operational estate as a percentage of the gross revenue budget
- Gross property costs per sq metre Gross Internal Area (GIA) by CIPFA Categories/types

The definition of property costs does not include management costs.

5.3 **PMI 7 – A, B, C and D: Time and Costs Predictability**

This is similar to a previous indicator and aims to measure time and cost predictability pre- and post contract for use as a national indicator. It applies to all projects with a contract value of £50,000 or more inclusive of fees relating to operational buildings. The previous indicator was more restrictive on the type of projects.

- 5.4 Provided that the relevant information can be collated at minimal cost, it is proposed that the additional indicators should be included along with the basic indicators outlined in Section 3. Not only will these become acknowledged as best practice but they will also provide benchmarking information.

6. **AMP DEVELOPMENT**

- 6.1 Progress is continuing with updating the Council's land ownership records. Registration of all land and property with the Land Registry is now 75% complete and the remainder should be finalised during 2007. The exercise has also highlighted numerous areas of amenity land/open space which are maintained by the District Council but for which there are no records of ownership. It is proposed to apply for registration of these parcels of land in accordance with Land Registry requirements.
- 6.2 As mentioned in para 4.3 above, an electronic GIS package is to be established in 2007 which will provide a corporate record of all ownerships. Linked to this will be a new software system containing detailed information on land and buildings.
- 6.3 As part of the CPA returns, information on non operational property is provided quarterly such as voids, arrears, business enquiries etc. In 2006 a Business Tenant Survey will be carried out and information provided on business support and advice.
- 6.4 Achievements during 2005/06 have included:
- Essential maintenance is proceeding at various leisure centres
 - Sale of residential development land on Oxmoor with a value of £1.9 million.

- Continuing progress with the HQ office accommodation and operations centre project.

7. CONCLUSIONS

- 7.1 It is essential that property assets are maintained in a suitable condition in order to ensure that the appropriate level of service can be delivered effectively. Property indicators provide information which can assist in the process of determining priorities for expenditure. Asset management is now considered as a key area of the use of resources assessment undertaken by the Audit Commission.

8. RECOMMENDATION

It is recommended that the report be received and the information in Appendix A be approved.

BACKGROUND INFORMATION

Legal and Estates –Asset management Files
Report to Cabinet 24th November 2005

Contact Officer: K. Phillips, Estates and Property Manager
01480-388260

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HUNTINGDONSHIRE DISTRICT COUNCIL

PROPERTY PERFORMANCE INDICATORS 2005 AND 2006

PMI 1 CONDITION AND REQUIRED MAINTENANCE (National Indicator)

1A. % of gross internal floor space in condition categories A-D

	Operational		Non-Operational	
	31.3.05	31.3.06	31.3.05	31.3.06
A. Good	4.5	5	22	22
B. Satisfactory.	85.5	90	77	77
C. Poor	10	5	-	-
D. Bad	0	0	1	1

	2005	2006
Operational Gross Internal Area (sq metres)	27,124	27,260
Non-Operational Gross Internal Area (sq metres)	13,709	13,709

1B. Required maintenance by cost

- (i) Total cost in priority levels 1-3: £2,962,500 (31.3.05)
£5,496,000 (31.3.06)
- (ii) As a % in priority Levels 1-3

	Operational		Non-Operational	
	31.3.05	31.3.06	31.3.05	31.3.06
1. Urgent	1	1	2	1
2. Essential (2 years)	53	55	23	26
3. Desirable (3-5 years)	46	44	75	73
	100	100	100	100

Note: The total cost includes essential maintenance costs for leisure centres and public toilets programmed over the next five years.

1C. Annual percentage change to total maintenance: 97%

1D. (i) Total spend on maintenance in 2005/06: £378,469

(ii) Total spend on maintenance per sq metre: £9.24

(iii) Percentage split of total maintenance: planned - 36%
responsive - 64%

PMI 2 ENVIRONMENTAL PROPERTY ISSUES

		2005	2006
2A	Energy costs per square metre	£11.33	£11.25
	Energy consumption kwh per square metre	N/A	*
2B	Water costs per square metre	£2.42	£6.11
	Water consumption by volume m3 per square m	N/A	*
2C	CO2 emissions in tonnes per square metre	0.117	0.10

* information has been collected on individual properties

PMI 3 SUITABILITY SURVEYS

Undertaken over the last 5 years for operational properties:

3A % of the portfolio by gross
internal area (GIA) : 100%

3B Number of properties : 37

PMI 4 BUILDING ACCESSIBILITY SURVEYS

Access audit undertaken for operational properties:

4A % of the portfolio by GIA : 0

4B Number of properties : 0

Accessibility plan in place:

4C % of portfolio : 0

4D Number of properties : 0

Note: inspections of all operational properties for the audit will take place over a two year period.

21.12.06

CABINET

21 DECEMBER 2006

HOMELESSNESS PREVENTION & HOUSING OPTIONS INITIATIVES (Report by the Head of Housing Services)

1. PURPOSE OF REPORT

- 1.1 To inform Cabinet of the homelessness prevention initiatives and housing options currently being used by the Council and to consider other good practice initiatives and options that could be introduced.

2. INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 Homelessness has climbed up the political agenda since the late 1990's when nationally Councils experienced dramatic increases in the numbers of households accepted as homeless and subsequently placed in temporary accommodation. Huntingdonshire is similar to many areas of high housing demand in that it has experienced significant increases in homelessness from the year 2000. Chart 1 in the appendix shows the growth in the number of homeless households approaching the Council for help since that year, together with how many of those households were accepted as statutorily homeless. Although the rate of homelessness appears to have reached a plateau the real concern is how future changes in the property market may significantly influence people's ability to meet their own housing needs, which in turn affects the number of households approaching the Council as homeless.
- 2.2 As homelessness has increased so has the Council's need to provide a larger stock of temporary accommodation to meet our statutory obligations. This is primarily because the supply of suitable social rented properties available from RSLs for letting does not meet the demand in the right timescales. The Council therefore has a duty to secure temporary accommodation in certain circumstances until more permanent housing can be made available. In Huntingdonshire this has led to an increase from 59 households in temporary accommodation in June 2001 to 110 households as at 14 November 2006. Other Councils have also experienced large increases in the number of households in temporary accommodation. In 2005 the government therefore set a target for all Councils to halve the number of households it has in temporary accommodation by 2010 based on a baseline figure from December 2004). Huntingdonshire's target is to achieve a maximum of 45 households in temporary accommodation by 2010. Chart 2 in the appendix shows the increased use of temporary accommodation for this district.
- 2.3 In recognition of the national growth in homelessness government introduced additional legislation requiring Councils to take a more strategic approach to tackling homelessness. This Act, the Homelessness Act 2002, is also central to the 'prevention-focussed' approach required of Councils in dealing with homelessness. This has changed the focus from a legalistic approach of processing applications and crisis managing homelessness to working proactively at an earlier

stage to prevent homelessness happening. Where prevention is not possible information and assistance on alternative housing options should be available to avoid the need for a formal homelessness application. This prevention and alternative options approach can, where successfully introduced, significantly reduce the number of households being considered through the traditional homelessness route. A new Best Value performance indicator (BVPI) was introduced last year to monitor the success of Councils' homelessness prevention services.

- 2.4 Successful prevention and options work has two main benefits. Firstly, it minimises the harmful social and economic impact felt by households experiencing homelessness. Secondly, a reduction in the number of households experiencing homelessness and requiring placement in temporary accommodation can result in budget savings by the Council. This is primarily achieved through introducing initiatives which may have a cost attached but will ultimately achieve an overall saving in the Council's temporary accommodation and bad debt provision budgets.
- 2.5 There are a range of ingredients that each Council should consider as a means to preventing homelessness and providing realistic housing options. These are explored in the following sections with explanations as to what actions this Council has taken and the additional initiatives it could introduce.

Housing Advice

- 2.6 Housing advice can play a crucial role in helping households retain their existing accommodation or find new tenancies where appropriate. This is achieved by all housing applicants facing the threat of homelessness having a 'housing options' interview to consider the most realistic means of resolving their housing situation. The key to this work is early interventions so that prevention work or finding alternative housing options can take place well in advance of crisis homeless situations arising.
- 2.7 A number of 'early warning' systems have been put in place to identify where homelessness may occur so that this proactive work may take place. These include: a hospital discharge protocol, a care leavers protocol, Court advocacy work for households facing possession proceedings, involvement in anti social behaviour problem solving groups, and regular liaison meetings with the housing associations managing our temporary housing stock where repeat cases of homelessness may sometimes arise.
- 2.8 The structure of the team was changed in April 2006 to reflect this change in focus of work, from four Advice Officers who gave generic housing advice and each dealt with a homelessness caseload, to three Advice and Options Officers who carry a prevention and options caseload filtering cases of actual homelessness through to one investigating officer. This new structure is in line with the national models of good practice. The first half of 2006/07 has seen a 34% reduction in the number of homelessness acceptances compared to the same period in the previous year. This can be attributed to a combination of a lower number of households threatened with homelessness approaching the Council and the success of the

prevention and options work. This work will continue to be monitored via the quarterly homelessness returns completed for the DCLG and the new BVPI on homelessness prevention.

Private Sector Rent Deposit & Related Schemes

- 2.9 Given that demand for social rented housing far outstrips the level of supply in many areas Councils are increasingly looking at the private sector as a means of meeting housing needs. The proactive work with households investigates whether accessing a private sector tenancy is a realistic option. This does however require a change in expectation of the majority of customers who approach the Council for help. The expectation is to be offered a social rented tenancy whereas the reality is that only a small number of households in need will be assisted through this route. Changing customers' expectations, so that private sector tenancies are seen as a genuine solution to resolving housing needs, is one of the main barriers to successful options work, together with being able to deliver realistic options.
- 2.10 Good practice suggests that all Councils should operate a Rent Deposit and/or Rent In Advance scheme to help customers with the significant up front costs of taking on a private tenancy. The Council has operated such a scheme for a number of years via either a bond to a landlord or a loan to the customer, paid direct to the landlord, to cover the cost of a deposit and a months rent in advance. This scheme plays the most significant role in our options casework. As the options work has increased the number of loans issued has increased from 38 in 2004/05 to 65 in 2005/06 to 38 in the first half of 2006/07.
- 2.11 Although this scheme has been successful in contributing to a reduction in homelessness by helping households access private sector tenancies, the extent of its success is limited by the number of private landlords or agents willing to work with the Council's customers. There has been an increase in the number of landlords willing to offer tenancies to households assisted under the Rent Deposit scheme but this is still not on the scale required to have a significant impact on reducing homelessness.
- 2.12 The majority of customers faced with homelessness are either wholly or partially reliant on Housing Benefit (HB) to help pay their rent. Many landlords and agents are reluctant to offer tenancies to households claiming HB. Research was carried out with our Landlords' Forum and the local agents and the main reasons they have given are:
- HB is paid in arrears rather than advance;
 - HB is not paid in calendar month periods which makes it more difficult for them to reconcile with their own accounts;
 - HB overpayments made direct to the agent/landlord as a result of an applicant not advising the Council of a change in their circumstances are reclaimed against the agent/landlord rather than the HB applicant; and
 - Landlords/agents often have several customers interested in each vacant property so there is no need to take a household with the added complication of a HB claim when they can let the property to someone who is able to pay the rent from their earned income.

- 2.13 The Council has therefore raised these issue with the DCLG. They advise that Councils in other areas of the country that have similar problems engaging with private landlords have introduced further financial incentives to encourage private landlords to accept HB claimants and so help with the prevention of homelessness. These incentives include:
- (i) Non-refundable 'finders fees' paid by the Council to a landlord offering a tenancy to help prevent homelessness, in addition to the Rent Deposit and/or rent in advance. The Council introduced a refundable payment of £500 in 2005/06. This did not encourage any additional landlords to offer tenancies and so the concept of non-refundable payments now needs to be considered. Negotiations would need to take place with landlords to establish what level of fee would be required to encourage them to offer a tenancy to a household in receipt of HB.
 - (ii) Payments for insurance policies to cover lost rental income or damage to the property. Some Councils offer to cover the cost of these policies for 12 months. Costs are usually 3 to 4% of the annual rental income of the property.
- 2.14 A further possible initiative is the extension of the private sector leasing agreement with King Street Housing Society (KSHS). This scheme currently takes properties on long term leases from private landlords and sub lets them as temporary housing to homeless household awaiting a permanent offer via the Register. It is recommended that this leasing agreement be extended to provide permanent homes to households increasing the number of properties available to households threatened with homeless and so contributing to the homelessness prevention agenda.
- 2.15 The cost-effectiveness of these additional initiatives will depend upon:
- (i) the level of financial incentive required per household to assist them into a private tenancy with a private landlord. Some Councils build this into a Homeless Prevention Fund policy framework that allows officers to negotiate with landlords on a case by case basis up to a maximum set amount. The purpose of the incentive is to encourage a landlord who would not otherwise offer a tenancy to a homeless household. A flexible scheme that allows negotiation on case by case basis therefore allows funds to be best targeted rather than applying a blanket policy that may provide payments to landlords who would be willing to offer a tenancy without an additional incentive;
 - (ii) the rent levels negotiated by KSHS under their lease agreement. The initiative to provide permanent homes under this agreement will be more effective where KSHS's management fee can be built into the rent level that is then charged to the tenant. This rent level would still have to remain affordable for the tenant and be within the HB maximum rent levels. It is recommended that properties are not taken on under this agreement unless this is possible.

- (iii) The willingness of landlords to accept lower rent levels than could otherwise be achieved by them for the benefit of a managed property with potentially longer security of rent streams.

Mediation

- 2.16 Eviction from a relative's home is one of the largest causes of homelessness both nationally and in this district (just under a third of all accepted homeless cases in Huntingdonshire in the last two years have been because of this reason). As a result of this many Councils have introduced mediation services to help overcome the difficulties that have led to the relative taking action to evict. This can include reconciliation to either help the person remain at home indefinitely, or overcome the crisis situation that has led to the threat of eviction so that a planned move to alternative housing can be made. This will then involve the options work coming into play to help that person into other accommodation so as to avoid homelessness.
- 2.17 Mediation services tend to be targeted at young people as these are one of the most vulnerable client groups and the Council would otherwise have a duty to assist them under the homelessness legislation. The Council has established a mediation service via the Cambridge and District Mediation Service specifically for young people funded through a DCLG Homelessness Grant. Due to a relatively low number of referrals, primarily due to unwillingness on the parent's behalf to engage with the service, the mediation service has been linked into the Safer Moves project at Paines Mill Foyer. Every single young person threatened with homelessness is now referred to this service for mediation and other support services are provided via the project staff at the Foyer. The success of mediation as part of this service will be monitored and evaluated after a trial period.

Domestic Violence Support

- 2.18 For the last two years approximately 10% of homelessness in the district was as a result of domestic violence. In terms of homelessness prevention, the Council is able to give general advice on the steps that a person may take through the Courts in order to protect them and their housing rights following a relationship breakdown because of violence. However, a victim of domestic violence may not feel safe enough to remain in their own home and take these legal steps, often leading to frequent moves in an attempt to escape the perpetrator of the violence.
- 2.19 Each Council is now expected to establish a scheme that provides a number of security measures in the person's home that enables them to feel safe enough to remain there, preventing their homelessness. These are termed sanctuary style schemes as one of the features they provide is a safe room within the property where a victim of violence may call the emergency services from. A new BVPI was introduced in 2005/06 that required each Council to report on its activities relating to tackling domestic violence. This indicator includes reporting on whether a sanctuary style scheme has been established.
- 2.20 The Council established such a scheme in April 2006, in partnership with the other Cambridgeshire authorities, the Police, the Fire Service and County Council. The security works for suitable customers are funded

via a Community Safety Partnership grant. The success of the scheme will be evaluated after 12 months.

Ex-offenders

- 2.21 Research evidence shows that ex-offenders leaving prison are at a relatively high risk of homelessness and one study showed that fewer than half were able to return to their previous home upon discharge. Research also shows links between the lack of accommodation and offending which also leads to repeat offending and a revolving door syndrome for a number of prolific offenders. In many cases this is also often tied into drug and alcohol misuse issues.
- 2.22 Good practice models suggest that housing advice and assistance targeted at ex-offenders due for release can help combat homelessness amongst this client group with the added benefits of addressing re-offending rates and even substance misuse issues when combined with treatment and rehabilitation services. One way of implementing this is to introduce prison-based homelessness prevention actions, which in some areas includes Advice and Options Officers going into prisons to provide advice and possible assistance.
- 2.23 The Probation Service employs an Accommodation Officer to fulfil this role. The Accommodation Officer has good links to the Advice and Options team and refers clients who may require advice and assistance. The Council receives referrals through this route although only a comparatively small number.
- 2.24 In recognition that those ex-offenders with a drug misuse issue have the most problematic issues to address a partnership has been established with the Probation Service, Cambridgeshire Drugs Intervention Programme (CDIP), the Police, and Luminus Homes. An operational panel considers referrals from a Resettlement and Tenancy Support worker who is funded via Supporting People and CDIP grant funding. This panel considers the appropriateness of the client in terms of the benefit they will receive from the combination of treatment and tenancy support services offered through the partnership. Accommodation is provided where appropriate by Luminus Homes or by accessing a private sector tenancy secured with CDIP funding to underwrite any losses for the landlord. The scheme is dependent on the CDIP funding remaining available to support this post, although due to the nature of this funding, its continuation cannot be guaranteed.

Tenancy Sustainment

- 2.25 Tenancy sustainment services provide support to help households retain their tenancies. This can be aimed at households needing help when they first move into a new tenancy or when problems arise in an ongoing tenancy and action and assistance is needed to make sure that the tenancy is not ended.
- 2.26 These types of services tend to be provided as part of the landlord function and a number of housing associations in this area have such support services to which referrals can be made to. All these services are predominately funded by Supporting People grant and a research exercise has been commissioned by the Supporting People partnership

to consider the benefits of tenancy sustainment. This research will influence decisions within the Supporting People framework as to whether tenancy sustainment services are the preferred priority for meeting the objectives of the partnership. As the principle of maintaining households in their own home contributes to homelessness prevention, positive funding decisions in this area will have the knock on benefit of helping achieve the Council's targets of homelessness prevention.

3. CONCLUSIONS

3.1 The Council has already adopted a number of the good practice models and initiatives and embraced the shift in ethos to one of homelessness prevention and housing options. This is already starting to result in a reduction in the number of acceptances through the traditional homelessness route and a direct increase in the prevention and options casework of the team.

3.2 Successful prevention and options work:

- (i) minimises the harmful social and economic felt by households experiencing homelessness;
- (ii) achieves savings on the cost of placing homeless households in temporary accommodation;
- (iii) contributes to an improved performance in the raft of BVPIs that monitor the Council's homelessness outputs and outcomes;
- (iv) contributes to statutory targets relating to the use of bed and breakfast accommodation; and
- (v) contributes to the government target of reducing the number of households in temporary accommodation by half by 2010.

3.3 To further improve performance in this area the Council must improve the ease by which customers threatened with homelessness can access private sector tenancies. This should be achieved by:

- (i) Introducing the payment of financial incentives to private landlords and agents where they are willing to offer a tenancy to a household preventing their homelessness. This should be incorporated into a wider Homelessness Prevention Fund policy framework that allows officers the flexibility to make small payments in a variety of pre-determined situations to prevent homelessness.
- (ii) Extending the private sector lease agreement with KSHS to include the option of providing permanent homes under this agreement, within existing budgets, to contribute to the prevention of homelessness.

3.4 It is expected that the reimbursement from Defra in connection with the remedial works at the Mobile Home Park will meet some staffing costs already included in the revenue budget. This would create a surplus that could be used to pilot the effectiveness of a 'Prevention Fund'.

4. RECOMMENDATIONS

4.1 That Cabinet:

- a) note the initiatives already introduced;
- b) authorise:
 - (i) additional incentives to private landlords and agents;
 - (ii) a Homeless Prevention Fund policy framework; and
 - (iii) an extension of the private sector lease agreement with KSHS to provide permanent homes.

BACKGROUND INFORMATION

Homelessness Prevention A Good Practice Guide – DCLG 2006
Private Sector Lease Scheme – Cabinet reports 15/503 & 27/5/04

Contact Officer: Steve Plant, Head of Housing Services

☎ 01480 388240

Jon Collen, Housing Needs & Resources Manager

☎ 01480 388220

Homelessness Prevention & Housing Options Report

Chart 1 – Number Of Homelessness Applications and Number Of Those That Were Accepted As Statutorily Homeless – 1999/2000 to 05/06.

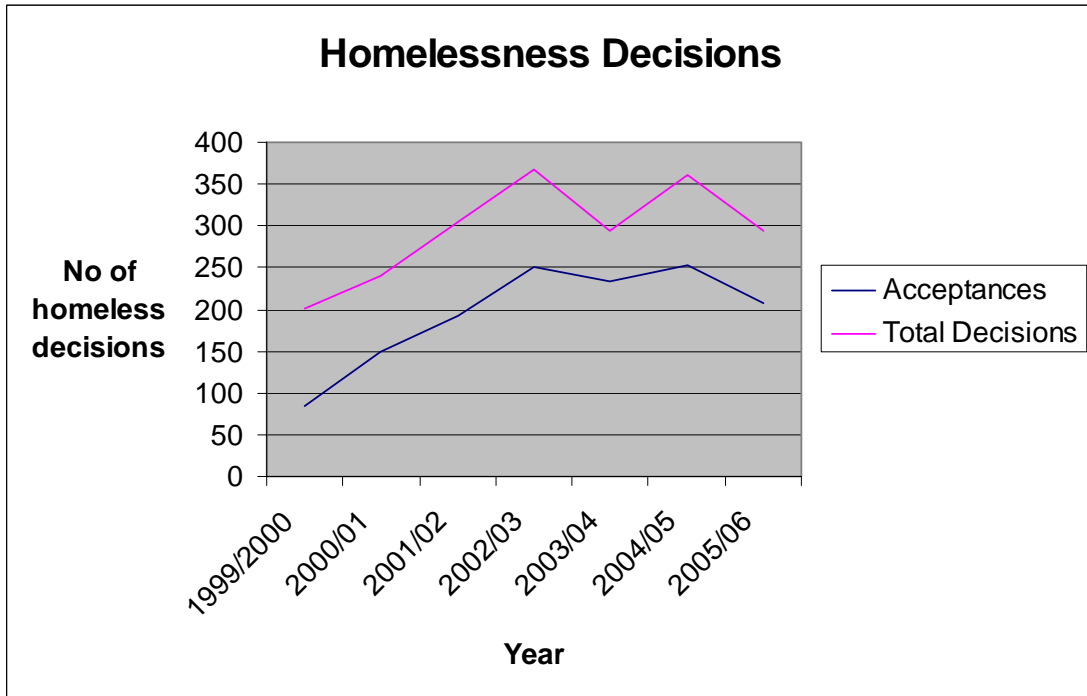
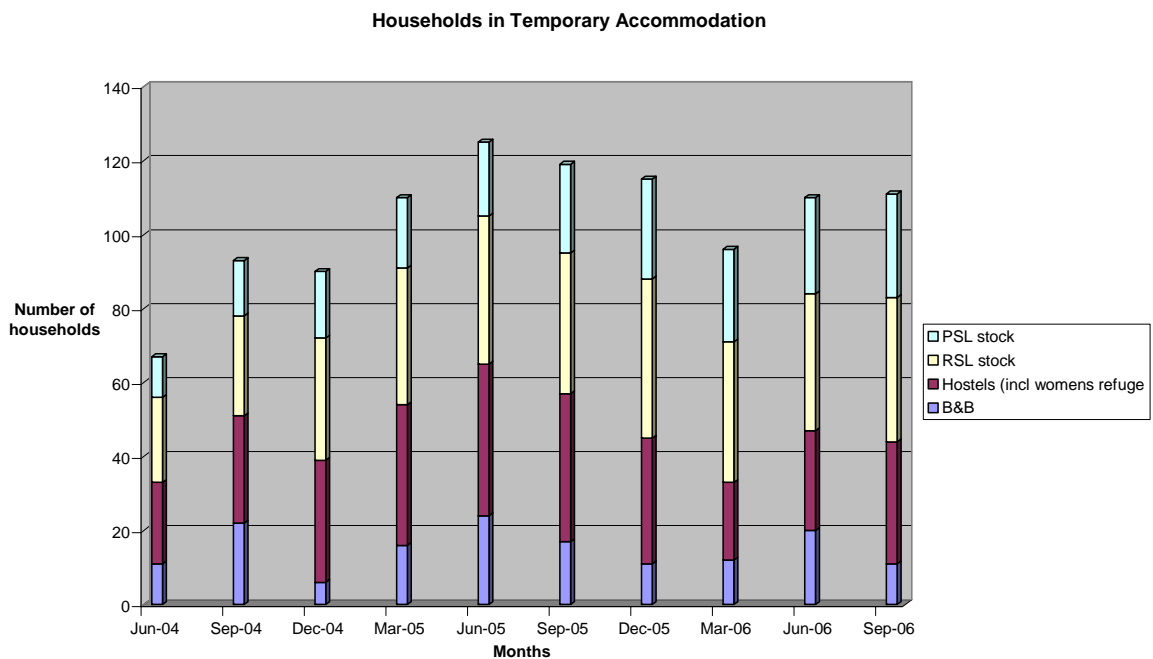


Chart 2 – Number Of Households In Temporary Accommodation At The End Of Each Quarter – June 04 to September 06



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CABINET

21 DECEMBER 2006

CAMBRIDGESHIRE COUNCILS JOINT WASTE PARTNERSHIP (Report by the Head of Operations)

1. PURPOSE OF REPORT

- 1.1 To inform Cabinet of changes to the terms of reference and role of the Cambridgeshire Councils Association (CCA) Waste Forum and 2007/08 budget for the RECAP (Recycling Cambridgeshire and Peterborough) partnership.

2. INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 The CCA waste forum was established in 1998/99 with a remit to find integrated ways of working together to reduce and recycle across the area by developing an integrated approach to all waste management issues among partner authorities.
- 2.2 Shortly after it was formed, the waste forum established the RECAP partnership, funded jointly by all member authorities, as a vehicle to create a joint municipal waste strategy and bid for external funding. RECAP has been very successful in securing over £10 million from the DEFRA waste minimisation and recycling fund to establish wheeled bin collection systems and £1million from the landfill tax credit system. To date, HDC has received **in excess of £1.5 million** of those funds along with **over £0.5million** from other funding sources developed by the partnership.
- 2.3 Since its creation, the Forum has achieved significant successes which have led directly to the high recycling rates now being achieved by all member authorities. This success was recognised by government earlier this year with all partnership members being awarded Beacon Status for waste and recycling.
- 2.4 The joint municipal waste strategy produced by the partnership has been used extensively as an example of best practice nationally.
- 2.5 The close working links between member authorities created by the partnership enabled the development of a jointly supported PFI bid of £35million to enable the County, as the Waste Disposal Authority, to create new and more sustainable waste processing and disposal facilities for use by all member authorities. Elsewhere on this agenda, the formal partnering agreement that forms part of the process to secure that funding for the County is set out for members' information.

Changes to Terms of Reference

- 2.6 Having achieved many of the initial objectives set out in its original terms of reference, members of the CCA waste forum at their meeting in September 2006, attended by the Executive Councillor for Operations, considered a report on how the successful partnership working could be

continued to both build on the development of existing waste reduction and recycling initiatives, whilst addressing the new challenges emerging through new legislation such as the Clean Neighbourhoods and Environment Act. These wider waste issues such as litter and fly tipping are currently being addressed by all member authorities and a joint approach to these issues, offers potential efficiencies along with the ability to make joint funding applications where appropriate.

- 2.7 Following consideration of that report, forum members agreed with, and approved changes to both the name and terms of reference of the group details of which are set out at annex 1 to this report. The change of name, from Waste Forum, to Waste and Environment Forum is a closer reflection of the widened service areas now being addressed by the forum and the RECAP partnership and the revised terms of reference introduce a performance management framework for the teams tasked with work by the forum.

Joint Waste Partnership Budget

- 2.8 The Waste Partnership is funded by contributions from all member authorities. Current annual contribution levels are £39k from County, £20k from Peterborough City and £12k from each of the 5 districts. Although the partnership will, under the new terms of reference have an expanding workload; Forum members agreed that this should be delivered by re structuring the officer support arrangements to make economies and efficiency savings, in order to deliver this new agenda within the current budget framework. The Forum resolved that the partnership budget would remain unchanged for 2007/08, rising only by annual inflation of 2½%.
- 2.9 The inflation increase will raise Huntingdonshire District Councils contribution to the partnership budget by £292 to £11,942.

3. RECOMMENDATIONS

- 3.1 Cabinet are requested to
- a) Note the significant successes of the partnership and confirm this council's continued support of this area of joint working.
 - b) Note the change of name of the CCA Waste Forum to the CCA Waste and Environment Forum and approve the revised terms of reference.
 - c) Approve this council's continued contribution to the partnership budget as set out in 2.9 above.

BACKGROUND INFORMATION

Agendas and Minutes of CCA Waste Forum meetings.

Contact Officer: Robert Ward, Head of Operations.
 **01480 388635**

Review of CCA Waste Forum Terms of Reference and proposed changes to support groups.

1. Background

At the November 2005 JWOG meeting it was agreed that the RECAP Memorandum of Understanding be revised in the light of the current updating of the Municipal Waste Management Strategy, the introduction of CPA and the Waste PFI.

It was also agreed that the work of the Cambridgeshire Councils Association Waste Forum (CCAWF) would be reviewed as a first step to agreeing a renewed focus for RECAP.

The Waste Forum subsequently agreed to support a proposal from JWOG to widen the role and scope of their activities and set out key work areas.

A small officer working group was set up early this year to develop new terms of reference for the Waste Forum and associated support groups and identify how the widened role could be successfully introduced.

The working group made a final report to JWOG in August 2006.

2. Proposals

2.1 Vision Statement

It is proposed that the Waste Forum should adopt a vision statement to help establish its new, broader focus:

“Working in partnership to help protect, maintain and enhance the environment through the provision of excellent services that meet local needs.”

It is also felt that the Waste Forum should change its title to the *Waste & Environment Forum* to reflect this vision.

2.2 Scope of Activities

A small further revision is proposed to the definition of the revised work of the Waste Forum, to simplify the roles and avoid using the term “street scene” which was felt to be confusing to the public.

The areas of work were revised to:

- Waste collection, treatment and disposal
- Recycling & Waste Minimisation
- Local Environmental Services including:
 - Street cleansing

- Reduction of Environmental Crime
- Building Community Empowerment

It is also proposed that two small additions are made to clarify the key areas of focus, adding "consultation with service users" and "consistency of approach."

Therefore the key areas for work focus were revised to:

- Securing external funding for the partnership
- Investigating how services can be delivered in a more economic and efficient way, including joint procurement.
- Promoting common messages and common themes to ensure a consistent approach.
- Securing both corporate and political support within each constituent authority and the CCA.
- Influencing regional / national affairs
- Seeking recognition of partnership achievements and celebrating success
- Promoting benchmarking and performance management of services.
- Agreeing an annual work programme.
- Managing jointly funded resources.
- Consulting with service users.

2.3 Initial Work Programme 2006-08

Considering the key areas of focus of the Waste Forum, JWOG consider that the Forum's ongoing work programme for 06-08 should consist of developing the following areas:

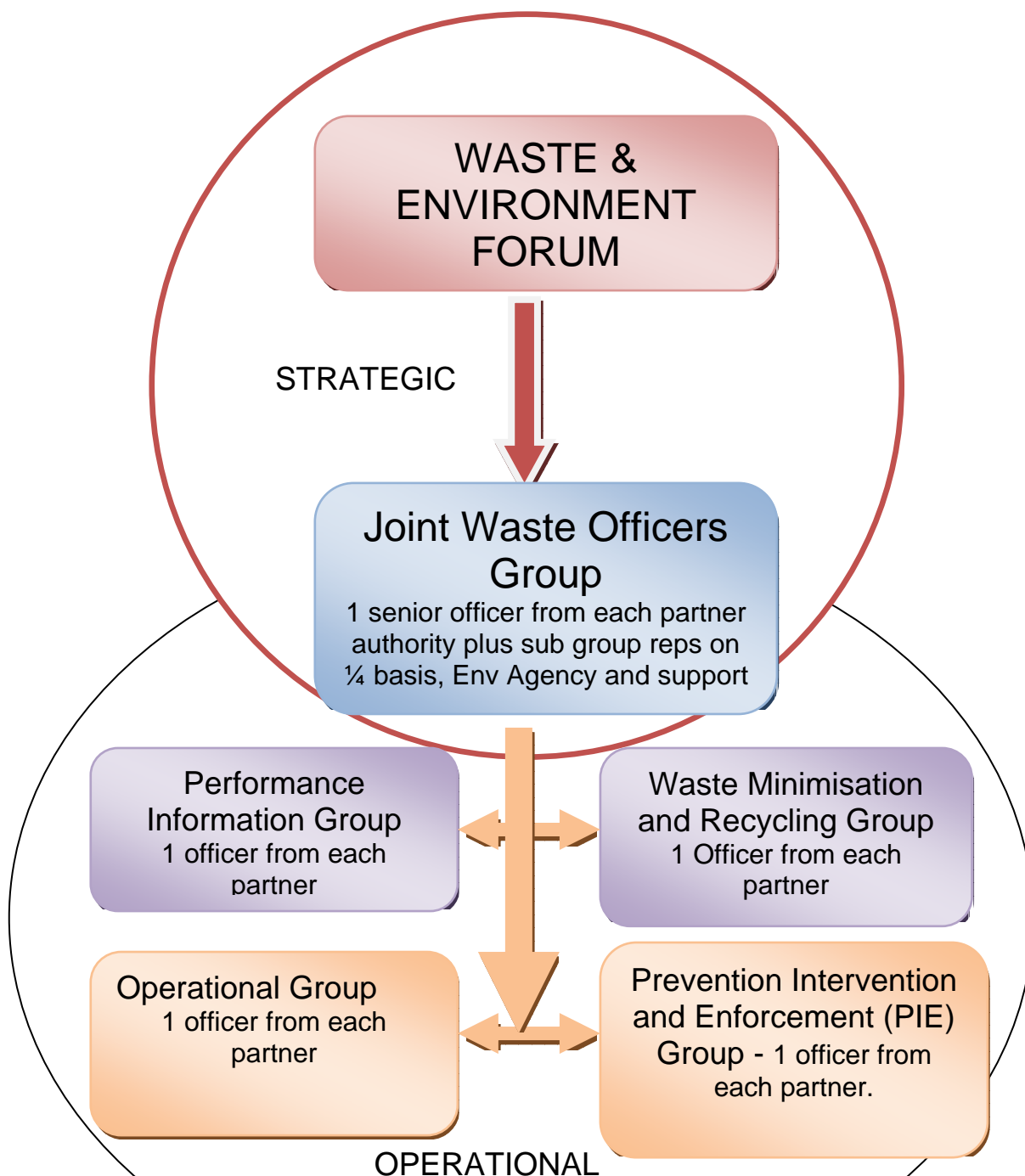
- Review of Joint Municipal Waste Strategy
- Partnering Agreement
- Beacon Programme
- Joint Communication Programme
- Performance monitoring and reporting on performance – including trend analysis
- Waste planning policy guidance
- PFI Progression
- Trade Waste Recycling
- Fly Tipping Enforcement Trial
- Consultation responses relating to the national agenda.

The meeting also considered that the following new areas be added to the work programme:

- Cleaner Neighbourhoods
 - Enforcement toolkit development
 - Joint communication / consultation on FPN powers.
 - Enforcement of domestic waste issues

- Litter – focus on smoking, fast food and gum.
- Dog fouling
- Fly Tipping
 - Joint protocol with EA.
 - Joint enforcement opportunities with EA.
 - Review of Fly Tipping Enforcement Pilot.
- Abandoned Vehicles Group – review of activities.
- Domestic Waste Minimisation.
- Impact of the emerging national waste strategy.

2.4 Structures and Resources



JWOG propose the following structures and key roles:

- Waste & Environment Forum to agree an annual work programme, supported by the Joint Waste Officers Group.
- Joint Waste Officers Group supported by four operational sub-groups looking at Performance Information, Waste Minimisation & Recycling, Operational Issues and Prevention / Intervention & Enforcement.
- Joint Waste Officers Group to set up a performance management framework to ensure work programme is delivered each year. Four sub-groups to attend JWOG and report on progress against the workplan on a quarterly basis.
- The partnership funds 3 posts that support the RECAP authorities. The role of the officer posts will be reviewed to ensure they support this renewed focus for RECAP.

The JWOG recognise that the broadened role of the Waste Forum will require a further review to ensure that the deployment of our joint RECAP resources are most effective.

Taking the matters raised at the review meetings, a proposed revised TOR for the Waste Forum is attached as Appendix A.

3. Recommendations.

That the Waste Forum agrees;

1. The proposed revisions to the role, scope and terms of reference of the Waste Forum and associated structures, as set out in this report.
2. That the existing partnership Memorandum of Understanding be updated to take these revisions into account.
3. That JWOG be requested to prepare a report to recommend the revised Memorandum of Understanding to the partner authorities.

Appendix A

Revised Waste & Environment Forum Terms of Reference

1. Constitution

- 1.1 The Forum will consist of one elected Member representative from each of the five District Councils (waste collection authorities) in the county of Cambridgeshire, the County Council (waste disposal authority) and Peterborough City Council (waste collection and disposal authority).
- 1.2 Each representative may attend with their officers of the Joint Waste Officers Group or may appoint a deputy, as appropriate, for any particular item. Such attendance should have regard to the size of the meeting and the efficiency and effectiveness of the discussion.
- 1.3 Representatives from other (non Cambridgeshire local authority) organisations may attend meetings by invitation only.
- 1.4 The Chairman of the Forum shall be elected annually and shall be eligible at re-election.

2. Authority

- 2.1 The Forum will operate with the agreement of the Member local authorities. Members shall be appointed by their authority.
- 2.2 The agenda will be prepared in advance, in writing or in electronic form, by the Joint Waste Officer Group and all authorities will have free access to contribute to the matters for consideration and discussion
- 2.3 Minutes of the meeting will be produced by Cambridgeshire County Council Democratic Services staff agreed as correct at the next meeting.
- 2.4 Minutes of each meeting will be forwarded to the following meeting of the Joint Waste Officer Group.
- 2.5 The work of the Forum shall be reviewed by the constituent Councils on an annual basis.

3. Scope of Activities

- 3.1 The role of the Forum is to assist the parent authorities to work in partnership to help protect, maintain and enhance the environment through the provision of excellent services that meet local needs.

3.2 The scope of activities shall include:

- Waste collection, treatment and disposal
- Recycling & Waste Minimisation
- Local Environmental Services including:
 - Street cleansing
 - Reduction of Environmental Crime
 - Building community engagement

4. Terms of Reference

4.1 The Forum's terms of reference shall be:-

- to act as the focus for discussion and to deliver a political perspective to the scope of activities undertaken by the parent authorities.
- to establish and implement a process of partnership and joint working on issues included within the scope of activities, seeking consensus within the budgets delegated by the constituent Councils, whilst respecting the individual council policies and authorisations of individual members.
- to investigate ways of working to deliver services provided by parent authorities in a more economic and efficient way, including the investigation of joint procurement where applicable.
- to promote benchmarking of the local environmental services provided by the parent authorities and others in order to identify best practice.
- to agree and recommend to the appointing authorities, the breakdown of the financial contribution to be made by respective Councils towards the coordination and development of the work of the Forum.
- to identify opportunities for external funding for work undertaken by the Forum or parent authorities.
- to agree an annual work programme and recognise the achievements of the Forum by regularly reporting on progress to the Councils.
- to promote common messages and common themes to ensure a consistent approach between the parent authorities, while recognising the diversity of the Councils and their ways of working.
- to contribute to the process of public consultation and public debate in relation to the services included in the scope of activities.
- to consider the impact of legislation and national policy development and to make recommendations on the implications for, and response of, parent authorities.

CABINET

21 DECEMBER 2006

PRIVATE FINANCE INITIATIVE – PARTNERING AGREEMENT (Report by the Head of Operations)

1. PURPOSE OF REPORT

- 1.1 To update cabinet on the progress of the Private Finance Initiative (PFI) Contract that will provide the County Council in its role as the waste disposal authority, with new waste reception, processing and disposal facilities for use by members of the joint waste partnership until the year 2035.

2. INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 In 2001/02 the Cambridge Councils Association (CCA) joint waste partnership embarked on a project to provide new waste and recycling collection, processing and disposal facilities that would meet the needs of all partnership members, comprising the County Council, Peterborough City Council, the four District Councils and Cambridge City Council. Without the provision of new facilities, the County will be unable to meet future targets for waste reduction and recycling
- 2.2 When the project commenced, it was envisaged that the new contract would include both collection and disposal arrangements for all member authorities. This joint approach made a bid for PFI funds possible, and in 2004, a bid by the County, supported by all partnership members was made. The PFI bid was successful with the county receiving an offer of £35 million toward the cost.
- 2.3 As the project developed, it became clear that as the majority of partnership members undertake refuse and recycling collections 'in-house', using a diverse range of systems and equipment, creating a unified collection and disposal contract would not be viable, so the collection element was removed from the proposed contract.
- 2.4 As the majority of partner authorities also have their own commercial arrangements for the sale of dry recycled material that they collect, provision of Material Recycling Facilities was also removed from the proposed contract.
- 2.5 The outcome of the procurement exercise was that Donarbon Ltd., a locally based waste management company that already provide some waste facilities for the County, submitted the best offer and following detailed and lengthy negotiations, have been appointed 'preferred bidder' by the County.
- 2.6 The contract, which will run until 2035 will provide new waste, recycling and composting reception, processing and disposal, along with household waste recycling facilities across the county. To do this the company will build both local transfer stations and a new Micro

Biological Treatment facility to recycle residual waste that at present has to be land filled.

Current Position

- 2.7 With Donarbon Ltd now appointed as the preferred bidder, it is necessary for the partner authorities to affirm their commitment to the process by formally signing a partnering agreement. Completion of this agreement is necessary in order to access the PFI funding and provide guarantees to the contractor, of the volumes and tonnages of materials that they will be required to receive and process. This material is designated as 'contract waste'.
- 2.8 A draft of the final agreement, which will run to the year 2035, is attached as annex 1 to this report. It provides a baseline summary of each authority's current collection arrangements, specifies which collected waste will be 'contract waste' and commits the partner councils to continue to provide separate collections of materials for waste and recycling in the future. The agreement does not prohibit changes to collection arrangements, but requires that before making any changes to local collection arrangements, partners consult fully. Provision to withdraw from the agreement in the future is provided for should the need arise.
- 2.9 The final agreement will be closely scrutinised by the Waste PFI legal panel which comprises the heads of legal services from all partner authorities before a formal signing ceremony takes place in the spring of 2007.

3. RECOMMENDATIONS

- 3.1 Cabinet are requested to
- a) Note the outcome of the procurement process for new waste facilities.
 - b) Authorise the Director of Operational Services, following consultation with the Executive Councillor for Operations, to sign the partnering agreement on behalf of the Council.

BACKGROUND INFORMATION

Agendas and Minutes of CCA Waste Forum meetings.

Contact Officer: Robert Ward, Head of Operations.
 **01480 388635**

Partnering Agreement

THIS PARTNERING AGREEMENT is made on the day of
2007

BETWEEN

- (1) Cambridge City Council;**
- (2) East Cambridgeshire District Council;**
- (3) Fenland District Council;**
- (4) Huntingdonshire District Council; and**
- (5) South Cambridgeshire District Council (together called the Districts); and**
- (6) Cambridgeshire County Council (the "County")**

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

WHEREAS

- A. The National Waste Strategy 2000 issued by the Secretary of State pursuant to the Environmental Protection Act 1990 (the EPA) requires Local Authorities to achieve certain targets for recycling which are now enshrined in Best Value Performance Indicators (BVPIs). The 1999 Landfill Directive (99/31/EC) requires all Local Authorities to divert prescribed amounts of biodegradable municipal waste from landfill and this is enforced by the Waste Emissions and Trading Act 2003 (together the BVPIs and diversion requirements shall be known as the Statutory Targets);
- B. Further and future recycling opportunities present sound and sustainable environmental solutions to waste management;
- C. The County is a Waste Disposal Authority and the Districts are Waste Collection Authorities for the purposes of Section 30 of the EPA;
- D. The Districts have introduced and rolled out their own recycling initiatives with a view to achieving and exceeding the BVPIs but require flexibility in the future to introduce changed and new initiatives;
- E. Pursuant to its statutory obligations as Waste Disposal Authority to make arrangements for the disposal of waste and meet statutory targets and following a competitive tendering exercise and supported by the Government's Private Finance Initiative, the County has procured a contract (the PFI Contract) pursuant to which Donarbon Ltd (the PFI Contractor) will design build finance and operate facilities for the reception, transport, processing, treatment and disposal of waste;
- F. The PFI Contract binds the PFI Contractor to achieving targets for the diversion and recycling of certain categories of waste with a view to

assisting the County and Districts meet and exceed their Statutory Targets;

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

AND

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

1. DEFINITIONS AND INTERPRETATION

1.1.

Contract Waste	Municipal Waste collected by a District (including Trade Waste) which is not WCA Waste, and waste delivered to HWRCs
Delivery Point	A facility, site or transfer station licensed to receive waste for treatment, sorting, recycling, composting or disposal as necessary, and notified by the County to the District from time to time
Green and Kitchen Waste	Such waste collected by a District for recycling and composting by the PFI Contractor, and to include organic household garden and kitchen waste and cardboard. A category of Contract Waste
Joint Operations Protocol Agreement	An agreement between all Partners regarding a set of common operational principles and guidelines covering the day-to-day transactions between County and Districts, and their respective contractors where appropriate, dated April 2003 and modified by agreement of all Partners.
Legislation	Environmental Protection Act 1990, Controlled Waste Regulations 1992 and the

	Waste and Emissions Trading Act 2003
Municipal Waste	As defined in the Waste Emissions Trading Act 2003; household waste or waste similar to household waste in nature, including trade waste collected by WCAs.
PFI Contract	
PFI Contractor	Donarbon Ltd
Recyclable Waste	Such waste collected by a District, or on behalf of the District by a contractor, through kerbside collection schemes and bring recycling centres, for recycling. May or may not be Contract Waste.
Relevant Information	For the purposes of clause 3.2 below
Residual Waste Stream	Such waste collected by a District that is not Green and Kitchen Waste or Recyclable Waste or any other waste collected separately for reuse, recycling or composting
Reasonable Endeavours	Such endeavours that a Partner can reasonably take to maintain and improve services and other commitments, taking account of, without limitation price, cost, public acceptance and political sensitivity.
Statutory Targets	Recycling and composting targets for the purposes of BVPI 82 (a) and (b) and landfill diversion targets for the purposes of the WET Act
Tipping Away Payments	Payment made by County to District, when the County directs a District to take waste to a Disposal Point that is not the usual Disposal Point and is

unreasonably far from the usual Disposal Point, as a result of the usual Disposal Point being unavailable for the reception of Contract Waste, as set out in EPA 1990, Section 52.

WCA Waste

Municipal Waste collected by a District which is withheld by the District for recycling through arrangements referred to in Clause 5.1 between the District and third party (to exclude Green and Kitchen Waste). WCA Waste to be as agreed and recorded and amended from time to time in accordance with the provisions of this Agreement

- 1.2. The provisions of this Partnering Agreement shall apply to all Partners save in relation to Annexe 1, which apply only to the Parties named in them.
- 1.3. The Districts shall not be jointly and severally liable. Each District shall only be responsible for their own actions and waste.

2. TERM

- 2.1. This Partnering Agreement will commence on 1st April 2007 and unless terminated sooner in accordance with clause 7 or 8 below, continue in full force and effect until the earlier of:
 - 2.1.1. 31st March 2035 being the expiry of the PFI Contract
 - 2.1.2. Termination of the PFI Contract before its expiry
 - 2.1.3. The relevant provisions of the EPA being amended or repealed or other enactment made such that this arrangement is rendered ineffective, inappropriate or unlawful.

3. PARTNERING ETHOS

- 3.1 The Partners acknowledge that the County is entering into the PFI Contract to enable it to meet its statutory obligations, assist the Districts in meeting theirs and in the overall interests of the public purse. To these ends, the Partners shall work together to achieve Statutory Targets, landfill permit levels and local targets agreed jointly in the Joint Municipal Waste Management

Strategy or any future targets that have been jointly agreed, and as far as is reasonable or practicable, to reduce the detrimental impact on the Partners and council tax payers of any one of them failing to carry out its obligations under this Agreement.

- 3.2 Each Partner shall provide Relevant Information to each other in a full and timely manner.
- 3.3 The County shall provide each District with a copy of the PFI Contract, subject to commercially sensitive information being omitted to the extent required by the terms of the PFI Contract (unless and to the extent that the District provides a confidentiality undertaking in a form reasonably required by the PFI Contractor).
- 3.4 The County shall provide each District with copies of any material variations or amendments to the PFI Contract agreed between the County and the PFI Contractor from time to time.
- 3.5 The County shall consult with all Districts regarding any proposed material variations or amendments to the PFI Contract that may or will directly affect any one or more Districts or the services each provides, before agreeing any such variations or amendments with the PFI Contractor.
- 3.6 The Partners have produced a Joint Operational Protocol Agreement and agree to continue to abide by this protocol, or to amendments to the protocol as jointly agreed, for the duration of the contract.

4. COUNTY OBLIGATIONS

- 4.1. The County shall:
 - 4.1.1. Arrange for the Delivery Points to be available for the reception of Contract Waste during the hours set out in Annex 2;
 - 4.1.2. Continue to pay Recycling Credits to the Districts, as at present based on tonnage recycled, or any replacement to Recycling Credits as and when agreed locally by the Partners or as established in legislation; as set out in Annex 4;
 - 4.1.3. Pay affected Districts promptly any Tipping Away Payments as calculated by the formula and criteria in Annex 3;
 - 4.1.4. Ensure that Green and Kitchen Waste collected by the Districts and delivered to a Delivery Point is recycled in accordance with the relevant BVPI;
 - 4.1.5. Carry out any negotiations with the PFI Contractor relating to a proposal by any District to vary its current recycling scheme as set out in clause 5.1.1 or

vary its other services so that they are no longer consistent with the Joint Operations Protocol Agreement.

5. WCA OBLIGATIONS

- 5.1 The Districts shall use their Reasonable Endeavours to:
- 5.1.1 At least maintain their current recycling and other waste collection schemes, as set out in Annexe 1, for the duration of this Agreement;
 - 5.1.2 At least maintain their current level of awareness raising and support of other initiatives that aim to encourage greater levels of reuse, recycling and waste reduction, for the duration of this Agreement;
 - 5.1.3 Maintain the level of recycling and composting so as to ensure compliance with statutory targets (both County and District) during the period of this Agreement.
 - 5.1.4 Develop their existing recycling schemes to increase tonnages recycled where practical;
 - 5.1.5 Help improve participation rates in and yield rates from existing kerbside and bring bank collection schemes by helping to fund and run a range of public awareness campaigns, competitions and incentive schemes;
 - 5.1.6 Introduce trade waste recycling collections in all commercial waste contracts where practical and commercially viable;
 - 5.1.7 Inform the County as soon as reasonably practicable where the District anticipates changing the arrangements set out in Annex 1
- 5.2 The Districts shall deliver all Contract Waste to the Delivery Point(s) nominated to that District (this clause being a Direction pursuant to Section 48 of the EPA as amended by the WET Act) and in so doing shall:
- 5.2.1 Comply with the PFI Contractor's reasonable and proper site rules and regulations (including access routes).
 - 5.2.2 Deliver Contract Waste during the hours relevant to the Delivery Point.

6. POWER OF DIRECTION

- 6.1 The Districts acknowledge that should the County, in its best estimate, be at risk of being unable to meet its landfill allowance level, as established in the Waste Emissions Trading Act, or of breaching its obligations to the PFI Contractor or any other statutory obligation, the County may use its Powers of Direction, as set out in the Environmental Protection Act 1990 and Waste Emissions Trading Act 2003, to direct the relevant District to dispose of Municipal Waste and to maintain, improve or expand their recycling schemes so that the County is not in breach of its landfill allowance level or other obligations.
- 6.2 In issuing a Direction the County shall comply with guidance issued by DEFRA in 2004, *Guidance for Waste Authorities in Two-Tier Areas on the use of the Power of Direction in England* or any subsequent guidance from DEFRA or the Secretary of State.

7. **REVIEW**

Reviews Generally:

- 7.1 Any Partner shall be entitled to call for a review of the Partnering Agreement or its Annexes in the event of:
- 7.1.1. The County implementing a WET Act direction; and/or
- 7.1.2. Any District wanting to substantially change their recycling and Residual Waste collections from the position set out in their respective Annexes.

Periodic Reviews

- 7.2. Notwithstanding the Review procedure described above, after the first 2 years from the signing of this Agreement and every 5 years thereafter, the Partners shall meet within the context of the Waste and Environment Forum or the Joint Waste Officers Group as appropriate or otherwise as they decide is appropriate at the time to discuss the success, strengths, weaknesses and issues of this Partnering Agreement (the Periodic Review). The Periodic Review dates shall be on or about the 2nd and then each 5th anniversary of the first review of this Partnering Agreement
- 7.3. Where possible Periodic Reviews shall be programmed to suit each Council's political cycle and shall be brought forward or postponed a reasonable time to allow for elections and any new Members to be in situ.
- 7.4. At least two months prior to each Periodic Review each Party shall submit to the other a written review setting out any issues that that Party wishes to discuss at the Periodic Review, the reasons and (where appropriate) suggested solutions. The written review should be in sufficient detail for the other party to

take internal soundings and discuss the contents so that it is able to attend the Periodic Review fully conversant with the issues.

- 7.5. Provisions relevant to General and Periodic Reviews:
- 7.5.1. The Partners shall attend and participate in Reviews or Periodic Reviews in good faith, fairly, reasonably and having regard to each others' budgets and resources. The test of reasonableness shall be applied having regard to the County's obligation to consult the PFI Contractor on any matter which might affect the PFI Contract
- 7.5.2. As a result of a Review or a Periodic Review the Partners may agree to vary this Partnering Agreement by way of a Deed of Variation or to terminate it in whole or in part. However, the Partners shall not vary this Partnering Agreement or terminate it without first consulting the CCA Waste Forum and/or the Joint Waste Officers Group as appropriate (to the extent that any Periodic Review was carried out outside that forum) and, if appropriate, the PFI Contractor.
- 7.5.3. The County shall not be bound to vary this Partnering Agreement or amend its direction under the EPA or WET Act if to do so would (or is likely to) put the County in breach of the PFI Contract.

8. WITHDRAWAL BY DISTRICTS

- 8.1 If any District wishes to withdraw from this Partnering Agreement it may do so provided:
- 8.1.1 its proposal has first been discussed at the Waste and Environment Forum and/or the Joint Waste Officers Group (as appropriate); and
- 8.1.2 if following such discussion the District still wishes to withdraw it has then given 3 months written notice to all the other Partners.
- 8.2 Following the expiration of any notice given in accordance with clause 8.1.2 the relationship between the County and the District shall be governed by the statutory provisions contained in the Legislation.

ANNEX 1

WCA Baseline

1. WCA Retained Waste

1.1 Material collected at recycling bring banks. Provision for each WCA as follows (as at October 2006):

Number of sites for	Cambridge City	East Cambridgeshire	Fenland	Huntingdonshire	South Cambridgeshire
Paper /Card	27	24	32	51	62
Glass	28	42	54	80	60
Cans	27	22	21	54	22
Plastics	14	62	0	0	16
Foil		9			
Tetrapak		10			
Textiles	7	17	12	15	17
Other	5 (Books)	4 (Books)	0	0	4 (Books)

1.2 Material collected by kerbside recycling schemes. Provision for each WCA as follows (as at [date]):

	Cambridge City	East Cambridgeshire	Fenland	Huntingdonshire	South Cambridgeshire
Frequency	Alternate weekly	Fortnightly	Alternate weekly	Alternate weekly	Alternate weekly
Container	55 Litre black box 55 Litre blue box	55 Litre black box	240 litre Blue Bin	240 litre Blue Bin/ 55 litre Green Box/ Clear Plastic Sacks/100 Litre Containers	55 litre Green Box
% coverage	92%	100%	100%	100%	100%
Materials collected	Paper / Magazines Glass Bottles Cans (steel & aluminium) Aluminium foil Plastic bottles	Paper / Magazines Glass Bottles Cans (steel & aluminium) Yellow Pages	Paper / Magazines Cardboard Cans (steel & aluminium) Plastic bottles (grades 1,2,3 only) Tetra-Pak containers Aluminium foil	Paper / Magazines Cardboard Cans (steel & aluminium) Plastic bottles Tetra-Pak containers Aluminium foil	Paper / Magazines Glass Bottles Cans (steel & aluminium) Foil Aerosols

2. Contract Waste Collection Arrangements

	Cambridge City	East Cambridgeshire	Fenland	Huntingdonshire	South Cambridgeshire
RESIDUAL WASTE					
Frequency	Alternate weekly	Weekly	Alternate weekly	Alternate weekly	Alternate weekly
Container	140 / 240 litre Black Bin	Black Sack	140/180/ 240 litre Green Bin	180 / 240 litre Grey Bins/ 1100 Litre Containers/ Blue Plastic Sacks	240 litre Black Bin
% Coverage	100%	100%	100%	100%	100%
KITCHEN & GARDEN WASTE					
Frequency	Alternate weekly	Alternate weekly	Alternate weekly	Alternate weekly	+ Cardboard/Junk Mail Alternate weekly
Container	140 / 240 litre Green Bin	Brown Paper Sack + Cardboard	240 litre Brown Bin	180 / 240 litre Green Bin	240 litre Green Bin
% Coverage	92%	100%	100%	100%	100%
Current Plans for Expansion	None – but could consider consolidating collections	Contract to be re-tendered in April 2008. Could go for Alternate weekly collections	None	None	Increase Participation, especially for kitchen waste
BULKY WASTE					
Frequency	Paid for Service On Demand	Paid for Service Appointment	Paid for Service On Demand	Paid for Service On Demand	Paid for Service On Demand
COMMERCIAL WASTE					
No. of Rounds per day / frequency	2 Rounds / 7days a week	None	2 rounds+trade skips (on a request basis)	No Separate Rounds	Currently 1 (2 vehicles)
Volume (2005/6)	6,680 tonnes +/- [50%] of this figure shall be considered to be within the WCA baseline range in any one contract year	0 tonnes	1,800 tonnes +/- [50%] of this figure shall be considered to be within the WCA baseline range in any one contract year	960 tonnes +/- [50%] of this figure shall be considered to be within the WCA baseline range in any one contract year	2,260 tonnes +/- [50%] of this figure shall be considered to be within the WCA baseline range in any one contract year Plans awaiting approval to double existing business within 2 years.

Annex 2**Delivery Points and Opening Hours**

Cambridge City Council, East Cambridgeshire District Council and South Cambridgeshire District Council will, from a date to be notified, deliver all residual and kerbside collected green and kitchen waste to Donarbon Ltd, Waterbeach Waste Park, Ely Road, Waterbeach, Cambridgeshire CB5 9PG.

Fenland District Council will, from a date to be notified until the March Waste Transfer Station becomes available, deliver all residual and kerbside collected green and kitchen waste to Donarbon Ltd, Wisbech Recycling and Waste Transfer Station, Algores Way Industrial Estate, Wisbech, Cambridgeshire. When the March Recycling and Waste Transfer Station, Melbourne Avenue, March, Cambridgeshire, becomes available then all waste previously delivered to Wisbech will be diverted to March for the remainder of the contract term unless special arrangements are agreed between the Fenland District Council and Cambridgeshire County Council.

Huntingdonshire District Council will from a date to be notified, deliver all **residual waste** to Donarbon Ltd, Alconbury Recycling and Waste Transfer Station, Stangate Business Park, Alconbury, Cambridgeshire. PE 28 4JH. In addition all kerbside collected **green and kitchen waste** will also, from 31st August 2010 unless an earlier date is agreed between Huntingdonshire District Council and Cambridgeshire County Council, be delivered to Alconbury Recycling and waste Transfer Station.

The hours of availability of delivery points are as follows:

07.00 to 17.00 hrs Monday to Friday
07.00 to 16.00 hrs Saturday
09.00 to 16.00 hrs Sunday

In accordance with the licensing and planning conditions imposed, all reception points are **closed** on Christmas Day, Boxing Day, New Years Day and associated Bank Holidays. However, where licensing and planning conditions permit, waste can be accepted on these days by prior agreement.

Annex 3**Tipping Away Payments Calculations**

The Tipping Away Payment for all Waste Collection Authorities shall be calculated as follows:

$$TA = (J * RCV * M) + (J * NRCV * M)$$

Where:

- TA** = the Tipping Away Payment
- J** = the Number of journeys to Contingency Sites by WCA
- RCV** = £[2.30] (indexed from 25th May 2005) for rear-end collection vehicles, indexed in accordance with the agreed indexation factor.
- M** = Distance (miles) by the most reasonable route between the relevant Delivery Point and the relevant Contingency Site
- NRCV** = £[1.00](indexed from 25th May 2005) - for non-rear-end collection vehicles, indexed in accordance with the indexation factor in Section 11 below.

Annex 4

Authority	2005/6 Actual Rate £/tonne	2006/7 £/tonne	2007/8 £/tonne	2008/9 £/tonne	2009/10 £/tonne
Cambridge City	30.09	32.49	34.97	37.52	38.65
East Cambridgeshire	30.09	32.49	34.97	37.52	38.65
Fenland	32.56	33.54	34.97	37.52	38.65
Huntingdonshire	34.41	35.44	36.51	37.60	38.65
South Cambridgeshire	30.09	32.49	34.97	37.52	38.65

In the years after 2009/10 the rate of recycling credit will be by agreement between the parties.

COMT
CABINET

5TH DECEMBER 2006
21ST DECEMBER 2006

**KIMBOLTON CONSERVATION AREA:
MANAGEMENT PLAN
CONSULTATION DOCUMENTS
(Report by Planning Policy Manager)**

1. INTRODUCTION

- 1.1 Cabinet is asked to consider the attached draft document and approve it 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 61 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 Kimbolton Conservation Area Character Statement was adopted in 2002 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.

3. THE MANAGEMENT PLAN

- 3.1 Since 2001, 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.
- 3.2 In response to this, a Management Plan has now been prepared for the Kimbolton Conservation Area. The Plan identifies potential weaknesses within the Area, as well as opportunities for enhancement.
- 3.3 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.

4. RECOMMENDATIONS

- 4.1 That Cabinet considers approves the Draft Management Plan for the Kimbolton 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

COMT
CABINET

5TH DECEMBER 2006
21ST DECEMBER 2006

**OFFORD CLUNY CONSERVATION AREA:
MANAGEMENT PLAN
CONSULTATION DOCUMENTS
(Report by Planning Policy Manager)**

1. INTRODUCTION

- 1.1 Cabinet is asked to consider the attached draft document and approve it 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 61 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 Offord Cluny Conservation Area Character Statement was adopted in 2003 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.

3. THE MANAGEMENT PLAN

- 3.1 Since 2001, 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.
- 3.2 In response to this, a Management Plan has now been prepared for the Offord Cluny Conservation Area. The Plan identifies potential weaknesses within the Area, as well as opportunities for enhancement.
- 3.3 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.

4. RECOMMENDATIONS

- 4.1 That Cabinet considers approves the Draft Management Plan for the Offord Cluny 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

**COMT
CABINET**

**5TH DECEMBER 2006
21ST DECEMBER 2006**

**GODMANCHESTER (EARNING STREET)
CONSERVATION AREA MANAGEMENT PLAN
CONSULTATION DOCUMENTS
(Report by Planning Policy Manager)**

1. INTRODUCTION

- 1.1 The purpose of this report is to advise the Cabinet of the responses to the Godmanchester (Earning Street) Management Plan consultation documents and to consider the Council's response.

2. BACKGROUND

- 2.1 Section 71 of the Planning (Listed Buildings and Conservation Areas) Act 1990 places a duty on local planning authorities to formulate and publish proposals for the preservation of its Conservation Areas. Part of this requirement can be satisfied by the production of Character Assessments, but further work is required to present ideas for the enhancement of a Conservation Area: Management Plans are the means by which a planning authority can present such proposals.
- 2.2 The Council is now also being judged on its performance in relation to Best Value Performance Indicators, one area of which relates to the production of management plans for its Conservation Areas on a five year rolling programme.
- 2.3 In March 2006, English Heritage published guidance material on the management of Conservation Areas. This now forms the basis for best practice and the formulation of management plans.
- 2.4 Godmanchester (Earning Street) Conservation Area already has a valid Character Assessment, produced in 2003, which includes references to potential enhancement opportunities, but it does not have an associated Management Plan.

3. THE MANAGEMENT PLAN

- 3.1 The Management Plan provides a set of proposals for the enhancement of the Conservation Area. It takes the form of a schedule which identifies existing shortcomings or potential project areas for improvement. In each case, a potential response is indicated. If approved by Cabinet, each project will be progressed in more detail following the consultation period and will involve contributions from a range of officers and local groups.

- 3.2 It is intended that the Management Plan will be updated on a regular basis and will also form an agenda for on-going discussions with local groups for co-ordinated enhancement of the Conservation Area.

4. THE CONSULTATION RESPONSE

- 4.1 7 written responses have been received from the statutory agencies, local organisations and members of the public consulted. The comments received are presented within Appendix 1 and the Council's response to them is also indicated.
- 4.2 All comments made relate to minor issues of fact or detail, or issues beyond the scope of the document. As a result of the responses, it has been necessary to make only minor amendments to the document.
- 4.3 On 16th October 2006, the Development Control Panel endorsed the Management Plan.

5. RECOMMENDATIONS

- 5.1 That the Cabinet considers the responses to comments presented in Appendix 1 and agrees to:
1. Adopt the Godmanchester (Earning Street) Conservation Area Management Plan as a set of proposals for the enhancement of the Conservation Area and as a basis for further discussion and project work.
 2. Authorize the Head of Planning Services to make any minor consequential amendments to the text and illustrations necessary as a result of these changes, after consultation with the Executive Member for Planning Strategy.

BACKGROUND INFORMATION

Draft Godmanchester (Earning Street) Conservation Area Management Plan

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

GODMANCHESTER, EARNING STREET CONSERVATION AREA MANAGEMENT PLAN: SUMMARY OF RESPONSES APPENDIX ONE

- 1 – action taken
- 2 – not within the remit of this document
- 3 – no action taken

	Respondent	Comment	Response	Action
1	Head of Planning Policy HDC	(i) Minor text and graphic improvements	<i>Amendments made</i>	1
2	Urban Design Officer, HDC	(i) Minor text and graphic improvements	<i>Amendments made</i>	1
3	Head of Planning Services	(i) Minor text and graphic improvements	<i>Amendments Made</i>	1
4	Godmanchester Town Council	(i) Godmanchester Town council is keen to support the Management Plan	<i>Noted</i>	3
		(ii) The town Council would like to produce a VDS (village Design Statement)	<i>Noted</i>	2

5	Historic Environment Team Manager Cambridgeshire County Council	<p>(i) The Historic environments Manager raised the possibility of creating a continuous Conservation Area spanning the area of the two current areas</p> <p>(ii) Any developments in this area will be regarded as being highly archeologically sensitive</p> <p>(iii) The waterfront is believed to be of Danish/Viking origin</p>	<p><i>The Review of the Conservation Areas in Godmanchester will take place in 2007</i></p> <p><i>Noted</i></p> <p><i>Noted</i></p>	2 3 2
6	Chairman CPRE Huntingdonshire	<p>(i) Strongly supports the importance of open space and key views out of and into the area.</p> <p>(ii) Welcomes the recognition and maintenance of historic street furniture, post boxes, red telephone boxes and finger posts.</p>	<p><i>Noted</i></p> <p><i>Noted</i></p>	3 3
7	Development Control Panel	<p>(i) Panel asked that a paragraph stating Development adjacent to conservation area boundaries needs to be of a high standard be included.</p>	<p><i>Amendments made</i></p>	1

**COMT
CABINET**

**5TH DECEMBER 2006
21ST DECEMBER 2006**

**GODMANCHESTER (POST STREET)
CONSERVATION AREA MANAGEMENT PLAN
CONSULTATION DOCUMENTS
(Report by Planning Policy Manager)**

1. INTRODUCTION

- 1.1 The purpose of this report is to advise the Cabinet of the responses to the Godmanchester (Post Street) Management Plan consultation documents and to consider the Council's response.

2. BACKGROUND

- 2.1 Section 71 of the Planning (Listed Buildings and Conservation Areas) Act 1990 places a duty on local planning authorities to formulate and publish proposals for the preservation of its Conservation Areas. Part of this requirement can be satisfied by the production of Character Assessments, but further work is required to present ideas for the enhancement of a Conservation Area: Management Plans are the means by which a planning authority can present such proposals.
- 2.2 The Council is now also being judged on its performance in relation to Best Value Performance Indicators, one area of which relates to the production of management plans for its Conservation Areas on a five year rolling programme.
- 2.3 In March 2006, English Heritage published guidance material on the management of Conservation Areas. This now forms the basis for best practice and the formulation of management plans.
- 2.4 Godmanchester (Post Street) Conservation Area already has a valid Character Assessment, produced in 2002, which includes references to potential enhancement opportunities, but it does not have an associated Management Plan.

3. THE MANAGEMENT PLAN

- 3.1 The Management Plan provides a set of proposals for the enhancement of the Conservation Area. It takes the form of a schedule which identifies existing shortcomings or potential project areas for improvement. In each case, a potential response is indicated. If approved by Cabinet, each project will be progressed in more detail following the consultation period and will involve contributions from a range of officers and local groups.

- 3.2 It is intended that the Management Plan will be updated on a regular basis and will also form an agenda for on-going discussions with local groups for co-ordinated enhancement of the Conservation Area.

4. THE CONSULTATION RESPONSE

- 4.1 7 written responses have been received from the statutory agencies, local organisations and members of the public consulted. The comments received are presented within Appendix 1 and the Council's response to them is also indicated.
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- 4.3 On 16th October 2006, the Development Control Panel endorsed the Management Plan.

5. RECOMMENDATIONS

- 5.1 That the Cabinet considers the responses to comments presented in Appendix 1 and agrees to:
1. Adopt the Godmanchester (Post street) Conservation Area Management Plan as a set of proposals for the enhancement of the Conservation Area and as a basis for further discussion and project work.
 2. Authorize the Head of Planning Services to make any minor consequential amendments to the text and illustrations necessary as a result of these changes, after consultation with the Executive Member for Planning Strategy.

BACKGROUND INFORMATION

Draft Godmanchester (Post Street) Conservation Area Management Plan

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

GODMANCHESTER, POST STREET CONSERVATION AREA MANAGEMENT PLAN: SUMMARY OF RESPONSES

APPENDIX ONE

- 1 – action taken
- 2 – not within the remit of this document
- 3 – no action taken

	Respondent	Comment	Response	Action
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2	Urban Design Officer, HDC	(i) Minor text and graphic improvements	<i>Amendments made</i>	1
3	Conservation Team Leader	(i) Minor text and graphic improvements	<i>Amendments Made</i>	1
4	Godmanchester Town Council	(i) Godmanchester Town council is keen to support the Management Plan	<i>Noted</i>	3
		(ii) The town Council would like to produce a VDS (village Design Statement)	<i>Noted</i>	2

5	Historic Environment Team Manager Cambridgeshire County Council	<p>(i) The Historic environments Manager raised the possibility of creating a continuous Conservation Area spanning the area of the two current areas</p> <p>(ii) Any developments in this area will be regarded as being highly archeologically sensitive</p> <p>(iii) The waterfront is believed to be of Danish/Viking origin</p>	<p><i>The Review of the Godmanchester Conservation Areas will take place in 2007</i></p> <p><i>Noted</i></p> <p><i>Noted</i></p>	2 3 2
6	Chairman CPRE Huntingdonshire	<p>(i) Strongly supports the importance of open space and key views out of and into the area.</p> <p>(ii) Welcomes the recognition and maintenance of historic street furniture, post boxes, red telephone boxes and finger posts.</p>	<p><i>Noted</i></p> <p><i>Noted</i></p>	3 3
7	Development control Panel	<p>(i) Panel asked that a paragraph stating Development adjacent to conservation area boundaries needs to be of a high standard be included.</p>	<p><i>Amendments Made</i></p>	1

COMT
CABINET

5TH DECEMBER 2006
21ST DECEMBER 2006

**KEYSTON CONSERVATION AREA
CONSERVATION AREA MANAGEMENT PLAN
CONSULTATION DOCUMENTS
(Report by Planning Policy Manager)**

1. INTRODUCTION

- 1.1 The purpose of this report is to advise the Cabinet of the responses to the Keyston Management Plan consultation documents and to consider the Council's response.

2. BACKGROUND

- 2.1 Section 71 of the Planning (Listed Buildings and Conservation Areas) Act 1990 places a duty on local planning authorities to formulate and publish proposals for the preservation of its Conservation Areas. Part of this requirement can be satisfied by the production of Character Assessments, but further work is required to present ideas for the enhancement of a Conservation Area: Management Plans are the means by which a planning authority can present such proposals.
- 2.2 The Council is now also being judged on its performance in relation to Best Value Performance Indicators, one area of which relates to the production of management plans for its Conservation Areas on a five year rolling programme.
- 2.3 In March 2006, English Heritage published guidance material on the management of Conservation Areas. This now forms the basis for best practice and the formulation of management plans.
- 2.4 Keyston Conservation Area already has a valid Character Assessment, produced in 2003, which includes references to potential enhancement opportunities, but it does not have an associated Management Plan.

3. THE MANAGEMENT PLAN

- 3.1 The Management Plan provides a set of proposals for the enhancement of the Conservation Area. It takes the form of a schedule which identifies existing shortcomings or potential project areas for improvement. In each case, a potential response is indicated. If approved by Cabinet, each project will be progressed in more detail following the consultation period and will involve contributions from a range of officers and local groups.

- 3.2 It is intended that the Management Plan will be updated on a regular basis and will also form an agenda for on-going discussions with local groups for co-ordinated enhancement of the Conservation Area.

4. THE CONSULTATION RESPONSE

- 4.1 3 written responses have been received from the statutory agencies, local organisations and members of the public consulted. The comments received are presented within Appendix 1 and the Council's response to them is also indicated.
- 4.2 All comments made relate to minor issues of fact or detail, or issues beyond the scope of the document. As a result of the responses, it has been necessary to make only minor amendments to the document.
- 4.3 On 16th October 2006, the Development Control Panel endorsed the Management Plan.

5. RECOMMENDATIONS

- 5.1 That the Cabinet considers the responses to comments presented in Appendix 1 and agrees to:
1. Adopt the Keyston Conservation Area Management Plan as a set of proposals for the enhancement of the Conservation Area and as a basis for further discussion and project work.
 2. Authorize the Head of Planning Services to make any minor consequential amendments to the text and illustrations necessary as a result of these changes, after consultation with the Executive Member for Planning Strategy.

BACKGROUND INFORMATION

Draft Keyston Conservation Area Management Plan

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

KEYSTON MANAGEMENT PLAN: SUMMARY OF RESPONSES

APPENDIX ONE

- 1 – action taken
- 2 – not within the remit of this document
- 3 – no action taken

	Respondent	Comment	Response	Action
1	Development Control Team Leader HDC	(i) Minor text and graphic improvements	<i>Amendments made</i>	1
2	Development Control Panel HDC	(i) Development adjacent to conservation area boundaries need to be of a high standard. This applies to all Management Plans. (ii) One of the issues in Run Down Spaces has been resolved since the research was undertaken.	<i>Amendment made to this and subsequent documents referring to PPG15 – 4.14</i> <i>Photograph and comment removed</i>	1 1
3	CPRE Huntingdonshire (By email)	(i) Strongly support importance of open space and views into and out of the areas. (ii) Welcome recognition of importance historic street furniture and oppose replacement with modern alternatives.	<i>Noted</i> <i>Noted</i>	3 3

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COMT
CABINET

5TH DECEMBER 2006
21ST DECEMBER 2006

**STONELY CONSERVATION AREA
CONSERVATION AREA MANAGEMENT PLAN
CONSULTATION DOCUMENTS
(Report by Planning Policy Manager)**

1. INTRODUCTION

- 1.1 The purpose of this report is to advise the Cabinet of the responses to the Stonely Management Plan consultation documents and to consider the Council's response.

2. BACKGROUND

- 2.1 Section 71 of the Planning (Listed Buildings and Conservation Areas) Act 1990 places a duty on local planning authorities to formulate and publish proposals for the preservation of its Conservation Areas. Part of this requirement can be satisfied by the production of Character Assessments, but further work is required to present ideas for the enhancement of a Conservation Area: Management Plans are the means by which a planning authority can present such proposals.
- 2.2 The Council is now also being judged on its performance in relation to Best Value Performance Indicators, one area of which relates to the production of management plans for its Conservation Areas on a five year rolling programme.
- 2.3 In March 2006, English Heritage published guidance material on the management of Conservation Areas. This now forms the basis for best practice and the formulation of management plans.
- 2.4 Stonely Conservation Area already has a valid Character Assessment, produced in 2003, which includes references to potential enhancement opportunities, but it does not have an associated Management Plan.

3. THE MANAGEMENT PLAN

- 3.1 The Management Plan provides a set of proposals for the enhancement of the Conservation Area. It takes the form of a schedule which identifies existing shortcomings or potential project areas for improvement. In each case, a potential response is indicated. If approved by Cabinet, each project will be progressed in more detail following the consultation period and will involve contributions from a range of officers and local groups.

- 3.2 It is intended that the Management Plan will be updated on a regular basis and will also form an agenda for on-going discussions with local groups for co-ordinated enhancement of the Conservation Area.

4. THE CONSULTATION RESPONSE

- 4.1 6 written responses have been received from the statutory agencies, local organisations and members of the public consulted. The comments received are presented within Appendix 1 and the Council's response to them is also indicated.
- 4.2 All comments made relate to minor issues of fact or detail, or issues beyond the scope of the document. As a result of the responses, it has been necessary to make only minor amendments to the document.
- 4.3 On 16th October 2006, the Development Control Panel endorsed the Management Plan.

5. RECOMMENDATIONS

- 5.1 That the Cabinet considers the responses to comments presented in Appendix 1 and agrees to:
1. Adopt the Stonely Conservation Area Management Plan as a set of proposals for the enhancement of the Conservation Area and as a basis for further discussion and project work.
 2. Authorize the Head of Planning Services to make any minor consequential amendments to the text and illustrations necessary as a result of these changes, after consultation with the Executive Member for Planning Strategy.

BACKGROUND INFORMATION

Draft Stonely Conservation Area Management Plan

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

		<p>Council for remedial action for repairs.</p> <p>(vi) The concrete base on Stonely Green was used for a bench which was demolished by a vehicle and, on the grounds of safety, it was decided not to replace it.</p> <p>(vii) The pipes by the bridge could be painted and the village sign should be straightened but the County Council have the responsibility and have not done it. The parish would be happy to undertake the work if funding were available.</p> <p>(viii) The street lights will be replaced by the County Council as and when needed in one style, as far as possible.</p> <p>(ix) The 'telephone exchange' in Old Ford Lane is the sewage pumping station.</p> <p>(x) Despite the responses to the Management Plan being negative, the Parish Council are pleased that HDC are showing an interest in the parish and will be happy to work with the District Council to improve the conservation area. However the points raised seemed obvious to all and most can be remedied by HDC Planners working more closely with the Conservation Section, or by the County Council having enough money to undertake works which are their statutory responsibility.</p>	<p>right to highlight them.</p> <p>Noted, but this does not mean that improvement cannot be sought.</p> <p>Noted, but this does not mean that improvement cannot be sought.</p> <p>Noted, but this does not mean that improvement cannot be sought.</p> <p>Amendment made to text to suit.</p> <p>Noted. The Management Plan will be taken forward in conjunction with the Parish Council and other organisations as a programme to enhance the conservation area.</p>	<p>3</p> <p>3</p> <p>3</p> <p>1</p> <p>3</p>
<p>3</p> <p>CPRE Huntingdonshire (By email)</p>		<p>(i) Strongly support importance of open space and views into and out of the areas.</p> <p>(ii) Welcome recognition of importance historic street furniture and oppose replacement with modern alternatives.</p>	<p>Noted</p> <p>Noted</p>	<p>3</p> <p>3</p>

THE DISABILITY EQUALITY DUTY FOR THE PUBLIC SECTOR (Report by Head of Policy)

1. INTRODUCTION

- 1.1 The purpose of this report is to seek approval to a Disability Equality Scheme and associated Action Plan.

2. BACKGROUND

- 2.1 From December 2006 the Disability Discrimination Act (DDA) 1995, as amended, places a duty on all public bodies to promote disability equality.
- 2.2 The new duty will require the Council, along with other public sector organisations, to actively promote disability equality, in the same way as it is required to promote race equality.
- 2.3 This positive duty is designed to build disability equality at the beginning of the process; rather than make adjustments at the end. It will bring about a shift from a legal framework, which relies on individual disabled people complaining about discrimination, to one in which the public sector becomes active in promoting change.
- 2.4 The Act sets out a general duty, which, means that the Council will have to have due regard to the need to eliminate unlawful discrimination and promote equal opportunities for disabled people. The Council also needs to consider the elimination of harassment of disabled people, promotion of positive attitudes and the need to encourage the participation of disabled people in public life.
- 2.5 The regulations also give the Council a specific duty which is to define a framework to meet the general duty - the main element of which is the requirement to produce a Disability Equality Scheme.
- 2.6 A draft scheme was adopted in February 2006 to allow time to carry out consultation in advance of adopting a statutory scheme. This consultation took place in August and September 2006 and the results have been used to prepare the final Scheme and develop the Action Plan.

3 Development of the Scheme

- 3.1 In producing a Disability Equality Scheme the Council has:
- involved disabled people;
 - identified how we will gather and analyse evidence to inform our actions;
 - set out how we will assess the impact of our existing and proposed activities on disabled people; and
 - produced an action plan for the next three years

4. ENFORCEMENT OF THE SCHEME

- 4.1 The Disability Rights Commission (DRC) will have the power to issue compliance notices where a public body has failed to comply with its specific duties. Disability equality will also become part of the audit and inspection process.
- 4.2 The Government and the DRC have produced a Statutory Code of Practice relating to this new duty, and the attached Disability Equality Scheme is compatible with this. The Scheme is similar in format and content to our current Race Equality Scheme. The Scheme can be easily integrated with other processes to promote equality.

5. CONSULTATION FINDINGS

- 5.1 Two methods of consultation were used, a short survey, which provided mainly statistical data and two discussion groups which allowed the issues to be discussed in more detail. The groups were organised by an external facilitator with an experience of working with people with disabilities and is also a wheelchair user. Findings included:-

- the best way to collect information and consult with people with a disability is by short postal survey, or by telephone or email
- services of highest interest were: Home Improvement Agency, Community Safety, Energy Efficiency, Car parks Countryside Services, Housing and Council Tax Benefit, Recreation Centres, Electoral Services, Planning Services and Refuse and Recycling;
- most respondents find out about Council services from a local newspaper or Council newsletter;
- the best method of ensuring that people with a disability can access information is to use District Wide and local newspapers;
- the best formats would be email, audio and large print;
- improved access to buildings, roads and kerbs with adjustments is still a priority;
- better communication and flow of information on available funding and facilities for disabled people is required; and
- the need for more dedicated leisure facilities with improved access and support.

- 5.2 Further information on the findings of this consultation is available from the Policy Division (contact Louise Sboui 01480 388032).

6. RECOMMENDATION

- 6.1 The Cabinet is invited to adopt the Disability Equality Scheme and associated action plan

BACKGROUND INFORMATION

Disability Equality Scheme consultation findings
The Duty to Promote Disability Equality Code of Practice

Contact Officer: Louise Sboui
 **01480 388032**

Huntingdonshire District Council

Disability Equality Scheme

Introduction

To meet our priorities of providing high quality services and effective community leadership the Council is committed to achieving equality of opportunity both as an employer and provider of services.

The Disability Discrimination Act 1995 (DDA) has been amended; it now places important requirements on the Council, the first of these is a general duty to promote disability equality, in particular to:

- eliminate unlawful disability discrimination
- eliminate harassment of disabled people
- and promote positive attitudes towards disabled people
- encourage participation of disabled persons in public life.

The general duty requires us to give due regard to promoting equality of opportunity between disabled persons and other persons. In some instances giving due regard to disability equality may require additional, dedicated services to enable disabled people to access services on equitable terms.

The second is a specific duty to publish a Disability Equality Scheme (DES), describing how we intend to fulfil this positive commitment and to meet our duty. In this scheme we state which of our functions and policies are relevant to the general duty and describe our arrangements for:

- Assessing, consulting and monitoring our functions and policies for likely impact on the promotion of disability equality
- Publishing the results of this assessment, consultation and monitoring
- Making sure the public have access to our services, and
- Training and developing employees so that they can respond positively to these legal requirements

Definition

The DDA defines a disabled person as someone with 'a physical or mental impairment, which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities'. The Council recognises that disabilities can be wide ranging and will include sensory and mental impairment as well as mobility difficulties.

Our commitment

A commitment to equality and inclusion underpins the Councils' approach to promoting disability equality. The Council recognises that some people do not have equal access to our services or information about them. To ensure fairness and equity in the provision of our services, some services may need to be developed to meet different needs. The Council also recognises that discrimination or exclusion

cannot always be dealt with as a single issue. Different strands, particularly those relating to race, disability, age, religious beliefs, sexual orientation, rural isolation, gender and deprivation, may combine to cause inequality and social exclusion.

About Huntingdonshire

Huntingdonshire is a large rural district, which covers an area of approximately 910 square kilometres. Nearly 157,000 people live in the district, with about 45% of the population living in the 4 market towns of Huntingdon, Ramsey, St Ives and St Neots. According to Census 2001 there were 21,263 citizens in Huntingdonshire with either a limiting long-term illness, health problem or disability which limited their daily activities or the work that they did. This accounted for 13.5% of the district's population. In 2005 there were 4,500 claimants of Disability Living Allowance and 4,500 claimants of Incapacity Benefit/Severe Disablement Allowance, which is a decrease by over 10% and 8.8% respectively, compared to the number of claimants in 2001.

Life expectancy at birth in Huntingdonshire is quite high, men are expected to live up to 77.9 years of age and women can expect to live more than three and a half years longer than men. This data shows that the population in Huntingdonshire is ageing since life expectancy at birth for men in the period 1993 – 1995 was 75.0 and 80.0 for women.

Huntingdonshire's constitution

Huntingdonshire operates a Leader and Cabinet model of decision making. The Cabinet consists of 9 Members; each Cabinet member is responsible for a number of Council services and they have delegated authority to make decisions. The Executive Councillor for Resources & Policy has a specific responsibility for leading on equality issues. The Cabinet meetings are held in public, the Agenda, Reports and Minutes are publicly available. Further information is available on the council's website www.huntsdc.gov.uk or from Democratic Services.

Council Organisation and Structure

The Council is currently organised into 3 Directorates each of which is headed by a Director, these are:

- Central Services (e.g. electoral registration, licensing, personnel and economic development)
- Operational Services (e.g. planning, environmental and public health, housing services and countryside services)
- Commerce and Technology (e.g. financial services, council and housing tax benefit)

Strategic Aims for Equality

Some of the strategic initiatives set out below are specific to disability equality; others reflect the broader diversity agenda. Our policy framework is set out in our corporate plan *Growing Success* (a copy is available on the council's website or from the Policy Division) it has been developed to provide the context for our strategies, policies and plans.

Growing Success

The vision in our corporate plan is:-

Huntingdonshire is a place where –

- We can make the most of the opportunities that come from growth
- Local people can realise their potential
- We balance our social, economic and environmental needs; and
- We have a good quality of life

To be successful in this vision and to achieve sustainable development the council acknowledges that:

- Huntingdonshire is made up of many different communities
- some communities have greater or different needs than others
- equality does not mean doing the same for everyone
- to make progress we must target resources to meet the greatest
- needs
- we must consider all communities, even those with fewer needs.

To ensure that the above *aspects* are taken into account in the things that we do, the Council is committed to achieving the Equality Standard for Local Government; this is a framework that sets up a way of working which will ensure that equality in employment and the way services are provided is an important part of the Council's work.

To achieve our vision, we have selected six priorities that are important parts of the quality of life experienced by our residents, these are:

- a clean, green and attractive environment
- housing that meets local needs
- safe and active communities
- a healthy population
- accessible services and transport choices, and
- a strong and diverse local economy. For each of these priorities we have a series of objectives which set out what we plan to do.

Comprehensive Equality Policy

Our Comprehensive Equality Policy formalises our commitment to disability equality in providing high quality services and effective community leadership.

We intend to do this through the way we -

- plan and deliver services
- monitor and evaluate
- consult and engage
- develop & support employees
- support our communities

To contribute towards meeting these priorities our Comprehensive Equality Policy has identified two outcomes that we need to achieve

- That our services are provided in ways that meet the diverse needs of local people
- That the Council is recognised for promoting equality and inclusion in communities

The two measures that will tell us how successful we are:

- % of local people who believe that Council services meet their needs
- % of local people who believe that the Council promotes equality and inclusion in their community

How did we develop our Disability Equality Scheme?

We have established a Corporate Equality Steering Group, comprising senior officers who have assisted the Chief Officers Management Team in developing the DES and Action Plan. We recognise the requirement to consult; we have consulted with our stakeholders, including the Primary Care Trust, Police and neighbouring authorities. There are a number of formal and informal organisations in Huntingdonshire that represent the needs of disabled groups. We have consulted with a number of these groups to inform the development of the scheme.

Responsibility for the Disability Equality Scheme

Councillors

Councillors will support this DES and work towards the promotion of equality and inclusion in all Council and community activities.

Chief Executive

The Chief Executive has overall responsibility for the implementation of the DES for the council as a whole.

Directors

Directors have a duty to promote the DES throughout their directorates. They also have responsibility for implementing relevant review, monitoring and performance procedures.

Services

Heads of service, activity managers and team leaders are responsible for implementing the DES in the day-to-day delivery of their service, including the collection of data.

Employees

All employees have a responsibility to implement the DES and work towards the provision of services that meet the goals and objectives of the DES. Appropriate training will be provided to help employees achieve this.

Head of Policy

The Head of Policy will ensure that the DES is reviewed and maintained on a yearly basis, and will evaluate and verify performance data that has been provided.

Contractors

When a contractor carries out any function on behalf of the Council will be expected to conform to relevant equality legislation

Corporate Equality Steering Group

This group will lead on the implementation of the DES, help co-ordinate different activities, including

- producing guidance and information
- co-ordination of impact assessments
- production of annual report on progress

Membership of this group comprises representative from each directorate, an employee representative, representatives from Personnel and Policy Divisions. The group will report to the results from the DES 3 year action plan/annual report on progress to Chief Officers and Cabinet.

Review of Disability Equality Scheme

The Corporate Equality Steering Group will prepare an Action Plan (appendix 2) which sets out the key actions we will take to promote disability equality; this will be reviewed by the group annually. The group will also prepare an annual report of progress made towards the specifications detailed in the Disability Equality Scheme and in complying with its obligations under the DDA. This annual report will be submitted to senior officers and the Cabinet and will also be published on our website.

The council will conduct a comprehensive review of the DES every three years (next in 2009/10). This will include an assessment of how the Council has complied with its obligations under the DDA and compliance with the general and specific duties. The process of assessing policies and functions for relevance, degree of relevance and prioritisation will be repeated every 3 years.

Assessment of relevant functions and policies to the promotion of disability equality

'Functions' means the full range of the council's duties, powers and services.

'Policies' means the full range of formal and informal decisions, procedures, plans, strategies, and objectives about how we carry out our duties and use our powers.

'Relevant' means having implications for (or affecting) disability equality.

'Proportionality' means greater consideration be given to disability equality in relation to functions and policies that have the most effect on disabled people.

We have identified our functions and policies to determine their relevance to the general duty and given them a priority depending on their relevance to disability equality. The priority given determines our 3 year assessment plan e.g. those functions and policies that have been given a higher priority will be addressed in year one of the 3 year assessment plan. A table showing the prioritisation of functions and policies can be found at appendix 1.

Assessing the impact of functions and proposed policies on the promotion of disability equality

The list of functions and policies determined to be relevant to the general duty will be subject to equality impact assessments during April 2007 – April 2010, the Corporate Equality Steering Group will develop a template to assist services to conduct Equality Impact Assessments. We may combine some functions/policies within one impact assessment in order to make best use of resources. The equality impact assessment will be an integral part of achieving Level 2 of the Equality Standard and will also feature in our comprehensive management process.

Specifically, we will continue to examine each function and policy according to the priority given to it to identify whether there is evidence that they are affecting disability groups differently. To do this we will gather information in the following ways –

- use disability monitoring to collect and analyse information about people's disability to assess fair access to and use of services
- use national guidance and definitions to inform our assessments
- use historical data, including any available evidence, complaints or public concerns, survey and research findings, disability data and census results or general or specific research to assess the effectiveness of our services in promoting disability equality
- compare our policies and the way we carry out our functions with other local authorities and public bodies.

Monitoring and evaluation

Without disability monitoring data there is no way of knowing whether discrimination is taking place. We will establish and improve systems to monitor the impact of functions/policies on residents with a disability; however we will need to take into account, resource implications, sensitivity of information and willingness of people to supply it.

We will monitor and analyse our policies and functions for any adverse impact on the promotion of disability equality. We will use a range of methods to do this -

- statistical analysis of disability data
- satisfaction surveys analysed by disability group
- random or targeted surveys
- qualitative research

We will use a range of information to help us monitor and evaluate, for example the 2001 Census and other data provided by the Office of National Statistics.

We will use the same classification system for disability monitoring as that used in the 2001 Census, except where research is targeted at specific communities where more detailed information might be required.

We will incorporate consideration of the duty into review programmes, including service reviews and performance management systems.

We will use this information to determine future priorities, e.g. if evidence suggests an adverse impact we will take remedial action. We will report the findings of any monitoring and evaluation to Chief Officers and Councillors.

Consultation and engagement

We will undertake clear, representative and proportionate consultation, using a range of appropriate methods. Specifically we will try to engage people with different disabilities to ensure that any new policy does not discriminate or harm good disability relations. We will work with the representative disability groups to remove barriers to consultation with people who have a disability and to try to establish effective mechanisms for effective consultation.

We will use the results of assessment, consultation and monitoring to ensure we avoid or minimise adverse impacts on disability equality. The information will be used to understand and meet the needs of people with different disabilities and to make new arrangements or change arrangements so that our policies and the way we carry out our functions to promote disability equality. Any new arrangements or changes we make will be relevant to the nature of the policy or function and its possible effect on the public.

Access to information and services

We will ensure that information about the Council and our services is available to all sections of our communities and that services are accessible to everyone. To do this we will –

- consider access to information and services when assessing and monitoring services
- make sure our staff have the necessary skills, information and understanding to provide services and information equally and fairly
- ask local communities what services and information they need and how they want them provided
- provide information in appropriate formats upon request.

Employment

The Council is a large employer, with over 1,200 employees. In order to meet the employment specific duty in the DDA, the Council will monitor diversity within the areas below and will publish the results of its monitoring annually. Reports on

monitoring will be prepared for the Corporate Equality Steering Group, senior management and Councillors.

- staff in post
- applicants for employment, training and promotion
- those who receive training
- those who benefit or suffer detriment as a result of performance assessment procedures
- those involved in grievance procedures
- those who are the subject of disciplinary procedures
- those who leave the council's employment

We will report these findings to Chief Officers and Employment Panel. Any future revision of our DES will include the results of employment monitoring

Training

In order to deliver our responsibilities under the DDA, we will need to ensure that all staff and councillors are aware of relevant legislation and how this impacts upon their work. Over the last 3 years the Council has commissioned a training and development programme for its employees to promote an understanding of equality and its implications for meeting the council's goals and objectives. Where appropriate detailed training plans for achieving the Equality Standard for Local Government for each directorate/division will be prepared to ensure that appropriate information and training is provided which takes account of individual's responsibilities. Senior management, Councillors and employees who will be directly responsible for this Scheme will receive additional specific training.

The Council's induction programme for new employees will include initial information on the importance of equality and specifically promoting disability equality in meeting the Council's objectives.

Publication of the Disability Equality Scheme and publishing results

The DES or summary will be made available to all members of staff and to all relevant community and voluntary groups, organisations, individuals and businesses via the Internet, Intranet or hard copy. A summary of the scheme will be made available in alternative formats upon request.

A copy of the report compiled after each assessment will be available in full on our Website (www.huntsdc.gov.uk) or on request from the Policy Division, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN 01480 388032.

Where appropriate the Council will consider using or commissioning new methods of publication that are proportionate to achieving disability equality.

Complaints

Complaints about how we are meeting our duties or other complaints about disability equality will be dealt with through our established complaints procedure, which is available to all members of the public.

Appendices include:

Appendix 1 – assessment timetable

Appendix 2 – Action Plan 2007-08

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**Huntingdonshire District Council
Disability Equality Scheme (DES)
Action Plan 2006 – 2009**

Action	Target	Who is responsible	progress
Year 1 May 2006 – April 2007			
Initial listing and assessment of functions/policies for relevance to general duty		Corporate Equality Steering group	Complete
Consultation on DES	August/September 2006	Policy Division	Complete
Process of impact assessments to begin	By April 2007	Corporate Equality Steering Group	Training arranged for January 2007
Development of guidance for equality impact assessment of proposed policies	January/February 2007	Policy & Corporate Equality Steering Group	
Development of guidance for monitoring & assessment of existing policies	January/February 2007	Policy & Corporate Equality Steering Group	
Development of guidance for consulting on proposed policies	January/February 2007	Policy & Corporate Equality Steering Group	
Review of systems and procedures in relation to disability monitoring	By April 2007	Corporate Equality Steering Group	
Report on DES to Chief Officers, Overview & Scrutiny & Cabinet	Annually	Corporate Equality Steering Group	
Publication of DES	Annually	Policy	
Establish departmental equality working groups	By April 2007	Corporate Equality Steering Group	
Evaluate equality training to date	October/November 2006	Corporate Equality Steering Group & HR	Initial evaluation with HR & Policy September 06. Final decision to be made by HR & Policy November/December 06 HR & Policy agreed approach – specific

Appendix 2 Action Plan

Action	Target	Who is responsible	progress
Year 1 May 2006 – April 2007			
Development of training plan for employees (linked into equality standard training) e.g. for For equality steering group For managers/general staff Members	Commence training by October/November 2006	Corporate Equality Steering Group & HR	equalities training for staff with opportunity for more tailored training if required. Policy to fund & HR to manage training programme. HR & Policy to shortlist companies from January 07 onwards. Training to commence April 07
Assessment and publication of results of equality impact assessments	April 2008	Corporate Equality Steering Group & Policy	Steering group commenced training May 2006. EIA training to commence January 07
Examination of previous years employment (equality monitoring) data	Annually	HR	
Publication of employment monitoring information	Annually	HR	
Annual report on progress to date in achieving DES targets to Chief Officers, Overview & Scrutiny & Cabinet	A year from the date the DES adopted	Corporate Equality Steering Group & HR	
Publication of Annual Report on website	Annually	Policy	
Review of complaints procedure in relation to race, gender & disability	April 2008	Policy & Administration	

Appendix 2 Action Plan

Recommendations from Disability Equality Scheme consultation – Actions			
Recommendation	Action	Target	Who is responsible
			Progress
Consider findings from DES consultation	Each service to consider recommendations and findings of DES consultation and identify actions	April 2008	All services
More education and training for council employees to raise awareness and attitude change to disabled people	Linked with development of training plan for employees. Specific training for frontline staff on disability issues – to be assessed through Personal Development Reviews	General corporate equality training to commence by April 2007. Specific training to be considered by services by ?	Corporate Equality Steering Group & Personnel
A dedicated department for disability issues that is accessible and widely publicised as a centre for information and consultation	HDC unable to support this however the Policy Division & the Equality Steering Group can partially fulfil this role.	On-going	Corporate Equality Steering Group
Improve physical access to HDC buildings	Improved access to buildings	New headquarters by 2010 New Operations Centre by 2007	Technical Services
Improved transportation in rural areas with adjustments to access for disabled people on buses.	Refer to HSP Transport & Access Group	November 2006	HSP Transport & Access Group
Dedicated parking,	Dedicated parking	Underway	Planning Services
			The group has already identified this as an issue that needs to be addressed.

Appendix 2 Action Plan

greater penalties for anti-social parking in disabled (accessible) bays and adjustments to roads and paving	considered as part of the Car Parking Strategy Issues relating to enforcement outside of car parks and on highways needs to be referred to Highways at Cambridgeshire County Council and Cambridgeshire Constabulary		Highways at Cambridgeshire County Council and Cambridgeshire Constabulary	
A transparent complaints procedure, well trained staff with an understanding of the needs of disabled people.	Considered as part of the review of HDC Complaints Procedure.	April 2008	Administration & Policy	
Better communication and flow of information on available funding and facilities for disabled people	Ensure information and communication requirements of disabled people are considered as part of the review of the Customer Service Strategy	2007	Julia Barber Dan Smith Chris Hall Sue Lammin	Customer Services Strategy Review is underway
More dedicated leisure facilities with improved access and support available	Consider the extent to which suitable facilities at leisure centres can be provided	Undertake further research during 2007	Leisure Services & Leisure Development	
Greater access to IT and Internet for dissemination of information	Each service to consider how to improve access to services and information about service using IT and the Intranet/Internet	April 2008	Individual services and IMD	98% of HDC Internet meets AA (W3C) accessibility standard.

Appendix 2 Action Plan

<p>Long term involvement with disability support groups and individuals regarding consultation and engagement</p>	<p>HDC will commit to consultation and engagement with disability support groups and individuals Community Initiatives to consider how they can provide support/capacity build</p>	<p>On-going</p>	<p>Corporate Equality Steering Group</p>	
<p>Consider how to consult with learning disabled in future DES and action plan consultation</p>	<p>Further work to ensure that groups/individuals representing the needs of learning disabled are included in any future consultation on disability.</p>	<p>Undertake further research during 2007, as part of Equality Impact Assessment April 2008</p>	<p>Community Initiatives Corporate Equality steering Group</p>	

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CABINET

21 DECEMBER 2006

PARTNERSHIP FRAMEWORK (Report by Head of Policy)

1. INTRODUCTION

- 1.1 The purpose of this report is to seek approval of a framework that will be used to evaluate the partnerships in which the Council has an involvement in.

2. BACKGROUND

- 2.1 Increasingly the council is seeking to promote joint working and partnership to deliver local objectives.
- 2.2 This experience is consistent with Government thinking; specifically the Comprehensive Performance Assessment places increasing emphasis on the Council's partnership 'performance'. The Use of Resources Judgement 2006 and the Direction of Travel Assessment both highlight partnership evaluation and regular review as a requirement that needs to be delivered by the Council.
- 2.3 The attached framework has been compiled using best practice and it is envisaged that it will be developed and improved following the initial evaluations of existing partnerships.
- 2.4 Many funding sources now can only be accessed by those who can demonstrate effective partnership working and the use of the framework will help attempts to access such funding.

3. THE PARTNERSHIP FRAMEWORK

- 3.1 For the purpose of the framework the definition of partnership is '*an agreement between two or more bodies to work collectively to achieve an objective*'. Partnerships vary in importance, size, service area, membership and function. The attached framework details the differences between strategic and service or operational partnerships and sets out key features and benefits of partnership working.
- 3.2 The framework includes a 'health check' with a series of questions that need to be addressed and will be used to evaluate each partnership. An assessment of 'value' to the Council will be determined in relation to how each partnership meets the health check criterion. Questions shown in bold on the 'health check' represent important criteria which must be in place if the partnership is to be effective.

4. IMPLEMENTATION

- 4.1 The Council will compile a partnership register that will detail all of the partnerships that it is involved in/has membership of. This will be used to determine a programme of review.
- 4.2 Initially the most significant/strategic partnerships (around 20) will be reviewed.
- 4.4 Eventually, each Partnership included on the register will be required to complete the 'partnership 'health check'.
- 4.5 The Partnership health checks will be evaluated and each partnership will be 'scored' using the criteria detailed in the attached framework. Risks will be reviewed and recorded by the Internal Audit service on the partnership risk register
- 4.6 Periodic reports will be submitted to Cabinet following the evaluation exercises.

5. RECOMMENDATION

It is recommended that the Cabinet approves the Partnership framework and note that the results of the evaluations will be reviewed and reported in due course.

BACKGROUND INFORMATION

Huntingdonshire District Council's Use of Resources 2006 (HDC 2006)

Governing Partnerships, Bridging the Accountability Gap (Audit Commission 2005)

Contact Officer: Claire Sides Policy Officer
 **01480 388495**

Partnership Framework

1. Why does the Council need a Partnership Framework ?

- 1.1 Partnerships can help to deliver improvements in the Quality of life of local people and are becoming a significant feature of public services. Partnerships can bring significant benefits; they provide a response to the complex and multi-faceted problems and demands of our communities that cannot be tackled effectively by an individual organisation working alone.
- 1.2 Partnerships can provide flexibility, innovation and additional resources but they also bring risks; working across organisational boundaries can bring complexity and ambiguity that can generate confusion and weaken accountability.
- 1.3 The public needs assurance that their money is spent wisely in partnerships and it should be confident that its quality of life will improve as a result of this form of working.
- 1.4 Huntingdonshire District Council supports joint working to improve service delivery and the quality of people's lives and this framework is designed to help the Council evaluate a partnership's performance and show whether or not the partnership is contributing to the quality of local services and ultimately the resident's quality of life.

2. What is a Partnership?

- 2.1 For the purpose of this framework, the definition of partnership is an agreement between two or more organisations to work together to achieve an agreed objective.
- 2.2 Partnerships vary in size, purpose, membership and function. There are two groups of Partnership:-
 - Partnerships to deliver services directly through working with other councils, agencies, the voluntary sector and businesses
 - Strategic partnerships with key stakeholders and partners where collaboration is sought because of legislative drivers to tackle issues such as community safety or where agencies working together can bring improved co-ordination targeting or bidding for resources or influence to bear on other agencies

For the purpose of this framework it is intended to exclude commercial partnerships which would normally be created through a contract or agreement for the delivery of goods and services

3. Partnership Features

- 3.1 A successful partnership is characterised by:-
 - being inclusive and focused on an agreed objective(s)
 - helping to deliver the challenges identified in the Council's corporate plan
 - having clearly defined governance arrangements
 - demonstrating added value
 - having clear sustainability/termination arrangements
 - using resources effectively

4. 'Partnership Health Check'

Working in partnership can often bring benefits and complex risks. To avoid potential problems and keep a partnership running smoothly, a common framework and language that everyone understands is needed. This 'health check' will raise a series of questions that each organisation involved in a partnership should address. The completed health check will provide a basis for further evaluation and risk assessment.

Name of Partnership:	
Membership:	
Resources committed by HDC:	
Rationale	
Why does this partnership exist?	
What are its agreed objectives?	
Where have the aims been published?	
Can you now identify a better way of achieving the objectives?	
Added value from the Partnership	
How does this partnership add value?	
How do you demonstrate this added value?	
How do you know whether funds are being well spent?	
How does the public know that partnership funds are being well spent?	
Governance arrangements	
How do the partnership's corporate governance arrangements link to those of individual partners?	
How are decisions made?	
How are decisions recorded?	
Who makes sure that decisions are acted on?	
Who scrutinises decisions?	
To who are decisions reported?	
Performance Management	
How do you know which partnership targets you are meeting and which	

you are failing to meet?	
How do the objectives and targets of the partnership link to the Council's aims and objectives	
Who manages and reports progress?	
Does the Partnership share data? If yes, Does the partnership have systems in place to check the legality, quality and confidentiality of the data provided?	
Financial Management	
Who provides the money?	
Who decides how to spend it?	
Can the money be reallocated?	
What are the financial reporting arrangements?	
Risk Management	
What impact do the objectives of the partnership have on the Councils objectives?	
How do you know when things are going wrong?	
Who can take action when things are going wrong?	
How do you resolve conflicts?	
What is the likelihood of failure of the partnership?	
Sustainability/Termination Arrangements	
What are the arrangements if this partnership comes to an end/if a partner decides to be no longer involved? What are the long term arrangements for the partnership to continue meeting its objectives?	
How will resources be reallocated back to partners? Or be sustained to continue the work of the partnership?	
Serving the Public	
How effectively does this partnership communicate with stakeholders and the public?	
How can the public and service users obtain redress when things go wrong?	
Is there a complaints and suggestions process the public can use?	

5. Evaluation

- 5.1 Each Partnership will be scored in terms of its value to the Council. The 'health check' will answer the following key questions
- **Financial implications – what money/resources/people are being put in? and how are these balanced against outcomes?**

- **Does the Partnership have clear objectives/aims/targets and are these being met?**
- **Do the objectives/aims/targets link to the Councils corporate aims and objectives?**
- **What impact do the objectives of the partnership have on the Councils objectives?**

5.2 Each partnership will 'scored' using the criteria in the table below:-

	Score
<p>The partnership has clear objectives that are being achieved through regular target review.</p> <p>Outcomes link well to the Council's objectives</p> <p>On balance the Council is meeting its aims and objectives, taking into account the amount of resources it has allocated to the partnership.</p>	4
<p>The partnership has clear objectives that are being achieved</p> <p>There is some linkage to the Council's aims and objectives</p> <p>On balance the Council is meeting its aims and objectives, taking into account the amount of resources allocated to the partnership</p>	3
<p>The Partnership has an objective and some outcome targets Limited evidence of review of achievement of objectives</p> <p>Some evidence of links to the Council's aims and objectives</p> <p>On balance the partnership outcomes are not fully helping to meet the aims and objectives of the Council.</p>	2
<p>No evidence of clear and recorded partnership objectives therefore no evidence of review</p> <p>No evidence of links to the Council's aims and objectives</p> <p>Little or no evidence that the Council is achieving outcomes given the amount of resources allocated</p>	1

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CUSTOMER FIRST AND ACCOMMODATION ADVISORY GROUP (Report of the Advisory Group)

1. INTRODUCTION

- 1.1 The Advisory Group met on 30th November 2006 and Councillors I C Bates, P L E Bucknell, S J Criswell, P J Downes, T V Rogers and L M Simpson were present. An apology for absence from the meeting was submitted on behalf of Councillor K Reynolds.
- 1.2 Also in attendance were Messrs C Hall, S Couper, D Monks, T Parker, R Preston, A Roberts, J Taylor, P Watkins and Mrs M Greet.
- 1.3 The report of the meeting of the Advisory Group held on 27th July 2006 was received and noted.
- 1.4 Councillor P L E Bucknell requested that it be recorded that his participation in debate and voting would be undertaken without prejudice to the consideration and/or determination of any relevant planning application subsequently by the District Council's Development Control Panel of which he was a member.

2. HEADQUARTERS AND OTHER ACCOMMODATION UPDATE NOVEMBER 2006

- 2.1 The Advisory Group received and noted a report by the Head of Technical Services on the progress of the new headquarters and other accommodation project. Having been acquainted with the provisions of the Development Agreement which recently had been executed, the Advisory Group discussed various aspects of the project. Particular reference was made to the protection from risk afforded to the Council by warranties attached to the Agreement, the long term use of the existing depot site and the savings that would be achieved through the improved energy efficiency of the new buildings and through the termination of consultants' contracts.

3. SCHEDULING THE CUSTOMER FIRST PROGRAMME

- 3.1 A report by the Head of Information Management on progress with the existing Customer First programme and the programme's priorities until the end of 2008 was received and noted.

4. CALL CENTRE MONTHLY PERFORMANCE REPORT OCTOBER 2006.

- 4.1 The Advisory Group received and noted a report summarising the recent performance of the Call Centre. Members' attention was drawn to the Centre's performance against its targets, the feedback that had been received following consultation with customers, the measures that had been taken to continue to provide services during "down time" with electronic systems and service plans over the Christmas period.

Chairman

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