

A meeting of the **CABINET** will be held in **COUNCIL CHAMBER, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **THURSDAY, 17 MAY 2007** at **11:30 AM** and you are requested to attend for the transaction of the following business:-

## **APOLOGIES**

  
**Contact**  
**(01480)**

**1. MINUTES** (Pages 1 - 4)

To approve as a correct record the Minutes of the meeting held on 26<sup>th</sup> April 2007.

**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. APPOINTMENT OF EXECUTIVE COUNCILLORS**

To appoint Members to hold responsibility for executive powers and duties determined by the Leader.

The following portfolios were approved by the Cabinet in May 2006-

- ◆ Finance;
- ◆ Planning Strategy;
- ◆ Environment and Transport;
- ◆ Leisure;
- ◆ Resources and Policy;
- ◆ Housing and Public Health; and
- ◆ Headquarters and Information Technology
- ◆ Operations

Those Members appointed as Executive Councillors for Planning Strategy and Resources and Policy were also appointed ex-officio Members respectively of the Development Control Panel and Licensing and Protection Panel/Licensing Committee.

The Leader was appointed ex-officio Member of the Employment Panel.

#### **4. LEISURE CENTRE MANAGEMENT COMMITTEES**

To appoint Members to serve on the following Leisure Centre Management Committees-

- ◆ Huntingdon Leisure Centre Management Committee (6)
- ◆ St Neots Leisure Centre Management Committee (5)
- ◆ St Ivo Leisure Centre Management Committee (6)
- ◆ Ramsey Leisure Centre Management Committee (5)
- ◆ Sawtry Leisure Centre Management Committee (5)

*The Local Government Act, 2000 requires the appointment of a minimum of one Cabinet Member to Leisure Centre Management Committees. Any non-Cabinet Members appointed are required to represent wards within the catchment area of the relevant Centre. The political balance requirements do not apply.*

#### **5. COUNTRYSIDE JOINT GROUP**

To appoint four Members to serve on the Countryside Joint Group.

#### **6. HUNTINGDONSHIRE ENVIRONMENT AND TRANSPORT AREA JOINT COMMITTEE**

To appoint six Members to serve on the Huntingdonshire Environment and Transport Area Joint Committee.

*The 2000 Act requires the appointment of a minimum of one Cabinet Member to the Joint Committee. Other Members may be appointed to the Joint Committee but the political balance requirements do not apply.*

**7. CUSTOMER FIRST AND ACCOMMODATION ADVISORY GROUP**

To appoint seven Members to serve on the Advisory Group.

A Sub-Group of the Cabinet that is exercising any decision-making powers delegated to it by the Cabinet must include only Cabinet Members. Those whose terms of reference are merely advisory non-Cabinet Members. Proportionality requirements do not apply to any Sub-Groups or Committees to which the Cabinet may appoint.

**8. MEMBERS' ADVISORY GROUP FOR PUBLIC CONVENIENCES**

To appoint four Members to serve on the Advisory Group.

**9. DEVELOPMENT PLAN POLICY ADVISORY GROUP.**

To appoint seven members to serve on the Development Plan Policy Advisory Group.

**10. SAFETY ADVISORY GROUP**

To appoint five Members to serve on the Advisory Group.

**11. ENVIRONMENT STRATEGY WORKING GROUP**

To appoint six members to serve on the Working Group.

**12. MEMBERS' CAR PARKING WORKING GROUP**

To appoint seven members to the Working Group.

**13. MEDIUM TERM PLAN - REQUESTS FOR THE RELEASE OF FUNDS. (Pages 5 - 22)**

By way of a report by the Head of Financial Services to consider requests for the release of funding for various projects.

**S Couper  
388103**

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

To note a summary by the Head of Financial Services of debts written-off during the quarter ended 31st March 2007.

**Mrs J Barber  
388105**

**15. RIVERSIDE MOORINGS - – ENFORCEMENT OF SHORT STAY MOORING RULES (Pages 25 - 26)**

To consider a report by the Head of Operations seeking approval to enter into an agreement with the Environment Agency for the Agency's river inspectors to take action when necessary to ensure that craft using the councils short stay moorings do not overstay the time periods allowed.

**R Ward  
388635**

**16. RECYCLING IN CAMBRIDGESHIRE AND PETERBOROUGH WASTE PARTNERSHIP - BUSINESS RESOURCE EFFICIENCY. (Pages 27 - 28)**

To receive a report by the Head of Operations regarding the funding of waste initiatives by RECAP (Recycling Cambridge and Peterborough) Waste Partnership aimed at increasing the level of recycling undertaken by businesses in the partnership area.

**R Ward  
388635**

**17. ENVIRONMENT STRATEGY - CONSULTATION DRAFT (Pages 29 - 30)**

With the assistance of a report by the Head of Technical Services to consider the contents of the second draft of the Environment Strategy for Huntingdonshire.  
*( a copy of the Strategy will be sent out under separate cover)*

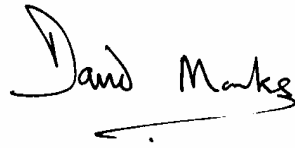
**R Preston  
388340**

**18. RISK REGISTER (Pages 31 - 42)**

To consider a report by the Audit and Risk Manager.

**D Harwood  
388115**

Dated this 9 day of May 2007



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](http://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.*

## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the CABINET held in the Cabinet Room, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN on Thursday, 26 April 2007.

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

APOLOGY: An apology for absence from the meeting was submitted on behalf of Councillors P L E Bucknell.

### **183. MINUTES**

The Minutes of the meeting of the Cabinet held on 5<sup>th</sup> April 2007 were approved as a correct record and signed by the Chairman.

With regard to Item No 180, the Director of Central Services assured Executive Councillors that a further report would be submitted to Cabinet prior to any disposal of land at Priory Park, St Neots.

### **184. MEMBERS' INTERESTS**

Councillor Mrs P J Longford declared a personal interest in Minute No. 189 by virtue of being a dog-owner. Councillor Mrs D C Reynolds declared a personal and prejudicial interest in Minute No 188 by virtue of her employment under the auspices of the PCT and left the room for the duration of discussion and voting thereon.

### **185. FINANCIAL MONITORING – REVENUE BUDGET**

The Cabinet received a report by the Head of Financial Services (a copy of which appended in the Minute Book) on the projected out-turn for 2006/07.

RESOLVED

that the variations in the revenue budget for 2006/07 be noted.

### **186. CAPITAL PROGRAMME MONITORING – 2006/07**

By means of a report by the Head of Financial Services (a copy of which is appended in the Minute Book) and having been acquainted with variations in the Capital Programme in the current year, the Cabinet

RESOLVED

- a) that the report be received and the expenditure variations noted; and
- b) that the estimated capital and revenue impact also be

noted.

**187. MEDIUM TERM PLAN - REQUEST FOR THE RELEASE OF FUNDS: CORPORATE ICT SYSTEMS' OFFICER**

By way of a report by the Head of Financial Services (a copy of which is appended in the Minute Book) the Cabinet considered a request for the release of funding for this new permanent post.

RESOLVED

that funding as detailed in the Annexe to the report now submitted be released in respect of the post of Corporate ICT Systems Officer.

**188. HINCHINGBROOKE HOSPITAL CONSULTATION FEEDBACK**

With the aid of a report by the Head of Environmental and Community Health Services (a copy of which is appended in the Minute Book) the Cabinet considered a suggested response on behalf of the Council to a consultation paper issued by the Cambridgeshire Primary Care Trust entitled "Seeking Sustainable Health Services for the People of Huntingdonshire".

Having considered the proposals outlined in the paper Executive Councillors agreed that any service changes for Hinchingsbrooke Healthcare NHS Trust should not reduce the quality and accessibility of services for residents in Huntingdonshire.

With regard to the comprehensive strategic review planned by the Strategic Health Authority, the Cabinet felt that it would be inappropriate for this to proceed given the recent review and the negative impact which another exercise could have on local hospital services.

On the issue of the future of the Hinchingsbrooke Healthcare NHS Trust, Executive Councillors commented that the dissolution of the Trust would result in a loss of accountability and would be detrimental to the local management and coordination of healthcare in the District. At the same time, Members recorded their concern that the paper did not address future population growth given the proposed increase in new housing for Huntingdonshire and the impact this would have on service requirements.

Finally, having expressed their support for the efforts of personnel at Hinchingsbrooke hospital in performing their duties, the Cabinet  
RESOLVED

that the Director of Operational Services, after consultation with the Leader, be authorised to respond to the consultation as outlined the report now submitted and in the light of the deliberations by Executive Councillors.

**189. DOG CONTROL ORDERS**

With the assistance of a report by the Head of Environmental and Community Health Services (a copy of which is appended in the



Minute Book), the Cabinet considered a proposal to introduce four dog control orders to replace existing dog control provisions as required under the Clean Neighbourhoods and Environment Act 2005.

Having discussed the proposals in the report and having regard to concern expressed in relation to the proposed Order relating to dogs on leads and its impact on other aspects of dog control, the Cabinet

RESOLVED

that consideration of the matter be deferred pending the submission of further information to a future meeting.

#### **190. PLAY STRATEGY**

By way of a report by the Head of Environmental and Community Health Services (a copy of which is appended in the Minute Book) that Cabinet was invited to consider the content of a draft Play Strategy for Huntingdonshire and its proposed submission to the "Big Lottery Fund" in October 2007 for funding to create, improve and develop children and young peoples' play spaces locally.

Having been advised that the Strategy had been the subject of extensive consultation with interested parties and that the associated Action Plan would address the needs of local groups/individuals with disabilities, the Cabinet

RESOLVED

- a) that the content of the draft Play Strategy for Huntingdonshire be approved;
- b) that the proposed key elements of the Action Plan outlined in paragraph 3.3 to 3.6 be approved and the associated financial implications costed; and
- c) that the Head of Environmental and Community Health Services be requested to report further to the Cabinet on the proposed Action Plan, with costings.

#### **191. ISSUES AND OPTIONS FOR CORE STRATEGY, DEVELOPMENT CONTROL POLICIES DEVELOPMENT PLAN DOCUMENTS AND HUNTINGDON WEST AREA ACTION PLAN**

Further to Minute number 06/170 and by way of a report by the Head of Planning Services (a copy of which is appended in the Minute Book) the Cabinet was invited to consider the content of the following documents:-

- Core Strategy Development Plan Document 2007 – Issues and Options
- Development Control Policies Development Plan Document – Issues and Options
- Huntingdon West Area Action Plan – Issues and Options

Having the noted the background to preparation of the documents, their main aims and objectives, a timetable for consultation with stakeholders and arrangements for Member involvement by way of

series of workshops, the Cabinet

RESOLVED

that the Core Strategy Development Plan Document 2007 – Issues and Options, Development Control Policies Development Plan Document and the Huntingdon West Area Action Plan be approved for public consultation.

**192. EXCLUSION OF THE PUBLIC**

RESOLVED

that the public be excluded from the meeting because the business being transacted contains exempt information relating to negotiations for the disposal of land.

**193. CALL-IN: LAND AT WESTWOOD ROAD, ST. IVES**

Further to Minute No. 06/182 and with the assistance of a report by the Director of Central Services (a copy of which is appended to the Annex to the Minute Book) the Cabinet considered the deliberations of the Overview & Scrutiny Panel (Service Support) in relation to their “call-in” of the decision made by the Cabinet on the proposed disposal of Council-owned land at Westwood Road, St Ives at its meeting on the 5<sup>th</sup> April 2007.

Arising from the deliberations of the Panel with regard to the sale of the land and in particular issues concerning the potential affect on adjoining premises leased form Cambridgeshire County Council on behalf of a number of youth organisations, the Cabinet

RESOLVED

- (a) that the views expressed by the Overview and Scrutiny Panel be noted; and
- (b) that the resolution in Minute No 182 of the meeting of the Cabinet held on 5<sup>th</sup> April 2007 be rescinded and the following substituted therefor –  
“that the Director of Central Services be authorised to negotiate terms for the possible disposal of District Council-owned land at Westwood Road, St Ives and that a report thereon, to address also the long term accommodation requirements of Youth Organisations occupying adjacent land, be submitted to a future meeting”.

Chairman

CABINET

17 MAY 2007

## MEDIUM TERM PLAN REQUESTS FOR RELEASE OF FUNDS

(Report by the Head of Financial Services)

### 1 PURPOSE

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

### 2 BACKGROUND

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

### 3. RECOMMENDATION

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

#### ACCESS TO INFORMATION ACT 1985

None

#### Contact Officer:

**Steve Couper**

Head of Financial Services ☎ 01480 388103

Annex	SUMMARY	Net Revenue Impact (£'000)						Net Capital (£'000)					
		2006/ 2007	2007/ 2008	2008/ 2009	2009/ 2010	2010/ 2011	2011/ 2012	2006/ 2007	2007/ 2008	2008/ 2009	2009/ 2010	2010/ 2011	2011/ 2012
		B	1	1	1	1	1	1	24				
C	1	3	3	3	3	3	52						
D	2	4	4	4	4	4	89						
E	2	4	4	4	4	4	89						
F	2	4	4	4	4	4	76						
G	1	2	2	2	2	2	38						
H	7	13	13	13	13	13	256						
I	1	2	2	2	2	2	70						
J							10						
K	2	4	4	4	4	4	84						
L	1	3	3	3	3	3	53						
M	10	10	10	10	10	10							
N	1	2	2	2	2	2	32						
O	32	80	100	100	103	103	1290	633	144				
		<b>63</b>	<b>132</b>	<b>152</b>	<b>155</b>	<b>155</b>	<b>2163</b>	<b>633</b>	<b>144</b>				
		<b>Total amount for which release now requested</b>											

**Project – 469 & 620 - Crime and Disorder – Lighting Improvements**

**Claudia Waters - Project Officer**  
**Chris Allen - Project Manager**

Financial Impact	Net Revenue Impact						Capital							
	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2012/ 2013 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2012/ 2013 £000
Approved Gross Budget	5	6	7	8	8	9	9	23	24	24	22	22	22	
Approved Net Budget	5	5	5	5	5	5	5	23	24	24	22	22	22	
Already released								23	24	24	22	22	22	
<b>Amount for which release now requested</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>		<b>24</b>					

**Justification for Release**

↘ This scheme provides for the provision of extra lighting to areas where there is a public safety issue throughout the district. The particular schemes are identified as discussions are held with local residents, the police or safety partnerships. To date, Norfolk Road in Oxmoor and the area between St Barnabas and the Maple Centre are being considered for this year. Both of these areas are suffering from anti-social behaviour and it is hoped that increased lighting will reduce the problem.

The release of these funds will allow these discussions to be finalised and money to be allocated.

## Project - 312 - CCTV – Digital Services

Robert Ward - Project Officer  
Richard Preston – Project Manager

Financial Impact	Net Revenue Impact						Capital							
	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2012/ 2013 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2012/ 2013 £000
Approved Gross Budget		3	3	3	3	3		52						
Approved Net Budget Already released							3	52						
<b>Amount for which release now requested</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>52</b>						

**Justification for Release**

∞ Funding within the Pathfinder House – One Stop Shop project allows for the provision of a new CCTV suite in the Operations Centre at Eastfield House. In order to get better quality pictures on the CCTV which will aid identification of suspects, the equipment needs to be upgraded from analogue to digital. This upgrading was due to take place last year, but was deferred to tie in with the new CCTV unit. This funding is required to complete these changes within the 100+ camera provision to ensure full digital capability.

The release of these funds will enable this work to be done.

## Project - 389 - Local Transport Plan

Stuart Bell - Project Officer

Financial Impact	Net Revenue Impact						Capital							
	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2012/ 2013 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2012/ 2013 £000
Approved Gross Budget	18	22	27	31	34	36	36	169	171	171	176	156		
Approved Net Budget	18	20	20	20	20	20	20	87	89	89	89	79		
Already released								87						
<b>Amount for which release now requested</b>		<b>2</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>		<b>89</b>					

**Justification for Release**

This scheme provides funds for several smaller projects which support the local transport plan. Many of these are joint funded by parish or the county council or support local transport initiatives. Discussions have taken place with the parishes regarding schemes that they would consider important, and once funds are released full discussion can take place. Schemes that are high on the list to do are St Ives Bus Station timetable boards, St Neots Town centre signage, Hilton car parking, Brampton The Green cycleway. This have yet to be finally scored and release of funding will allow this to progress.

## Project - 474 - Safe Cycle Routes

## Stuart Bell - Project Officer

Financial Impact	Net Revenue Impact						Capital							
	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2012/ 2013 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2012/ 2013 £000
Approved Gross Budget	16	23	28	32	36	39	39	199	89	199	89	88		
Approved Net Budget	16	21	21	21	21	21	205	89	89	89				
Already released							205							
<b>Amount for which release now requested</b>		<b>2</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>		<b>89</b>						

**Justification for Release**

This scheme is a jointly funded scheme with the County Council and has been successful at producing safe cycle routes to schools, shops and to work places. These have included Huntingdon to Hinchingsbrooke, Brampton to Hinchingsbrooke, Oxmoor to St Peters, Eynesbury to the Station, and St Neots Town centre to the station. In order that County can commit to this years programme, a decision is needed to spend this years' money so that the design can be completed before the autumn. There is a priority list of schemes agreed with the County, and this includes St Peters Rd and Yaxley to Farcet. This funding is also used in conjunction with Sect 106 monies and Market Town Strategy money.

Early approval is sought as agreement for joint funding has been reached with the County Council and this commitment needs to be confirmed.



## Project - 361 - Huntingdon Transport Strategy

Stuart Bell - Project Officer

Financial Impact	Net Revenue Impact						Capital							
	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2012/ 2013 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2012/ 2013 £000
Approved Gross Budget	8	17	20	22	22	22	22	146	76	76				
Approved Net Budget	8	15	15	15	15	15	15	146	76	76				
Already released								146						
<b>Amount for which release now requested</b>		<b>2</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>		<b>76</b>					

**Justification for Release**

1- This scheme is a jointly funded scheme with the County Council to enable the Huntingdon Transport Strategy schemes to be completed to the agreed programme. This programme has been widely publicised to the public and partners.  
 1- Funding this year is towards the Ambury Rd cycleway, Huntingdon Railway Station and St Peters Rd cycleway. As these schemes are costly, funding from several sources is used to enable them to be funded.

## Project - 400 – Bus Shelters – Extra Provision

## Stuart Bell - Project Officer

Financial Impact	Net Revenue Impact						Capital							
	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2012/ 2013 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2012/ 2013 £000
Approved Gross Budget	17	22	28	29	29	29		74	74	37				
Approved Net Budget	17	21	25	25	25	25		36	36	37				
Already released														
<b>Amount for which release now requested</b>		<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>38</b>	<b>38</b>					

**Justification for Release**

The scheme is to provide new bus shelters as part of the Prime Site advertising bus shelter contract. This money will erect shelters in locations that could not be funded from the advertising fund but are needed due to their use. Discussions have already taken place with town and parish councils over possible locations. Further shelters were provided in 2005 and this is to continue the programme with further sites. The monies due to be spent in 2006 were slipped to 2007 while an agreement was reached with Primesight to add the extra shelters to their contract. Release of funding is required to start this work which our partners have been consulted on.

## Project - 302/B - New Public Conveniences

Chris Allen - Project Officer

Financial Impact	Net Revenue Impact						Capital							
	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2012/ 2013 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2012/ 2013 £000
Approved Gross Budget	11	29	37	39	39	39	39	447	256	76				
Approved Net Budget Already released	11	22	22	22	22	22	22	447	256	76				
<b>Amount for which release now requested</b>		<b>7</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>		<b>256</b>					

**Justification for Release**

→ On 15 December, Cabinet approved the programme to improve the appearance and safety of the Public Conveniences. The work includes providing compliant disabled facilities, baby changing facilities, increasing safety and reducing vandalism. The first phase of work for 4 sites has been designed and 2 locations have been completed on site

↻ Approval is required so that the design for the second phase can be started and the contracts sought. The contracts for phase 2 are St Ives - Bus Station, Huntingdon – Riverside, St Neots –South St (New site). Construction on these sites is planned for this financial year.

## Project - 625 - Huntingdon Bus Station

Chris Allen - Project Officer

Financial Impact	Net Revenue Impact						Capital							
	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2012/ 2013 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2012/ 2013 £000
Approved Gross Budget		1	14	24	24	24	24	70	420					
Approved Net Budget Already released								70	420					
<b>Amount for which release now requested</b>		<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>70</b>						

**Justification for Release**

Huntingdon Bus Station is being changed due to the new bus priority measures that are being build by the County Council. This will require changes to the bay layouts. It is also a prime site as the first town centre location that passengers to the town see. This scheme is to improve the building and the site. The gross figure on this site may be higher with funding being sought from other sources. The progression of the design will determine the costs.

Release of funds is required so that design can take place as well as necessary investigatory work.

### Project – 52 - St Ives Town Centre 2

Chris Allen - Project Officer

Financial Impact	Net Revenue Impact								Capital							
	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2012/ 2013 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2012/ 2013 £000		
Approved Gross Budget																
Approved Net Budget																
Already released																
<b>Amount for which release now requested</b>		3	5	18	43	56	56		10	10	52	52	513	513		
									<b>10</b>							

### Justification for Release

The feasibility and consultation needs to start on the St Ives Town centre scheme now so that the design can commence in the following year.

Release of funds is requested so that this can take place

## Project - 603 - AJC Small Scale Improvements

Chris Allen - Project Officer

Financial Impact	Net Revenue Impact						Capital							
	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2012/ 2013 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2012/ 2013 £000
Approved Gross Budget	17	22	26	30	34	36	36	84	84	84	84	84	84	
Approved Net Budget	17	20	20	20	20	20	20	84	84	84	84	84	84	
Already released														
<b>Amount for which release now requested</b>		<b>2</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>84</b>						

**Justification for Release**

This scheme is made up of several different projects throughout the district. These are partnership schemes with County, Town or Parish Councils. A joint assessment of schemes has been made by the County and District Members and Officers and a report was submitted to the AJC meeting in December 2006 recommending schemes for completion in 2007 /08.

Early approval is sought as agreement for joint funding has been reached with the County, Town and Parish councils and these commitments need to be confirmed.

**Project - 486 – Environmental Improvements -  
Village Residential Areas**

**Chris Allen - Project Officer**

Financial Impact	Net Revenue Impact						Capital							
	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2012/ 2013 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2012/ 2013 £000
Approved Gross Budget														
Approved Net Budget Already released	1	4	10	10	10	10		73	53	53				
<b>Amount for which release now requested</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>		<b>53</b>						

**Justification for Release**

Bid 486 exists in the MTP funding a scheme which aims to continue the programme of environmental improvements by works in various villages throughout the district.  
This bid is to bring money into this scheme in 2007 for Kimbolton High St.- Funding is promised from the Parish Council of £20k. There is also expected to be a contribution from the County Council and from the LTP scheme.

Release of funds is requested so that this can take place

## Project - 721 - Street Naming

Chris Allen - Project Officer

Financial Impact	Net Revenue Impact						Capital							
	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2012/ 2013 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2012/ 2013 £000
Approved Gross Budget		10	10	10	10	10								
Approved Net Budget Already released														
<b>Amount for which release now requested</b>		<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>								

**Justification for Release**

As well as carrying out the street naming and numbering function, this section is responsible for the replacement of damaged or worn out street names plates. In meeting the service standards set for this service, the budget has been exceeded in the last two years. Extra funds are needed to match the work needed. A full survey of the street name plate signs in the district was carried in April 2006 which identified damaged plates and these are being replaced as well when possible. A new contract has been awarded which does delivery some cost efficiencies, but not adequate to cover the increased costs needed to meet the standards.

Release of funds is requested so that this can take place



## Project – 472 - Accessibility Improvements

Chris Allen - Project Officer

Financial Impact	Net Revenue Impact						Capital							
	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2012/ 2013 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2012/ 2013 £000
Approved Gross Budget	9	10	12	12	12	12								
Approved Net Budget Already released	9	9	9	9	9	9	12	31	32	32				
<b>Amount for which release now requested</b>		<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>		<b>32</b>					

**Justification for Release**

19 The scheme is to carry out works on the highway and car parks to improve access to and from public transport areas to public places, especially for the disabled. This includes surfacing, signage, dropped crossings etc. These are often small scale works of a very local sort but which have a significant impact.

Release of funding is required so that design can commence on these schemes and commitments made.

## Project - 615 – Affordable Housing Social Housing Grant

## Steve Plant

### Financial Impact

	Net Revenue Impact						Net Capital							
	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2012/ 2013 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2012/ 2013 £000
Gross Approved Budget	51	133	188	211	211	211		2535	1226	1226	943			
Net Approved Budget Already released	15	29	29	29	29	29		2055	1226	943				
<b>Amount for which release now requested</b>	<b>32</b>	<b>80</b>	<b>100</b>	<b>103</b>	<b>103</b>	<b>103</b>		<b>1290</b>	<b>633</b>	<b>144</b>				

### Justification for Release

Rising house prices have led to an increase in the need for affordable housing. There are currently 2,150 households on the Council's housing register and the recent housing needs survey identifies a need to develop 585 social rented homes per year for households in need who cannot access the market plus an additional 470 intermediate tenure for households who can afford private rented housing but cannot access owner occupation. (Fordham Survey Update, 2006)

The development of new affordable housing is a priority for this Council. Following the abolition of Local Authority Social Housing Grant, the Council decided to continue funding new affordable housing. This money will be used to fund sites that are not funded by the Housing Corporation, DCLG or other sources; or where joint funding is required to address the tenure balance to better meet the housing needs of the district. This will address two objectives – to help to increase overall supply; and to address tenure balances in favour of social rented housing which forms the Council's highest need.

Payments for individual developments are usually made in 3 tranches rather than 100% up front. This enables the council to keep the funding on deposit until it is due for payment. However, the commitment to fund all 3 tranches needs to be made to enable the scheme to go ahead. This is done by committing the budget (in the year of release) but the spend profile may be over more than one year. For the 07/08 budget we wish to commit a further £2,067m but the spend for this is forecast as £1,290m for 07/08 (in addition to £585k already released), £633k for 2008/9 and £144k for 2009/10.

Effectively the budget for 07/08 has been committed but the spend will not match the budget. The remaining budget for 2007/8 will be transferred to 2008/09 to match the payments.

Committal of the budget to individual schemes will be done after consultation with the Executive Councillors for Finance and Housing.

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CABINET

17 May 2007

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

### 1. INTRODUCTION

- 1.1 The Head of Revenue Services, or in her absence the Head of Financial Services is authorised to write-off debts with an individual value of up to £4,000, or of a greater amount after consultation with the Executive Councillor, having taken appropriate steps to satisfy herself that the debts are irrecoverable or cannot be recovered without incurring disproportionate costs. A summary detailing debts written-off shall be submitted to the cabinet quarterly.
- 1.2 The summary of debts written-off during the quarter ended 31 March 2007 and during the 2006/07 financial year, is shown below with the comparative amount for the previous financial year shown in brackets.
- 1.3 Whilst these amounts have been written-off in this period of the 2006/07 financial year, much of the original debt would have been raised in previous financial years as the table at 4 demonstrates.

### 2. WRITE-OFFS UP TO £4,000

Approved by the Head of Revenue Services

Type of Debt	In Quarter		Financial Year Total		
	No. of Cases	Amount £	No. of Cases	Amount £	Previous Year (£)
Council Tax	415	27,486.51	1152	173,824.63	(132,802.88)
NNDR	53	20,886.39	111	57,662.14	(62,010.92)
Sundry Debtors	76	28,709.00	217	74,155.03	(68,278.25)
Excess Charges	158	6,399.78	377	15,093.34	(12,969.68)

### 3. WRITE-OFFS OVER £4,000

Agreed by the Executive Councillor

Approved by the Head of Revenue Services

Type of Debt	In Quarter		Financial Year Total		
	No. of Cases	Amount £	No. of Cases	Amount £	Previous Year (£)
NNDR	2	12,549.51	8	163,248.30	(260,084.54)
Sundry Debtors	1	14,766.33	1	14,766.33	(34,932.20)

- 3.1 In this quarter one NNDR case, valued at over £4,000, was written off following receipt of final dividend. The second NNDR case and the one Sundry Debtor case were each written-off because the Limited company had ceased trading with no assets or prospect of a dividend.

#### 4. DATE ANALYSIS

Year of Debt	Council Tax (£)	NNDR (£)	Sundry Debtors (£)	Excess Charges (£)
Pre 98/99	1,125.17	6,012.87	2,309.59	0.00
1998/99	651.34	0.63	3,679.85	0.00
1999/00	912.83	0.21	5,262.90	0.00
2000/01	5,125.62	331.43	688.39	55.78
2001/02	9,776.40	7,570.96	3,800.20	0.00
2002/03	17,630.75	760.71	6,317.48	0.00
2003/04	30,425.15	89,737.64	9,899.04	5,408.67
2004/05	43,338.71	57,566.63	26,258.84	85.00
2005/06	52,915.67	49,838.84	26,184.26	6,050.00
2006/07	11,922.99	9,090.52	4,520.81	3,493.89
<b>Totals</b>	<b>173,824.63</b>	<b>220,910.44</b>	<b>88,921.36</b>	<b>15,093.34</b>

#### 5. CONCLUSIONS

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

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

CABINET

17<sup>TH</sup> MAY 2007

## **RIVER MOORINGS – ENFORCEMENT OF SHORT STAY MOORING RULES (Report by the Head of Operations)**

### **1. PURPOSE OF REPORT**

- 1.1 To seek approval to enter into an agreement with the Environment Agency for the Agency's river inspectors to take action when necessary, to ensure that craft using the District Council's short stay moorings do not overstay the time periods allowed.

### **2. BACKGROUND**

- 2.1 The District Council provides a number of short stay moorings along the river Great Ouse for use by visitors coming to the area along the river system by boat.
- 2.2 Whilst most boat owners use these moorings for their intended purpose of day visits, there are a small number of local boat owners who live aboard boats that tie up at the moorings for days at a time in order to avoid paying residential mooring fees at local marinas. The effect of this is to deny use of the moorings by day visitors, discouraging them from stopping to visit.
- 2.3 The District Council does not have the resources to provide daily checks on boats using its moorings along the river and as a result, by the time we find out a boat is using a mooring as a long stay, it can take several days to issue the appropriate notices in order to get the boat moved.

### **3. INFORMATION**

- 3.1 The Environment Agency employ full time river inspectors, who are out and about on the river on a daily basis, ensuring that waterway rules are observed and that facilities are in good order. They have the power to move any boats that overstay on moorings owned by them and do so on a regular basis.
- 3.2 Following discussions with the Agency, a licence agreement has been drawn up that would enable the river inspectors to act on behalf of the District Council and ensure that boat users do not abuse the short stay mooring that we provide. The agreement is similar to those already in place between the EA and other councils.
- 3.3 The agreement does not require the Environment Agency to undertake the task, it simply permits them to do so when they see facilities being

used improperly. The licence agreement will be annual, with provision for either side to terminate at one months notice. There are no fees involved and the council retains all rights and ownership of the moorings, along with the right to undertake enforcement where appropriate.

#### **4. CONCLUSION**

- 4.1 The river Great Ouse is a major attraction for the District, greater use of which has considerable potential to enhance and promote local tourism and economic development. Ensuring that visitors using the river have short stay moorings available is an important issue and this proposed licence agreement will help to ensure that.
- 4.2 With the Inland Waterways Festival due to take place in St Ives later this year, availability of temporary moorings will be a key issue for those visiting to take part.

#### **5. RECOMMENDATION**

- 5.1 Cabinet are invited to approve arrangements for the District Council to enter into agreement, initially for a period of twelve months, for the Environment Agency to enforce the terms and conditions of short stay river moorings.

### **BACKGROUND INFORMATION**

HDC / Environment Agency Agreement.

<b>Contact Officers:</b>	<b>Robert Ward Head of Operations</b>
	<b>☎ 01480 388635</b>



CABINET

17<sup>TH</sup> MAY 2007

**BUSINESS RESOURCE EFFICIENCY & WASTE PROGRAMME (BREW)  
FUNDING 2007/08  
(Report by the Head of Operations)**

**1. INTRODUCTION**

- 1.1 The RECAP (Recycling Cambridge and Peterborough) Waste Partnership was invited last year to bid for funds from Defra's Business Resource Efficiency & Waste (BREW) fund for initiatives to increase the level of recycling undertaken by businesses in the partnership area, which covers Huntingdonshire, Fenland, South Cambridgeshire, East Cambridgeshire, Cambridge City and Peterborough City.

**2. BACKGROUND**

- 2.1 Currently, many small businesses are keen to recycle, but the small quantities that they produce, make separate collection of this material uneconomic and unsustainable in environmental terms in the more rural areas and Market Towns, so neither local authorities, nor the commercial sector are very active in this area of recycling.
- 2.2 The partnership submitted a range of funding bids including one suggested by the four districts to employ staff to investigate the viability of providing recycling facilities to small and medium sized shops and businesses in the Market Towns by establishing locations where a number of shops / businesses could all bring their recycled materials, which would then be collected in bulk from that point, making the collection (by either the local authority or private sector companies – whichever is more appropriate) more cost effective. (A commercial version of our 'bring sites').

**3. OUTCOME**

- 3.1 The Partnership's bids were all successful, with a total of £210k being provided for a range of projects across the partnership area, including a sum of £71k to fund a pilot project of recycling facilities for small and medium sized businesses as set out above. The funding is for two full time posts for one year and the overheads and oncosts associated with the project (marketing, promotion, travel, offices etc). The officers will work across Hunts, East Cambs, South Cambs and Fenland during the year.

3.2 As the original proposal for this pilot originated at HDC, we have been asked to plan and manage the project on behalf of the partnership, including employing the staff, the costs of which will be recouped from BREW allocations.

3.3 Subject to agreement, it is proposed to establish the posts on a temporary basis within the Service Development section of the Operations Division and recruit to these new posts as soon as a project plan has been developed and agreed with other RECAP partners

#### **4. RECOMMENDATION**

4.1 Cabinet are requested to approve the arrangements proposed for the District Council to host the pilot project for recycling waste generated by small and medium-sized businesses.

#### **BACKGROUND PAPERS**

RECAP Partnership BREW funding award letter – March 2007.

**Contact**                      **Robert Ward**  
**Officers:**                      **Head of Operations**

              **01480 388635**

**CABINET**

**17 MAY 2007**

## **ENVIRONMENT STRATEGY (Report by Head of Technical Services)**

### **1. INTRODUCTION**

- 1.1 Cabinet at their meeting on 1 February 2007 approved the first draft of an Environment Strategy.
  
- 1.2 The strategy has now been reviewed in full by the Overview and Scrutiny Panel (Corporate and Strategic Framework) and the ‘greening the business’ and ‘service impacts’ implications of the strategy have been considered further by the Service Support and Service Delivery Overview and Scrutiny Panels respectively. Two meetings of the Environment Strategy Working Group, appointed by Cabinet, also have reviewed the strategy and the proposals for its further development.
  
- 1.3 Comments from these internal review processes have been incorporated into a second draft of the strategy which it is proposed to use as the basis for a consultation with the public and parish and town councils. In addition it is proposed to consult with other public and private sector interests under the auspices of the Environment Forum of the Huntingdonshire Strategic Partnership.

### **2. ENGAGEMENT & CONSULTATION PROCESS**

- 2.1 The approach to the consultation is detailed in the table below

<b>Timing</b>	<b>Purpose</b>	<b>Process</b>
<b>June</b>	Establish public high level understanding and priorities	‘Environmental Priorities’ questionnaire in summer edition of District Wide
	Share strategy and invite comment from key partners and local stakeholders.	Re-launch Environment Forum of Huntingdonshire Strategic Partnership by means of a stakeholder Consultation event.
	Public awareness raising	Engage with local communities at a number of events e.g. Warboys’ Greener Living Event
<b>July/August</b>	Public awareness raising	Continue programme of events aimed at engaging with local communities.
<b>September</b>	Share strategy and invite comment from Town and Parish Council	Hold consultation events at up to five locations around the District
	Establish baseline of local people’s environmental awareness	Undertake survey of a representative sample of 1,000 Huntingdonshire residents.

- 2.2 Through the approached outlined above the council will collect a wide range of data from self-selecting respondents to the District Wide questionnaire through to the more rigorous, statistically sound, output from the targeted research. This will provide a rich evidence base which will underpin the final Environment Strategy which it is proposed that the council will adopt in October 2007.
- 2.3 Throughout the consultation process work will continue on developing a draft action plan for which resource requirements will be identified and presented for consideration with the final strategy.

### **3 Recommendations**

- 3.1 Cabinet are recommended to –
- (a) approve the draft Environment Strategy at Annex A as a basis for consultation;
  - (b) approve the engagement and consultation proposals at Section 2 of this report; and
  - (c) authorise the Head of Technical Services, after consultation with the, Environment Strategy Working Group to agree the form of the baseline survey.

**Contact Officer: Richard Preston, Head of Environment & Transport**

**☎ 01480 388340**

## **RISK REGISTER (Report by the Audit & Risk Manager)**

### **1. INTRODUCTION**

- 1.1 In line with good practice and the Council's own Risk Management Strategy, a risk register has been developed that identifies corporate risks. It was prepared in consultation with Heads of Service, reviewed by the Risk Management Group and the Chief Officers' Management Team and then discussed at the Corporate Governance Panel in September 2006.
- 1.2 The Risk Management Strategy requires the Cabinet to consider each of the very high or 'red' residual risks to identify whether they should be further mitigated by cost-effective and affordable actions. This report provides information in respect of each of the 'red' risks on the register.

### **2. RISK TREATMENT OPTION FORMS**

- 2.1 Heads of Service responsible for the eight 'red' risks on the risk register have considered the options available to further mitigate their potential impact on the Council. The Risk Management Group and COMT have also reviewed their proposals.
- 2.2 For each 'red' risk an option form has been prepared. These forms, which are attached, list in priority order the cost-effective and affordable actions that have been identified or propose that no further mitigation is practical. It is proposed that all those actions shown as achievable within existing resources should be undertaken.
- 2.3 There are no proposals that require extra resources at this stage, but Cabinet should note the comments on form number 7 about the ongoing investigations on ICT security which may lead to proposals with additional costs in due course.

### **3. RECOMMENDATION**

Cabinet is recommended to:

- approve the proposed actions 'within existing resources'
- confirm that the resulting level of mitigated risks will be acceptable
- note the progress that is being made in developing risk management.

### **BACKGROUND INFORMATION**

Risk Register  
Notes of meetings with Senior Managers  
Risk Management Group papers

**Contact Officer:** David Harwood, Audit & Risk Manager ☎ 01480 388115

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## Risk Assessment Model

The risk assessment model was approved by Corporate Governance Panel in March 2005.

The model requires potential risks to be evaluated against a set of pre-determined criteria for likelihood/frequency and impact. Individual risk levels can then be determined by plotting the risks onto a risk matrix.

### Likelihood / Frequency

	Alternatively this could be expressed as likely to happen within the next:	When considering Health & Safety related risks, the likelihood should be expressed as being likely to happen within the next:
<b>5 = Highly Likely</b>	Month	Week
<b>4 = Likely</b>	Year	6 months
<b>3 = Occasional</b>	3 years	Year
<b>2 = Unlikely</b>	10 years	5 years
<b>1 = Improbable</b>	20 years	10 years

### Impact

Risks will be evaluated against the following scale. If a risk meets conditions for more than one category, a judgement will need to be made as to which level is the most appropriate. For example, if a particular health and safety risk was significant, could result in minor short-term adverse publicity in the local media but had only a trivial financial impact, it might still be categorised as significant.

**1 = trivial** event or loss, which is likely to:

- cause minor disruption to service delivery on one or two consecutive days, not noticeable to customers
- affect the financial performance / outturn of one service in the current financial year by £10,000 or less
- be managed with no reporting in the local media
- \* a Health & Safety concern with no or very minor / insignificant injury
- cause localised (one or two streets) environmental or social impact

**2 = minor** event or loss, which is likely to:

- cause minor, noticeable disruption to service delivery on one or two consecutive days
- affect the financial performance / outturn of one service in the current financial year by more than £10,000 but less than £50,000.
- result in minor short-term (up to a fortnight) adverse publicity in the local media
- \* a Health & Safety concern that results in a minor injury, but with no sickness absence
- have a short term effect on the environment i.e. noise, fumes, odour, dust emissions etc., but with no lasting detrimental impact

**3 = significant** event or loss, which is likely to:

- cause disruption for between one and four weeks to the delivery of a specific service which can be managed under normal circumstances
- affect service delivery in the longer term

- affect financial performance / outturn in the current financial year or future financial years by £50,000 or more but less than £100,000.
- result in significant adverse publicity in the national or local media
- \* a Health & Safety concern that results in moderate injury and lost time, and/or requires the H&S Executive to be notified
- has a short term local effect on the environment, or a social impact, that requires remedial action.

**4 = major** event or loss, which is likely to:

- have an immediate impact on the majority of services provided or a specific service within one area, so that it requires Director involvement.
- affect financial performance / outturn in the current financial year or future financial year by £100,000 or more but less than £250,000.
- raise concerns about the corporate governance of the authority and / or the achievement of the Corporate Plan
- cause sustained adverse publicity in the national media
- significantly affect the local reputation of the Council both in the long and short term
- \* a Health & Safety concern that results in a major injury and lost time, and/or requires the H&S Executive to be notified and operations stopped
- have a long term detrimental environmental or social impact e.g. chronic and / or significant discharge of pollutant

**5 = critical** event or loss, which is likely to:

- have an immediate impact on the Council's established routines and its ability to provide any services, and cause a total shutdown of operations.
- affect financial performance / outturn in the current financial year or future financial years by £250,000 or more and / or on future Council Tax levels
- have an adverse impact on the national reputation of the Council both in the long and short term
- \* results in a the fatality of an employee or customer or major loss of life, requiring operations to be stopped and immediate action to remedy a major Health & Safety concern
- have a detrimental impact on the environment and the community in the long term e.g. catastrophic and / or extensive discharge of persistent hazardous pollutant

Likelihood / Frequency	Highly Likely	5					
	Likely	4					
	Occasional	3					
	Unlikely	2					
	Improbable	1					
			1	2	3	4	5
			Trivial	Minor	Significant	Major	Critical
			<b>Impact</b>				



## Risk Treatment Option Form : No 1

Risk Treatment – Action Plan					
Description of risk from register:	Risk ID No: 203/03	Current residual risk score: Likelihood x Impact	4	4	<b>16</b>
<b>Service recovery and/or business continuity plans are inadequate resulting, over both the short and medium term, in the Council's inability to provide an appropriate service</b>					
Controls already in place as listed on the risk register:					
Corporate Service Recovery Plan <span style="float: right;">UPS allows 10 minutes closing down time</span> IT & telecoms recovery agreement in place Data backed up and stored off site Air conditioning					
Are these controls operating effectively? Yes					
<b>Risk Action Plan (All actions listed in priority order)</b>					
Proposed actions to reduce risk using existing resources			New residual risk score <sup>1</sup>		Extra resources required <sup>2</sup>
			L	I	
a. Work already underway with consultants to prioritise services to be recovered.			--	--	---
b. Testing of recovery plans.					
c. 2 server rooms in new accommodation at HQ & Eastfield House. MTP bid already approved.			3	3	<b>9</b>
d. 2 telecoms switches in new accommodation at HQ & Eastfield House. MTP bid already approved.			3	3	<b>9</b>
Actions requiring additional resources					
<b>Decision</b>					
Agreed Option:		Implementation Date		Risk Owner	
				<b>Head of Administration</b>	
Decision taken by:			on:		

<sup>1</sup> **New Residual Risk Score:** after the action has been introduced

<sup>2</sup> **Extra Resources:** only complete if extra resources will be required to allow the proposed action to be introduced e.g. financial costs and staff time

## Risk Treatment Option Form : No 2

Risk Treatment – Action Plan						
Description of risk from register:	Risk ID No:	276	Current residual risk score: Likelihood x Impact	3	5	<b>15</b>
<b>A civil emergency occurs that affects more than 2000 people leading to the Council's rest centre provision and support proving inadequate.</b>						
Controls already in place as listed on the risk register:						
Staff Training	Food plan (exercises carried out (desk top) but not formally tested)					
Venues identified and agreed: St Ivo Leisure Centre able to deal with a maximum of 2290 people.	An annual agreement with the WRVS voluntary service to provide additional trained staff and support in the event of an emergency – funding identified for 07/08.					
Out of hours contact s maintained and up to date						
Liaison with voluntary organisations, local PCTs, Social services, etc						
Pet Plan – arrangements with shelters and vets etc						
Are these controls operating effectively? Yes						
<b>Risk Action Plan (All actions listed in priority order)</b>						
Proposed actions to reduce risk using existing resources			New residual risk score <sup>3</sup>		Extra resources required <sup>4</sup>	
			L	I		
a. Short term holding areas identified (awaiting confirmation from venues)			3	4	<b>12</b>	
b. Increase capacity to 5000 by identifying and obtaining agreement to use additional venues.			3	4	<b>12</b>	
c. Put in place an annual agreement ( £1500/year) with the WRVS voluntary service to provide additional trained staff and support in the event of an emergency.			3	4	<b>12</b>	
Actions requiring additional resources						
<b>Decision</b>						
Agreed Option:		Implementation Date		Risk Owner		
				<b>Head of Housing Services</b>		
Decision taken by:			on:			

<sup>3</sup> **New Residual Risk Score:** after the action has been introduced

<sup>4</sup> **Extra Resources:** only complete if extra resources will be required to allow the proposed action to be introduced e.g. financial costs and staff time

## Risk Treatment Option Form : No 3

Risk Treatment – Action Plan						
Description of risk from register:	Risk ID No:	<b>New</b>	Current residual risk score: Likelihood x Impact	<b>2</b>	<b>5</b>	<b>10</b>
<b>A member of the public is seriously injured or killed whilst visiting or using Leisure Centre facilities due to the Council not providing a safe environment, or its staff with sufficient and adequate training.</b>						
Controls already in place as listed on the risk register:						
Trained, qualified and experienced fitness staff / lifeguards	Customers assessed for skin type (sunbeds) and undergo induction					
Bather capacities not exceeded	Sunbed equipment to British Standards					
Appropriate number of lifeguards on duty	Use of sunbed limited by length of session and number of sessions					
Regular breaks for lifeguards to maintain alertness	Warning signs displayed					
Assessment of customer abilities at joining	Regular monitoring of tanning equipment					
Customers required to undergo induction	Risk is physical injury to customers or at worst death by heart failure caused by overexertion					
Appropriate number of staff on duty	Risk is death by drowning of pool users					
Monitoring by staff of usage by customers	Risk is over exposure by customers causing sunburn or melanomas					
Trained first aiders on site						
Defibrillators on site and staff trained in their use						
Health and Safety Co-ordinator monitors actions taken						
Are these controls operating effectively? Yes						
<b>Risk Action Plan (All actions listed in priority order)</b>						
Proposed actions to reduce risk using existing resources			New residual risk score <sup>5</sup>		Extra resources required <sup>6</sup>	
			L	I		
<b>a. No further mitigation is practical</b>						
Actions requiring additional resources						
<b>Decision</b>						
Agreed Option:		Implementation Date		Risk Owner		
				<b>Head of Administration</b>		
Decision taken by:			on:			

<sup>5</sup> **New Residual Risk Score:** after the action has been introduced

<sup>6</sup> **Extra Resources:** only complete if extra resources will be required to allow the proposed action to be introduced e.g. financial costs and staff time

## Risk Treatment Option Form : No 4

Risk Treatment – Action Plan					
Description of risk from register:	Risk ID No: 241	Current residual risk score: Likelihood x Impact	2	5	<b>10</b>
<b>Information or data is lost leading to an inability to provide an appropriate service or respond to requests for information.</b>					
Controls already in place as listed on the risk register: All software is removed and hard disks wiped clean by IMD before disposal Documents held in metal filing cabinets in most cases All incendiary sources away from cabinets, only destruction of building should cause such loss Many records held electronically and servers not held on the same floors Staff are encouraged to challenge strangers in secure areas All confidential documents stored in a semi-secure environment Staff aware of arrangements for disposal of confidential waste - including use of shredding equipment Office access controls Non - active case files routinely stored The Council operates a no smoking policy in it's buildings Staff training, policies and management processes regarding the need for confidentiality Corporate Policy for Records Management & Document Retention					
Are these controls operating effectively? Yes (as far as is known)					
<b>Risk Action Plan (All actions listed in priority order)</b>					
Proposed actions to reduce risk using existing resources			New residual risk score <sup>7</sup>		Extra resources required <sup>8</sup>
			L	I	
a. Production & implementation of <b>Information Assurance Policy</b> including: <ul style="list-style-type: none"> <li>Survey of users to baseline scope of the risk</li> <li>Raise staff awareness through further training</li> <li>Investigation into encryption of information</li> <li>Appropriate disposal of electronic &amp; paper-based information</li> </ul>			1	5	5
b. Production & implementation of the <b>Flexible Working Strategy</b> eg defines usage of mobile devices including USB sticks. NB Assumes funding of Flexible Working MTP bid and subsequent funding of implementation of the <b>Flexible Working Strategy</b> .					
Actions requiring additional resources					
<b>Decision</b>					
Agreed Option:		Implementation Date		Risk Owner	
				<b>Head of IMD</b>	
Decision taken by:			on:		

<sup>7</sup> **New Residual Risk Score:** after the action has been introduced

<sup>8</sup> **Extra Resources:** only complete if extra resources will be required to allow the proposed action to be introduced e.g. financial costs and staff time

## Risk Treatment Option Form : No 5

Risk Treatment – Action Plan							
Description of risk from register:	Risk ID No: 277/8	Current residual risk score: Likelihood x Impact	2	5	<b>10</b>		
<b>Users of the Leisure Centres are put at risk due to the employment of staff who are unsuitable to work with vulnerable people.</b>							
<p>Controls already in place as listed on the risk register:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;">                     1 member of recruitment panel trained in 'safeguarding' issues.                      CRB checks undertaken on all staff                      References undertaken                      Guidance issued to staff.                      Staff shadowing in place until CRB checks returned                 </td> <td style="width: 50%; border: none; vertical-align: top;">                     Each Leisure Centre Manager is a Designated Child Protection Officer                      HDC Policy and Procedures on Safeguarding Children, Young People and Vulnerable Adults in place.                      Structure in place to implement action plan arising from Policy.                 </td> </tr> </table>						1 member of recruitment panel trained in 'safeguarding' issues. CRB checks undertaken on all staff References undertaken Guidance issued to staff. Staff shadowing in place until CRB checks returned	Each Leisure Centre Manager is a Designated Child Protection Officer HDC Policy and Procedures on Safeguarding Children, Young People and Vulnerable Adults in place. Structure in place to implement action plan arising from Policy.
1 member of recruitment panel trained in 'safeguarding' issues. CRB checks undertaken on all staff References undertaken Guidance issued to staff. Staff shadowing in place until CRB checks returned	Each Leisure Centre Manager is a Designated Child Protection Officer HDC Policy and Procedures on Safeguarding Children, Young People and Vulnerable Adults in place. Structure in place to implement action plan arising from Policy.						
Are these controls operating effectively? Yes							
<b>Risk Action Plan (All actions listed in priority order)</b>							
Proposed actions to reduce risk using existing resources			New residual risk score <sup>9</sup>		Extra resources required <sup>10</sup>		
			L	I			
a. "Safeguarding" training is to be provided to Designated Child Protection Officer's and other relevant staff in the Leisure Centres to meet the requirements of the Children's Act 2004.			2	5	<b>10</b>		
Actions requiring additional resources							
<b>Decision</b>							
Agreed Option:		Implementation Date		Risk Owner			
				<b>Head of Administration</b>			
Decision taken by:			on:				

<sup>9</sup> **New Residual Risk Score:** after the action has been introduced

<sup>10</sup> **Extra Resources:** only complete if extra resources will be required to allow the proposed action to be introduced e.g. financial costs and staff time

## Risk Treatment Option Form : No 6

Risk Treatment – Action Plan					
Description of risk from register:	Risk ID No: <b>149/10</b>	Current residual risk score: Likelihood x Impact	<b>2</b>	<b>5</b>	<b>10</b>
<b>The Council is not accurate enough in its assessment of the Government’s Council Tax/budget requirement capping level resulting in the Council being capped or setting its Council Tax at a figure significantly below the capping level resulting in the need for additional temporary or permanent service reductions.</b>					
Controls already in place as listed on the risk register: When the Council makes its decision on the Council Tax and Budget Requirement Level each February it is provided with all the relevant information that is available including Government comments on capping.					
Are these controls operating effectively? Yes					
<b>Risk Action Plan (All actions listed in priority order)</b>					
Proposed actions to reduce risk using existing resources			New residual risk score <sup>11</sup>		Extra resources required <sup>12</sup>
			L	I	
a. <b>No further mitigation is practical</b> because the Government refuses to announce the capping criteria in advance, as a matter of principle, and their final decision is based on the actions of all the local authorities, police and fire authorities in England. Thus, it is impossible to have any real degree of certainty. If too high an increase is agreed, there are additional rebilling costs and potential damage to the Council’s reputation but the ongoing level of service reductions is minimised. If too low a figure is chosen, more service reductions than are necessary will have to be made.					
b.					
Actions requiring additional resources					
<b>Decision</b>					
Agreed Option:		Implementation Date		Risk Owner	
				<b>Head of Financial Services</b>	
Decision taken by:			on:		

<sup>11</sup> **New Residual Risk Score:** after the action has been introduced

<sup>12</sup> **Extra Resources:** only complete if extra resources will be required to allow the proposed action to be introduced e.g. financial costs and staff time

## Risk Treatment Option Form : No 7

Risk Treatment – Action Plan					
Description of risk from register:	Risk ID No: 116	Current residual risk score: Likelihood x Impact	2	5	10
<b>ICT Security is breached causing both the loss of data and a loss of trust in the reliability of the data being held.</b>					
Controls already in place as listed on the risk register:					
Back up tapes	Booking procedures for use of laptops away from the office				
Access controls	Locks on notebook computers				
Fire / security protection	Equipment postcoded				
Security marking of assets	Email filtering greatly reducing viruses, trojan software & spam.				
CCTV unit					
Caretaker protocols					
<b>Risk Action Plan (All actions listed in priority order)</b>					
Proposed actions to reduce risk using existing resources	New residual risk score <sup>13</sup>		Extra resources required <sup>14</sup>		
	L	I			
Incorporation of gas based fire suppression within the new ICT racking & cabinets to be installed at Eastfield House. This will suppress fires originating within those cabinets and is a safer and cheaper option than incorporating a complete room flooding system. However, there are some external to cabinet elements – specifically the UPS batteries – which would not be protected.	2	4	8		
<p>A number of further mitigating actions are being <b>investigated</b>:</p> <ul style="list-style-type: none"> <li>Rationalise population of underused laptops (part of <b>ICT for New Accommodation</b> project) to ensure they are kept up-to-date with security updates</li> <li>Encryption of data held on PCs (requirement also of <b>Flexible Working</b> project)</li> <li>Splitting the server population between 2 physical sites (Operations Centre &amp; new HQ)</li> <li>Use of “data-less” PCs (holding information on central servers &amp; serving the screen changes to the PCs) – Cyrix investigation (trial sponsored as part of <b>Flexible Working</b> project)</li> </ul> <p>Following investigations, the implementation of the resulting actions (some of which will require further funding) may further reduce the likelihood &amp; impact of the risk. The position will reassessed when the investigations are completed.</p>					
Actions requiring additional resources					
None at this stage					
<b>Decision</b>					
Agreed Option:	Implementation Date		Risk Owner		
			<b>Head of IMD</b>		
Decision taken by: _____ on: _____					

<sup>13</sup> **New Residual Risk Score:** after the action has been introduced

<sup>14</sup> **Extra Resources:** only complete if extra resources will be required to allow the proposed action to be introduced e.g. financial costs and staff time

## Risk Treatment Option Form : No 8

Risk Treatment – Action Plan					
Description of risk from register:	Risk ID No: 166/5	Current residual risk score: Likelihood x Impact	2	5	<b>10</b>
<b>A member of the public or an employee of the Council is seriously injured or killed due to the Council not providing its employees with either a safe working environment or sufficient and adequate training with regard to the tasks that it requires to be carried out.</b>					
Controls already in place as listed on the risk register:					
All staff who drive on Council business self-certify that they have a valid driving licence, appropriate insurance and that their vehicle has an MOT (if required). Driving licence check, initial and annual. Driver training. Quarterly review of all Health and Safety risk assessments and incidents - related action plans are implemented and recorded	Health and Safety issues are discussed annually Activity Managers are all trained in Health and Safety Management Health and Safety inspections Health and Safety Officer and Committee Induction training in Health and Safety Different training courses available, risk assessments				
Are these controls operating effectively?	Yes – the driving licence check only applies to HGV drivers in Operations Division				
<b>Risk Action Plan (All actions listed in priority order)</b>					
Proposed actions to reduce risk using existing resources			New residual risk score <sup>15</sup>		Extra resources required <sup>16</sup>
			L	I	
<b>a. No further mitigation is practical</b>					
Actions requiring additional resources					
<b>Decision</b>					
Agreed Option:		Implementation Date		Risk Owner	
				<b>Head of Personnel</b>	
Decision taken by:			on:		

<sup>15</sup> **New Residual Risk Score:** after the action has been introduced

<sup>16</sup> **Extra Resources:** only complete if extra resources will be required to allow the proposed action to be introduced e.g. financial costs and staff time