

A meeting of the **OVERVIEW AND SCRUTINY PANEL (SERVICE DELIVERY)** will be held in the **COUNCIL CHAMBER, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **TUESDAY, 4TH DECEMBER 2007** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

APOLOGIES

1. PROPOSED STUKELEY MEADOWS SKATE PARK

To note that under Section 16 of the Access to Information Procedure Rules contained in the Council's Constitution, the Chairman agreed to the inclusion of an urgent item of business on the Cabinet Agenda for 22nd November 2007 relating to the proposed Stukeley Meadows Skate Park to enable consent to be given to commit funds to the development of a skate park in Stukeley Meadows, in advance of the formal approval of the medium-term plan in February

2 Minutes

2. MINUTES (Pages 1 - 6)

To approve as a correct record the Minutes of the meeting of the Panel held on 6th November 2007.

**A Roberts
388009**

2 Minutes

3. MEMBERS' INTERESTS

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

2 Minutes

4. LOCAL GOVERNMENT ACT 2000 - FORWARD PLAN (Pages 7 - 12)

A copy of the current Forward Plan, which was published on 16th November 2007, is attached. Members are invited to note the Plan and to comment as appropriate on any items contained therein.

**R Reeves
388003**

10 Minutes

5. DISABILITY ACCESS STUDY (Pages 13 - 24)

To consider a report on the results of a survey of District Council Members and Town and Parish Councils as part of the study on

**A Roberts
388009**

disability access in the District.

N Giles
387049

30 Minutes

6. STATE OF THE DISTRICT CONSULTATION WORKING GROUP
(Pages 25 - 26)

To consider a progress report on the work of the State of the District Consultation Working Group.

A Roberts
388098

10 Minutes

7. PROMOTING HEALTH IN OLDER PEOPLE THROUGH PHYSICAL EXERCISE (Pages 27 - 42)

To consider a report on the Cabinet's decisions in response to the Panel's recommendations arising from the study on Promoting Health in Older People through Physical Exercise.

A Roberts
388009

15 Minutes

8. GROWING SUCCESS (Pages 43 - 44)

To receive and note a report on a recent decision by the Cabinet on Overview and Scrutiny's input into the performance monitoring process.

A Roberts
388009

10 Minutes

9. OVERVIEW AND SCRUTINY PANEL (SERVICE DELIVERY) - PROGRESS (Pages 45 - 52)

To consider a report by the Head of Administration on the Panel's programme of studies.

A Roberts
388009

10 Minutes

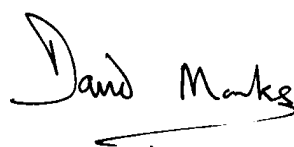
10. SCRUTINY

To scrutinise decisions taken since the last meeting as set out in the Decision Digest (**TO FOLLOW**) and to raise any other matters for scrutiny that fall within the remit of the Panel.

A Roberts
388009

10 Minutes

Dated this 23rd day of November 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, their family or any person with whom they had a close association;*
 - (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 £25,000; 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 A Roberts, Democratic Services Officer, Tel No 01480 388009/e-mail: Anthony.Roberts@huntsdc.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.

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 car park adjacent to the Methodist Church on the High Street (opposite Prima's Italian Restaurant).

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HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (SERVICE DELIVERY) held in the Council Chamber, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Tuesday, 6th November 2007.

PRESENT: Councillor S J Criswell – Chairman.

Councillors J D Ablewhite, Mrs M Banerjee, K J Churchill, Mrs K E Cooper, D A Giles, Mrs C A Godley, D Harty, Mrs P A Jordan, P G Mitchell, P K Ursell and J S Watt.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors E R Butler, J E Garner and J M Sadler.

36. MINUTES

The Minutes of the meeting held on 2nd October 2007 were approved as a correct record and signed by the Chairman.

37. MEMBERS' INTERESTS

Councillors K J Churchill, S J Criswell and D Harty declared personal interests in Minute Nos. 39, 41 and 42(c) by virtue of being Members of Cambridgeshire County Council.

38. A SUSTAINABLE LOCAL ECONOMY STRATEGY FOR HUNTINGDONSHIRE

The Panel gave consideration to a report by the Head of Policy and Strategic Services (a copy of which is appended in the Minute Book) to which was attached a draft Sustainable Local Economy Strategy for Huntingdonshire. Members were informed that the Strategy looked beyond the boundary of the District borders and involved partner organisations. The strategy was designed to shape the local economy by concentrating on promoting key sectors, which was in line with regional and national trends. It also took account of a number of local and regional studies and had been subject to a series of consultation events. The overall aim was to develop a strategy that could contribute towards achieving 20,000 additional jobs that were needed in the District in the period to 2021 in line with the draft Regional Spatial Strategy.

The Panel discussed each of the six strategic priorities in detail which had been developed to focus future activities. With regard to the outcome of providing Business Support, Members commented on the need for the Council to support the installation of infrastructure facilities in areas of land identified for industrial development in order to make them more attractive to businesses. Following a further comment on the need to promote existing sites for development, it

was suggested that older units should be refurbished for this purpose.

In response to a question by Councillor D A Giles, Members were informed that the 20,000 new jobs would be in addition to the 68,000 existing jobs in the District. Members requested that they be kept informed of changes to the designation of industrial land for planning purposes and commented that there was unmet demand for “move on” premises and that small companies needed support to make the transition.

Members noted that the Physical Infrastructure Development strategic priority referred to the importance of ensuring that infrastructure requirements were reflected in the Regional Spatial Strategy and, in particular, the need for an effective transport network.

In respect of the Skill Development strategic priority, Members commented that, in addition to providing training, priority housing also should be provided for key workers. Having been acquainted with an example of how similar assistance had been provided to a company relocated to the District, Members noted that the Regional College consulted industry on its training needs and developed courses to support creative industries.

The Panel was informed of the objectives of the Town Centre support and the Visitor Development strategic priorities. With regard to the latter, Members requested and received details of the sub-regional approach it was intended to adopt. A regional brand would be developed and a Tourism Officer for Cambridgeshire and Peterborough would be appointed and managed by the District Council to support partners across the County to deliver projects for the benefit of Cambridgeshire and Peterborough.

The final strategic priority covered the industry sectors it was intended to promote. The Panel referred to the need for planning policies to allow diversification in the use of redundant buildings in rural areas for this purpose and for measures to attract industries, including assistance with start-up, transfer and technical matters. Members went on to outline their views on the desirability of providing adequate and sufficient services to serve the increased population. It was explained that an extra 10,000 jobs were currently needed locally to balance the levels of inward and outward commuting to and from the District.

In the context of recent job losses in manufacturing in St. Neots, the Panel stated that particular emphasis should be placed in this area by encouraging new types of industry, building housing and resisting the re-designation of industrial sites for residential purposes.

Having noted that the Strategy and Action Plan would be submitted to the Panel in the New Year, it was

RESOLVED

that the draft Sustainable Local Economy Strategy be endorsed for submission to the Cabinet.

39. LOCAL GOVERNMENT ACT 2000 - FORWARD PLAN

The Panel considered the current Forward Plan of Key Decisions (a copy of which is appended in the Minute Book) which had been prepared by the Leader for the period 1st November 2007 to 29th February 2008. Members were informed that a report on the Consultation and Engagement Strategy would be submitted to a future meeting of the Panel and that an item on Decent Homes for Vulnerable People in the Private Sector dealt with the allocation of grant by the District Council.

40. STRATEGIC PARTNERSHIP STUDY – SCOPING REPORT

Pursuant to Minute No. 06/11 (a), the Panel gave consideration to a report by the Head of Administration (a copy of which is appended in the Minute Book) on the potential scope of a study on the Strategic Partnership. By way of background, the Head of Policy and Strategic Services informed Members that the Community Strategy and Strategic Partnership structure was in the process of being reviewed. National studies had stressed the importance of involving Councillors in the process.

The Panel recognised the need for Executive Councillors to be involved at all levels of the Strategic Partnership and for it to be scrutinised. As a result, it was agreed that the Corporate Plan Working Group should be tasked with monitoring the Strategic Partnership's progress and that reports on its allocation of funding should be received by the Panel as appropriate.

41. WORKING GROUPS

(a) YOUTH FORUM

Councillor Mrs P A Jordan introduced the final report of the Youth Forum Working Group. She stated that the Working Group had not identified a need to introduce a Youth Forum at the present time and drew Members' attention to ongoing bids for funding and the successful Partnership Action in Rural Communities (PARC) project. The Head of Policy and Strategic Services informed Members that existing work was dependant on external funding continuing.

Having endorsed the view that session workers were essential for Town and Parish Councils, Members were acquainted with the timetable for the funding bids referred to in the report to be considered. Whereupon, it was:

RESOLVED

- a) that the Corporate Governance Panel is recommended to note the work being undertaken to involve young people and not to introduce a Youth Forum at this time but to remain open to re-considering this as and when circumstances permit;
- b) that the promotion of the Countywide model

for involving children and young people in decision-making be supported;

- c) that the submission of a bid for funding to the National Volunteering Charity "V" for work with 16-24 year olds be supported;
- d) that the bid to the Local Public Service Agreement Board Reward Money for funding for developing strategic work, including how the involvement of children and young people can be embedded into the work of organisations and coordinating/promoting partnership working, be supported;
- e) that the recommendation that application is made to the Local Public Service Agreement Board for funding to provide training for members of Town and Parish Councils on involving young people and to provide "session" workers to support Town and Parish Councils be supported;
- f) that quarterly reports be submitted to the Overview and Scrutiny Panel (Service Delivery) on the outcomes of the Council's engagement work with children and young people;
- g) that measures to raise awareness of current work in this field including, but not limited to, those referred to in paragraph 4.7 of the report now submitted be supported; and
- h) that a progress report be submitted to the Panel in 12 months time.

(b) STATE OF THE DISTRICT CONSULTATION

The report of the meeting of the State of the District Consultation Working Group held on 18th October 2007 was received and noted. Councillor K J Churchill drew attention to the potential benefits of holding consultation events and a suggestion that a trial was held. Members endorsed a suggestion by the Head of Policy and Strategic Services that the Working Group should look at using different consultation methods as part of the trial.

(c) ADOPTION OF ROADS AND SEWERS

The Report of the meeting of the Adoption of Roads and Sewers Working Group held on 22nd October 2007 was received and noted.

42. OVERVIEW AND SCRUTINY PANEL (SERVICE DELIVERY) - PROGRESS

The Panel received and noted a report by the Head of Administration (a copy of which is appended in the Minute Book) which contained details and progress of actions taken in response to recent discussions and decisions and reviewing the programme of studies.

Members requested details and progress of the decision by the Cabinet in respect of the study on Promoting Better Health in Older People Through Physical Activity.

Councillor J D Ablewhite reported that some of the recommendations of the Working Group on Town Centre cleaning had been implemented.

Councillor P G Mitchell informed Members that the Grant Aid Working Group had met and asked for further information to inform the next phase of this work.

Councillor J D Ablewhite confirmed that he supported the Panel's decision to conclude the study on the Council's markets service (Minute No. 06/32 refers).

43. SCRUTINY

The Panel received and noted the 77th Edition of the Decision Digest.

Chairman

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FORWARD PLAN OF KEY DECISIONS

Prepared by
Date of Publication:
For Period:

Councillor I C Bates
16 November 2007
1 December 2007 to 31 March 2008

Membership of the Cabinet is as follows:-

Councillor I C Bates	- Leader of the Council	4 Church End Hilton Huntingdon PE28 9NJ Tel: 01480 830250 E-mail: Jan.Bates@huntsdc.gov.uk
Councillor L M Simpson	- Deputy Leader of the Council and Executive Councillor for Headquarters and Information Technology	45 Devoke Close Stukeley Meadows Huntingdon Cambs PE29 6XE Tel: 01480 388946 E-mail: Mike.Simpson@huntsdc.gov.uk
Councillor P L E Bucknell	- Executive Councillor for Planning Strategy, Environment and Transport	Compass House Pathfinder Way Warboys PE28 2RD Tel: 01487 824222 E-mail: Peter.Bucknell@huntsdc.gov.uk
Councillor D B Dew	- Executive Councillor for Leisure Centres	4 Weir Road Hemingford Grey Huntingdon PE28 9EH Tel: 01480 469814 E-mail: Douglas.Dew@huntsdc.gov.uk
Councillor C R Hyams	- Executive Councillor for Operations, Parks and Countryside	22 Bluegate Godmanchester Huntingdon Cambs PE29 2EZ Tel: 01480 469814 E-mail: Colin.Hyams@huntsdc.gov.uk
Councillor A Hansard	- Executive Councillor for Resources and Policy	78 Potton Road Eynesbury St Neots PE19 2NN Tel: 01480 388942 E-mail: Andrew.Hansard@huntsdc.gov.uk

Councillor Mrs D C Reynolds - Executive Councillor for Housing and Health	17 Virginia Way St Ives PE27 6SQ Tel: 01480 388935 E-mail: Deborah.Reynolds@huntsdc.gov.uk
Councillor T V Rogers - Executive Councillor for Finance	Honeysuckle Cottage 34 Meadow Lane Earith Huntingdon PE28 3QE Tel: 01487 840477 E-mail: Terence.Rogers@huntsdc.gov.uk

Any person who wishes to make representations to the decision maker about a decision which is to be made may do so by contacting Mrs Helen Taylor, Senior Democratic Services Officer on 01480 388008 or E-mail: Helen.Taylor@huntsdc.gov.uk not less than 14 days prior to the date when the decision is to be made.

The documents available may be obtained by contacting the relevant officer shown in this plan who will be responsible for preparing the final report to be submitted to the decision maker on the matter in relation to which the decision is to be made. Similarly any enquiries as to the subject or matter to be tabled for decision or on the availability of supporting information or documentation should be directed to the relevant officer.

Roy Reeves
Head of Administration

Notes:- (i) Additions/significant changes from the previous Forward Plan are annotated ***

∞ (ii) For information about how representations about the above decisions may be made please see the Council's Petitions Procedure at <http://www.huntsdc.gov.uk/NR/rdonlyres/3F6CFE28-C5F0-4BA0-9BF2-76EBAE06C89D/0/Petitionsleaflet.pdf> or telephone 01480 388006

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Public Arts Policy***	Cabinet	13 Dec 2007	Public Arts Policy	Ms Viv Peters, Arts Service Manager Tel No 01480 388057 or e-mail Viv.Peters@huntsdc.gov.uk		Mrs D C Reynolds	Service Delivery
Kerbside Collection of Glass for Recycling	Cabinet	13 Dec 2007	Minutes of Overview and Scrutiny Panel - 3rd October 2006	Robert Ward, Head of Operations Tel No. 01480 388635 or email - Robert.Ward@huntsdc.gov.uk	None	C Hyams	Service Delivery

Subject/Matter for Decision	Decision/recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Caxton Road Depot, St. Ives - development of new industrial/commercial units	Cabinet	13 Dec 2007	Estates File - C/165	Keith Phillips, Estates Manager and Property Manager Tel No. 01480 388260 or email - Keith.Phillips@huntsdc.gov.uk	Not applicable	A Hansard	Service Support
Consultation and Engagement Strategy	Cabinet	13 Dec 2007	Existing communications consultation strategy	Ian Leatherbarrow, Head of Policy and Strategic Services Tel: 01480 388005 - email - Ian.L Leatherbarrow@huntsdc.gov.uk		A Hansard	Service Delivery
Development Control Policies Preferred Options	Cabinet	13 Dec 2007	Issues and Options Report and Summary of Representations	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email - Richard.Probyn@huntsdc.gov.uk	Approve for Consultation	P L E Bucknell	Service Support
Asset Management Plan	Cabinet	13 Dec 2007	None.	Keith Phillips, Estates Manager and Property Manager Tel No. 01480 388260 or email - Keith.Phillips@huntsdc.gov.uk	Approve annual report	A Hansard	Service Support
Potential Implications under the Animal Welfare Act 2006	Cabinet	13 Dec 2007	None.	John Allan, Public Health Manager Tel No. 01480 388281 - email - John.Allan@huntsdc.gov.uk		Mrs D C Reynolds	Service Delivery
To adopt Huntingdon Conservation Area Boundary Changes and Character Statement	Cabinet	13 Dec 2007	Draft Consultation Document	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email: Richard.Probyn@huntsdc.gov.uk	Approve changes for adoption having followed consultation with the public and statutory bodies	P L E Bucknell	Service Support

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Communications and Marketing Strategy	Cabinet	31 Jan 2008	Existing communications and engagement strategy	Ian Leatherbarrow, Head of Policy and Strategic Services Tel No. 01480 388005 - email - Ian.L Leatherbarrow@huntsdc.gov.uk		A Hansard	Service Support
Revised Customer Service Strategy	Cabinet	31 Jan 2008	Customer Service Strategy (as approved by Cabinet 26/06/03)	John Taylor, Senior Business Analyst Tel No. 01480 388119 - email - John.Taylor@huntsdc.gov.uk		L M Simpson	Service Support
Draft Planning Contributions Supplementary Planning Document	Cabinet	31 Jan 2008	Huntingdonshire Local Plan Alteration	Richard Probyn, Planning Policy Manager Tel No: 01480 388430 or email - Richard.Probyn@huntsdc.gov.uk	Approve for Consultation	P L E Bucknell	Service Support
To adopt Car Parking Strategy and agree Revised Parking Charges	Cabinet	31 Jan 2008	Draft Consultation Document	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 - email - Richard.Probyn@huntsdc.gov.uk	Approve changes for adoption having carried out consultation exercise	P L E Bucknell	Service Support
Sustainable Community Strategy (Draft): Update	Cabinet	31 Jan 2008	None.	Ian Leatherbarrow, Head of Policy and Strategic Services Tel No. 01480 388005 - email - Ian.L Leatherbarrow@huntsdc.gov.uk	Public/Stakeholder Consultation	I C Bates	Corporate Strategic Framework
Budget and MTP Recommendation to the Council	Cabinet Council	31 Jan 2008 20 Feb 2008	Draft MTP - Previous year's budget report - Various Annexes	Steve Couper, Head of Financial Services Tel No. (01480) 388103 - email - Steve.Couper@huntsdc.gov.uk	Overview and Scrutiny (CSF) – 29th January 2008	T V Rogers	Corporate Strategic Framework

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Treasury Management Strategy and Prudential Indicators	Cabinet Council	31 Jan 2008 20 Feb 2008	Previous year's Strategy	Steve Couper, Head of Financial Services Tel No. 01480 388103 - email - Steve.Couper@huntsdc.gov.uk		T V Rogers	Corporate Strategic Framework
Draft Proposals for Riverside Park, Huntingdon	Cabinet	31 Jan 2008	Riverside Park Options Study by Gillespies 2004	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 - email - Richard.Probyn@huntsdc.gov.uk	Approve for Consultation	P L E Bucknell	Service Support
To adopt the Quality Charter for Cambridge's Growth Areas as Informal Planning Guidance	Cabinet	31 Jan 2008	Draft Consultation Document and Comments Made	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 - email - Richard.Probyn@huntsdc.gov.uk	Consultation already carried out	P L E Bucknell	Service Support
Huntingdon West Area Action Plan Preferred Options	Cabinet	21 Feb 2008	Issues and options report and summary of representations	Richard Probyn, Planning Policy Manager Tel No: 01480 388430 or email - Richard.Probyn@huntsdc.gov.uk	Approve for Consultation	P L E Bucknell	Service Support
Parish Plans and Local Plan Policy	Cabinet	21 Feb 2008	Previous Cabinet Report - December 2003	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email - Richard.Probyn@huntsdc.gov.uk	Adopt process of incorporating relevant Parish Plan Policies into Planning Policies	P L E Bucknell	Service Support
To adopt Somersham Conservation Area Boundary Changes and Character Statement	Cabinet	21 Feb 2008	Draft Consultation Document	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email - Richard.Probyn@huntsdc.gov.uk	Approve changes for adoption having followed consultation with the public and statutory bodies	P L E Bucknell	Service Support

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
To adopt Earith Conservation Area Boundary Changes and Character Statement	Cabinet	21 Feb 2008	Draft Consultation Document	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email - Richard.Probyn@huntsdc.gov.uk	Approve changes for adoption having followed consultation with the public and statutory bodies	P L E Bucknell	Service Support
To adopt Godmanchester Conservation Area Boundary Changes and Character Statement***	Cabinet	13 Mar 2008	Draft consultation document	Richard Probyn, Planning Policy Manager Tel No 01480 388430 or e-mail Richard.Probyn@huntsdc.gov.uk	Approve changes for adoption having followed consultation with the public and statutory bodies	P L E Bucknell	Service Support
To adopt The Hemingford Conservation Area Boundary changes and Character Statement***	Cabinet	13 Mar 2008	Draft consultation document	Richard Probyn, Planning Policy Manager Tel No 01480 388430 or e-mail Richard.Probyn@huntsdc.gov.uk	Approve changes for adoption having followed consultation with the public and statutory bodies	P L E Bucknell	Service Support

**DISABILITY ACCESS STUDY
(Report by the Head of Administration)**

1. INTRODUCTION

- 1.1 The purpose of this report is to inform Members of the outcome of the consultation with District Council Members and Town and Parish Councils on disability access.

2. BACKGROUND

- 2.1 Members will recall at their meeting held on 7th November 2006 consideration was given to the scope of a study on access for those with disabilities to premises, facilities and other sites in the District, excluding those provided by the District Council. Members subsequently discussed parking on pavements, the installation of dropped kerbs and access to buses as potential areas of investigation. The Panel also highlighted improving enforcement on disabled parking bays, extending the hours bus passes could be used by the disabled, advertising of disabled facilities at leisure centres and advocacy services at Council offices as potential study areas.
- 2.2 The Panel also referred to the benefits of introducing, for Council decisions, a dedicated group of consultees, representing those with learning, physical and sensory impairments, possible opportunities to promote the needs of those with disabilities through the Local Strategic Partnership and the Local Area Agreement and the County Council's role in this area.
- 2.3 The Panel asked that the Town and Parish Councils along with all District Council Members be consulted on a range of matters arising from a study of disability access. A questionnaire was approved by Members on 3rd July 2007 for this purpose. A copy of the questionnaire is attached at Appendix A.

3. RESPONSE RATE

- 3.1 33 responses were received from Town and Parish Councils. This amounts to a 39% response rate, which generally should be regarded as a high rate of return.

4. SURVEY FINDINGS

- 4.1 A comprehensive list of all issues raised from the questionnaire appears in Appendix B. Further analysis now is given to those issues raised and similarities between Councils are highlighted. The main concerns highlighted throughout the responses received are as follows:

Buses

- 4.2 Many of the authorities reported on the infrequency and irregularity of the currently available public transport. It was noted by many that the type of bus provided was ill-equipped to cater for the needs of its

disabled passengers. This lack of transport and access to vehicles such as buses were mentioned by most respondents, reflecting in particular the needs of the rural parishes. It was recommended that more low liner buses should be provided and that the need for appropriate dropped kerbs/pathways leading to buses should be addressed as currently they limited an individual's mobility.

- 4.3 The idea of a disabled bus pass was warmly received; however, concerns regarding the hours in which the holder could use the pass were raised. It was also recorded that there should be a form of carer's bus pass for those who are required to travel with disabled individuals.

Information

- 4.4 It was recorded that the majority of information surrounding the needs and requirements of disabled people was sought directly from disabled people themselves and members of the community in relation to friends or family with a disability. The District Council featured as a useful site for obtaining information; however, some authorities requested access to further information with regard to representation, service planning and the availability of funding. Reference also was made to the potential of a dedicated group of consultees to promote and monitor their needs and formulation of Council policies. Furthermore, the need for education and training for Council employees and associated organisations to improve awareness of disability access was raised.

Funding

- 4.5 Funding and financial support was an issue that seemed to arise from a lack of information and confusion regarding claims. Better communication and flow of information on available funding and facilities for disabled people was a common finding throughout the study.

Parking

- 4.6 Dedicated parking, greater penalties for anti-social parking in disabled (accessible) bays and adjustments to roads and paving were highlighted as a key solutions to many outstanding issues. The majority of authorities reported on the inconvenience of illegal parking in particular outside schools at peak times and local shops and the effect on members of the public in an area.

5. CONCLUSION

- 5.1 Members are invited to consider the information presented and identify any matters for future investigation.

BACKGROUND PAPERS

Disability Equality Duty Research Findings

Reports and Minutes of meetings of the Overview and Scrutiny Panel (Service Delivery)

Contact Officer: **A Roberts**
 ☎ 01480 388009
 N Giles
 ☎ 01480 387049

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Town / Parish Council

Name

Dropped Kerbs

1. What are your views on the location of dropped kerbs in your parish?

2. What are your views on the design of dropped kerbs in your parish?

3. Have you been consulted on the location of dropped kerbs in your parish?

4. Have you reported any defects in the last year? What was the response? Were you satisfied with the response? If not, why not?

Public Transport

5. What are your views on the bus passes available to the disabled?

6. Do you have any comments on public transport for disabled people?

7. Is your parish served by buses to centres of employment before 9.00am?

8. What are your views on the design of pick up / drop off points with regard to disabled access to buses/trains/taxis?

Pedestrian Areas

9. Bearing in mind the needs of the disabled, what are your views on hard pedestrian areas in your parish?

10. Are there any other physical features in your parish where there are particular access problems for disabled people?

Parking

11. Are there any areas in your parish where "illegal" or inconsiderate parking (eg. on pavements) creates accessibility/movement problems for those with disabilities? Please give locations.

Your Parish

12. Are there businesses that provide dedicated employment opportunities in your parish for those with disabilities? If so, what numbers are involved? Do you have names/addresses?

-
-
13. Are there any disabled groups operating in your parish? If so, please provide contact details.

-
-
14. What are your views on access for the disabled to leisure facilities in your parish? If necessary, how can access be improved access?

-
-
15. Are you aware of any advocacy services for those with disabilities in your parish?

Your Own Activities

16. How do you obtain information on the needs of local people with disabilities when determining your activities?
-
-
-

17. Do you have your own arrangements to promote and/or monitor the interests of those with disabilities?

18. Have you discussed any of the following?

- Access to buildings and inappropriate designs
- Speed bumps
- Uneven pavements
- Heavy doors
- Dropped kerbs
- Transport
- Disabled parking and access
- Shop access
- Seating

If so, what was the outcome?

19. Do you have any representation of people with disabilities (as defined under the Disability Discrimination Act) amongst your councillors? If so, how many?

20. Have you been consulted by the District or County Councils on local disability need as part of service planning? If so, which services?

21. How do you obtain advice on the Disability Discrimination Act?

22. Are you aware of any funding available for facilities for disabled people?

Other

23. It has been suggested that it could be beneficial to introduce a dedicated group of consultees, representing those with learning, physical and sensory impairments, to consider local issues. Are you aware of any groups or individuals who could be approached that may wish to participate in such a group?

24. Are you aware of any services that excel in accommodating the needs of the disabled or any areas where improvements are needed? If so, please give details.

25. Do you have any other comments?

Parish Councils	Councillors	Question 10	Question 11
Abbots Ripton	J. C. Leaver	Rural Parish therefore no path network.	n/a
Alwalton	D. Lowe & E. Moore	n/a	Outside 'local' restaurants/pubs and northern side of Royce Rd.
Broughton	C. Moulton	Pathpaths (not specific).	n/a
Buckden	B. Millard	n/a	n/a
Buckworth	H. Cooper	No footways therefore hazards, need more traffic restrictions.	All roadside parking.
Chesterton	J. Pither (Clerk)	n/a	Resolved through a PCSO.
Farcet	J. Rickman (Clerk)	Shop next to village hall.	n/a
Fenstanton	P. Yakers (Clerk)	n/a	n/a
Folksworth & Washingsley		n/a	Occasionally.
Glattton	L. Prain	Village church, wheelie bins on footpaths.	n/a
Godmanchester	C. Hyams	n/a	All over, but eps new housing estates where roads are to narrow.
Godmanchester	W. D. Butterworth	n/a	Insufficient parking, enforcement action is rare.
Great Gransden	G. Graze	n/a	n/a
Hemingford Abbots		Playing field difficult for wheelchair access, currently raising funds to improve but help needed.	n/a
Hilton	J. A Thomas	Post office is 'tricky'.	Yes Church Lane - where inadequate parking.
Hollywell-Cum-Needingsworth	S. Mitcham	Currently addressing issues about area between village hall and carpark.	
Houghton & Wyton	B. Kirkwood (Clerk)	n/a	Have made provision.
Huntingdon	J. Sadler	Gt. Stukeley hedgeroes.	Supermarkets outside steve's taxi office.
Kings Ripton	D. Jenkins (Clerk)	Church and village hall.	On footpaths.
Morbome	J. Rome	n/a	n/a
Offords & Gransden	R. West	Village halls, shops.	Outside schools at peak times.
Perry	L. Razzell (V. Chair)	n/a	n/a
Ramsey	E. Howard	No dropped kerbs: Turners Lane, Conley Close, Flask walk, West Av, 127 Gt. Whyte, along Arches in town, George Hotel has no wheelchair access to main rest. or bedrooms.	Schools, post office corner, Blenheim Rd, High St of Chillt Hut, outside Hawk public house, outside Little whyte TSB.
Sawtry	Highway Committee	n/a	Persistent probs. Especially disabled parking outside Co-op, parking on footpaths.
Sawtry	R. G. Tuplin	Library to gravel carpark (wheelchair access).	Random parking on pavements, several locations.

Sibson-Cum-Stibbington	S. Kudlinski	n/a	n/a
Spaldwick	F. D. Stowell (Clerk)	Hard surface needed on pathway to church (action in process).	Burton Way & Thrapston Rd- inadequate parking
St. Neots Town	D. E. Collins	Pathway from Montagn House to Hardwick Rd needs drop kerb. More drop kerbs needed in Eynesbury & St. Neots.	Montagn House, Hardwick Rd to Gongear Park, Washbank Rd, Hampden Way, Eynesbury Rd.
Toseland	P. Dillon	n/a	n/a
Upwood & The Raveleys	J. Hagger	n/a	n/a
Upwood & The Raveleys	J. T. Bell	Road crossing outside Upton on the hill.	Occasional but warnings are issued by PC
Warboys	R. Reeves	n/a	Persistent probs. & parking on footpaths.
Wistow	D. Titmarsh	Drop kerb improvements at 43 Oakland Ave, Harris Lane, Bridg St.	Church St. near Flyrdelys.
Woodhurst	J. Nicoll	As a rural parish, most is inaccessible.	Most places at different times.
Yelling	O. V. Ascroft (Clerk)	Village hall.	n/a
Mrs Boddington		Lacking pathways to walk on (The Offords).	n/a

STATE OF THE DISTRICT CONSULTATION WORKING GROUP
(Report of the Working Group)

1. INTRODUCTION

1.1 The State of the District Consultation Working Group met on 12th November 2007 when Councillors Mrs M Banerjee, K J Churchill and P J Downes were present. I Leatherbarrow and A Roberts were in attendance.

1.2 No declarations of interest were received.

2. STUDY REMIT

2.1 Arising from discussion at the meeting of the Overview and Scrutiny Panel (Service Delivery) on 6th November 2007, the Panel has discussed various mechanisms that might be used at each of the proposed area consultation events. Each of the mechanisms identified will be assessed as part of the trial for their ability to:

- a). attract local residents to the forums, and
- b). generate “fine-grained”, qualitative information.

2.2 The Working Group previously has agreed to recommend that four area events are held in Huntingdon, St Ives, St Neots and Yaxley. Each event will commence with statements by the Leader of the Council and the Leader of the Opposition. Each Executive Councillor will then make a brief statement on their portfolio responsibilities. Following the opening statements four models will be employed, one for each area event:

- a question and answer session involving all those present;
- groups will be formed to discuss Cabinet Portfolios;
- groups will be formed to discuss topics within the remit of the Council; and
- groups will be formed to discuss broad cross-cuttings issues – members of the public will be invited to suggest the issues for discussion. Invitations may be extended to the Police and health bodies to attend.

A plenary session will be held at the end of each event.

2.3 In addition, the Working Group is to investigate the feasibility of employing a virtual forum to augment the information obtained via the area events. This would be on a District-wide basis.

3. ENGAGEMENT EVENTS

- 3.1 The Working Group is of the view that engagement events should take place on consecutive weeks in late September / early October 2008. Costings have been requested for this purpose.

4. CONCLUSION

- 4.1 The Working Group has considered a range of options by which consultation events might take place. A number of conclusions have been reached on the format of events. Further work is yet to be done on pre and post event activity and on detailed management of the events. It is anticipated that the Working Group's final report will be submitted to the Overview and Scrutiny Panel's January meeting.
- 4.2 This exercise will help with the Council's Consultation and Engagement Strategy and also with the emerging Sustainable Community Strategy
- 4.3 The next meeting of the Working Group will be held on 29th November 2007 when Members will discuss with the Council's Communications and Marketing Manager publicising the events. It also is intended to examine the likely cost involved and potential topics for discussion.
- 4.4 Given the origins of the study and conclusions reached to date, the Working Group suggests that the Corporate Governance Panel is informed of the findings in respect of the Council's Constitution.

BACKGROUND INFORMATION

Notes of meetings of the State of the District Consultation Working Group.

Reports and Minutes of the Corporate Governance Panel, the Overview and Scrutiny Panel (Service Delivery) and the Council.

Contact Officer: A Roberts
☎ 01480 388009

**PROMOTING BETTER HEALTH IN OLDER PEOPLE THROUGH
PHYSICAL ACTIVITY
(Report by the Head of Administration)**

1. INTRODUCTION

- 1.1 At the Panel's last meeting information was requested on the Cabinet's decisions in response to the report on the study on Promoting Better Health in Older People Through Physical Activity. This report contains details of the decisions agreed.

2. BACKGROUND

- 2.1 A Working Group established by the Panel completed a study on Promoting Better Health in Older People Through Physical Activity. The Cabinet considered the resulting report, which contained a number of recommendations, but was unable to reach a decision because it was felt that further information was required. The Working Group was tasked with obtaining this information and following the compilation of further detail it was submitted to the Cabinet on 4th October 2007.
- 2.2 A copy of the covering report, containing amended recommendations, is attached as an Annex hereto. The Report indicates that much of the recommended action has been addressed. Particular attention is drawn to an award of grant to the Council in the sum of £46,830 for the Active at 50 project.

3. CABINET DECISION

- 3.1 On 4th October 2007 the Cabinet approved all of the recommendations contained in the report with one exception. Executive Councillors requested "clarification of the Council's financial commitment to support a pilot programme of exercise for older people in the sum of £5,400". Details of this appear in Appendix C to the attached report.

4. CONCLUSION

- 4.1 A considerable amount of work was undertaken in the course of the study. The majority of the recommendations that were made have been endorsed and implemented. The Cabinet has asked for further information on one of the recommendations. The Panel is requested to consider any further action to take.

BACKGROUND PAPERS

Reports and Minutes of the meetings of the Cabinet on 4th October 2007 and of the Overview and Scrutiny Panel (Service Delivery) on 6th November 2007.

Contact Officer: A Roberts
 **01480 388009**

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CABINET

22ND FEBRUARY 2007

**PROMOTING BETTER HEALTH IN OLDER PEOPLE THROUGH PHYSICAL
ACTIVITY****(Report of the Overview and Scrutiny Panel (Service Delivery))****1. INTRODUCTION**

- 1.1 This report provides information that was previously requested by the Cabinet on proposals by the Overview and Scrutiny Panel (Service Delivery) to enhance services in the District for older people in order to enable them to retain their physical fitness for longer.
- 1.2 It needs to be read in conjunction with comments by the Heads of Administration and of Environmental and Community Health Services, which are attached at Appendix A.

2. INFORMATION

- 2.1 The Cabinet, at a previous meeting, gave initial consideration to a report, which made a range of recommendations on services for older people. The report (minus the appendices) is attached for information at Appendix B. As a result of the Cabinet's decision, the Working Group, which undertook the study work on behalf of the Overview and Scrutiny Panel, met with the Heads of Administration and of Environmental and Community Health to discuss the submission of further information.
- 2.2 The Working Group wish to emphasise the demographic changes that face the District to underline the importance of approving their proposals. To reiterate approximately 13% of the population of the District is aged 65 or over and Huntingdonshire has the largest number of over 65s in Cambridgeshire. Huntingdonshire also has the largest number of residents over 75 and the second largest number aged over 85. It is predicted that the population aged over 65 will increase by 50% between 2002 and 2016, which is double the national rate. With this in mind the Working Group submits the operational and financial information requested by the Cabinet.
- 2.3 Appendix C to this report sets out the operational and financial implications of participation by the Council in the Out and About project from the perspective of the leisure centres. It can be seen that the cost of the proposals is estimated at £5,400 and a breakdown of the required attendances and the resulting income to meet this, also is indicated. It is stressed that losses on classes incurred during the pilot will be underwritten by the Out and About Steering Group.
- 2.4 Appendix D contains details of the Active at 50 project, which is the other avenue through which the aims of the report by the Overview and Scrutiny Panel can be delivered. The Cabinet is requested to note the current position with regard to the Big Lottery Fund's Well Being programme.
- 2.5 The Working Group has taken the opportunity to discuss the progress of the Out and About project with representatives of Luminus Group. To date a cautious, staged approach has been adopted. The project is on course to meet its target of signing up 700 residents within the first three years and

positive feedback has been received from satisfaction surveys. However, the Working Group is concerned that the project should be rolled out across the District and particularly in larger villages. To this end discussion has taken place on promoting it through the Districtwide publication.

- 2.6 The Working Group also has reviewed the position of its other recommendations and, as a result, two points can be made. Firstly, since the original report was compiled the Council has been represented on the Out and About Steering Group by Simon Bell and Stuart Bell. Secondly, having obtained further advice, the Working Group is of the view that the Culture and Leisure Thematic Group would be a more appropriate forum within the Local Strategic Partnership to deal with the issues raised in this report.

3. CONCLUSION

- 3.1 The Overview and Scrutiny Panel (Service Delivery) previously identified a number of initiatives that might be pursued to promote better health in older people through physical activity. Following consideration of these initiatives the Cabinet requested further information on their operational and financial implications. The Older Persons Working Group has compiled this information and it has been summarised above and in Appendices C and D. Having considered this information, the Cabinet is:

RECOMMENDED to -

- (1) note the arrangements that have been put in place for officers to support the Out and About Steering Group;
- (2) endorse the importance of promoting Out and About through the Leisure Service and Districtwide;
- (3) note Out and About's targets to establish a programme of exercise for older people at Luminus Sheltered Housing and to extend it to 'hub' villages and the progress towards them;
- (4) endorse the financial arrangements contained in Appendix B, which relate to Recommendations (5), (6) and (9) of the original report.
- (5) note the current position with regard to the Active at 50 project bid;
- (6) introduce measures to ensure continuity of existing classes provided by the voluntary sector;
- (7) compile and maintain a comprehensive and up to date database of exercise services and facilities for older people;
- (8) request the Huntingdonshire Strategic Partnership's Culture and Leisure Thematic Group to consider adopting the promotion of physical exercise amongst older people as one of its objectives; and
- (9) undertake a review of progress with the implementation of recommendations (1) to (8) for submission to the Overview and Scrutiny Panel (Service Delivery).

Contact Officer: Mr A Roberts (01480) 388009

Background Documents – Reports of meetings of the Older Persons Working Group.

COMMENTS BY HEADS OF SERVICE ON THE PANEL'S RECOMMENDATIONS.

The Heads of Environmental and Community Health Services and of Administration have provided the commentary below on each of the recommendations contained in the report.

1. Despite a request by the Working Group that undertook the study, a formal invitation for the Council to be represented on the Out and About Steering Group has not been received from Luminus. The Council, therefore, is not in a position to appoint a representative.

It is the case, however, that the Leisure Centres Co-ordinator and the Transportation Team Leader have been attending meetings of Out and About.

2. The Leisure Centres will, for 2008, be producing their own guide to activities for the 50+ age-group. The guide will contain references to external agencies' activities, including Out and About.

Out and About currently produce their own leaflet which briefly details available activities for the 50+ age group at the Centres and elsewhere. This is circulated to their existing 200+ members (i.e. they have 200 or more members, not those over 200 years of age!!)

3. The Council has no budget provision to undertake the work involved in this recommendation. To achieve this recommendation a bid for funding was submitted to the Big Lottery Fund. The bid for the Active at 50 project was successful and the Council has been awarded £46,830. The project is being planned for implementation in 2008/09, however it is still dependant on the success of an MTP bid for match-funding.

4. Space was created in the Centres' timetables to host 50+ activities but Out and About did not follow through with arrangements to ensure that the Centres did not lose out financially and the activities do not run as originally planned. However, the Centres are participating in "Cambridgeshire Celebrates Age" (8th October for one week) and will be providing a selection of free classes and pool sessions for the over 50's. This will enable the Centres to ascertain a level of demand for the activities on offer which will, in turn, assist in future marketing initiatives.

5. See 3 above.

6. Classes in the voluntary sector have a natural life. Either they evolve to become viable businesses or, if there is not a true gap in demand, they wane. Intervention by the Council needs to be considered on a case by case basis.

7. There currently is no budget provision to create a database of services and facilities for older people. Cambridgeshire County Council recently established a similar database of youth initiatives, towards the cost of which a grant of £45k was received. It is likely that a similar sum would be required to implement this recommendation.

8. The Thematic Group sets priorities according to health need. The Primary Care Trust is presently involved in a joint health needs assessment for Older people.

PROMOTING BETTER HEALTH IN OLDER PEOPLE THROUGH PHYSICAL ACTIVITY

(Report of the Overview and Scrutiny Panel (Service Delivery))

1. INTRODUCTION

- 1.2 This report summarises the findings of a study by the Older Persons Working Group and contains Members' recommendations arising from that study, which have been endorsed by the Overview and Scrutiny Panel (Service Delivery). The Working Group was established by the former Overview and Scrutiny Panel (Service Delivery and Resources) and comprised Councillors Mrs M Banerjee, K J Churchill and D Harty. It met on a number of occasions, the last being 16th June 2006.
- 1.3 Following analysis of the needs of older people and of the services available to them, the Working Group decided to concentrate on promoting better health in older people through physical activity. Members' overarching aim was to prolong active life for the residents of Huntingdonshire. The Council had responsibility for the governance of the community and for its health and its social well-being. The proposed programme met both of these responsibilities. It also accorded with the Council's Core Strategy objective of enabling elderly people to live independently for their lifetime and corresponded with the Government's objective of enabling older people to remain in their homes.
- 1.3 In undertaking the study the Working Group was mindful of predicted demographic changes in Huntingdonshire. Approximately 13% of the population of the District is aged 65 or over and Huntingdonshire has the largest number of over 65s in Cambridgeshire. Huntingdonshire also has the largest number of residents over 75 and the second largest number aged over 85. It is predicted that the population aged over 65 will increase by 50% between 2002 and 2016, which is double the national rate.
- 1.4 In the course of the study the Working Group held discussions with
- ◆ Councillor Mrs J Chandler, Executive Councillor with responsibility for Leisure;
 - ◆ J Barrett, Huntingdonshire District Council ;
 - ◆ S Lammin, Huntingdonshire District Council;
 - ◆ S Plant, Huntingdonshire District Council;
 - ◆ D Smith, Huntingdonshire District Council;
 - ◆ M Collins, Huntingdonshire Primary Care Trust
 - ◆ A Gardener, Huntingdonshire Primary Care Trust;
 - ◆ N Finney, Luminus;
 - ◆ A Goddard, Luminus, and
 - ◆ S Bell, Huntingdonshire District Council.

- 1.5 The Working Group recommended the Council extend its current range of services to meet the needs of older people. Details of the services currently provided by the Council for older people are attached at Appendix A and a list of services provided by the Council for those aged over 50 compared with other local authorities in Cambridgeshire appears at Appendix B. Appendix B does not contain facilities provided at St Neots Leisure Centre.

2. THE WORKING GROUP'S FINDINGS

- 2.1 The following paragraphs summarise the discussions held and conclusions reached by the Working Group.

a) Falls Prevention

- 2.2 The Working Group received a presentation from A Gardiner on her work on falls prevention. Mrs Gardener was employed by the PCT but was based at Hinchingsbrooke Hospital as part of a team working on falls prevention, which included specialists on physiotherapy and exercise. Approximately 8,000 falls occurred per year in Huntingdonshire. There was a greater likelihood that those aged over 65 years would experience a fall and the chances of those over 80 falling were 1:2. Falls had a significant impact on individuals' lives. There was, therefore, a need to reduce to the incidence of falls, particularly amongst the elderly and exercise was perceived to be an important factor.

- 2.3 Mrs Gardener acquainted the Working Group with exercise sessions held at the Women's Institute Centre in Warboys. The sessions were run by staff from Ramsey Leisure Centre and key features to their success were their cost, location, transportation and the opportunity they offered for social interaction. As an example of best practice in Huntingdonshire, which could be replicated throughout the District, Mrs Gardiner expressed the view that the initiative in Warboys demonstrated that the link between the Council's leisure service and locally delivered services was critical. In particular, she stressed the importance of specialist training for the staff involved and Mrs Gardiner's team would be able to provide this training. It subsequently was established that this would not meet the Council's standard of training required for teaching exercise classes for older people. See paragraph 2.19.

b) Sheltered Accommodation

- 2.4 The Working Group considered opportunities to provide exercise programmes at sheltered accommodation in the district. It was felt that there was demand for such services and advice from the PCT suggested that such classes needed to be provided on a regular basis (2/3 times a week) so as to achieve the required physical benefits and build a regular clientele.

- 2.5 Mr N Finney, Group Director of Housing Services, provided the Working Group with details of the sheltered accommodation operated by Luminus. He also outlined proposals by Luminus to introduce an initiative named "Out and About" to provide activities for older people, the cost of which would be partly met by lottery funding.

- 2.6 With regard to sheltered accommodation, the Working Group noted:

- ◆ Luminus operated 13 sheltered schemes in the District;
 - ◆ Luminus Sheltered schemes housed 590 older people;
 - ◆ In total 1,000 older people occupied properties operated by Luminus.
- 2.7 It was intended that Out and About would start operating in July 2006. It would:
- ◆ Provide a 15 seater mini bus which had been fully adapted to accommodate those with impaired mobility;
 - ◆ Employ a part-time driver and part-time activities co-ordinator;
 - ◆ Provide an annual programme of activities for older people;
 - ◆ Be open to sheltered accommodation and other older people in the community;
 - ◆ Aim to attract 700 users per year;
 - ◆ Make a nominal charge.
- 2.8 The Working Group discussed the links between Out and About, falls prevention and exercise for older people. There was an opportunity to provide exercise classes at sheltered accommodation, which would be open to non-resident older people who would be picked up by the mini bus. The classes would be provided by the managers of sheltered accommodation; however, they would need to be trained. Mr Finney assured the Working Group that all necessary training would take place.
- 2.9 The Working Group discussed the potential to extend the current proposals by recruiting a full time activities co-ordinator under Out and About. In this way it was hoped to provide frequent exercise classes, which would help with falls prevention, and provide sufficient other activities to cross subsidise the exercise classes. The officer also would be expected to produce a newsletter for distribution in the wider community so as to attract the level of interest aimed at for the scheme. Recruitment of a full-time officer would require a financial contribution from the Primary Care Trust (PCT). It was agreed to pursue this with the PCT.
- 2.10 A steering group would determine the strategy for and oversee the operation of Out and About. Age Concern already had been approached and had agreed to sit on the Steering Group. Members were of the view that the District Council should be represented on the Steering Group and, given their level of knowledge in this area, the representative should be one of the members of the Working Group. If the appointment was to be an officer then appointees would be required from both the Leisure and Community Development sections. In addition, it was agreed that the PCT should be invited to nominate a representative to sit on the Steering Group. Other Housing Associations also would be invited to participate.
- 2.11 The funding awarded to Luminus for Out and About was available for three years from 2006/07. In this period the main set up costs of the initiative would be incurred. While there was a condition on the funding awarded to Luminus that it remain solely responsible for Out and About, there existed opportunities for joint working between Luminus and other organisations, including the Council. These included advertising Out and About by the Council's leisure service and via Districtwide, with a reciprocal arrangement to advertise the Council's services that emerged in the long term through

the Out and About programme via Luminus' monthly publication. Out and About also could be included in the Council's database of services for older people, which is referred to at paragraph 2.20.

- 2.12 Members noted that sheltered accommodation could be used during down time for the provision of exercise classes, for example, by the District Council or by the PCT.

c) Developing the Council's Services

- 2.13 The Working Group received a breakdown of services provided by the Council relating to exercise for older people, which is contained in Appendix A. Additional information on exercise programmes for older people occurring in Huntingdonshire and at other authorities in Cambridgeshire together with examples of best practice further afield also were considered. In reviewing the information on services currently available in Huntingdonshire, Councillor Mrs Chandler drew particular attention to the following:

- Impressions – individually tailored exercise programmes for the Councils fitness suites;
- Doctor referrals – individual programmes;
- Keep fit for older ladies;
- Healthy walks in conjunction with the PCT;

Members thought that a comprehensive directory of activities available to older people in both the public and private sectors would be useful and a recommendation on this appears at the end of this report.

- 2.14 The Working Group were of the opinion that, owing to the potential benefits to older people and its contribution to the objectives of a number of bodies, the Council should seek to establish its own programme of exercise for older people. The Working Group noted that the Council's leisure centres were dual use, which restricted the time they had available during the day for public use. Members did not see that leisure centre availability represented a barrier to the provision of services as older people often preferred activities to be held in local village facilities.

- 2.15 The Working Group also was informed by Councillor Mrs Chandler that many of the exercise programmes at the leisure centres were provided by part-time qualified private individuals who were paid by the Council on the basis of the number of attendances at their classes. The Council acted as a co-ordinator of these classes. The Working Group were of the view that this set-up presented a relatively low risk opportunity to extend the current range to include specialist provision of classes for older people. It was suggested that a pilot exercise be undertaken via the leisure service. The Council would make available space at a Leisure Centre, which an external trainer would use to promote his/her own classes of exercise for older people. This would have little initial outlay or risk for the Council and would provide market testing for future service development by the Council.

- 2.16 The Working Group suggested that, subject to the experience of Luminus with its Out and About initiative, opportunities for exercise classes for older people in 'hub' villages, at sheltered accommodation during 'down time' and

at doctors surgeries should be explored. Any programme should be developed incrementally from the Council's existing initiative in Warboys in this area and on the basis of the pilot scheme referred to in the previous paragraph. Transport would be available via the Luminus Group minibus. The minibus would be put by Luminus into the County Council's Community Transport scheme and could be used by public.

- 2.17 To have the necessary physical effect, the PCT had advised that older people should attend exercise classes three times per week. On this basis the hire of village halls was costed at approximately £6,700 per year at current rates. Bearing in mind the Council's own budget setting process this could not commence before 2007/08. The 'hub' villages suggested by the Working Group were Kimbolton, Sawtry, Somersham, Warboys, Ramsey and Yaxley. Although more accurate costings would be required, it was suggested that, at present rates, a budget of approximately £32k would be required; however, Members were of the view that a nominal charge should be made for classes in order that there was little overall cost to the Council. A full programme also would require the use of the community transport network.
- 2.18 Budgetary provision would be required to enable the programme referred to above to take place although, overall, it was stressed that it would be at little cost to the Council. The budgetary provision would be required in advance to meet the costs of the planned services but it was intended that the majority of the budget would be recouped through fees. Indicative costs of up to £54k had been cited for a total programme. The Working Group, however, preferred not to put a figure on the required budget as the costs referred to were for a full programme. The incremental nature of the recommendations meant that it would be a number of years before a full programme could be introduced. Officers would prepare the necessary forecasts for budgetary purposes according to the level and rate of service expansion deemed appropriate.

d) Training

- 2.19 The level of qualification that physical training officers would require before they could provide physical activity classes for older people was a concern for the Working Group. The Council's current policy specified that those teaching classes to groups of older people should hold qualifications recognised by the National Register for Exercise Professionals (NREP) at level three. The Council's Impressions and leisure centre fitness class instructors were all qualified to level two or three. Training for an individual would cost in the order of £450 per year. The Working Group were of the view that the Council should seek to host the necessary training to ensure that sufficient staff were trained to the required level to allow the Working Group's recommendations to be implemented. In addition, they felt that, in order to reduce future costs in this respect, the Council should encourage at least one member of its leisure staff to become a qualified trainer in order that training could be provided direct by the Council for its own staff and for others. The last recommendation was, however, subsequently withdrawn. Although technically possible, it was considered that the requirements placed on the Council to achieve trainer status would be so far in excess of the potential savings to the Council as to make it unjustifiable.

e) Marketing and Management

- 2.20 In addition to those referred to above, the Working Group held discussions on other related matters. Members were aware that many services and facilities were provided in Huntingdonshire that contributed to the overarching aim of the Working Group. They were of the view that a comprehensive and up to date database of these was required in order to improve older people's access to them. This was something that could be undertaken by the Environmental and Community Health Section.
- 2.21 The Working Group discussed the marketing materials currently produced by the leisure service. The Working Group were of the view that the Council's current approach to targeting those aged 50 and over deterred those aged over 65 from using the Council's facilities. Members suggested that marketing materials should be produced that were specifically aimed at those aged over 65 years. This recommendation did not relate to new services and it was stressed that older people were not necessarily restricted to classes and facilities aimed at their age group. It was not intended that new facilities and classes would be provided under this recommendation, merely that some marketing should be undertaken designed to encourage older people to use existing facilities and classes, which were open to all ages. It was felt that this would reduce the likelihood that older people would be deterred from using existing services.
- 2.23 In discussing exercise activities provided by the voluntary/private sector, Members identified a potential problem with succession where services were provided by key individuals. It was suggested that it there was an opportunity to introduce greater continuity of provision if there was a public sector body, such as the Council, co-ordinating the service.

f) Exercise Referral

- 2.24 The Working Group discussed the current exercise referral service, which operated at the leisure centres. If leisure centre staff were provided with specialist training there was an opportunity to continue to provide services for frail people once their exercise referral programmes had finished. Having considered the extension of the existing exercise referral scheme to continue to provide classes specifically tailored to those who had completed the scheme, this was not pursued. Members were reluctant to do this as there would be considerable benefit from it and there was great demand for such a service. It was, however, of a different nature to the main body of the study in that it dealt with clients post injury rather than injury prevention.

g) Huntingdonshire Strategic Partnership

- 2.25 The Working Group was made aware that the potential benefits of physical activity hit many of the drivers of a number of bodies. Members, therefore, suggested that the Health, Housing and Social Care Thematic Group of the Huntingdonshire Strategic Partnership should be requested to consider adopting the promotion of physical exercise amongst older people as one of its objectives.

3. CONCLUSION

3.2 The Older Persons Working Group met on number of occasions. Members decided to concentrate on promoting better health in older people through physical activity. A range of information was considered on the services currently provided by the Council, on services provided by other sectors in Huntingdonshire and in Cambridgeshire and on national best practice. On the basis of this information and of discussions with relevant individuals Members have identified a number of initiatives that might be pursued to advance the objective of the Working Group. The outcomes of these discussions have been summarised above and the Scrutiny Panel:

RECOMMEND

that the Cabinet be requested to -

- (1) appoint a representative to the Out and About Steering Group;
- (2) promote Out and About through the Leisure Service and Districtwide;
- (3) subject to the progress of Out and About, establish a programme of exercise for older people at 'hub' villages and Luminus Sheltered Housing to commence in 2007/08;
- (4) make the necessary budgetary provision to enable the programme referred to above to take place although overall it will be at little cost to the Council;
- (5) subject to the programme of development referred to in Recommendation 3 and the outcome of the pilot referred to in Recommendation 8, train sufficient leisure staff to NREP level three as required to allow the programme referred to above to proceed;
- (6) provide facilities at the Leisure Centres for external trainers to provide their own classes for those aged over 65 years on a pilot basis;
- (7) introduce measures to ensure continuity of existing classes provided by the voluntary sector;
- (8) compile and maintain a comprehensive and up to date database of exercise services and facilities for older people;
- (9) produce marketing materials designed to encourage those aged over 65 years to use all of the Council's existing leisure facilities and classes as appropriate;
- (10) request the Huntingdonshire Strategic Partnerships Health, Housing and Social Care Thematic Group to consider adopting the promotion of physical exercise amongst older people as one of its objectives, and
- (11) undertake a review of progress with the implementation of recommendations (1) to (10) for submission to the Overview and Scrutiny Panel (Service Delivery).

Contact Officer: Mr A Roberts (01480) 388009

Background Documents – Reports of meetings of the Older Persons Working Group.

Older Persons Working Group

Breakdown of *annual* costs incurred by Leisure Centres to support the “Out and About” pilot project.

	Quantity	Approx Cost	Notes
Leaflet Production	10,000 glossy	£400 (£800 if twice)	Once or twice a year specific to 50+ activities. Based on Leisure Centres but incorporating any other agency wishing to advertise
Leaflet Distribution	5,000	£1,000 (£2,000 if twice) (5,000 x 2 nd class)	Requires data base sharing and access to addresses of those of target age. Various means to distribute but posting might be the best option. Again, once or twice a year.
Instructors	2 per week	£2,370 (£20 per hr x 50 weeks)	£20 (Level 3) plus on costs @ 18%. Based on one instructor per class at two centres per week.
Facility Hire	2 hrs per week	No charge	Leisure Centres at St Ivo and Huntingdon will offer one hour free per week whilst instructor costs are underwritten by Out and About
Equipment	2 sets	£400	Exercise bands and stability discs – Centres do not currently possess
Training	4 courses per annum	£300 £900	2 x Chair Aerobics (2 x £150) 2 x Old Peoples YMCA (2 x £450)
Training attendance	14 days (2x2 day chair course, 2x5 day YMCA course))	£800	Cost based on existing hourly Fitness instructor (gym) rates c £8 per hour (7 hr days)
Total		£5,400	

Income examples					
Pilot classes	Average attendance	Cost per head	Total Income	Total Expenditure	+/-
St Ivo/Huntingdon	10	£2.50	£25	£23	+£2
St Ivo/Huntingdon	4	£2.50	£10	£23	-£13 **
St Ivo/Huntingdon	9	£2.50	£15	£23	Break Even
<p>** Losses incurred on classes during the pilot scheme will be underwritten by “Out and About” Group.</p> <p>Members of the public who are not members of the “Out and About” Club will be able to attend the classes for the same price. These admissions will be included in any payment calculations.</p>					

Subsequent developments for the “Out and About” scheme in relation to the Leisure Centres will be dependent on the successes of the pilot classes. However, irrespective of the longer-term diagnosis and partnership, the Leisure Centres will be producing its own guide to activities for the 50+ age-group and will include references for external agencies within its covers.

**BIG LOTTERY FUND WELL-BEING PROGRAMME
OUTLINE PROJECT PROPOSAL: ACTIVE AT 50**

1. INTRODUCTION

- 1.1 During the summer of 2006 an initial project outline entitled 'Active at 50' was submitted to the East of England's portfolio for consideration in their application to the Big Lottery Fund's 'Well Being' Programme.
- 1.2 The East of England's bid was successful at stage 1 but for a significantly less sum than that originally bid for - £3.69m instead of the £16.3m requested.
- 1.3 The East of England portfolio is now preparing and refining its portfolio ready for a stage 2 submission.
- 1.4 The 'Active at 50' project was included as part of the original portfolio for the East of England and is waiting to hear whether it will be included in the stage 2 submission.

2. PROJECT AIM

- 2.1 The aim of the project was to promote and increase sustainable physical activity which also improves people's mental health and well-being by people over 50.
- 2.2 It was planned to establish two activity programmes across the Huntingdonshire District. Physical Activity Activators will lead and enable physical activity opportunities for the over 50's and those returning to a more active lifestyle.
- 2.3 The first programme will be generic for anyone over 50 to attend and will be a general range of activities identified following consultation. The second will be specifically for people with mobility problems who require additional support to return to a more active lifestyle.

3. PROJECT OUTCOMES

The project would have 5 main outcomes:

- Increased participation in physical activity amongst people over 50
- Through community involvement develop a sustainable physical activity programme for people over 50 across Huntingdonshire
- Provide training opportunities for volunteers and physical activity activators
- Raise awareness of the health benefits of physical activity through the development of self help material
- Establish targeted schemes for individuals over 50 who need additional support to return to an active lifestyle

3.1 PROJECT LOCATION

Initially the schemes will target geographical areas of need: Oxmoor, Eynesbury, Ramsey and Yaxley before taking the project across the district. Recruitment to the scheme will involve working with various health professionals and will build on existing mechanisms from the exercise

referral scheme e.g. targeting cardiac rehabilitation, obesity, diabetes and mental health referrals.

3.2 TIMEFRAME

Initially the project would have started in April 2007 if successful. The stage 2 application if selected now has to be submitted by 8 March 2007. With the revised stage 2 submission date and no confirmed date of when stage 2 applicants will be advised if successful it is impossible to forecast a start date. From previous experience it is estimated it would take approximately 3-6 months to start any activity following being advised of any lottery award.

3.3 PROJECTED NUMBER OF PARTICIPANTS

Number of individual participants: 500
Throughput (total attendances): 10,000

This would be over the 3 year duration of the project.

3.4 PROJECTED COSTS

	2007/08	2008/09	2009/10
Staff costs	11,984	11,984	11,984
Staff on costs	2,996	2,996	2,996
Development budget	8,000	8,000	8,000
Sub-Total Direct Costs	22,980	22,980	22,980
Indirect Costs	3,200	3,200	3,200
Total Costs	26,180	26,180	26,180
Funding from other sources	8,000	8,000	8,000
Bid to Big Lottery Fund	18,180	18,180	18,180

*East of England requested that all bids include all costs at current prices with inflation being applied centrally to the whole portfolio. In practice the costs would be expected to increase by 3-5% annually.

4.0 CONCLUSION

There are still a number of obstacles in front of this project. Firstly it has to be accepted as part of the stage 2 portfolio for the East of England bid. News is expected on this imminently. The East of England portfolio though has had to be significantly reduced due to the limited success of the stage 1 bid.

If we are successful and put through to Stage 2, applications to this round are still subject to a robust scrutiny process and can still be declined at this stage.

Overall it must be noted this bid is in a precarious state.

BACKGROUND INFORMATION

Contact Officer: Jo Peadon ☎ 01480 388048

**GROWING SUCCESS
(Report by the Head of Administration)**

1. INTRODUCTION

- 1.1 The purpose of this report is to acquaint the Panel with a recent decision by the Cabinet, which will affect Overview and Scrutiny.

2. BACKGROUND

- 2.1 The Panel has for some time received monitoring reports on the Council's performance against its objectives and priorities. At its meeting on 22nd November 2007, the Cabinet requested that Overview and Scrutiny's role in the performance monitoring process was formalised.
- 2.2 Specifically, having been informed that a joint working group of the Overview and Scrutiny Panels regularly reviews those objectives considered to be priority, Executive Members requested that the Corporate Plan Working Group's findings be appended to future performance monitoring reports to the Cabinet.

3. RECOMMENDATION

The Panel is

RECOMMENDED

to note the contents of this report.

BACKGROUND PAPERS

Minutes of the meeting of the Cabinet on 22nd November 2007.

Contact Officer: A Roberts
☎ 01480 388009

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Panel Date	Decision	Action	Response	Date for Future Action
4/07/06	<p><u>The Health Implications of the Council's Activities.</u></p> <p>Final report of the Working Group considered. Recommendations endorsed for submission to the Cabinet. Reports requested on the Cabinet's decision and progress with the implementation of measures contained in the report.</p>	<p>Further meeting to be arranged.</p> <p>Further reports to be submitted.</p>	<p>Meeting held.</p> <p>The Cabinet noted the report and asked for further information on the operational and financial implications of the recommendations before coming to a decision.</p>	
3/10/06	<p>Working Group requested to meet to discuss the submission of further information to the Cabinet.</p>	<p>Meeting held on 8th November 2006.</p> <p>Further meeting scheduled for 27th November 2006.</p>	<p>Costing of the proposals in relation to the leisure centres requested. Further meeting arranged to discuss the next report with appropriate Heads of Service.</p> <p>Report to be submitted to the Cabinet on 4/10/07 to include appendices by the Heads of Administration and of Environmental and Community Health Services on the financial implications of the Panel's recommendations.</p> <p>Subject to clarification of the Council's financial commitment for the pilot programme of exercise for older people the Cabinet approved the Panel's recommendations.</p>	

Panel Date	Decision	Action	Response	Date for Future Action
6/11/07	<u>The Health Implications of the Council's Activities (Contd).</u> Details of the Cabinet's decision requested.		See report elsewhere on the Agenda.	
1/11/05	<u>Town Centre Cleaning Regimes</u> Cleaning regimes in town centres added to the programme of studies.	Scoping report requested.		
3/10/06	Presentation by Head of Operations. Working group formed to look at Sunday cleaning and enforcement.	Meeting of Working group held on 13th November 2006. Further meeting to be held to consider a possible pilot of new cleaning arrangements in St Ives.		
3/07/07	Update received from Head of Operations.	Report requested from the Head of Operations.		
6/11/07	Further update requested.	Report requested.		

Panel Date	Decision	Action	Response	Date for Future Action
7/03/06	<p><u>Recycling Credits – Payments to Other Organisations</u></p> <p>Recommendations made on the content of a future report to the Cabinet. Sight of the report requested prior to its submission to the Cabinet.</p>	Report requested.	Report to be submitted to a future meeting.	
7/11/06	<p><u>Disability Access.</u></p> <p>Preliminary report considered. Further information requested on the Council's existing policies in relation to disability equality and access and on research carried out in this area.</p>	Further reports submitted.		
5/12/06	<p>Disability Equality Scheme and Action Plan endorsed.</p> <p>Further research to be undertaken within Members' wards and officers of the County Council and of the Police requested to attend future meetings to discuss the study.</p>	Representatives of the County Council and of the Police invited to future meetings.		

Panel Date	Decision	Action	Response	Date for Future Action
6/02/07	<p><u>Disability Access (Contd.)</u></p> <p>Panel met with representatives of Speaking Up and G Morris. A number of matters were identified for further consideration. – improved enforcement of disabled parking bays, extending bus pass hours for disabled users, Council paperwork, advertising of disabled facilities at leisure centres and advocacy services at Council offices.</p>			
5/06/07	<p>Meeting attended by County Council's Access Officer. A number of avenues identified for further investigation. Cabinet to be requested to consider providing high dependency toilets.</p>	<p>Report submitted to the Cabinet on high dependency toilets on 28/06/07.</p> <p>Survey sent to Town and Parish Councils and District Councillors. Returns being received.</p>	<p>The Cabinet decided to approach Papworth Trust for their advice on the need for high dependency facilities for people whose disabilities are so severe as to prevent them from using conventional toilets designed for the disabled and in particular on the possibility of extending the availability of facilities at Saxongate, Huntingdon for such use.</p> <p>See report elsewhere on the Agenda.</p>	4/12/07

Panel Date	Decision	Action	Response	Date for Future Action
5/12/06	<p><u>Home Energy Efficiency</u></p> <p>Study to be undertaken into the promotion of services provided for improved home energy efficiency.</p>			
6/03/07	<p>Presentation by Environment team Leader and Home Energy Efficiency Officer. Agreed to discuss the remit of the study following consideration of the Environment Strategy at the next meeting.</p>			
3/4/07	<p>Recommendations made on the draft Strategy.</p> <p>Requested that:</p> <p>a) a methodology to assess the environmental benefit of projects against their cost is developed, and</p> <p>b) the final Strategy document, including costings, is submitted to the Panel prior to its publication.</p>			

Panel Date	Decision	Action	Response	Date for Future Action
5/12/06	<p><u>Adoption of Roads and Sewers</u></p> <p>Study to be undertaken into the processes and procedures involved with the adoption of roads and sewers.</p>	Information requested.	<p>Scoping report to be submitted to a future meeting.</p> <p>Representative of the Anglian Water to be invited to attend a future meeting to discuss the study.</p>	
5/06/07	Report deferred to next meeting.			
3/07/07	<p>Working Group established comprising Councillors J D Ablewhite, D A Giles, Mrs C A Godley and P K Ursell, to undertake a review on the process of adopting estate roads and sewers with an aim to put measures in place that will streamline the process and make the procedures more transparent, initially by an investigation of introducing a District-wide register of un-adopted roads and sewers</p>	Meeting to be arranged.	First meeting held on 22/10/07.	

Panel Date	Decision	Action	Response	Date for Future Action
5/12/06	<p><u>Grant Aid</u></p> <p>Study to be undertaken into the processes in applying for grant aid and the effectiveness of grant schemes.</p> <p>Details of all grant schemes requested.</p> <p>Review of Small Scale Environmental Improvement schemes to be undertaken.</p>	Information requested.		
3/4/07	<p>Details of all grant schemes considered. With the exception of Shopmobility, the Working Group undertaking the review of the Small Scale Environmental Improvements scheme was requested to examine the schemes' criteria, publicity, application process, officer involvement and approval process.</p>	Meeting to be arranged.	Meeting held on 24/10/07 to plan further study work.	

Panel Date	Decision	Action	Response	Date for Future Action
5/06/07	<u>Huntingdonshire Partnership</u> Study to be undertaken on the role and achievements of the Strategic Partnership.			
6/11/07	Scoping report considered. Corporate Plan Working Group to monitor LSP's progress. Panel to receive reports on future allocation of funding.			
3/07/07	<u>State of the District Conference</u> Working Group established comprising Councillors K J Churchill, P J Downes and Mrs M Banerjee to discuss the concept of local area forums, together with potential subject areas, for discussion at a future meeting of the Panel.	Meeting to be arranged.	Meeting held on 18/10/07. Further meeting held on 12/11/07.	
6/11/07	Suggestion made that a number of consultation methods should be used during the consultation trial.		See item elsewhere on the Agenda.	