

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, 4 MARCH 2008** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact  
(01480)**

### **APOLOGIES**

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

To approve as a correct record the Minutes of the meeting of the Panel held on 5<sup>th</sup> February 2008.

**Mrs A Jerrom  
388009**

**2 Minutes.**

**2. MEMBERS' INTERESTS**

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

**2 Minutes.**

**3. LOCAL GOVERNMENT ACT 2000 - FORWARD PLAN (Pages 5 - 10)**

A copy of the current Forward Plan, which was published on 13<sup>th</sup> February 2008, is attached. Members are invited to note the Plan and to comment as appropriate on any items contained therein.

**R Reeves  
388003**

**15 Minutes.**

**4. STATE OF THE DISTRICT ENGAGEMENT EVENTS (Pages 11 - 22)**

To consider a report on the Cabinet's decisions in response to the Panel's recommendations arising from the study on the State of the District Engagement Events.

**Miss H Ali  
388006**

**20 Minutes.**

5. **PERFORMANCE MONITORING** (Pages 23 - 30)

To consider and comment on a report by the Head of Policy and Strategic Services containing details of the Council's performance against its priority objectives.

**H Thackray  
388035**

*(Colour copies of this report are attached separately to the Agenda).*

**20 Minutes.**

6. **DISABILITY ACCESS STUDY - UPDATE AND OTHER MATTERS**  
(Pages 31 - 34)

To consider an update on the disability access study.

**A Roberts  
388004**

**30 Minutes.**

7. **PROMOTING BETTER HEALTH IN OLDER PEOPLE THROUGH PHYSICAL ACTIVITY** (Pages 35 - 38)

To consider a report in response to the Cabinet's request for financial information with regards to the study on Promoting Better Health In Older People Through Physical Activity.

**A Roberts  
388004**

**20 Minutes.**

8. **OVERVIEW AND SCRUTINY PANEL (SERVICE DELIVERY) - PROGRESS** (Pages 39 - 48)

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

**Miss H Ali  
388006**

**15 Minutes.**

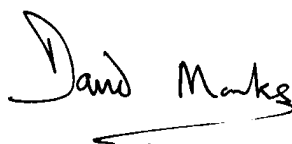
9. **SCRUTINY**

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.

**Miss H Ali  
388006**

**10 Minutes.**

Dated this 22 day of February 2008



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 Miss H Ali, Democratic Services Officer, Tel No 01480 388006/e-mail: [Habbiba.Ali@huntsdc.gov.uk](mailto:Habbiba.Ali@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 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](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 car park adjacent to the Methodist Church on the High Street (opposite Prima's Italian Restaurant).*

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# Agenda Item 1

## 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, 5 February 2008.

PRESENT: Councillor S J Criswell – Chairman.

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

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors J M Sadler and P K Ursell.

### **65. MINUTES**

The Minutes of the meeting held on 8th January 2008 were approved as a correct record and signed by the Chairman.

### **66. MEMBERS' INTERESTS**

Councillors Mrs M Banerjee, K J Churchill and Mrs C A Godley declared personal interests in respect of Minute No. 71 by virtue of being members of the Board of Directors of Luminus.

### **67. DISABILITY ACCESS STUDY**

The Panel were advised that as Mrs G Bird, Forum Manager, Directions Plus, was unable to attend the meeting the presentation on access for those with disabilities would not go ahead. It was hoped to rearrange this for the next meeting.

### **68. 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 February to 31st May 2008. Members commented on the fact that fewer items in the Plan fell within their remit than the Service Support Panel, which was something that had regularly occurred in the course of the current Municipal Year. As a result it was suggested that Executive Councillors whose responsibilities were linked to the Panel might be invited to future meetings to discuss their planned work in the next year and to identify the contribution the Panel could make to this work. It was also suggested that to enable the Panel to fulfil its role the remit of the Panels might be reviewed particularly in respect of the procedures involved in the allocation of Section 106 money.

## **69. STATE OF THE DISTRICT CONSULTATION WORKING GROUP**

The Panel gave consideration to the final report by the Working Group (a copy of which is appended in the Minute Book). In introducing the report Councillor Churchill referred to the difficulties in engaging the public particularly on a District level. He informed the Panel of the justification for recommending that four area events were held in various formats. Councillor Churchill also advised the Panel of the likely cost of staging the four events and the negligible difference in cost whether one or four events were held.

In response to a question Mrs H Gilling, the Communications and Marketing Manager, outlined the ways in which the engagement events might be promoted. The principal marketing channel would be District Wide. Mrs Gilling expressed the view that it was important to make it clear to the public that the Council wanted to talk and listen to the local community. Other potential publicity channels included the local press and radio and advertisements on the Council's vehicle fleet.

In discussing the proposals the Panel took account of their potential to contribute towards the Council's Consultation and Engagement Strategy and the Sustainable Community Strategy. Members also recognised that the events might help the Council to comply with future requirements placed on it to engage with communities. It was also stressed that Parish, Town, District and County Councils should be involved in the events and that the recommendations on chairmanship should be adhered to. Having endorsed the principle of holding engagement events, it was

RESOLVED

that the report be approved for submission to the Cabinet and the recommendations endorsed.

## **70. LOCAL PETITIONS AND CALLS FOR ACTION**

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 of legislative changes affecting overview and scrutiny and suggested responses to consultations on local petitions and calls for action. It was noted that the powers of overview and scrutiny committees would be enhanced and that they would be able to require information from the County Council and certain partner authorities. It was also noted that there would be a duty for the Executive to respond in writing to overview and scrutiny reports and recommendations within two months.

The Panel were advised that a Countywide seminar was planned for Members to discuss the implementation of the proposals and the arrangements for scrutinising the Local Area Agreements. The Panel noted that the changes would enable councillors to refer a local government matter to the relevant overview and scrutiny committee and that crime and disorder matters would be referred to the Service Delivery Panel. Having noted that a response to a petition would amount to a "call for action", Members expressed support for the changes and endorsed the responses to the consultation.

Whereupon, the Panel

RESOLVED

- (a) that the contents of the report be received and noted;  
and
- (b) that the responses to the consultation paper as set out in Annex A to the report now submitted be endorsed.

**71. OVERVIEW AND SCRUTINY PANEL (SERVICE DELIVERY) - PROGRESS**

The Panel received and noted a report by the Head of Administration (a copy of which has been appended in the Minute Book) which contained details of actions taken in response to recent discussions and decisions and reviewing the programme of studies. Members noted that the Town Centre Cleaning Regimes report would not be available until April and that it was hoped to rearrange the Disability Access presentation for the March meeting. With regard to the latter the Panel were informed of the procedures the County Council had in place for Town and Parish councils to request the installation of and repairs to dropped kerbs.

Councillor Mrs C A Godley informed the Panel of progress of the Adoption of Road and Sewers Working Group. Responsibility for sewers under various roads in Eaton Socon, St Neots and in Huntingdon was to be investigated further and discussions were planned with representatives of Anglia Water.

Councillor P G Mitchell reported that the next step in the Grant Aid study would be to meet with those responsible for administering grant schemes to investigate the criteria for each one.

**72. SCRUTINY**

The 80th edition of the Decision Digest was received and noted. In response to a question by Councillor J E Garner, it was reported that a decision on the location of additional travellers sites in the District had not yet been taken.

Councillor P G Mitchell commented on experiences in some neighbouring local authority areas regarding migrant workers.

Chairman

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## FORWARD PLAN OF KEY DECISIONS

Prepared by **Councillor I C Bates**  
 Date of Publication: **13th February 2008**  
 For Period: **1st March to 30th June 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: <a href="mailto:Ian.Bates@huntsdc.gov.uk">Ian.Bates@huntsdc.gov.uk</a>
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: <a href="mailto:Mike.Simpson@huntsdc.gov.uk">Mike.Simpson@huntsdc.gov.uk</a>
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: <a href="mailto:Peter.Bucknell@huntsdc.gov.uk">Peter.Bucknell@huntsdc.gov.uk</a>
Councillor D B Dew	- Executive Councillor for Leisure Centres	4 Weir Road Hemingford Grey Huntingdon PE28 9EH  Tel: 01480 469814 E-mail: <a href="mailto:Douglas.Dew@huntsdc.gov.uk">Douglas.Dew@huntsdc.gov.uk</a>
Councillor C R Hyams	- Executive Councillor for Operations, Parks and Countryside	22 Bluegate Godmanchester Huntingdon Cambs PE29 2EZ E-mail: <a href="mailto:Colin.Hyams@huntsdc.gov.uk">Colin.Hyams@huntsdc.gov.uk</a>
Councillor A Hansard	- Executive Councillor for Resources and Policy	78 Potton Road Eynesbury St Neots PE19 2NN  Tel: 01480 388942 E-mail: <a href="mailto:Andrew.Hansard@huntsdc.gov.uk">Andrew.Hansard@huntsdc.gov.uk</a>

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

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](mailto: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
Caxton Road Depot, St. Ives - development of new industrial/commercial units	Cabinet	13 Mar 2008	Estates File - C/165	Keith Phillips, Estates Manager and Property Manager Tel No. 01480 388260 or email - <a href="mailto:Keith.Phillips@huntsdc.gov.uk">Keith.Phillips@huntsdc.gov.uk</a>	Not applicable	A Hansard	Service Support
Asset Management Plan	Cabinet	13 Mar 2008	None.	Keith Phillips, Estates Manager and Property Manager Tel No. 01480 388260 or email - <a href="mailto:Keith.Phillips@huntsdc.gov.uk">Keith.Phillips@huntsdc.gov.uk</a>	Approve annual report	A Hansard	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
Joint Muncipal Waste Management Strategy 2008 - 2028	Cabinet	13 Mar 2008	Consultation outcomes availbale in Members Room. Draft Strategy documents will be available in March 2008.	Robert Ward, Head of Operations Tel No. 01480 3888635 or email - Robert.Ward@huntsdc.gov.uk	Consultation already carried out.	C Hyams	Service Delivery
Development Control Policies Preferred Options	Cabinet	13 Mar 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
Growing Success Performance Reports	Cabinet	13 Mar 2008	Growing Success	Ian Leatherbarrow, Head of Policy and Strategic Services Tel No. 01480 388005 - or email - Ian.Leatherbarrow@huntsdc.gov.uk	Overview and Scrutiny Panels	A Hansard	Service Delivery and Service Support
Results of Cambridge Sub-Region Strategic Housing Market Assessment (SHMA)***	Cabinet	3 Apr 2008	<a href="http://www.cambridge-shirehorizons.co.uk/pr ogramme det.asp?id=3678">http://www.cambridge-shirehorizons.co.uk/pr ogramme det.asp?id=3678</a>	Trish Reed, Housing Strategy Manager Tel No. 01480 388203 or email - Trish.Reed@huntsdc.gov.uk	Public consultation 10/12/07 – 4/2/08	Mrs D C Reynolds	Service Delivery
Parish Plans and Local Plan Policy	Cabinet	3 Apr 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 Earith Conservation Area Boundary Changes and Character Statement	Cabinet	3 Apr 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 Hemingfords Conservation Area Boundary changes and Character Statement	Cabinet	3 Apr 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 Core Strategy for submission to the Secretary of State	Cabinet	3 Apr 2008	None.	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
Environment Strategy and 2008/09 Action Plan	Cabinet	3 Apr 2008	Environment Strategy and 2008/09 Action Plan	Chris Jablonski, Environment Team Leader Tel No. (01480) 388368 - or email - Chris.Jablonski@huntsdc.gov.uk	The Strategy and Action Plan have been developed through an extended period of discussion with partners and stakeholders and through public consultation.	P L E Bucknell	Service Support
To respond to Regional Spatial Strategy Gypsy & Traveller Policy***	Cabinet	24 Apr 2008	Draft Consultation Document	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email - Richard.Probyn@huntsdc.gov.uk	N/A	P L E Bucknell	Service Support
Outcome of Cambs Supporting People Home Improvement Agency Review***	Cabinet	24 Apr 2008	None	Steve Plant, Head of Housing Services Tel No. 01480 388240 or email - Steve.Plant@huntsdc.gov.uk		Mrs D C Reynolds	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
To adopt Somersham Conservation Area Boundary Changes and Character Statement	Cabinet	24 Apr 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
Sustainable Community Strategy	Cabinet	24 Apr 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
Huntingdon West Area Action Plan Preferred Options***	Cabinet	5 Jun 2008	Issues and Options Report 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
Draft Planning Contributions Supplementary Planning Document***	Cabinet	5 Jun 2008	Huntingdonshire Development Plans	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
Public Arts Policy***	Cabinet	5 Jun 2008	Public Arts Policy	Ms Viv Peters, Arts Service Manager Tel No. 01480 388057 or email Viv.Peters@huntsdc.gov.uk		Mrs D C Reynolds	Service Delivery
To adopt Godmanchester Conservation Area Boundary Changes and Character Statement	Cabinet	5 Jun 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

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
Sports Facilities Strategy for Huntingdonshire***	Cabinet	12 Jun 2008	Sports Facilities Strategy for Huntingdonshire***	Ms J Peadon, Leisure Development Manager Tel No. 01480 388048 or email - Jo.Peadon@huntsdc.gov.uk		Mrs D C Reynolds	Service Delivery
To Adopt Kimbolton Conservation Area Boundary Changes and Character Statement***	Cabinet	26 Jun 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 Houghton and Wyton Conservation Area Boundary Changes and Character Statement***	Cabinet	26 Jun 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 Houghton and Wyton Conservation Area Boundary Changes and Character Statement***	Cabinet	26 Jun 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

## **OVERVIEW AND SCRUTINY PANEL (SERVICE DELIVERY)**

**4<sup>TH</sup> MARCH 2008**

### **STATE OF THE DISTRICT ENGAGEMENT EVENTS (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 in response to the report on the study on State of the District Engagement Events.

#### **2. BACKGROUND**

- 2.1 At its meeting, the Panel endorsed the findings of a study on State of the District Engagement Events. The Cabinet considered the resulting report, which contained a number of recommendations, at their meeting on 21st February 2008.

- 2.2 A copy of the report considered by the Cabinet is appended hereto.

#### **3. CABINET DECISION**

- 3.1 On 21st February 2008, the Cabinet noted the recommendations contained in the report but before making a decision requested further information on the financial implications of preparing for the events and sought the demonstration of clearer links to the Consultation and Engagement Strategy.

#### **4. CONCLUSION**

- 4.1 The Cabinet has noted the recommendations outlined within the Panel's report and has asked for further information. The Panel is requested to consider what further action to take.

#### **BACKGROUND INFORMATION**

Reports and Decisions of the meeting of the Cabinet on 21st February 2008  
Reports and Meetings of the Overview and Scrutiny Panel (Service Delivery) on 5th February 2008.

**CONTACT OFFICER: Miss Habbiba Ali, Democratic Services Officer  
01480 388006**

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**STATE OF THE DISTRICT ENGAGEMENT EVENTS**  
(Report of the Overview and Scrutiny Panel (Service Delivery))

**1. INTRODUCTION**

- 1.1 This report summarises the findings of a study by the Overview and Scrutiny Panel (Service Delivery) state of the District engagement events and contains recommendations arising from the study.

**2. STUDY REMIT**

- 2.1 In the course of the last review of the Constitution, the full Council referred to the Overview and Scrutiny Panel a detailed proposal to introduce a biennial state of the District conference. The proposal was that every two years a "State of the District" half-day conference should be held on the second Saturday in September. The public would be invited to attend and would be able to speak. Specific invitations would be sent to Parish Councils, local businesses and various representative bodies, including those for young people. The following Council meeting, at the end of September, would consider the views expressed. These views also would inform the budget and MTP processes. In addition, the conference might generate issues for the Scrutiny Panels to consider.
- 2.2 During initial discussion the Overview and Scrutiny Panel acknowledged the difficulty in engaging with the public, particularly on a District level and, as a result, Members were keen to investigate the use of smaller area consultation groups involving all tiers of local government in the process. A Working Group was established comprising Councillors Mrs M Banerjee, K J Churchill and P J Downes to consider the proposal. The Working Group was, therefore, originally asked to discuss the concept of local area forums, together with potential subject areas for discussion. The Working Group has held meetings on a number of occasions, the last being 11th January 2008, and interim reports have been submitted to the Overview and Scrutiny Panel.
- 2.3 On receipt of one such report, at the meeting on 4th December 2007, the Overview and Scrutiny Panel's Members expressed doubt that significant numbers of members of the public would attend four meetings. This gave rise to concerns over the costs of advertising events and hiring venues. It was felt that initially only one of the area consultation events should be held in order to determine the level of public interest in such an event.
- 2.4 The Working Group has noted the views expressed. Members, however, decided to proceed with recommending that four area events are held. The Overview and Scrutiny Panel's initial justification for this format was that members of the public would not be prepared to travel to a distant venue to attend a single District-wide meeting and this still applies. In addition, the purpose of the

pilot exercise is to evaluate various mechanisms so as to establish the most effective means to carry out consultation in future. Finally, the argument that holding four events would be excessively costly is not supported as the marketing costs would be similar whether one or four events are held and, as Appendix A shows, the costs of hiring venues are, in comparison, relatively low.

2.5 In the course of the study the Working Group held discussions with:

- ◆ I Brandstatterova, Policy Officer,
- ◆ H Gilling, Communications and Marketing Manager,
- ◆ I Leatherbarrow, Head of Policy and Strategic Services, and
- ◆ L Sboui, Senior Policy Officer.

### **3. ENGAGEMENT EVENT PURPOSES**

3.1 The potential benefits of holding events to engage Huntingdonshire residents in discussing the Council's strategies and services have been considered. Members concluded that holding engagement events could potentially provide forums:

- for Councillors to obtain an understanding of the state of the District;
- for two way information exchange and mutual learning;
- to enable County, District, Town and Parish Councils to engage in a joint debate on local authority services; and
- for direct contact between Councillors and members of the public.

3.2 On the basis of these discussions it has been concluded that there could be merit in holding engagement events. Details of a similar exercise planned in Bristol appear at Appendix B.

3.3 In order to ensure the events are effective, however, Members are of the view that they should be introduced initially on a trial basis. The implication of this is that it is not recommend at this stage that the Council's Constitution is amended to include a state of the district consultation mechanism.

### **4 THE COUNCIL'S CONSULTATION AND ENGAGEMENT STRATEGY**

4.1 In the course of the study the draft Consultation and Engagement Strategy has been reviewed. It was concluded that engagement events could help to deliver the Strategy's aims and the Council's commitment under it by ensuring a strategic approach is taken to consultation and that the outcomes are used to inform policy and decision making by contributing to the variety of methods used, which will enable as many people as possible to have the opportunity to give the Council their views. These events will fit with the emerging Consultation Engagement and Strategy.

4.2 it is suggested that the Action Plan to the Consultation and Engagement Strategy should include reference to Member state of the District engagement events.

## 5 ENGAGEMENT EVENTS

5.1 In compliance with the original study remit it is recommended that four area events are held in Huntingdon, St Ives, St Neots and Yaxley. Details of suitable venues together with costs are attached at Appendix A.

5.2 As part of the pilot study various formats have been discussed that might be used at each of the proposed area consultation events. Members are of the view that a different approach to engagement should be adopted at each area event. Each of the formats 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.

This will enable the Council to assess the effectiveness of each for future use.

5.3 Each event format commences 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. A stand might be provided at the event that discusses Cabinet portfolios for each Cabinet Member to provide information and an opportunity for 1:1 dialogue.
- groups will be formed to discuss topics that have been identified in advance, which are 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. Representatives of the Council’s partners should form part of the audience as this will prevent the event becoming dominated by issues that are not relevant on the night but will provide the Council with the opportunity to find out more about its partners. Online measures should be employed only for this format. The existing “have your say” page on the Council’s website should be used for this purpose. It should be prominently displayed on the home page

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

5.4 It is suggested that Cabinet Members might use power point for their presentations. A rehearsal and briefing should be held in advance. The Communications and Marketing Manager might provide advice to Cabinet Members on their presentations/language and research if required. The cost of this work appears in Section 7.

- 5.5 Engagement events should take place on consecutive weeks in late September / early October 2008. An independent Chairman should preside at each event.

## 6 PROMOTING EVENTS

- 6.1 The advice of the Communications and Marketing Manager has been obtained on the general principles of promoting engagement events. Her view is that the approach adopted should emphasise consistency of message on a "little and often" basis. She also has suggested:

- Start early! Little and often works better than one 'big bang.'
- Make use of channels that people are familiar with in their own local networks.
- Make sure there is a consistent message - familiarity breeds content.
- Brand all communications in the same way.
- Make sure the messages are relevant to the respective communities.
- Messages should be tailored according to the particular area – highlighting or offering to discuss items of local interest or concern.

- 6.2 The Communications and Marketing Manager also has made specific suggestions on marketing events, including:

- Publicity in the March, June and September editions of District Wide.
- Half page ads in local papers in the two weeks in advance of events.
- Radio stations' community programmes to be approached.
- Fliers to be produced for shops, doctors, leisure centres, fetes, shows etc.
- The mobile unit to be located in town/villages.

- 6.3 The suggested timetable for publicity is:

- **March:** District Wide published Monday 24 to include 'teaser' that the events are happening - 'look out for more details in the next issue'.
- **June:** District Wide published Monday June 16 – more detailed information about the events, venues etc. could include a coupon for people to supply their question or nominate a topic – whether or not they are coming to the meeting. Could post responses in District Wide.

Website – replicate information in District Wide and use this as a medium for people to post questions/comments again offering feedback facility.

Write to town and parish councils at the same time as District Wide is produced. Write to voluntary organisations, community groups etc. Circulate to local community newsletters ---

timescale to be confirmed according to their publication dates. Ensure relevant ward members are informed and onsite to encourage constituents to come along.

Produce posters/flyers for distribution locally – post offices, shops, schools, our buildings, libraries, health centres, supermarkets, parish notice boards and the Council's community information centre in Yaxley.

- **August:** 'holiday month' – people are away, groups don't meet – but can take advantage of the quiet time of the newspaper 'silly season' for editorial coverage.
- **September:** Advertisements in local press. The item in District Wide will be distributed during the week commencing 15th September 2008.

Hand out leaflets the weekend before – set up mobile unit in local centres.

Seek radio publicity. Including events programme the Saturday before and interviews with the Leader of the Council immediately before the events.

## 7 RESOURCE IMPLICATIONS OF ENGAGEMENT EVENTS

7.1 Such an intensive publicity campaign will not happen without being carefully managed and monitored to check its effectiveness. This will have implications on existing resources (unless it is deemed appropriate to employ outside help to manage the process).

7.2 Estimated time spent by communications and marketing representative:

Researching and booking venues	4 hours
Researching topics/issues	8 hours
Preparing items for District Wide	3 hours
Preparing posters and flyers	4 hours
Researching audiences	3 hours
Researching media	2 hours
Preparing press statements	2 hours
Preparing letters	4 hours
Distributing promotional material (more if hand delivered)	4 hours
Follow up calls to media	2 hours
Briefing for radio interviews	1 hour
Preparing material for website	4 hours
Researching answers to questions	8 hours
Mobile unit promotions (x4)	32 hours
Attendance at events	<u>12 hours</u>
Total	<u>93 hours</u>

Estimated costs for the above activities: £2,000 using in-house resources (£3,000 using consultants)

Cost of advertisements in local papers. Suggest half page full colour for maximum impact

Town Crier	£260 per insertion
Hunts post	£500 per insertion
	(all exclusive of VAT)

Cost of producing posters/flyers – approximately £1,500

**The total cost (without using consultants) is £5,020**

- 7.3 It is recommended that the cost of the pilot for 2008 only is met from the Overview and Scrutiny Panel's budget. This will enable the potential benefits of engagement events to be ascertained. If successful and events are held in future years the cost would have to be met by the Cabinet.

## **8 EVALUATION**

- 8.1 As a pilot there is a need to carry out evaluation of each format to ascertain their potential benefit to the Council. It is suggested that the Working Group should undertake this evaluation. It is, however, also recommended that independent evaluation should be carried out. As it is rare for district councils to hold such events and it is being largely prompted by Overview and Scrutiny, it is suggested that the Centre for Public Scrutiny might be approached to do this work. Failing this Members suggest that a councillor or officer from another local authority, a representative of the Local Government Association or an academic is approached. Any of these would probably be require payment.

## **9 CONCLUSION**

- 9.1 The principle and potential outcomes of holding state of the District engagement events have been considered and it has been concluded that they are likely to have some benefit for the Council. A range of options by which consultation events might take place also have been considered and a number of conclusions have been reached on the format of events.
- 9.2 Holding engagement events will contribute the Council's Consultation and Engagement Strategy and also with the emerging Sustainable Community Strategy. A series of proposals has been produced to implement these events. The proposals have been fully costed.

## **10 RECOMMENDATIONS**

The Panel RECOMMENDS:

- a) that the Corporate Governance Panel is informed of the findings in respect of the Council's Constitution; and
- b) that the Cabinet is advised
  - that four area engagement events are held in Huntingdon, St Ives, St Neots and Yaxley at the venues identified in Appendix B initially on a trial basis;

- that the Panel notes that engagement events could help to deliver the Consultation and Engagement Strategy's aims and endorses the suggestion that the Action Plan to the Strategy is amended to include reference to Member state of the District engagement events;
- that the formats set out in Section 5 be adopted for engagement events;
- that the general principles of promoting engagement events, specific marketing suggestions and timetable for publicity are adopted;
- that the total cost (without using consultants) of £5,020 be met for 2008 only from the Overview and Scrutiny Panel's budget;
- that the Working Group be requested to evaluate the events; and
- that the Centre for Public Scrutiny be approached to carry out an evaluation of the events and failing this the assistance of another independent individual be sought.

## **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**

Consultation Area							
VENUE	OCCUPANCY	PARKING	CATERING	P/POINT	COST	CONTACT	
Aquarius Hall (St Ives)	1) 30 2) 30	250 spaces	Tea/Coffee £1 pp	Yes	f/d £240 (9-4). h/d £120	John Giddings:01480 388506 E: john.giddings@huntsdc.gov.uk	
The Priory Centre (St Neots)	2 meeting: 20	Public (Huntingdon)	£1.35 per head	Bring own	£11 p/hr, min 2hrs	Helen King: 01480 388944 F: 01480 388915	
Yaxley British Legion (Yaxley)	Main: 150 Small: 30	30 spaces	Bring own	Bring own	£10 - 15 p/hr	Barry: 01733 240873	
Hinchingbrooke House (Huntingdon)	Assembly: 40 Pedegrey: 14	Sufficient	£1.50	£50 per day	£50 + £25p/hr £38 + £10p/hr (Min 2hr)	Lisa Wardropper: 01480 375678 www.hhpac.co.uk	
* Each venue has sufficient disabled access							
* Each venue is open on weekdays							





***RESIDENTS GET CHANCE TO PUT VIEWS ON CITY'S PRIORITIES***

Local people are being offered the chance to influence Bristol Council's first ever 'State of the City' debate which will take place next week in an effort to define the council's priorities and shape its Corporate Plan for 2008-09. The debate will occupy the first two hours of next Tuesday's full meeting of the authority and residents have been invited to submit statements to inform the discussion among the 70 elected members.

The debate will be broadcast live on the web so local people can follow the discussions without attending the meeting. The city's Lord Mayor, Royston Griffey, said the debate would be a new experience for everyone and he hoped it would be an informative and useful experiment.

The leader of the council, Helen Holland, said it was an improving authority but there was still a long way to go before it could claim it confidence to be consistently delivering high quality, value for money services to all. "We want Bristol to be an ambitious city that includes and values all its citizens. We want to drive forward change that makes a difference to people's lives," she said. Priorities included ensuring the city was safer and healthier with visible improvements to streets, parks, open spaces, community facilities and transport. .

"The Cabinet's draft budget, published just before Christmas, seeks to reflect those priorities - and this debate offers an unprecedented opportunity for all elected councillors to discuss the issues and influence the council's future direction," Councillor Holland added."

Opposition groups on the council have also welcomed the idea of the debate. Liberal Democrat leader Steve Comer said, "Many Bristol residents feel promises are made but not delivered. This debate gives councillors an opportunity to discuss the future of our city and contribute their ideas and solutions." His Conservative opposite number, Richard Eddy, said an open public discussion was a welcome development for local democracy.

**PERFORMANCE MONITORING  
(Report by the Head of Policy and Strategic Services)**

**1. INTRODUCTION**

1.1 The purpose of this report is to present to Members performance management information on “Growing Success” – the Council’s Corporate Plan

**2. BACKGROUND INFORMATION**

2.2 In January 2007 the Council adopted a revised Corporate Plan “Growing Success”. The plan includes around 50 short, medium and long term objectives to help achieve aims and ambitions for Huntingdonshire’s communities and the Council itself. In addition the Council have identified a small number, 12, objectives which were considered to be a priority for the immediate future.

**3. PERFORMANCE MANAGEMENT**

3.1 Progresses against all 50 or so objectives are reported to Chief Officer Management Team on a quarterly basis. A progress report from each Division includes performance data in the form of achievement against a target for each of the objectives that those services contributes towards and is supported by narrative on achievements and other issues or risks.

3.2 Members of the Overview and Scrutiny Panel have an important role in the Council’s comprehensive Performance Management framework and the process of regular review of performance data has been established over the last couple of years. In adopting the updated version of Growing Success, and in particular in prioritising objectives, it was intended that members should concentrate their monitoring on a small number of objectives to enable them to take a strategic approach which in turn would build confidence that the Council priorities are being achieved. Members can view all performance reports on the Councils intranet. Members of the Overview and Scrutiny Panels may find broader performance information of help to them in undertaking their review and scrutiny functions. This information can be provided on a regular or ad-hoc basis

3.3 Following discussion with the chairman of the Panels the priority objectives have been allocated between Panels as follows:

Service Support	Service Delivery
To promote development opportunities in and around the market towns	To lower carbon emissions
To enhance public, community and specialist transport into and around the market towns	To enable the provision of affordable housing
To improve access to Council services	To achieve a low level of homelessness
To make our performance management more effective and transparent	To promote healthy lifestyle choices
To reduce the number of car journeys to work by employees	

To build the new operations centre and headquarters	
To be an employer people want to work for	
To re-balance saving and spending to ensure resources are available to achieve the Council's priorities	

#### 4. PERFORMANCE MONITORING

The following performance data is appended for consideration:

**Annex A** - a summary of the achievements, issues and risks relating to the objectives identified by the Heads of Service

**Annex B** - Set out in tables the performance data from services across the Council which contribute to the objectives listed above. For each calculated measure there is a target, actual performance against target, forecasted performance for the next period and a comments field, with comments where appropriate. The actual column is colour coded as follows:

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

#### 5. REVIEW OF GROWING SUCCESS

In line with the agreed process it was intended to initiate the annual review of Growing Success (objectives/targets etc) so that an updated version could be presented to members by end of June. However, the preparation of a new Sustainable Community Strategy (SCS) and Local Area Agreement (LAA) for Cambridgeshire presents an opportunity for the Council to examine our organisational objectives and targets so that we can contribute to these broader outcomes for the benefit of Huntingdonshire. The timing of these documents mean the review of Growing Success will take place in late summer and be submitted to the Council in September. It is proposed this will be adopted as the timetable for the review of Growing Success in future years as this provides a better fit with the Councils business planning, budget, MTP and service planning process.

#### 6. RECOMMENDATION

##### 6.1 Members are recommended to;

Consider the results of performance for priority objectives and to comment to the Cabinet as appropriate.

#### BACKGROUND INFORMATION

Performance Management reports produced from the Council's CPMF software system

Growing Success: Corporate Plan

**Contact Officer: Howard Thackray, Policy & Research Manager**  
 **01480 388035**

Objective		Comments from appropriate Head of Service
<b>To lower carbon emissions</b>	Achievements:	LDF Core Strategy being taken forward with the requirement to deliver sustainable development being a cornerstone of that whole policy initiative. All planning decisions being made with positive regard to sustainable development as a material planning consideration
	Issues:	New Government guidance issued in December 2007 (updated PPS1 – Planning and Climate Change) which has again amended the requirements in terms of ‘local’ policy developments. Draft local policies to be reconsidered in light of this amended guidance.
	Risks:	Uncertainty regarding the basis of what can be considered as ‘local’ policy (and the specifics of its content and what evidence base will be needed to support it) needs to be clarified via inputs from Go-East and the Planning Inspectorate
<b>To promote healthy lifestyle choices</b>	Achievements:	Outreach and holiday activity Programmes include High 5’s Netball Festivals and Tag Rugby ‘World Cup’ Festival. Total almost equalling previous year total with one quarter still to go (Year to date 3,843 compared to 3,888 in 2006/07)
	Issues:	Smoking cessation - the target is a yearly target although the law only changed in July. 500 businesses were contacted in October 2007 to offer cessation services. So far this year 3 businesses attended training and 3 have hosted in-house clinics for employees
	Risks:	
<b>To achieve a low level of homelessness</b>	Achievements:	A reduction to 81 households in temporary accommodation (Dec 07) from 99 (Dec 06). This reflects the homelessness preventions and options work carried out. Successful in-year bid to CLG for £20k for crash pads for young people. Secured increased CLG homelessness grant £60k (2008/09). Current year £42k. This reflects the progress toward achieving the target of 50% reduction in the use of temporary accommodation by 2010 and the range of homelessness initiative adopted.
	Issues:	Choice based letting due to be introduced by the end of February 2008. This should assist in managing applicant’s expectations of the availability of social housing. Crash pad procurement will probably not happen this year due to the lengthy procurement and vetting process. If the LAA reward grant bid for young person’s temporary emergency placements (at the Foyer) were to be successful it would greatly assist in reducing the number of young people being placed in B&B.
	Risks:	Increase in homelessness presentation due to the economic climate. Non achievement of temporary accommodation target could mean withdrawal of future year’s homelessness grant.
<b>To enable the provision of affordable housing</b>	Achievements:	Housing Services – secured an additional £3m Housing Corporation funding, allocated to BPHA to deliver affordable housing at Loves Farm, Eynesbury. Planning - Through the successful application of policy and via suitably robust negotiations we have been able to deliver a higher overall % level of affordable housing.
	Issues:	Planning - Changes in national planning policy now allows for a greater degree of commercial viability to be considered in respect of S106 negotiations. Therefore we will need to appropriately reinforce our in-house (or retained) skills base in order for us to remain as successful in terms of delivering the

		required outcomes. Housing Services – the date for the announcement of Housing Corporation Bid round results is not known. This might be during March.
	Risks:	Planning - further amendments to the 'balance' of national policy and specifically in respect of the amount of grant potentially available could put pressure on the preferred mix of affordable housing. Reductions in grant could reduce the ability to deliver social rented housing and increase other forms of provision e.g. shared equity. Delays on developments, outside of HDC control, may result in under or overspend of budget.

**Community/Council Aim: A Clean, Green and Attractive place**

**Objective: To Lower Carbon Emissions**

**Division: Planning**

**Divisional Objective: To encourage sustainable forms of development**

Key activity(s) only to deliver service objective	Key Measure	Target:	Actual	Forecast	Comments:	
Include sustainable policies within LDF (to set a sustainable policy framework)	Core Strategy – Adherence to LDF timetable on target	1	1	1	1= on target	QRT
To make appropriate planning decisions (to encourage sustainable forms of development)	Developing a policy in accordance with the Local Development Scheme timetable to encourage improved on-site energy efficiency levels (10% reduction in CO2 emissions) by Sep 2009	1	1	1	On target , however, national policy will supersede this requirement, measure will be deleted	QRT
To positively encourage sustainable development via UDF's etc (to give targeted guidance)	Developing a policy in accordance with the Local Development Scheme timetable to encourage 10% improvement in on-site renewable energy generation target by Sep 2009	1	1	1	On target , however, national policy will supersede this requirement, measure will be deleted	QRT

**Division: Technical Services**

**Divisional Objective: To Lower Carbon Emissions**

Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual	Forecast	Comments:	
Encourage implementation by service management of measures intended to reduce overall corporate consumption of energy from non-renewable sources	Achieve 1% annual reduction in the Council's consumption of non-renewable energy	1	1	1	1 = on target. The Council switched to renewable energy Tariff in April 2007 which alone enabled the 1% carbon reduction target to be achieved. Detailed energy use monitoring system to be introduced in 2008 in conjunction with the Carbon Trust. Energy Savings identified through this process will result in future reductions	QRT
Extend Travel Plans to all of the Council's employment sites and promote implementation of their associated action plans.	Annual targets in approved Travel Plans on target	1	1	1	1 = on target. Annual overall target for reduction in car use being achieved. Specific targets for alternative modes variable success rate.	QRT
Promote energy efficiency and use of renewable energy to householders.	For properties built before 1997 reduce energy consumption to 70% of 1996 consumption by April 2011.	1	1	1	1 = on target. Home Energy Conservation Act HECA report for 2006/07 completed November 2007. 4.18% improvement in 2006/07. Cumulative energy saving from 1995 to 2007(27.57%) so in line for achieving 30% target by 2010/11	QRT
Promote implementation of Environment Strategy's action plan	Annual targets in approved Environment Strategy achieved – 2008/09 and beyond.	1	1	1	First Year Action Plan for 2008/09 being completed and will accompany launch of Environment Strategy	QRT
Secure initial adoption of Environment Strategy by March 2008 and subsequent annual review/update to ensure that any necessary MTP annual funding commitment is made by the council to deliver on-	Initial Environment Strategy approved in March 2008 for implementation from 2008/09	1	1	1	1 = on target. Final Draft of Environment Strategy being completed, going to full Council on 16th April 2008	QRT

going carbon dioxide reduction.						
<b>Community/Council Aim: Healthy Living</b>						
<b>Objective: To Promote healthy lifestyle choices</b>						
<b>Division: Administration</b>						
<b>Divisional Objective: To Increase participation in healthy physical activities</b>						
<b>Key Activity(s) only to deliver service objective:</b>	<b>Key Measure:</b>	<b>Target:</b>	<b>Actual</b>	<b>Forecast</b>	<b>Comments:</b>	
Maintain and improve standard of facilities and match facility provision with usage demand.	Number of visits for physical activity to Leisure Centres by March 2008 (1.5 million)	1,116500 Up to Q3	1,1359 44	1,555000	Actual is cumulative total for Q3	
Promotion and marketing of available activities	Number (18400) of active card holders by March 2008	17750 For Q3	17786	18400	On target to achieve 18400 by March 2008	
<b>Division: Lifestyles</b>						
<b>Divisional Objective: To promote healthy lifestyle choices</b>						
<b>Key Activity(s) only to deliver service objective:</b>	<b>Key Measure:</b>	<b>Target:</b>	<b>Actual</b>	<b>Forecast</b>	<b>Comments:</b>	
Diet: Supporting the Hunts for Good Food Programme in establishing a healthy eating culture	Number of Food projects supported and promoted	4	3	3	Changes in PCT structure have had some impact on projects	
Offering training for smoking cessation and helping workplaces become smoke-free	Number of workplaces participating in training for smoking cessation	5	6	10	The annual target for 2007/08 is 10 businesses given the law only changed in July 07. 500 businesses were contacted in October 2007 to offer cessation services. So far this year 3 businesses attended training and 3 have hosted in-house clinics for employees	
Provide a range of accessible leisure opportunities such as: a Holiday Activity Programme for <17 years	Total throughput of school, outreach and holiday activity Programmes	835	1134	600 No large activity planned for the last quarter	Total almost equalling previous year total with one quarter still to go (Year to date 3,843 compared to 3,888 in 2006/07)	
Provide under-represented groups with the opportunity to participate in sport and active recreation	Total throughput of activity programme for disabled participants and under-represented groups	350	858	350	Highlights include indoor disability sports festival and launch of 'Street Football' in Huntingdon and Yaxley. Exceeding target for quarter by 132%	
Support Vulnerable People to be more active, Cardiac Rehabilitation programme and Health Walks	Total throughput of the Cardiac Rehabilitation programme and Health walks in Huntingdonshire	1300	1766	1500	Highlights include Health Walks Christmas Party and hitting 500 attendances for two months running for the first time since the scheme started. Health walks exceeded yearly target with one quarter still to go and Cardiac Rehab on target to exceed annual target with one quarter still to go and Cardiac Rehab on target to exceed annual target	
<b>Divisional Objective: To provide a range of accessible arts activities to provide a means of self-expression and support sound mental health</b>						
<b>Key Activity(s) only to deliver service objective:</b>	<b>Key Measure:</b>	<b>Target:</b>	<b>Actual</b>	<b>Forecast</b>	<b>Comments:</b>	



Organise family-friendly Art attack-based events	Number of people (family friendly) participating	30	45	30	Events take place over the school half term breaks (3 per year).	QRT
Organise participatory arts activities for children in School half-term breaks (Art Attack)	Number of children attending Art Attack sessions (throughput)	120	110	110		QRT
<b>Community/Council Aim: Housing that meets the local need</b>						
<b>Objective: To achieve a low level of homelessness</b>						
<b>Division: Housing</b>						
<b>Divisional Objective: To achieve a low level of homelessness</b>						
<b>Key Activity(s) only to deliver service objective:</b>	<b>Key Measure:</b>	<b>Target:</b>	<b>Actual</b>	<b>Forecast</b>	<b>Comments:</b>	
By helping to prevent people from becoming homeless by housing homeless people where appropriate	Numbers of households prevented from becoming homeless each year to 2009	101	109	135	On target to meet end of year target of 135	QRT
<b>Objective: To enable the provision of affordable housing</b>						
<b>Division: Housing</b>						
<b>Divisional Objective: To enable the provision of affordable housing</b>						
<b>Key Activity(s) only to deliver service objective:</b>	<b>Key Measure:</b>	<b>Target:</b>	<b>Actual</b>	<b>Forecast</b>	<b>Comments:</b>	
By maximising the land available for new affordable housing. By working in partnership with Housing Associations to bid for external funding. By making a financial contribution to pay for affordable homes to be built	Number of new affordable homes built by 2010	24	33	69	Majority of house building completions falls in the last quarter	QRT
<b>Division: Planning</b>						
<b>Divisional Objective: Maximise provision of affordable housing on relevant development sites</b>						
<b>Key Activity(s) only to deliver service objective:</b>	<b>Key Measure:</b>	<b>Target:</b>	<b>Actual</b>	<b>Forecast</b>	<b>Comments:</b>	
Develop Core Strategy and Development Control Policies DPD (to set framework)/Adopt Planning Obligations SPD (to set specific targets and thresholds)/ Negotiate S106 Agreements (to deliver required amounts of affordable housing)	% of housing completions on qualifying sites that are affordable (in Cambridge Sub Region)	40			Annual measure, data to follow	YRL
	% if housing completions on qualifying sites that are affordable (out of CSR)	29			Annual measure, data to follow	YRL
	% of affordable housing (commitments) on qualifying sites	30	29.9	35	One of the qualifying sites is the allocated site East of the Railway St Neots, which is coming forward in several parcels over a period of time and therefore difficult to monitor in quarters – some parcels have 100% affordable and others 0%. Other sites in this quarter had the affordable element agreed at Outline stage which would have pre-dated PPS3 and would have been based on the then target of 29%	QRT

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**DISABILITY ACCESS STUDY – UPDATE AND OTHER MATTERS  
(Report by the Head of Administration)**

**1. INTRODUCTION**

- 1.1 The purpose of this report is to provide Members with an update on the disability access study. It also provides an opportunity to pursue other matters that have been raised as worthy of consideration in the course of the study.

**2. CONSULTATION ON COUNCIL POLICIES**

- 2.1 The Panel previously has suggested that the Council should introduce a list of organisations and individuals representing those with learning, physical and sensory impairments who would be involved as a matter of course in all consultations on policies. There would be no obligation on consultees to respond but they would be given the opportunity to do so if they thought it necessary. Details of potential consultees were requested and a list of advisory bodies operating in the area was submitted to the meeting in January. As a result the Panel suggested that these bodies should be contacted to solicit whether they would be willing to assist the Council in this way. A letter has been sent to all the bodies listed and responses are awaited.

- 2.2 During the consultation with Town and Parish Councils a question was asked whether any disabled groups operated in their areas. The following were identified:

- Age Concern – National
- Caresco
- Community Nursing Team
- National Federation of Shopmobility UK
- Peterborough PCT
- St Ives Access Group
- Patient Advice and Liaison Services (PALS)

These organisations also have been written to, likewise, to ask whether they would be interested in being consulted on Council policies. The Cambridgeshire Parliament also has indicated that it would like to be included in the list of consultees.

- 2.3 Members are requested to consider whether there are any other organisations or individuals who might be added to the list of consultees.

**3. DIRECTIONS PLUS**

- 3.1 A representative of Directions Plus had been invited to the Panel's last meeting to discuss the study. Unfortunately, owing to illness, she was unable to be present. It has now been arranged that she will attend the April meeting.

#### **4 BLUE ROUTES**

- 4.1 At a previous meeting it was suggested that the Council previously had introduced "Blue Routes", which guided those with disabilities around the District's towns. Despite extensive investigation no trace of these routes has been found. even if blue routes are found to have existed, it appears they are no longer in use. Given this the Panel may wish to consider whether the concept of Blue Routes might be pursued as part of the study.

#### **5. ADVOCACY SERVICES**

- 5.1 The provision of advocacy services around the District is something that was discussed with the Cambridgeshire Parliament. The Parliament indicated that it would be prepared to make available to representatives to provide an advocacy service at Council premises. The Panel might want to consider the principle of providing advocacy services and, if it is endorsed, the locations in which they might be provided and whether any other organisations should be approached also to provide this service.

#### **6. ILLEGAL PARKING**

- 6.1 Problems associated with illegal parking were pursued during the consultation with Town and Parish Councils and an approach to dealing with them has been agreed and is being implemented. However, a further aspect to this issue concerns unauthorized parking in disabled bays in car parks. The Council clearly will undertake enforcement in the car parks for which it is responsible. Members might consider the prevalence of this problem and whether any action should be recommended to address it.

#### **7. INFORMATION**

- 7.1 During the consultation exercise Town and Parish Councils reported that the majority of information surrounding disability needs and requirements was sought directly from disabled people themselves and, in relation to friends or family with a disability, from members of the community. The District Council also featured as a useful site for obtaining information. There may be an opportunity for the Panel the review the information the Council provides and the way it is presented.

#### **8. FUNDING**

- 5.7 Funding and financial support was a key issue emerging from the consultation. Town and Parish Council felt there is a lack of information generally and confusion regarding whom to approach to obtain funding. The need for better communication and flow of information on available funding and facilities for disabled people was a common finding throughout the consultation. Although this is not the Council's responsibility, Members could consider how this situation might be improved.

#### **7. OTHER MATTERS**

- 7.1 During the initial stages of the study the Panel recognised the importance of the Council's documents being produced in larger size

print. This idea, together with a number of other recommendations, has already been incorporated into the Council's new corporate identity.

- 7.2 Another idea that emerged at an early stage concerned the opportunities available to promote the needs of those with disabilities through the Strategic Partnership. This is something that the Panel might make a recommendation on at the conclusion of the study.

## **8. CONCLUSION**

- 8.1 This report provides an update progress of the study since the last meeting. It also brings together a range of issues that have arisen during the study. Members are requested to note the progress made and to consider whether any action should be taken in respect of the matters raised in the report.

## **BACKGROUND PAPERS**

Disability Equality Duty Research Findings

Disability study file held in the office of the Director of Central Services.

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

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## OVERVIEW AND SCRUTINY PANEL (SERVICE DELIVERY)

4TH MARCH 2008

### PROMOTING BETTER HEALTH IN OLDER PEOPLE THROUGH PHYSICAL ACTIVITY (Report of the Working Group)

#### 1. INTRODUCTION

- 1.1 The purpose of this report is to enable the Panel to conclude the study on Promoting Better Health in Older People Through Physical Activity by addressing the Cabinet's request for financial information when this matter was last considered.

#### 2. BACKGROUND

- 2.1 Members will recall that the Cabinet considered a report by the Panel on this matter on 4th October 2007. The decisions reached were reported to the Panel on 4th December 2007 (Minute No. 50 refers). As a result the Panel asked the Working Group that had undertaken the original study work to consider the Cabinet's request for further information. The Working Group has not been able to meet but its Members have agreed that a report can be compiled to address the Cabinet's request on the basis of information obtained from officers.

#### 3. FINANCIAL COMMITMENT

- 3.1 In considering the Panel's last report the Cabinet requested "clarification of the Council's financial commitment to support a pilot programme of exercise for older people in the sum of £5,400". A table, which was submitted to the Cabinet, contains details of the financial commitment referred to. A copy of the table is reproduced as an Appendix hereto.
- 3.2 The table shows the predicted costs against income for a fledgling programme of activities for those aged 50+ including facility hire, marketing, training and equipment. It was originally predicted that approximately £5-£6k would be sufficient to deliver a one year programme although some of this would be recouped in income.
- 3.3 In the meantime the Council's Leisure Development Team has successfully acquired grant funding from "Well Being in the East", a National Lottery linked agency, for a post of Older Person's Physical Activity Officer. This is part time (15-20 hours a week), for two years, and the position will be advertised shortly. This person's role will be to deliver activities for the 50+ age range both on and off Leisure Centre sites. The grant funding for the post comes with provision for marketing, training and equipment. In addition, the Council's Leisure Development Team has submitted an MTP bid for an additional £5k for both years 08/09 and 09/10 to support the role. This is MTP Bid No. 845 Physical Activity Initiatives for Adults.
- 3.4 The complete MTP together with the Budget and Financial Plan were considered by the full Council on 20th February 2008. As a result the bid was approved. It is suggested that in taking a decision on the MTP the need to provide the information the Cabinet has requested is removed and

that in deciding to approve the bid the original recommendation made by the Panel regarding a pilot programme of exercise for older people has been supported.

### 3. **CONCLUSION**

In the circumstances the Panel is **RECOMMENDED** to

- a) note the contents of the report;
- b) note the terms of the pilot programme of exercise for older people, and
- c) conclude the study on Promoting Better Health in Older People Through Physical Activity.

**Contact Officer:** Mr A Roberts (01480) 388004

**Background Documents** – Reports of meetings of the Older Persons Working Group, the Overview and Scrutiny Panel (Service Delivery) and the Cabinet.



## APPENDIX

### Older Persons Working Group

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

	<b>Quantity</b>	<b>Approx Cost</b>	<b>Notes</b>
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 <sup>nd</sup> 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)
<b>Total</b>		<b>£5,400</b>	

<b>Income examples</b>					
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.

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Panel Date	Decision	Action	Response	Date for Future Action
<p><b>4/07/06</b></p>	<p><b><u>The Health Implications of the Council's Activities.</u></b></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>	
<p><b>3/10/06</b></p>	<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>	

Panel Date	Decision	Action	Response	Date for Future Action
<b>6/11/07</b>	<b><u>The Health Implications of the Council's Activities (Contd).</u></b> Details of the Cabinet's decision requested.		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.	
<b>4/12/07</b>	Working Group asked to meet to discuss the Cabinet's request and other matters raised in the course of the study.	Meeting held on 29/01/08.	See report elsewhere on the Agenda.	<b>4/03/08</b>
<b>1/11/05</b>	<b><u>Town Centre Cleaning Regimes</u></b> Cleaning regimes in town centres added to the programme of studies.	Scoping report requested.		
<b>3/10/06</b>	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.		
<b>3/07/07</b>	Further update requested.			

Panel Date	Decision	Action	Response	Date for Future Action
6/11/07	<u>Town Centre Cleaning Regimes</u> Update received from Head of Operations.			
8/01/08	Report requested giving details, including costs, of providing a full cleansing service on every day of the week.	Report requested.	Report to be submitted to a future meeting.	1/04/08
7/03/06	<u>Recycling Credits – Payments to Other Organisations</u> Recommendations made on the content of a future report to the Cabinet. Sight of the report requested prior to its submission to the Cabinet.	Report requested.		
4/12/07	Report not scheduled to be submitted to the Cabinet. The possibility of introducing a kerbside class collection service will be considered as part of the Environment Strategy. <u>Disability Access.</u>	Information requested to be submitted to a future meeting.	Environment Strategy to be submitted to a future meeting.	5/03/08
7/11/06	Preliminary report considered. Further information requested on the Council's existing policies on disability equality and access and on research in this area.	Further reports submitted.		

Panel Date	Decision	Action	Response	Date for Future Action
5/12/06	<p><b><u>Disability Access (Contd.)</u></b></p> <p>Disability Equality Scheme and Action Plan endorsed. 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>	<p>Representatives of the County Council and of the Police invited to future meetings.</p>		
6/02/07	<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>	<p>Report submitted to the Cabinet on high dependency toilets on 28/06/07.</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>	
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>Survey sent to Town and Parish Councils and District Councillors. Returns received.</p>		

Panel Date	Decision	Action	Response	Date for Future Action
4/12/07	<p><b><u>Disability Access (Contd.)</u></b></p> <p>Findings of survey considered. The Panel requested:</p> <ul style="list-style-type: none"> <li>• further consultation with Town and Parish Councils on dropped kerbs and parking, the findings of which will be forwarded to the County Council and police respectively for action/comment;</li> <li>• that views on the need for more low liner buses and training for employees on the needs of those with disabilities be forwarded to bus operators;</li> <li>• that a suggestion that carers be provided with free bus passes be forwarded to the County Council;</li> <li>• details of potential consultees on Council policies and services representing local disability groups.</li> </ul>	<p>Further consultation documents despatched.</p> <p>Letters sent to bus operators.</p> <p>Carers UK consulted.</p> <p>List submitted to meeting in January 2008.</p>		

Panel Date	Decision	Action	Response	Date for Future Action
	<p><b><u>Disability Access (Contd.)</u></b></p> <ul style="list-style-type: none"> <li>• that a representative of Directions Plus be invited to a future meeting to discuss the study; and</li> <li>• further investigation of the existence of the Disability 'Blue' Route scheme implemented by the Council.</li> </ul>		<p>Representative to attend future meeting.</p> <p>See item elsewhere on the Agenda</p>	<p>1/04/08</p> <p>4/03/08</p>
5/12/06	<p><b><u>Adoption of Roads and Sewers</u></b></p> <p>Study to be undertaken into the processes and procedures involved with the adoption of roads and sewers.</p>	<p>Information requested.</p>	<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	<p>Report deferred to next meeting.</p>	<p>Meeting to be arranged.</p>	<p>First meeting held on 22/10/07.</p>	



Panel Date	Decision	Action	Response	Date for Future Action
3/07/07	<p><b><u>Adoption of Roads and Sewers (Contd).</u></b></p> <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>			
4/12/07	<p>Working Group held meeting with the Principal Building Control Officer.</p>			
5/02/08	<p>Further meeting to be held with Head of Planning Services, Projects and Assets Manager and representatives Highway authority.</p>	Meeting arranged.		
5/12/06	<p><b><u>Grant Aid</u></b></p> <p>Study to be undertaken into the processes in applying for grant aid and the effectiveness of grant schemes.</p>			

Panel Date	Decision	Action	Response	Date for Future Action
	<p><b><u>Grant Aid (Contd).</u></b></p> <p>Details of all grant schemes requested.</p>	Information requested.	Meeting held on 24/10/07 to plan further study work.	
3/14/07	<p>Review of Small Scale Environmental Improvement schemes to be undertaken.</p> <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 arranged.		
4/12/07	<p>Review of Small Scale Environmental Improvements Scheme completed. Working Group awaiting further information on other grant schemes administered by the Council.</p>	Meeting held on 1/02/08. Further meeting on 20/03/08.		

Panel Date	Decision	Action	Response	Date for Future Action
3/07/07	<p><b><u>State of the District Conference</u></b></p> <p>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.</p>	Meeting 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.			
4/12/07	The Panel requested that the Working Group consider the provision of one area consultation event rather than four events.			
5/02/08	Final report of Working Group endorsed for submission to the Cabinet.		See report elsewhere on the Agenda.	4/03/08

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