

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, 1 APRIL 2008 ON THE RISING OF THE CORPORATE AND STRATEGIC FRAMEWORK PANEL MEETING** and you are requested to attend for the transaction of the following business:-

PLEASE NOTE THAT THIS MEETING WILL START AT THE CONCLUSION OF THE CORPORATE AND STRATEGIC FRAMEWORK PANEL MEETING

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 1 - 4)

To approve as a correct record the Minutes of the meeting of the Panel held on 4th March 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 - 12)

A copy of the current Forward Plan, which was published on 14th March 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. DISABILITY ACCESS STUDY (Pages 13 - 14)

To receive a presentation by Mrs G Bird, Forum Manager, Directions Plus, on access for those with disabilities.

**A Roberts
388004**

A report summarising matters raised during the course of the study is attached.

45 Minutes.

5. **OUTCOME OF CAMBRIDGESHIRE SUPPORTING PEOPLE HOME IMPROVEMENT AGENCY REVIEW**

To receive a presentation by the Head of Housing Services on the outcome of the Cambridgeshire Supporting People Home Improvement Agency Review.

**S Plant
388240**

30 Minutes.

6. **WORK PROGRAMME AND ENGAGEMENT WITH THE EXECUTIVE** (Pages 15 - 18)

To consider a report by the Head of Administration responding to previous concerns raised by the Panel regarding their work programme and engagement with the Executive.

**A Roberts
388004**

20 Minutes.

7. **OVERVIEW AND SCRUTINY PANEL (SERVICE DELIVERY) PROGRESS** (Pages 19 - 28)

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

**Miss H Ali
388006**

15 Minutes.

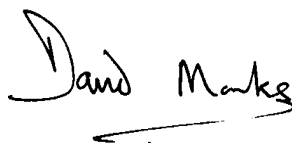
8. **SCRUTINY**

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 19 day of March 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 N Giles, Trainee Democratic Services, Tel No 01480 387049 / e-mail: Natalie.Giles@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 (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, 4th March 2008.

PRESENT: Councillor S J Criswell – Chairman.

Councillors J D Ablewhite, Mrs M Banerjee, Mrs K E Cooper, J E Garner, Mrs P A Jordan, P G Mitchell, J M Sadler and J S Watt.

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

73. COUNCILLOR MRS C A GODLEY

The Panel stood in silence as a mark of respect following the recent death of Councillor Mrs C A Godley.

74. MINUTES

The Minutes of the meeting held on 5th February 2008 were approved as a correct record and signed by the Chairman.

75. MEMBERS' INTERESTS

No declarations of interest were received.

76. 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 March to 30th June 2008. It was agreed to invite the Head of Housing Services to present an item on the Outcome of the Cambridgeshire Supporting People Home Improvement Agency Review at the next meeting. Further information was also requested on the Sports Facilities Strategy for Huntingdonshire for the June meeting.

77. STATE OF THE DISTRICT ENGAGEMENT EVENTS

The Panel considered a report by the Head of Administration (a copy of which is appended in the Minute Book) on the Cabinet's decisions on the Panel's recommendations arising from the study on State of the District Engagement Events. In considering the report the Panel expressed their disappointment at the Cabinet's response. Owing to the need to begin promoting the events at the earliest possible opportunity, the Panel requested the Working Group that undertook the study to liaise with the Head of Policy and Strategic Services to

address the request for further information. In order to expedite the process, it was

RESOLVED

- a) that the State of the District Engagement Working Group be requested to discuss with the Head of Policy and Strategic Services the Cabinets' decisions, and
- b) that the Central Services Manager, after consultation with the Chairman, be authorised to submit a report to the Cabinet setting out the information requested.

78. PERFORMANCE MONITORING

The Panel considered a report by the Head of Policy and Strategic Services (a copy of which is appended in the Minute Book) containing details of the Council's performance against its priority objectives. In introducing the findings of the Corporate Plan Working Group on the report, Councillor P G Mitchell commented that a number of the key activities that contributed to the priority objectives allocated to the Panel fell outside its remit. He also reported on the Working Group's suggested areas for further investigation, which included green energy generation, the promotion of the Council's leisure centres, grant aid and home improvement grants. Finally, Councillor Mitchell drew Members' attention to an opportunity to contribute towards the objective to achieve a low level of homelessness through grant funding available for the acquisition of gypsy and traveller sites. With regard to the latter, owing to the limited time for which the funding was available, Councillor Mitchell and the Chairman undertook to pursue this directly with Officers.

Councillor Mrs M Banerjee commented on the low level of funding available to registered social landlords and on the delivery of affordable housing through the development control process.

Having discussed the data provided for each of the objectives referred to in the report, the Panel expressed their satisfaction with the levels of performance achieved in the year to date. Members also agreed to incorporate the areas suggested for further investigation by the Corporate Plan Working Group into the review of Growing Success. Whereupon, it was

RESOLVED

that the report be received and noted.

79. DISABILITY ACCESS STUDY - UPDATE AND OTHER MATTERS

The Panel noted a report on progress of the Disability Access Study (a copy of which is appended in the Minute Book). Members were informed that the Forum Manager of Directions Plus would attend the April meeting.

The Panel discussed the potential benefits of introducing Blue Routes, which would assist those with disabilities in navigating their way round the District's towns. They might also have the added benefit of influencing the County Council's pavement maintenance

programme. It was agreed to consult the Papworth Trust on whether there existed routes that were regularly used by the disabled.

The principle of providing advocacy services and the organisations that might be involved were considered by the Panel. It was decided to invite a representative of the Hunts Forum of Voluntary Organisations to a future meeting to discuss this matter further.

Members discussed unauthorised parking in disabled bays and the Blue Badge parking permit system. It was agreed that further information should be obtained on the measures in existence to identify abuses of Blue Badge permits and the enforcement that was undertaken.

RESOLVED

- a) that the Papworth Trust be consulted on potential Blue Routes,
- b) that a representative of the Hunts Forum of Voluntary Organisations be invited to a future meeting to discuss local advocacy services, and
- c) that further information be obtained on enforcement action currently taken on the use of Blue Badges.

80. PROMOTING BETTER HEALTH IN OLDER PEOPLE THROUGH PHYSICAL ACTIVITY

The Panel received and noted the contents of a report by the Working Group (a copy of which is appended in the Minute Book) which had been prepared in response to the Cabinet's request for further financial information with regard to the study on Promoting Better Health in Older People Through Physical Activity. The Panel were advised that the Council's Leisure Development Team had successfully acquired grant funding from 'Well Being in the East' a National Lottery linked agency, for a post of Older Persons' Physical Activity Officer, which would be advertised shortly. An MTP bid also had been submitted to support this role and had been approved by the Council. As a result Members concurred with a suggestion that a commitment had thereby been made to proceed with the pilot programme of exercise for older people and, therefore, they decided that the need to provide further financial information had been obviated. They requested that the Cabinet be informed accordingly. Having also agreed that a review should be undertaken in due course of progress against the Panel's recommendations, it was

RESOLVED

- a) that the contents of the report be noted,
- b) that the study be concluded,
- c) that a review of progress be undertaken in due course, and
- d) that the Cabinet be formally notified of the outcome of the study.

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

The Panel considered a report by the Head of Administration (a copy of which is appended in the Minute Book) which contained details of actions taken in response to recent discussions and decisions. Members noted that the report on Town Centre Cleaning Regimes would be submitted to the meeting in April.

Councillor Mrs P Jordan was appointed to the Adoption of Roads and Sewers Working Group, to replace Councillor Mrs C A Godley.

82. SCRUTINY

In scrutinising the 81st Edition of the digest of decisions taken by the Cabinet and other Panels etc, Members raised the following queries:

Car Parking Strategy – Proposed Action Plan - in response to a question by Councillor J E Garner, the Panel was acquainted with the current position with regard to the Car Parking Strategy Action Plan. Members expressed concern that some of the original recommendations of the Car Parking Working Party were not reflected in the decisions reported.

Speaking at Development Control Panel meetings - Councillor P G Mitchell informed the Panel of his views on the introduction of public speaking at meetings of the Development Control Panel.

Street Trading/Designated Public Places Order/Licensing Act 2003 - Councillor J M Sadler gave an account of changes affecting Street Trading and delegations under the Licensing Act 2003 and also advised Members of the success of the Designated Public Places Order in Wheatfields, St. Ives.

Chairman

FORWARD PLAN OF KEY DECISIONS

Prepared by **Councillor I C Bates**
 Date of Publication: **14 March 2008**
 For Period: **1 April 2008 to 31 July 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: Ian.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 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
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

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
Results of Cambridge Sub-Region Strategic Housing Market Assessment (SHMA)	Cabinet	24 Apr 2008	http://www.cambridge-shirehorizons.co.uk/pr-ogramme-det.asp?id=3678	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
To adopt Earith 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
To adopt Hemingfords Conservation Area Boundary changes and Character Statement	Cabinet	24 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 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
Sustainable Community Strategy	Cabinet	24 Apr 2008	None.	Ian Leatherbarrow, Head of Policy and Strategic Services Tel No. 01480 388005 - email - Ian.Leatherbarrow@huntsdc.gov.uk	Public/Stakeholder Consultation	I C Bates	Corporate Strategic Framework
Growing Success - Performance Monitoring Report***	Cabinet	12 Jun 2008	Performance report	Ian Leatherbarrow, Head of Policy and Strategic Services Tel No 01480 388035 or e-mail - Ian.Leatherbarrow@huntsdc.gov.uk		A Hansard	Service Delivery and Service Support
Economic Development Strategy***	Cabinet	12 Jun 2008	Huntingdonshire in Perspective Regional Economic Development Strategy EEDA	Tel No - 01480 388005 or email - Ian.Leatherbarrow@huntsdc.gov.uk	Stakeholder	A Hansard	Corporate Strategic Framework
St Ives Environmental Improvements***	Cabinet	12 Jun 2008	None.	Chris Allen, Project and Assets Manager Tel No 01480 388360 or email - Chris.Allen@huntsdc.gov.uk	Public consultation	P L E Bucknell	Service Delivery
MTP Process***	Cabinet	12 Jun 2008	Dependent upon Proposals	Steve Couper, Head of Financial Services Tel No 01480 388103 or e-mail - Steve.Couper@huntsdc.gov.uk	Overview and Scrutiny (CSF) – 3rd June 2008.	T V Rogers	Corporate Strategic Framework
Sustainable Community Strategy***	Cabinet	12 Jun 2008	Policy Framework Documents - Corporate Strategies	Ian Leatherbarrow, Head of Policy and Strategic Services Tel No 01480 388005 or e-mail - Ian.Leatherbarrow@huntsdc.gov.uk	Public/Stakeholder	A Hansard	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
Joint Municipal Waste Management Strategy 2008 - 2028	Cabinet	12 Jun 2008	Consultation outcomes available in Members Room. Draft Strategy documents will be available in March 2008.	Robert Ward, Head of Operations Tel No. 01480 388635 or email - Robert.Ward@huntsdc.gov.uk	Consultation already carried out.	C Hyams	Service Delivery
To adopt the Core Strategy for submission to the Secretary of State	Cabinet	12 Jun 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
To adopt Somersham Conservation Area Boundary Changes and Character Statement	Cabinet	12 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
Report on adoption of local standards for the provision of sports facilities in Huntingdonshire***	Cabinet	12 Jun 2008	Local Standards for the provision of sports facilities in Huntingdonshire	Ms J Peadon, Leisure Development Manager Tel No 01489 388048 or e-mail - Jo.Peadon@huntsdc.gov.uk		Mrs D C Reynolds	Service Delivery
Development Control Policies Preferred Options***	Cabinet	17 Jul 2008	Issues and Options Report and Summary of Representations	Richard Probyn, Planning Policy Manager Tel No 01480 388430 or e-mail - Richard.Probyn@huntsdc.gov.uk	Approve for consultation	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 Urban Design Framework for south of High Street, Ramsey***	Cabinet	17 Jul 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 Design Brief for former Primrose Lane Hospital, Huntingdon***	Cabinet	17 Jul 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 Design Brief for Mayfield Drive, Huntingdon***	Cabinet	17 Jul 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
Public Arts Policy	Cabinet	17 Jul 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
Development Control Policies Preferred Options	Cabinet	17 Jul 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
To adopt Godmanchester Conservation Area Boundary Changes and Character Statement	Cabinet	17 Jul 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
To adopt Kimbolton Conservation Area Boundary Changes and Character Statement	Cabinet	17 Jul 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	17 Jul 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 Urban Design Framework for land at Buttsgrove Way, Mayfield Drive, Huntingdon***	Cabinet	17 Jul 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

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

1. INTRODUCTION

- 1.1 The purpose of this report is to provide Members with information on a range of matters that have arisen in the course of the study, which might be pursued further.

2. DIRECTIONS PLUS

- 2.1 Gerri Bird, Forum Manager for Disability Cambridgeshire (Directions Plus), has been invited to the meeting to discuss the study. Disability Cambridgeshire is mainly funded to provide information and advice to disabled people and / or older people and carers in Cambridgeshire. It also offers short courses in disability awareness in accessible locations around Cambridgeshire. Staff from Disability Cambridgeshire provide representation / liaison to a number of committees and working groups from very local to Regional Assembly levels. Finally, it is funded to undertake developmental work with voluntary and community organisations in Cambridgeshire and across the Eastern Region.

3. CONSULTATION ON COUNCIL POLICIES

- 3.1 Progress on compiling a list of organisations and individuals representing those with learning, physical and sensory impairments who might be involved in all Council consultations on policies was reported at the last meeting. The Panel also asked that the Hunts Forum of Voluntary Organisations be consulted on potential bodies to include on the list. At the same time Members asked that Sally Tubberdy of the Hunts Forum of Voluntary Organisations be invited to a future meeting to discuss the study. Unfortunately, Mrs Tubberdy left the Forum at the end of March and a replacement has not yet been appointed. These points will be pursued at the appropriate time.

4. BLUE ROUTES

- 4.1 At the last meeting it was suggested that there might be benefit in introducing Blue Routes, which would assist those with disabilities in navigating their way round the District's towns, and that the Papworth Trust might assist with the identification of potential routes. It also was suggested that the Trust might contribute to the list of consultees referred to in the previous paragraph. These actions are being pursued.

5. ADVOCACY SERVICES

- 5.1 The Panel has discussed the provision of advocacy services around the District. It was decided that such services might also help address demand for information and for details of available funding

from other organisation. It also was suggested that this might be pursued this with Disability Cambridgeshire

6. ILLEGAL PARKING

- 6.1 Problems associated with illegal parking and with abuse of the Blue Badge permit system were discussed at the last meeting. Members requested that initially information be obtained on enforcement undertaken in this respect. As the District Council is not responsible very little enforcement takes place and then only if cars are parked out of a marked bay or a badge is not shown. Information is being sought on whether other enforcement takes place.

7. CONCLUSION

- 7.1 This report provides an update progress of the study since the last meeting. It also raises potential topics for discussion with Mrs Bird and with the Hunts Forum of Voluntary Organisations and the Papworth Trust at future meetings.

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)

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

OVERVIEW AND SCRUTINY PANEL (SERVICE DELIVERY)

1ST APRIL 2008

WORK PROGRAMME AND ENGAGEMENT WITH THE EXECUTIVE (Report by the Head of Administration)

1. INTRODUCTION

- 1.1 This report addresses views recently articulated by Members concerning their work programme and engagement with the Executive.

2. FORWARD PLAN

- 2.1 At recent meeting Members have drawn attention to the fact that few items appearing on the Forward Plan fall within their remit with the majority of items being allocated to the Service Support Panel. As a result some basic data has been compiled on the Plans published in the current Municipal Year. This reveals that since June 2007, 64 items have been allocated to the Service Delivery Panel, 118 to the Service Support Panel and 29 to the Corporate and Strategic Framework Panel. The figures are crude and do not take account of the fact that items may appear up to four times before being considered by the Cabinet and others have, in the past, been included in the plan on a rolling basis in case a matter arises than needs to be dealt with. Furthermore, the position of Executive Councillor for Leisure was vacant for part of the year. The figures do, however, tend to support Members perceptions.
- 2.2 While it is in no way suggested that the number of items on the Forward Plan is indicative of activity levels, Members have expressed concern that this is an important mechanism through which they are able to hold the Executive to account and that, in the absence of matters to consider, they are not fulfilling one of their most important functions. This has implications when the Council's performance is formally assessed.

3. WORK PROGRAMME – EXECUTIVE INVOLVEMENT

- 3.1 At the meeting in February, Members gave preliminary consideration to a suggestion that each of the Executive Councillors whose areas of responsibility fall within the Panel's remit should be invited to a future meeting to discuss their work. The propose of this is briefly to review the previous year, but mainly to discuss Executive Councillors' plans for the forthcoming year and to identify areas where the Panel might contribute to these plans. The aim is to create a work programme in which the Scrutiny Panel can constructively contribute to the Cabinet's business. It is suggested that the discussion should taken place at the first meeting of the Municipal Year so that any changes to the composition of the Cabinet and the Panel following the election have been made and the Panel can plan its work for the whole year. Executive Councillors would then periodically attend Panel meetings to discuss progress.

- 3.2 The same process has been adopted by other local authorities, including Maidstone Borough Council. A delegation of Huntingdonshire Scrutiny Members visited Maidstone in 2005, which is held up as a national example of scrutiny best practice.
- 3.3 Comments also have been made at meetings that the remits of the Panels might be reviewed in order to create a more evenly balanced workload. Two points can be made in this respect. Firstly, the current arrangements have only been in place for two years. Secondly, a wide range of services is allocated to the Service Delivery Panel. A list, which was submitted to the Panel's meeting in June 2007 is reproduced as an Appendix hereto to demonstrate this. While Panel meeting Agenda may appear to be light it is the case that much scrutiny work by the Service Delivery Panel is carried out by Working Groups. In fact, the Panel recently has completed studies into Promoting Better Health in Older People Through Physical Exercise, the Small Scale Environmental Improvements Scheme, the introduction of a Youth Forum and the State of the District Conference. It also has ongoing studies on Grant Aid, Adoption of Roads and Sewers, Town Centre Cleaning Regimes and Disability Access. In addition, another lesson from the Maidstone visit is that placing fewer items on the Agenda enables fuller discussion of items to take place at meetings. Given these facts it may be premature the review the Panels' remits at the present time.

4. CONCLUSION

- 4.1 Owing to a perceived imbalance in items allocated to Service Delivery, the Panel has expressed concern at its ability to fulfil one of its most important roles. Having held preliminary discussions on a proposal designed to rectify this situation, it is suggested that consideration is given to adopting formally the principle of inviting Executive Councillors to the first meeting of the new Municipal Year with a view to implementing the proposal.

BACKGROUND PAPERS

None

Contact Officer: A Roberts
☎ 01480 388009

COUNCIL SERVICES WITHIN THE PANEL'S REMIT

<p><u>ENVIRONMENT & TRANSPORT: COUNCILLOR P L E BUCKNELL</u></p> <p><u>Technical Services (Richard Preston)</u> Sustainability Environmental improvements Project/Contractual management Architectural/design work Land drainage Residual highway responsibilities/public utilities/ Street naming and property numbering Building Control/dangerous structures/disabled access Home Energy Conservation</p>
<p><u>LEISURE: COUNCILLOR D B DEW</u></p> <p><u>Leisure Centres (Roy Reeves)</u> Huntingdon, Ramsey, Sawtry, St Ivo & St Neots</p> <p><u>Parks, Open Spaces, Countryside Services (Robert Ward)</u> Hinchingsbrooke Paxton Pits Riverside, Huntingdon Riverside, St Neots Spring Common</p>
<p><u>HOUSING & PUBLIC HEALTH: COUNCILLOR MRS D C REYNOLDS</u></p> <p><u>Environmental & Community Health (Susan Lammin)</u> Air quality/noise/pollution Private sector housing Caravan sites Animal welfare/pest control Commercial: health & safety promotion/food safety/ infectious diseases Community Safety Emergency Planning/CCTV Community Initiatives/development/grants, etc Arts Leisure Development</p> <p><u>Housing (Steve Plant)</u> Housing strategies/policies Relations with housing providers/associations Maintenance of housing register/nominations Homelessness Housing grants, including disabled facilities grants Home Improvement Agency Private sector housing</p>
<p><u>OPERATIONS: COUNCILLOR C HYAMS</u></p> <p><u>Operations (Robert Ward)</u> Waste/refuse collection</p>

Recycling
Streetscene/cleansing
Car parks, public conveniences
Grounds maintenance, grass cutting
Vehicle fleet management
Abandoned vehicles
Waste Stream policy

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>	

Panel Date	Decision	Action	Response	Date for Future Action
	<u>The Health Implications of the Council's Activities (Contd.)</u>			
6/11/07	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.	
4/12/07	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.	Report to be submitted to Cabinet informing the Executive that the study is now completed.	
	<u>Town Centre Cleaning Regimes</u>			
1/11/05	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	Further update requested.			

Panel Date	Decision	Action	Response	Date for Future Action
	<u>Town Centre Cleaning Regimes (Cont.)</u>			
6/11/07	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
	<u>Recycling Credits - Payments to Other Organisations</u>			
7/03/06	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.	Information requested to be submitted to a future meeting.	Environment Strategy to be considered by the CSF Panel at their meeting in April.	1/04/08

Panel Date	Decision	Action	Response	Date for Future Action
7/11/06	<p><u>Disability Access</u></p> <p>Preliminary report considered. Further information requested on the Council's existing policies on disability equality and access and on research in this area.</p>	Further reports submitted.		
5/12/06	<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>	Representatives of the County Council and of the Police invited to future meetings.		
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>	Report submitted to the Cabinet on high dependency toilets on 28/06/07.	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.	

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<p>5/06/07</p>	<p><u>Disability Access (Contd.)</u></p> <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>		
<p>4/12/07</p>	<p>Findings of survey considered. The Panel requested:</p> <ul style="list-style-type: none"> • 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; • 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; • that a suggestion that carers be provided with free bus passes be forwarded to the County Council; • details of potential consultees on Council policies and services representing local disability groups. 	<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
	<u>Disability Access (Contd.)</u>			
4/03/08	<ul style="list-style-type: none"> that a representative of Directions Plus be invited to a future meeting to discuss the study; and further investigation of the existence of the Disability 'Blue' Route scheme implemented by the Council. <p>Suggestion made to invite a representative from Hunts Forum of Voluntary Organisations to a future meeting to discuss the study.</p>		<p>Representative to attend April 2008 meeting.</p> <p>The Council's Supervising Inspector reported that very little enforcement action is taken towards Blue Badge Holders.</p> <p>Invite to be sent pending the appointment of a new Chief Executive for the organisation.</p>	<p>1/04/08</p> <p>4/03/08</p>
5/12/06	<u>Adoption of Roads and Sewers</u> Study to be undertaken into the processes and procedures involved with the adoption of roads and sewers.	Information requested.	Scoping report to be submitted to a future meeting. Representative of the Anglian Water to be invited to attend a future meeting to discuss the study.	
5/06/07	Report deferred to next meeting.	Meeting to be arranged.	First meeting held on 22/10/07.	
3/07/07	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			

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	<p><u>Adoption of Roads and Sewers (Contd.)</u></p> <p>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	Working Group held meeting with the Principal Building Control Officer.			
5/02/08	Further meeting to be held with Head of Planning Services, Projects and Assets Manager and representatives Highway authority.	Meeting arranged.		
4/03/08	Councillor Mrs P A Jordan appointed onto the Working Group in place of the late Mrs C A Godley.	Further meeting on 11/04/08.		
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>	Information requested.		

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<p>3/4/07</p>	<p><u>Grant Aid (Contd.)</u> Review of Small Scale Environmental Improvement Schemes to be undertaken. 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>	<p>Meeting arranged.</p>	<p>Meeting held on 24/10/07 to plan further study work.</p>	
<p>4/12/07</p>	<p>Review of Small Scale Environmental Improvements Scheme completed. Working Group awaiting further information on other grant schemes administered by the Council.</p>	<p>Meeting held on 1/02/08. Further meetings on 20/03/08 and 26/03/08.</p>		
<p>3/07/07</p>	<p><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.</p>	<p>Meeting arranged.</p>	<p>Meeting held on 18/10/07. Further meeting held on 12/11/07.</p>	

Panel Date	Decision	Action	Response	Date for Future Action
6/11/07	<p><u>State of the District Conference (Contd.)</u></p> <p>Suggestion made that a number of consultation methods should be used during the consultation trial.</p>			
4/12/07	<p>The Panel requested that the Working Group consider the provision of one area consultation event rather than four events.</p>			
5/02/08	<p>Final report of Working Group endorsed for submission to the Cabinet.</p>		<p>The Cabinet noted the recommendations contained within the report and asked for further information on the financial implications of preparing for the events and sought the demonstration of clearer links to the Consultation and Engagement Strategy before coming to a decision.</p>	

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