

A meeting of the **CABINET** will be held in **COUNCIL CHAMBER, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **THURSDAY, 26 JUNE 2008** at **11:30 AM** and you are requested to attend for the transaction of the following business:-

APOLOGIES


**Contact
(01480)**

1. MINUTES (Pages 1 - 6)

To approve as a correct record the Minutes of the meeting of the Cabinet held on 12th June 2008.

**Mrs H Taylor
388008**

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 below.

3. SUSTAINABLE COMMUNITY STRATEGY AND LOCAL ECONOMY STRATEGY - ACTION PLANNING (Pages 7 - 82)

To consider a report by the Head of Policy and Strategic Services seeking endorsement of the action plans associated with the strategies.

**I Leatherbarrow
388005**

4. CONSULTATION ON THE SUPPORTING PEOPLE REVIEW OF HOME IMPROVEMENT AGENCIES (Pages 83 - 188)

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

**S Plant
388240**

5. CAMBRIDGE SUB-REGION STRATEGIC HOUSING MARKET ASSESSMENT (Pages 189 - 222)

With the assistance of a report by the Housing Strategy Manager, to consider the results of the Cambridge Sub-Region Strategic Housing Market Assessment.

**Ms T Reed
388203**

6. DESIGN BRIEF FOR FORMER PRIMROSE LANE HOSPITAL, HUNTINGDON (Pages 223 - 226)

To consider a report by the Planning Policy Manager requesting the adoption of the revised design brief as Interim Planning Guidance.

**M Huntington
388404**

7. A141 KINGS RIPTON ROAD (Pages 227 - 230)

To consider a report by the Head of Planning Services regarding options to fund a scheme for improvements to the junction of the A141 and Kings Ripton Road.

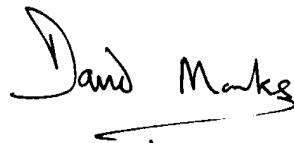
S Ingram
388400

8. HEAVY GOODS VEHICLE WORKING GROUP (Pages 231 - 240)

To consider a report by the Heavy Goods Vehicle Working Group who's report and recommendations have been endorsed by the Overview and Scrutiny Panel (Service Support).

Mrs C Bulman
388234

Dated this 18 day of June 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 Mrs H Taylor, Senior Democratic Services Officer, Tel No. 01480 388008/e-mail Helen.Taylor@huntsdc.gov.uk /e-mail: if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Cabinet.

Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.

Members of the public are welcome to attend this meeting as observers

except during consideration of confidential or exempt items of business.

Agenda and enclosures can be viewed on the District Council's website – www.huntingdonshire.gov.uk (under *Councils and Democracy*).

If you would like a translation of Agenda/Minutes/Reports or would like a large text version or an audio version please contact the Democratic Services Manager and we will try to accommodate your needs.

Emergency Procedure

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit and to make their way to the 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 CABINET held in the Council Chamber, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN on Thursday, 12 June 2008.

PRESENT: Councillor I C Bates – Chairman.

Councillors P L E Bucknell, K J Churchill,
A Hansard, C R Hyams and T V Rogers.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors D B Dew, Mrs D C Reynolds and L M Simpson.

20. MINUTES

The Minutes of the meeting of the Cabinet held on 15th May were approved as a correct record and signed by the Chairman.

21. MEMBERS' INTERESTS

Councillor T V Rogers declared a personal interest in Minute No. 28 by virtue of being a resident of Earith and Councillor I C Bates declared a personal interest in Minute No. 29 by virtue of representing the Hemingfords Ward.

22. TREASURY MANAGEMENT ANNUAL REPORT 2007/08

A report by the Head of Financial Services was submitted (a copy of which is appended in the Minute Book) which reviewed the respective levels of performance in the year ending 31st March 2008 by Fund Managers in the matter of investment of the Council's capital receipts.

RESOLVED

that the contents of the report now submitted be noted.

23. BUDGET AND MTP PROCESS 2009-2014

By way of a report by the Head of Financial Services (a copy of which is appended in the Minute Book) the Cabinet considered the approach, stages and timing for the review and approval of the financial strategy, 2009/2010 budget and the 2009 - 2014 Medium Term Plan.

Having been advised that the proposals had been supported by the Overview and Scrutiny Panel (Corporate Governance), the Cabinet

RESOLVED

(a) that the timetable and stages for considering amendments to service plans, the financial strategy, budget and Medium Term Plan be approved; and

- (b) that Executive Councillors and Senior Officers be reminded of the need to review all Budgets and Medium Term Plan schemes to identify further opportunities for efficiency savings.

24. THE EAST OF ENGLAND PLAN - REVISION OF THE REGIONAL SPATIAL STRATEGY FOR THE EAST OF ENGLAND

Further to Minute No. 07/161 and by way of a report by the Head of Planning Services (a copy of which is appended in the Minute Book) the Cabinet were acquainted with the key elements of the "East of England Plan – the Revision to the Regional Spatial Strategy for the East of England" issued by the Secretary of State.

Members were reminded that the plan outlined the strategic planning approach proposed for the East of England until 2021 and would form part of the Statutory Development Plan for Huntingdonshire.

RESOLVED

that the contents of the East of England Plan and its Revision of the Regional Spatial Strategy for the East of England be noted.

25. LOCAL DEVELOPMENT FRAMEWORK - THE CORE STRATEGY SUBMISSION DOCUMENT

Further to Minute No. 07/191 and by way of a report by the Head of Planning Services (a copy of which is appended in the Minute Book) the Cabinet were invited to consider the content of the submission document for the Core Strategy prior to its approval by Council for formal submission to the Secretary of State. Changes to the Core Strategy had been recommended in March 2007, by Go-East and the Planning Inspectorate, to reflect the latest emerging guidance regarding the spatial content of the document.

Members were reminded that the Overview and Scrutiny Panel (Service Support) had considered the new submission document at their meeting on 10th June 2008. With regard to the Panel's concerns that the proposed policies failed to recognise fully the importance of the role of agriculture to the local economy and local land use, Executive Councillors felt it would be appropriate to make reference to this in the Spatial Vision document. Whereupon, it was

RESOLVED

- (a) that, subject to a legal audit of the Strategy and the changes referred to in paragraph 5 of the report now submitted, the Local Development Framework Core Strategy be submitted to full Council for approval; and
- (b) that the Head of Planning Services be authorised, after consultation with the Executive Councillor for Planning Strategy and Transport, to approve any minor textual amendments to the documents including a reference in the Spatial Vision Document to reflect the value of

agriculture to the land economy.

26. PROSPEROUS PLACES: TAKING FORWARD THE SUB NATIONAL REVIEW OF ECONOMIC DEVELOPMENT AND REGENERATION CONSULTATION DOCUMENT

By means of a report by the Head of Planning and Strategic Services (a copy of which is appended in the Minute Book) the Cabinet were acquainted with the contents of a recent consultation paper issued by the Department for Business Enterprise and Regulatory Reform proposing a series of measures to streamline the regional tier, strengthen the local authority role in economic development and support collaboration by local authorities across the economic areas.

Having considered the proposals outlined in the consultation paper, and the suggested responses, the Cabinet emphasised that a concerted approach should be made to ensure that local input at district level was an integral element within the process. Accordingly, it was

RESOLVED

that, the proposed response to the consultation paper as outlined in the Appendix to the report now submitted be approved and that specific reference be made to the importance of ensuring that the elected local authority members comprise a majority on Regional Development Agencies.

27. ECO-TOWNS: LIVING A GREENER FUTURE - RESPONSE TO THE DEPARTMENT OF COMMUNITIES & LOCAL GOVERNMENT CONSULTATION

By means of a report by the Head of Planning Services (a copy of which is appended in the Minute Book) the Cabinet were advised of the inclusion of a greenfield site at Hanley Grange near Hinxton in South Cambridgeshire in the Government's short-list of 15 possible locations for new eco-towns as part of their initiative to deliver additional housing growth in sustainable ways.

Having discussed the implications of the site proposed at Hanley Grange in terms of the adverse impact on the Cambridgeshire Planning Strategy and Cambridge Sub-Region Growth Strategy and in noting that a joint response to the Government's proposal was being prepared by the Cambridgeshire authorities and Cambridgeshire Horizons, the Cabinet

RESOLVED

that the contents of the report be noted and the Head of Planning Services, after consultation with the Executive Councillor for Planning and Transport, authorised to approve the contents of the joint response to the Department of Communities and Local Government.

28. EARITH CONSERVATION AREA: BOUNDARY REVIEW AND CHARACTER ASSESSMENT STATEMENT

The Cabinet considered a report by the Planning Policy Manager (a copy of which is appended in the Minute Book) outlining the consultation responses to the Earith Character Statement and Boundary Review.

Having considered the responses and amendments outlined in the appendices to the report, it was

RESOLVED

- (a) that, subject to the incorporation of changes identified in the Appendix to the report now submitted, the character statement and boundary review for the Earith Conservation Area be approved; and
- (b) that the Head of Planning Services be authorised to approve any minor consequential amendments to the text and illustrations as a result of the changes referred to in (a) above after consultation with the Executive Councillor for Planning Strategy and Transport.

29. THE HEMINGFORDS CONSERVATION AREA: BOUNDARY REVIEW AND CHARACTER ASSESSMENT STATEMENT

By way of a report by the Planning Policy Manager (a copy of which is appended in the Minute Book), the Cabinet considered the responses received to the consultation on the Hemingfords Character Statement and Boundary Review and suggested amendment as a consequence thereof.

RESOLVED

- (a) that, subject to the incorporation of changes identified in the Appendix to the report now submitted, the character statement and boundary review for the Hemingfords Conservation Area be approved; and
- (b) that the Head of Planning Services be authorised to approve any minor consequential amendments to the text and illustrations as a result of the changes referred to in (a) above after consultation with the Executive Councillor for Planning Strategy and Transport.

30. GROWING SUCCESS - PERFORMANCE MONITORING

The Cabinet received a report by the Head of Policy and Strategic Services (a copy of which is appended in the Minute Book) presenting performance management data for the Council's Corporate Plan – "Growing Success".

Having noted that the annual review of the plan had been deferred pending the preparation of a new Sustainable Community Strategy and Local Area Agreement for Cambridgeshire and the issue

identified by the Overview and Scrutiny Panel for Service Support regarding attainment of the objective in relation to the Council being an employer for whom people wanted to work, the Cabinet

RESOLVED

that the timetable for the review of the plan and performance management data be noted.

31. CORPORATE EQUALITY POLICY: ACTION PLAN PROGRESS

Further to Minute No. 06/168 and by way of a report by the Head of Policy and Strategic Services (a copy of which is appended in the Minute Book) the Cabinet were updated on progress made to date on the delivery of actions and targets set out in the Corporate Equality Action Plan.

Having considered the information contained in the report, an updated action plan for 2008/09, the findings from equality impact assessments conducted over the last 12 months and a revised assessment timetable for 2008/09, the Cabinet

RESOLVED

- (a) that the progress made with the Corporate Equality Policy Action Plan be noted;
- (b) that the 2008/09 Action Plan set out in Appendix 2 to the report now submitted be approved;
- (c) that the findings from the equality impact assessments conducted in 2007/08 summarised in Appendix 3 be noted; and
- (d) that the revised timetable for equality impact assessments set out in Appendix 4 to the report now submitted be approved.

32. BENEFIT FRAUD PROSECUTION POLICY AND PROCEDURES

Consideration was given to a report by the Head of Customer Services (a copy of which is appended in the Minute Book) to which was attached a proposed policy for the prosecution of benefit claimants, landlords, employees and members who had committed benefit fraud.

Having considered the issues involved and the efficiencies to be gained in pursuing the course of action proposed in the report, the Cabinet

RESOLVED

- (a) that the contents of the report be noted;
- (b) that the revised Benefits Prosecution Policy set out in Appendix A to the report now submitted be approved;

- (c) that the Fraud Manager be authorised to undertake court hearings and issue formal cautions and administrative penalties as set out in paragraph 3.1 of the report; and
- (d) that staff within the Fraud Team be authorised to undertake investigations in fraud affecting all other District Council services and to report to the relevant Head of Service on the outcomes, findings and recommendations arising from these investigations.

33. REPRESENTATIVES ON ORGANISATIONS 2008/09

Having received and considered a report by the Head of Administration (a copy of which is appended in the Minute Book) in relation to representation on a variety of organisations and the appointment of new Champions for Oxmoor and for Training, it was

RESOLVED

- (a) that nominations be made to the organisations as set out in the Appendix to the report now submitted;
- (b) that, in the event that changes are required to Council representation during the course of the year, the Chief Executive, after consultation with the Deputy Leader of the Council, be authorised to nominate alternative representatives as necessary; and
- (c) that the appointment of “Champions” for Oxmoor and for Training be delegated to the Chief Executive, after consultation with the Deputy Leader of the Council.

Chairman

HUNTINGDONSHIRE SUSTAINABLE COMMUNITY STRATEGY AND LOCAL ECONOMY STRATEGY

(Report by Head of Policy and Strategic Services)

1. INTRODUCTION

- 1.1 At the meeting held on 4 October 2007, the Cabinet considered the draft Huntingdonshire Sustainable Community Strategy (SCS). Following that meeting the vision, outcomes and objectives set out in the SCS were endorsed by the Huntingdonshire Strategic Partnership (HSP) Board.
- 1.2 Since then, work has been undertaken to refine the outcomes and objectives (Appendix A) and to develop delivery (action) plans. This report sets out progress to date on the development of the SCS.
- 1.4 In addition the Cabinet previously considered the Local Economy Strategy for Huntingdonshire. This Strategy was endorsed by the Local Economy Forum in January 2008.

2. SUSTAINABLE COMMUNITY STRATEGY — PROGRESS

- 2.1. During November through to March work has been undertaken to help produce a delivery plan for each of the six strategic themes. A workshop to refine each of delivery plans was held on the 29 April. Following which and in the light of subsequent discussions, the attached (draft) plans have been produced. (*Appendices A1- A6*).
- 2.2 As expected, each strategic theme is at a different stage of development in terms of its delivery planning as summarised below. Additional information is presented in respect of the development of the Local Economy Strategy. The groups which form the Partnership are now able to examine their delivery plans in light of the Local Area Agreement (LAA) and targets and the recently published set of national indicators. It is important that wherever possible, targets in the delivery plans reflect those in the LAA and other strategic documents. This will help to build the connection between the SCS and County Vision and the delivery plans and the LAA. It will also develop a link with other countywide and sub-regional plans and strategies.

Growth and Infrastructure – Appendix A1

In light of the work to produce an Investment Framework for Huntingdonshire the first meeting of the Growth and Infrastructure Group met on 9 May 2008. Partners reviewed the Outcomes and Objectives and made changes to reflect the current issues and needs in the District. Further meetings of this group will develop the Growth and Infrastructure delivery plan.

Health and Wellbeing – Appendix A2

Following discussions at the workshop and subsequent comments the attached draft delivery plan has been produced. It is proposed that there

should be an inaugural meeting of the new Health and Wellbeing group to further refine and endorse the delivery plan.

*Environment – **Appendix A3***

Following discussions at the workshop the attached draft delivery plan has been produced. It is proposed that a meeting of the Environment Forum will be arranged shortly to take this work forward.

*Children and Young People – **Appendix A4***

Following discussions at the workshop and recent meetings of the Children and Young Peoples Partnership, the attached draft delivery plan has been produced. To enable an effective contribution from schools it is intended that the next meeting of the partnership will take forward the development of the delivery plan.

*Inclusive, Safe and Cohesive Communities – **Appendix A5***

Work to date has involved close liaison with the Community Safety Partnership and a limited range of services responsible for inclusion and cohesiveness of communities. The attached draft delivery plan sets out work to date and it is proposed that this work will be progressed as changes to the HSP structure are implemented.

Local Economy Strategy – Action Plan

*(Economic Prosperity – **Appendix A6**)*

Following discussions at the workshop, and subsequent comments, the attached draft delivery plan will be further developed by the Economic Forum.

Huntingdonshire Local Economy Strategy (2008 to 2015) was endorsed by partner organisations and adopted by the Huntingdonshire Strategic Partnership Economy Forum at their meeting on 23 January 2008. The strategy sets out a vision for sustainable economic growth in the district in line with the (draft) Sustainable Community Strategy for Huntingdonshire, emerging Core Strategy for the District, Greater Cambridgeshire Partnership Sub-regional Business Plan and Tourism Strategy, and the East of England Regional Economic Strategy.

The development of the action plan for this strategy comes at an important time amid a number of Government policy reviews. It coincides with the review of the East of England Regional Economic Strategy and the Sub-national Review of Economic Development and Regeneration. There is a move for regional spatial policy to be brought together with regional economic policy and for economic development responsibilities to be delegated down to the regional and sub-regional/county level. The East of England Development Agency is currently looking to cascade funding to sub-regions who can show that they can deliver economic growth.

It is important therefore that Huntingdonshire has a clear, unified delivery plan for the local economy strategy which links to sub-regional activities and provides a focus for investment and interventions for a range of organisations working in the District.

Over the last three months work has been undertaken to develop an action plan to deliver the Huntingdonshire Local Economy Strategy in conjunction with partners in the Economic Forum and the wider Strategic Partnership. The plan contains initiatives and projects which do not

currently make up core services of partners. It aims to add value to a range of work currently undertaken in the District and promote joint initiatives which will lead to sustainable growth in the local economy.

The action plan covers the full period of the strategy from 2008 to 2015 and will be used to secure private and public funding for projects and attract further investment to the district. In particular, the Economy Forum will engage with the following partners to secure support for the plan:

Greater Cambridge Economic Partnership
 Greater Peterborough Economic Partnership
 East of England International
 East of England Development Agency.

Work with these partners to deliver sub-regional and regional initiatives will directly relate to the priorities and job growth set out in the Local Economy Strategy. The Action Plan will be monitored regularly throughout the year by the Economy Forum and reviewed annually to reflect changing needs and opportunities facing the District. In the meantime, it will be circulated for further development to local, sub-regional and regional partner organisations before it is adopted as a partnership plan.

4. OVERVIEW AND SCRUTINY PANEL – CORPORATE STRATEGIC FRAMEWORK

At its meeting on 3 June the panel considered the draft delivery plans for the Huntingdonshire Sustainable Community Strategy and the action plan associated with the local economy strategy. No significant changes were made and Members were reminded that a Seminar would be held in late July where there would be a further opportunity to comment on the delivery plans.

3. FORMAT AND PUBLICATION

For the purposes of publication, it is proposed that the published Sustainable Community Strategy will detail the vision and outcomes/objectives and highlight key partnership projects/work that support the delivery of the overall strategy. While the delivery plans will be published electronically as working documents subject to annual review and quarterly performance management.

4. NEXT STEPS

The process for the completion of the SCS is set out below:-

9 July 2008	HSP Board	
2 September 2008	Overview and Scrutiny Panel (Corporate Strategic Framework)	Final SCS
4 September 2008	Cabinet	Final SCS
18 September 2008	HSP Executive	Final SCS
24 September 2008	HDC Council	Final SCS
8 October 2008	HSP Board	Final SCS
21 October 2008	Cambridgeshire County Council	Final SCS

5. RECOMMENDATION

That the Cabinet approve the draft delivery plans for Huntingdonshire Sustainable Community Strategy and endorse the Action Plan associated with the Local Economy Strategy.

BACKGROUND INFORMATION

Key corporate strategies of all partner organisations
Huntingdonshire Community Strategy 2004
Local Government White Paper, 'Strong and Prosperous Communities'
Local Economy Strategy, 2008-2015
East of England Regional Economic Strategy

Contact Officer: Claire Sides, Senior Policy Officer
(Sustainable Community Strategy)
☎ 01480 388495
Corrine Garbett, Sustainable Economic Development Manager
(Local Economy Strategy)
☎ 01480 388459

**SUSTAINABLE COMMUNITY STRATEGY
GROWTH AND INFRASTRUCTURE THEME**

DRAFT Revised desired outcomes

OUTCOME	OBJECTIVE	ACTIONS (Incomplete)
1. Sustainable patterns of growth and development	<ul style="list-style-type: none"> Ensure appropriate policies and plans are in place to meet the infrastructure needs 	<ul style="list-style-type: none"> Adopted Core Strategy DPD Adopted DC Policies DPD Adopted Planning Proposals DPD Support production of Parish Plans
2. Sufficient housing to meet future needs	<ul style="list-style-type: none"> Ensure effective and realistic delivery plans are in place Ensure an appropriate supply of new housing to at least meet RSS targets 	<ul style="list-style-type: none"> Develop and adopt Investment Framework Adopted Core Strategy DPD Adopted DC Policies DPD Adopted WTCH Action Plan Review Public Sector Land Holdings <p>NOTE: Need to remember that actions show how appropriate mix of housing will be supplied taking into account needs of different locations, not seeing District as a whole, and also the major change in needs due to demographic changes.</p>
	<ul style="list-style-type: none"> Increase supply of affordable housing (including key worker) 	
	<ul style="list-style-type: none"> To reduce the occurrence of homelessness 	<ul style="list-style-type: none"> Sub regional Homelessness Action Plan New Supported Lodgings RSLs Homelessness Prevention Protocol

OUTCOME	OBJECTIVE	ACTIONS (Incomplete)
<p>3. Appropriate business infrastructure to support sustainable growth of the economy and reduce out commuting</p>	<ul style="list-style-type: none"> • Ensure land, premises and infrastructure are available for the development of key sectors to support economic growth, including: <ul style="list-style-type: none"> • Advanced manufacturing • Environmental technologies • high tech industries such as telecommunications; and • creative industries 	<ul style="list-style-type: none"> • Planning DPDs (see outcome 1) • Enterprise Centres, including enterprise development with secondary and further education colleges • High Tech/Advanced Manufacturing Campus • Enhance ICT/Broadband Capacity
<p>4. An upgraded and managed transport network, including public transport to service existing and growing communities effectively and safely.</p>	<ul style="list-style-type: none"> • Enhanced strategic highway capacity and safety 	<ul style="list-style-type: none"> • Promote the upgrading of A14 and investigate the potential for a spur road to Hinchingsbrooke Hospital as part of improvement scheme • Develop plan to integrate Rights of Way into A14 upgrade process to ensure continued or enhanced access • Promote the dualling of the A428 from A1 to Caxton Gibbet as part of the Regional Assembly Transport Programme Review • Implement the Huntingdonshire element of the Road Safety Partnership Action Plan.

OUTCOME	OBJECTIVE	ACTIONS (Incomplete)
	<ul style="list-style-type: none"> Improved public transport 	<ul style="list-style-type: none"> Achieve funding and implement the Huntingdon to St Ives schemes as part of planned bus priority measures Maximise the opportunity for the Guided Busway to improve accessibility Improve the quality and availability of local transport infrastructure, eg. bus shelters, information, community transport guide Implement Huntingdonshire Work-Placed Travel Plans Implement Accessibility Action Plan for 4 priority wards Investigate the lessons learnt from the Ramsey Area MTTs for the potential wider development of rural transport plans across the District
	<ul style="list-style-type: none"> Enhance the physical integration of bus/train/taxi/cycle/pedestrian services (including provision for people with mobility issues) 	<ul style="list-style-type: none"> Develop plan to improve access experience to bus services for people with disabilities, as pilot project Implement Safer Routes to School Initiative as part of School Travel Plans Work with Health Schools & Safe Routes to School to improve access to physical activity as part of Healthy Schools Programme Work with local councils to improve and develop local path networks for access, recreation, transportation and health Implement Great Fen Access Improvement Plan Implement Market Town Transport Strategies for Huntingdon, St Neots and St Ives Develop a Market Town Transport Strategy for the Ramsey area.

OUTCOME	OBJECTIVE	ACTIONS (Incomplete)
	<ul style="list-style-type: none"> • Increase cycle and footway networks (particularly to key services in towns and villages) • Develop improved access to services and facilities by community-based transport 	<ul style="list-style-type: none"> • Ensure concessionary fares availability to all eligible categories • Develop cycle network action plan to link villages and towns to provide inter-urban links • Incorporate transport plans into parish plans • Reduce inequalities in Community Transport service provision as a result of District and County cross-border differences, in particular acceptance of concessionary passes on dial-a-ride services and car scheme subsidy/support by County Councils • Promote and support continued development of Welcome Home from Hospital and Good Neighbour Schemes • Identify access champions within HSP partner organisations and provide appropriate training
<p>5. Enhanced market town centres that serve their surrounding area</p>	<ul style="list-style-type: none"> • Appropriate re-developed and new floor space to enable an improved mix of retail, leisure, commercial, cultural and public facilities • Enhanced public realm • Appropriate level of managed car parking 	<ul style="list-style-type: none"> • WTCH Action Area Plan <p>NOTE: Need to ensure that cost of maintenance of such projects is not forgotten and included in IF where possible.</p> <ul style="list-style-type: none"> • Implement the Car Parking Strategy Action Plan 2008 - 2011

OUTCOME	OBJECTIVE	ACTIONS (Incomplete)
<p>6. Appropriate flood risk management, sustainable water supply and sufficient provision of utilities including the development of local renewable sources of energy</p>	<ul style="list-style-type: none"> • Appropriate flood risk management measures in place • Develop capacity for renewable energy • Sustainable water supply • Develop utility provision including ICT (Broadband capacity) 	
<p>7. Improve health, education/learning, training, community, leisure and local and strategic open space through the appropriate provision of facilities to meet current and future needs</p>	<ul style="list-style-type: none"> • Provide appropriate cultural, leisure and community infrastructure • Provide appropriate local green, recreational and open space • Provide appropriate networked strategic green open space 	<ul style="list-style-type: none"> • Support the implementation of the Cambridgeshire Sub-Region Green Infrastructure Strategy • Support the development of a green infrastructure plan for West Huntingdonshire • Support the implementation of schemes from the Rights of Way Improvement Plan covering Huntingdonshire • Ensure appropriate links and opportunities are maximised with the Peterborough Green Grid

OUTCOME	OBJECTIVE	ACTIONS (Incomplete)
<p>8. New and upgraded homes and other buildings which are well designed, well maintained and contribute to lowering carbon emissions</p>	<ul style="list-style-type: none"> Provide appropriate health and social care infrastructure 	<ul style="list-style-type: none"> Develop a pilot programme for GP Practice and hospital based Travel Plans for employees, patients and visitors Implement NICE Obesity Guidance for Local Authorities, Workplaces, Schools, etc by delivering the Hunts transport elements of the Cambridgeshire Obesity Prevention & Management Strategy which includes the promotion of physically active ways of travelling
	<ul style="list-style-type: none"> Provide appropriate life-long education/ learning and training facilities 	<ul style="list-style-type: none"> Develop Huntingdonshire Regional College including the St Neots Campus 'Building Schools for the Future' Develop a range of Children's Centres and early learning provision in Huntingdonshire and ensure they improve outcomes for children and young people New/improved primary schools
	<ul style="list-style-type: none"> Ensure the building of new homes and commercial/public premises comply to zero carbon standards by 2016 and Lifetime Home Standards 	<ul style="list-style-type: none"> Mayfield Road demonstration project DPD policies
	<ul style="list-style-type: none"> Improve energy and water efficiency of existing homes, commercial and public buildings 	<ul style="list-style-type: none"> Retro fitting project
	<ul style="list-style-type: none"> Ensure design and location of public services as far as possible reduce carbon emissions 	
	<ul style="list-style-type: none"> Ensure design and location of community services as far as possible reduce carbon emissions 	
	<ul style="list-style-type: none"> Well maintained/decent homes 	
	<ul style="list-style-type: none"> Conserved heritage assets 	

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Health and Wellbeing

Outcome	Objective	Action	Target	Lead	NI	Notes	Links to other strategic themes/outcomes/objectives
Appropriate culture and leisure opportunities	Develop Culture & leisure opportunities	Where cultural, recreational & leisure opportunities are provided to ensure they are of a high quality and meet local demand.	40% of respondents reporting that they are 'very satisfied' or 'satisfied' with cultural, recreational and leisure services in Huntingdonshire by December 2008.	Policy & Strategic Services		Survey required to measure satisfaction	Growing success
		Contribute to an increase in physical activity in Huntingdonshire - All leisure centres to host, assist and promote local clubs that participate on their site.	Increasing overall participation rates at Leisure Centres by 2% p.a.	Simon Bell			Camb's Obesity Project
	Provide accessible opportunities – particularly Children and Young People and those with disabilities	Provide participatory arts activities for children in school half-term breaks (Art Attack). Provide under-represented groups with the opportunity to participate in sport and active recreation: School-holiday Activity Programme tailored for disabled participants; disability multi-sport festivals; support Active and Able multi-sport clubs; facilitate and enable coach-development. Provide a range of accessible leisure opportunities within Huntingdonshire: a Holiday Activity Programme for <17 yrs; School Club outreach programme <17 yrs; sports festivals/events for primary school children	Number of children attending: target 400 during 2008/9 Total throughput of activity programme for disabled participants and under-represented groups 1400 during 2008/9.	Viv Peters Jo Peadon		Max. 36 days available @ 12 places	Relevant to C&YP section: Safe, accessible, positive activities for C&YP Relevant to C&YP section: Safe, accessible, positive activities for C&YP Hunts Obesity Group
		Total throughput of holiday activity programme, school outreach programme and primary school events 3350 participants in 2008/9.	Jo Peadon			Relevant to C&YP section: Safe, accessible, positive activities for C&YP Hunts Obesity Group	

	Provide accessible opportunities for children and young people and disabled people to participate in sport and active recreation.	Target throughput of 6000 per annum	Jo Peadon			Relevant to C&YP section: Safe, accessible, positive activities for C&YP Hunts Obesity Grp
	Promote sports/leisure activities to primary schools through the leisure centres	Increase Swimming Lesson programme by 1% per annum	Simon Bell			Relevant to C&YP section Hunts Obesity Group
Address play needs as identified in the Play Strategy –	Develop a street-skate facility in Stukeley Meadows, Huntingdon Following extensive consultation with local residents and young people living in the area an area of land has been identified to develop play facilities targeted at the 14-18 years age group.	To have installed the facility by 30 September 2008.	Claudia Waters/ Chris Allen		£52k BIG lottery funding released 16/4/08 Total Project Cost over 3 years £ 152,178 all funding secured	Play Strategy 2007-12 & Relevant to C&YP section: Safe, accessible, positive activities for C&YP
	Develop and support the Fusion Holiday Play-scheme over the next 3 years. Fusion: an open access project for young people aged 8-18 years any time during the day/evening.	Continuation of the scheme until end of year 2010/11. Through-put each year	Claudia Waters/ Anna Calvert		£52k BIG lottery funding released 16/4/08 3yr Project Cost £ 152,178 Play may need to be cross referenced with C&YP section	Play Strategy 2007-12 & Relevant to C&YP section: Safe, accessible, positive activities for C&YP
	Support the 'Proud to be Loud' summer scheme project (St Neots) over the next 3 years Over 10s Holiday Scheme is to provide a free holiday scheme for young people aged 10-14 in the St Neots area for no less than 8 weeks or 50 days a year.	To provide 60 free places on the holiday scheme for no less than 8 weeks or 50 days a year.			£60k BIG lottery funding released 16/4/08 Project Cost over 3 Years £183,392	Play Strategy 2007-12 & Relevant to C&YP section: Safe, accessible, positive activities for C&YP
	Provision of a skate park in the village of Stilton in 2004 there were a significant number of anti-social incidents in Stilton which gave cause for concern.	To have installed the facility by 31 March 2010.	Claudia Waters		£50k BIG lottery funding released 16/4/08 Project Cost £ 92,000	Play Strategy 2007-12 & Relevant to C&YP section: Safe, accessible, positive activities for C&YP
Address culture needs as identified in the	We will implement the culture strategy and monitor progress of the Huntingdonshire Culture	Report on six key performance indicators from the action-plan, quarterly.	Chris Lloyd		Huntingdonshire Culture Strategy 2007-2010	Huntingdonshire District Council Cultural Strategy

										2007-10
Cultural Strategy	Strategy									
Promote awareness of active leisure activities –	<p>During 2008-9 develop and maintain a web-based directory of local physical activity and sports opportunities, together with the Youth Offer activities.</p> <p>Undertake distribution of information to all households 4x per annum to promote Leisure-centre based activities.</p>	<p>Target: to have a current web-based directory by March 2009.</p> <p>65,000 households informed four times a year.</p>	Jo Peadon							Hunts Obesity Strategy
Improve access to the countryside and green space	<p>CCC-ROW promotes local path management and improvement through Parish Paths Scheme. Ongoing Capital programme of works to improve existing ROW. New opportunities secured by legal applications and where possible with local landowners and developers. Access improvements currently underway on Open Access Land. Rolling programme to replace stiles with gates to aid access. Improvements needed and being made to websites <i>Kate Day to amend this section</i></p>	<p>Target for improvements in Huntingdonshire during 2008/9 TBC</p>	Simon Bell							Hunts Obesity Strategy
Provide arts and entertainment including performance exhibition spaces	<p>Enhance venues (e.g. Burgess Hall) and programme to attract/provide wide variety of cultural and leisure activities, focusing on those least likely to be current users</p> <p>Set up an interest group to address:</p> <ul style="list-style-type: none"> - how access to heritage can be enhanced through partnership; - how the delivery of the Huntingdon libraries & archives project (due for completion May 2009) can 	<p>Number of cultural/leisure sessions accommodated in new programmes or enhanced venue during 2008/9 TBC</p>	Simon Bell							
Enhance access to heritage		<p>Group to report proposed actions 09/10</p>	Kate Brown plus heritage interest group							

	enhance access to heritage how the promotion of heritage attractions can be improved								
Provide good quality and quantity of leisure services including modernisation	Develop new facility provision, where funding permits. Develop on-going condition survey for maintenance of facilities (5 yearly programme)	Develop a robust needs led improvement programme by September 2008 and report on progress of programme quarterly.	Simon Bell						Leisure Facilities Strategy
Ensure sufficient quality and quantity of indoor and outdoor sporting infrastructure	To develop local standards for strategic provision of sports facilities for Huntingdonshire	To have a working standards by September '08	Malcolm Sharp						
	To develop a Sports Facilities strategy and local standards for Huntingdonshire	To have a working strategy by December '08	Malcolm Sharp						
	Ensure all leisure centres provide core facilities at each site (Fitness studio, pool, sports hall and floodlit pitch)	Target TBC	Simon Bell						Hunts Obesity Group
Reduced health inequalities	Narrow the gap of inequalities between areas in the district	Hunts targets to be identified from (1) Cambs Overarching Health Needs Assessment and (2) Joint Strategic Needs Assessment Children & Young people and (3) Joint Strategic Needs Assessment Older People and (4) Health Equity Audit - but could adopt Cambs LAA target – reduce inequality in life expectancy by 10% over 10 years in line with national targets (5) Cambridgeshire PCT Joint Needs Assessment Mental Health 2008.						Overarching targets will be developed by Cambridgeshire Health & Well – being Partnership during 2008	Hunts Obesity Group
	Develop a healthy eating award criteria to link to the proposed Scores on the Doors scheme to inform consumers as to which premises have healthy menus	30 premises with award by 31 March 2010	Chris Lloyd						
	Oxmoor and Ramsey areas - Introduce and evaluate the impact of Neighbourhood Management approaches on Health Inequalities	specific targets to be agreed by each NM Board, by September '08 (based on joint needs assessment)	Steve Vartoukian/Diane Lane Dan Smith/Penny Litchfield					This has links with social inclusion- see Safe and Inclusive section of SCS	
	Reduce the proportion of women (and their families) who smoke during pregnancy	0.5% reduction from an agreed PCT boundary. (agreed baseline for HUNTS Not yet confirmed)	Kate Parker					See also reducing smoking	LAA 2006-9

lifestyles	Tackle obesity – improve nutrition and physical exercise in children and adults	<p>In partnership with Camquit; promote smoke free policies and provide smoking cessation services within local businesses, particularly those in areas of known inequality</p>	<p>500 businesses to be contacted + 10 businesses trained /engaged in direct intervention during 2008/9</p>	<p>Chris Lloyd/Kate Parker</p>			<p>Cambridge & Peterborough Tobacco Control Alliance</p>	
		<p>Maintain and increase the numbers of people in Hunts who stop smoking with support from CamQuit. Hunts</p>	<p>County TARGET confirmed as: 3,496 08/09 3,800 09/10 3,850 10/11. Awaiting confirmation of HUNTS target</p>	<p>Kate Parker</p>				
		<p>Reduce the number of premises illegally selling cigarettes to young people under the age of 18 (baseline)</p>	<p>Reduce by two percentage points each year the number of premises illegally selling cigarettes to young people Baseline for Hunts TBC</p>	<p>– Trading Standards/ Zoe Cross (Cams LAA target)</p>				<p>Cross reference with C&YP + Cambridge & Peterborough Tobacco Control Alliance</p>
		<p>Train fitness staff to deliver smoking cessation strategy</p>	<p>Train 20 fitness instructors during 2008/9</p>	<p>Oliver Langford</p>				
		<p>Arrange and provide CIEH accredited nutrition training courses to members of voluntary organisations, local businesses and other targeted groups to improve knowledge of healthy eating.</p>	<p>Total throughput of 10 business and 30 participants during 2008/9</p>	<p>Veronica Martin</p>				<p>Cams. Obesity Strategy Hunts Obesity group</p>
		<p>Deliver the Community Health Improvement Programme promoting intense healthy eating and physical activity to individuals who are obese</p>	<p>4 Groups to be run in Huntingdonshire 2008/09</p>	<p>Veronica Martin</p>				<p>Cams.Obesity Strategy Hunts Obesity group</p>
		<p>Support the Schools Sports Partnership in delivering the MEND programme across Huntingdonshire. Work with SSP & National MEND on evaluation of programme</p>	<p>2 MEND programmes during 2008-9</p>	<p>Sue Agar</p>				<p>Related to new Govt Childhood Obesity target for Cams</p>
								<p>Cams. Obesity strategy. Relevant to C&YP section: Safe, accessible, positive activities for C&YP</p>

							Hunts Obesity group	
						Veronica Martin	Acknowledged in Children & Young People section of SCS	
Promote active and healthy lifestyles	Work in partnership with 5 Children 's Centres in areas of designated health inequalities to deliver the Hunts for Good Food programme and promote growing and eating health foods. Increase adult participation in sport	2 Children Centres 08/09 3 Children Centres 09/10	(baseline: Active People Survey 2007) Targets: NI 8 Adult participation in Sport	Jo Peadon	8		Camb. Obesity strategy. sport – cross reference with physical activity aim - above	
	Increase number of classes for under 5s (massage, yoga, trampolining, soccer, gym, soft play and baby swimming lessons) Sports programme development for Key Stage 4 girls via Impressions We will increase in the % of paths that are easy to use as defined by the Audit Commissions methodology	Number of classes target TBC		Simon Bell				Camb/Hunts objectives will be identified by the Cambs Obesity Group NICE Guidance objectives for physical activity food, health and social inclusion.
		Target TBC		Simon Bell				
		Increase the % of paths that are easy to use by 2% pa. Hunts baseline 2007 = 71%					two CCC surveys a year for an annual indicator	
	During 2008-9 to form a time limited, multi-agency group to design a Healthy Business Award scheme designed to promote healthy lifestyles and health protection within the workplace. Introduction of brief physical activity intervention by Primary Care Teams to reduce levels of inactivity in adults –	Target to explore the feasibility of, and local appetite for a Healthy Business Award; and have a scheme designed, costed with targets agreed - ready to run by March 2009. Target: Active People survey to demonstrate 3% increase by 31 March 2011 (from 2005-06 baseline for Huntingdonshire)		Chris Lloyd			(in line with NICE Obesity Guidance 43)	Camb. Obesity strategy. JSNA for Adults
				Sue Smith Gene Dunbar			– in line with NICE Physical Activity Guidance	

					15% of the population screened or tested for Chlamydia. County LAA target 08/09 12,540 . Split across districts 4180 (TBC)	Kate Parker Kathyrn Faulkner			Reference also within C&YP section of SCS
Improve sexual health	The number of 15 - 24 year old persons screened or tested for chlamydia	Reduce the death rate from suicide and undetermined injury by at least one fifth by 2010	Develop a local mental health promotion strategy to incorporate community life, work place and schools.	Adopt social integration/cohesion indicators for new and existing communities	Target TBC – Claire Harris	Claire Harris & Sarah Hughes	(baseline from: Helen Whyman.)	Joint Needs Assessment for Mental Health	
Promote mental health well being					Adopt a strategy by 31 March 2009	Claire Harris & Sarah Hughes	Targets.		
Reduce Teenage Conceptions	Reduce the number of under 18 conceptions in line with				Adoption of indicators by March 2009.	Inger O'Meara Dan Smith	indicators identified by Dr. Suan Goh (2007)	Also within Safe and Inclusive section f SCS	
					County LAA target 2009 195 conceptions / year under 18 HUNTS target TBC	Eva Acs	Links with Hunts Sexual Health Forum	Camb's LAA target Cross reference also within C&YP section of SCS	
Reduced Accidents	New action - Reduce workplace accidents	Intervene with relevant workplaces within Huntingdonshire to improve the safety of workplaces			Target will be to reduce the reportable injury rate to employees within the district to below 623.7 per 100,000 employees for 08/09	Chris Llyod	Partnership working with HSE and local businesses	HSE Fit3 programme HSE revitalising health & safety	
	Prevent falls by older people	In partnership develop a comprehensive Fall Prevention Service linking NHS, LA and voluntary partners			Baseline and targets to be identified by Falls Prevention Service, Camb's Community Services TBC	Janice Musto	JSNA – Older People to identify Hunts targets	CCC OP LAA Grp Camb's OP Strategy	
	Prompt/ efficient disabled facilities grants + adaptations	Ensure delivery of a Handyman Scheme for Hunts	Undertake a county-wide Review of the Home Improvement Agency service		Handyperson in place accessible by all tenures	Trish Reed	Links to independence for Older People	CCC OP LAA Grp Reliant on securing LPSA reward grant funding	
					Review to be completed by July 2008. Recommendations to be implemented by April 2009	Trish Reed	JSNA – Older People to identify Hunts targets		

<p>Increase opportunities for vulnerable people to live independently</p>	<p>Promote the independence of older people</p>	Reduce the number of people 65+ supported in residential care	Adopt Cambs LTC targets	Trish Reed	124	People with long term conditions supported to be independent and in control of their condition	Cambs LTC Board
		Implement the Hunts elements of the Cambs Long Term Conditions Strategy	Adopt Cambs LAA OP targets	Cambs LTC Board Sue Smith	125	Achieving independence for older people through rehabilitation/intermediate care	
		Implement the Hunts elements of the Cambs Older People Strategy	500 older people will have participated in the programme by the end of the 3 years funding, 2011	Jo Peadon	125		
		Deliver the Active at 50 project encouraging older people to be more physically active to help their independence	Baseline - 1 extra care sheltered scheme in St Neots Target - 3 extra care sheltered schemes in district (total)	Trish Reed		JSNA – Older People (Christine Macleod)	
		Implement the Best Value Review of sheltered housing including increased provision of 'extra sheltered' frail elderly housing.	Baseline - Funding insecure - scheme at risk Target - Scheme has secure funding	Trish Reed			
		Support the Ramsey Village Warden Scheme	TBC	Fay Haffenden Trish Reed		JSNA – Children & Young People findings (Fay Haffenden)	CROSS REFERENCE WITH CHILDREN & YOUNG PEOPLE
		review Hunts Homelessness Strategy in light of JSNA	If the LPSA reward monies are granted in September 2008 the scheme will be implemented.. Targets within bid document.	Trish Reed		LPSA Reward scheme – decision in September 2008	Growth & Infrastructure
		Explore opportunities to deliver a Young Peoples Foyer providing housing, education and training in partnership with other agencies	Work in partnership to provide a	Trish Reed			Growth &

	<p>Support the housing needs of other vulnerable groups where appropriate</p>	<p>new supported living scheme for people with mental health problems in Huntingdon. (Primrose Lane)</p>	<p>outdated and not appropriate Target - New Mental Health provision in place by April 2010</p>				<p>Infrastructure</p>
	<p>Work with other agencies to ensure the continued provision of good quality domestic violence refuge provision in the district.</p>	<p>Baseline - Interim arrangements in place for 12 months with Refuge providing service until March 2009 Target - New Service provider in place by April 2009 TBC</p>	<p>Trish Reed</p>				<p>Growth & Infrastructure</p>
	<p>Ensure the monitoring and review of the Access Strategy as part of the Sub-regional Choice Based Lettings system to ensure vulnerable clients are able to access suitable housing options</p>		<p>Trish Reed</p>				

Outcome	Objective	Action/key activity	Baseline	Measure	Target	Lead Partner/ Officer	NI	links to other SCS strategic themes
<p>Mitigate and Adapt to climate change</p>	<p>Increase energy efficiency</p>	<p>1. Encourage improvements in thermal efficiency in ALL new homes built in Huntingdonshire by ensuring they are built to the HIGHEST POSSIBLE LEVEL of the Code for Sustainable Homes & identify the most cost effective energy efficiency measures, likely to achieve the greatest reductions in carbon and facilitate their installation in existing households</p> <p>2. Encourage improvements in thermal efficiency of all commercial properties with a floor space of 500sq m or more by ensuring they achieve at least a BREEAM 'very good' rating & facilitate the installation of energy efficiency measures by business and industry</p>		<p>Average amount of energy consumed per household in Huntingdonshire and carbon emitted as a result</p> <p>Amount of energy saved from efficiency measures installed via HDC schemes</p> <p>% of the households in Huntingdonshire considered to be fuel poor</p> <p>% of new dwellings built to levels of the code for sustainable homes</p>		<p>Environmental Management Planning Services</p>	<p>NI 186</p> <p>NI 187</p>	<p>Growth & Infrastructure</p> <p>Health & Wellbeing</p>
				<p>Amount of energy consumed by the industrial and commercial sector in Huntingdonshire</p> <p>Amount of carbon dioxide emitted by the industrial and commercial sector from energy use</p> <p>Amount of energy saved from efficiency measures installed via HDC schemes</p>			<p>NI 186</p>	
				<p>Number of renewable energy installations in homes annually</p> <p>% of new development in the District with at least 10% of energy derived from a renewable source</p> <p>Amount of renewable energy produced within Huntingdonshire</p> <p>Number of community environmental projects funded annually through community funds associated with large scale renewable projects in the District</p>			<p>NI 186</p>	
	<p>Encourage renewable energy</p>	<p>3. Encourage the installation of renewable energy by businesses, institutions and householders through promotional events, grant funding and support and advice</p> <p>4. Require a minimum 10% of renewable energy generation from all developments of 10 units or more</p> <p>5. Support renewable energy proposals in Huntingdonshire where impacts on amenity, wildlife and landscapes are acceptable</p> <p>6. Support community environmental projects funded through S106 monies from renewable energy projects</p>		<p>Bus Journeys originating in Huntingdonshire</p> <p>Children travelling to school – usual mode of travel</p> <p>Number of Businesses developing travel plans</p> <p>% of housing completions in Market Towns and key service centres</p> <p>Number of season tickets sold for vehicles with CO2 emissions under 120g/per km in HDC long stay car parks</p> <p>Successful implementation of Air Quality Management Strategy in the district</p> <p>Average emissions from buses and taxi operation in the District</p> <p>Average time taken to put flood alerts on HDC website</p> <p>Percentage increase in households signed up to EA Flood Alert Service</p> <p>Amount of external funding for climate change adaptation projects attracted as a result of partnership working</p> <p>% of HDC plans which include service level responses to climate change</p> <p>Number of planning permissions granted contrary to advice of the Environment Agency on either defence grounds or water quality</p> <p>Number of district campaigns actively promoting sustainable purchasing choices</p>		<p>Environmental Management Planning Services</p>	<p>NI 186</p>	<p>Growth & Infrastructure</p> <p>Economic Prosperity</p>
				<p>Number of renewable energy installations in homes annually</p> <p>% of new development in the District with at least 10% of energy derived from a renewable source</p> <p>Amount of renewable energy produced within Huntingdonshire</p> <p>Number of community environmental projects funded annually through community funds associated with large scale renewable projects in the District</p>		<p>NI 186</p>		
				<p>Bus Journeys originating in Huntingdonshire</p> <p>Children travelling to school – usual mode of travel</p> <p>Number of Businesses developing travel plans</p> <p>% of housing completions in Market Towns and key service centres</p> <p>Number of season tickets sold for vehicles with CO2 emissions under 120g/per km in HDC long stay car parks</p> <p>Successful implementation of Air Quality Management Strategy in the district</p> <p>Average emissions from buses and taxi operation in the District</p> <p>Average time taken to put flood alerts on HDC website</p> <p>Percentage increase in households signed up to EA Flood Alert Service</p> <p>Amount of external funding for climate change adaptation projects attracted as a result of partnership working</p> <p>% of HDC plans which include service level responses to climate change</p> <p>Number of planning permissions granted contrary to advice of the Environment Agency on either defence grounds or water quality</p> <p>Number of district campaigns actively promoting sustainable purchasing choices</p>		<p>Environmental Management Planning Services</p>	<p>NI 186</p>	
	<p>Reduce travel & emissions to air</p>	<p>7. Provide more opportunities for residents to walk, cycle, use public & community transport & encourage schools and businesses to develop travel plans, with Cambridgeshire County Council and other partners</p> <p>8. New development to be accommodated in locations which limit the need to travel whilst catering for local needs</p> <p>9. Manage demand for car parking in town centre locations and encourage the use of low emission vehicles and alternative forms of travel</p> <p>10. Develop and implement air quality action plans to facilitate prevention and mitigation of air pollution in Huntingdonshire</p> <p>11. Work to reduce emissions from buses and taxis in the District through regular emissions testing and possible introduction of age limits</p> <p>12. Integrate climate change issues into the Emergency Plan and improve awareness of flood and severe weather warnings in partnership with relevant organisations</p> <p>13. Work together with other local authorities to plan for climate change impacts and ensure that adaptation is included in 100% of HDC's strategies, plans and policies</p> <p>14. Ensure where possible, development occurs on sites above potential flood level. Where development is essential below flood level, risk assessments and adequate protection & mitigation measures put in place</p> <p>15. Promote sustainable consumer choices and opportunities for the sale of locally produced food and in the district.</p>		<p>Bus Journeys originating in Huntingdonshire</p> <p>Children travelling to school – usual mode of travel</p> <p>Number of Businesses developing travel plans</p> <p>% of housing completions in Market Towns and key service centres</p> <p>Number of season tickets sold for vehicles with CO2 emissions under 120g/per km in HDC long stay car parks</p> <p>Successful implementation of Air Quality Management Strategy in the district</p> <p>Average emissions from buses and taxi operation in the District</p> <p>Average time taken to put flood alerts on HDC website</p> <p>Percentage increase in households signed up to EA Flood Alert Service</p> <p>Amount of external funding for climate change adaptation projects attracted as a result of partnership working</p> <p>% of HDC plans which include service level responses to climate change</p> <p>Number of planning permissions granted contrary to advice of the Environment Agency on either defence grounds or water quality</p> <p>Number of district campaigns actively promoting sustainable purchasing choices</p>		<p>Planning Services</p> <p>Environmental Health</p>	<p>NI 177</p> <p>NI 198</p> <p>NI 175</p> <p>NI 186</p> <p>NI 194</p>	<p>Growth & Infrastructure</p> <p>Health & Wellbeing</p> <p>Inclusive, Safe & Cohesive Communities</p>
				<p>Bus Journeys originating in Huntingdonshire</p> <p>Children travelling to school – usual mode of travel</p> <p>Number of Businesses developing travel plans</p> <p>% of housing completions in Market Towns and key service centres</p> <p>Number of season tickets sold for vehicles with CO2 emissions under 120g/per km in HDC long stay car parks</p> <p>Successful implementation of Air Quality Management Strategy in the district</p> <p>Average emissions from buses and taxi operation in the District</p> <p>Average time taken to put flood alerts on HDC website</p> <p>Percentage increase in households signed up to EA Flood Alert Service</p> <p>Amount of external funding for climate change adaptation projects attracted as a result of partnership working</p> <p>% of HDC plans which include service level responses to climate change</p> <p>Number of planning permissions granted contrary to advice of the Environment Agency on either defence grounds or water quality</p> <p>Number of district campaigns actively promoting sustainable purchasing choices</p>		<p>NI 177</p> <p>NI 198</p> <p>NI 175</p> <p>NI 186</p> <p>NI 194</p>		
				<p>Bus Journeys originating in Huntingdonshire</p> <p>Children travelling to school – usual mode of travel</p> <p>Number of Businesses developing travel plans</p> <p>% of housing completions in Market Towns and key service centres</p> <p>Number of season tickets sold for vehicles with CO2 emissions under 120g/per km in HDC long stay car parks</p> <p>Successful implementation of Air Quality Management Strategy in the district</p> <p>Average emissions from buses and taxi operation in the District</p> <p>Average time taken to put flood alerts on HDC website</p> <p>Percentage increase in households signed up to EA Flood Alert Service</p> <p>Amount of external funding for climate change adaptation projects attracted as a result of partnership working</p> <p>% of HDC plans which include service level responses to climate change</p> <p>Number of planning permissions granted contrary to advice of the Environment Agency on either defence grounds or water quality</p> <p>Number of district campaigns actively promoting sustainable purchasing choices</p>		<p>NI 177</p> <p>NI 198</p> <p>NI 175</p> <p>NI 186</p> <p>NI 194</p>		
	<p>Encourage</p>	<p>13. Work together with other local authorities to plan for climate change impacts and ensure that adaptation is included in 100% of HDC's strategies, plans and policies</p> <p>14. Ensure where possible, development occurs on sites above potential flood level. Where development is essential below flood level, risk assessments and adequate protection & mitigation measures put in place</p> <p>15. Promote sustainable consumer choices and opportunities for the sale of locally produced food and in the district.</p>		<p>Bus Journeys originating in Huntingdonshire</p> <p>Children travelling to school – usual mode of travel</p> <p>Number of Businesses developing travel plans</p> <p>% of housing completions in Market Towns and key service centres</p> <p>Number of season tickets sold for vehicles with CO2 emissions under 120g/per km in HDC long stay car parks</p> <p>Successful implementation of Air Quality Management Strategy in the district</p> <p>Average emissions from buses and taxi operation in the District</p> <p>Average time taken to put flood alerts on HDC website</p> <p>Percentage increase in households signed up to EA Flood Alert Service</p> <p>Amount of external funding for climate change adaptation projects attracted as a result of partnership working</p> <p>% of HDC plans which include service level responses to climate change</p> <p>Number of planning permissions granted contrary to advice of the Environment Agency on either defence grounds or water quality</p> <p>Number of district campaigns actively promoting sustainable purchasing choices</p>		<p>Emergency Planning</p>	<p>NI 188</p> <p>NI 188</p> <p>NI 188</p>	<p>Growth & Infrastructure</p> <p>Economic Prosperity</p> <p>Health & Wellbeing</p>
				<p>Bus Journeys originating in Huntingdonshire</p> <p>Children travelling to school – usual mode of travel</p> <p>Number of Businesses developing travel plans</p> <p>% of housing completions in Market Towns and key service centres</p> <p>Number of season tickets sold for vehicles with CO2 emissions under 120g/per km in HDC long stay car parks</p> <p>Successful implementation of Air Quality Management Strategy in the district</p> <p>Average emissions from buses and taxi operation in the District</p> <p>Average time taken to put flood alerts on HDC website</p> <p>Percentage increase in households signed up to EA Flood Alert Service</p> <p>Amount of external funding for climate change adaptation projects attracted as a result of partnership working</p> <p>% of HDC plans which include service level responses to climate change</p> <p>Number of planning permissions granted contrary to advice of the Environment Agency on either defence grounds or water quality</p> <p>Number of district campaigns actively promoting sustainable purchasing choices</p>		<p>NI 188</p> <p>NI 188</p> <p>NI 188</p>		
				<p>Bus Journeys originating in Huntingdonshire</p> <p>Children travelling to school – usual mode of travel</p> <p>Number of Businesses developing travel plans</p> <p>% of housing completions in Market Towns and key service centres</p> <p>Number of season tickets sold for vehicles with CO2 emissions under 120g/per km in HDC long stay car parks</p> <p>Successful implementation of Air Quality Management Strategy in the district</p> <p>Average emissions from buses and taxi operation in the District</p> <p>Average time taken to put flood alerts on HDC website</p> <p>Percentage increase in households signed up to EA Flood Alert Service</p> <p>Amount of external funding for climate change adaptation projects attracted as a result of partnership working</p> <p>% of HDC plans which include service level responses to climate change</p> <p>Number of planning permissions granted contrary to advice of the Environment Agency on either defence grounds or water quality</p> <p>Number of district campaigns actively promoting sustainable purchasing choices</p>		<p>NI 188</p> <p>NI 188</p> <p>NI 188</p>		

Sustainable purchasing	16. Actively encourage organisations in Huntingdonshire to implement an EMS & seek accreditation to recognised standard, e.g., ISO14001 or EMAS	Number of organisations in the district receiving information about the benefits of accreditation to an EMS Number of organisations with ISO 14001 based on EA data	Development	Economic Prosperity
Efficient water use	17. Increase awareness of water saving measures and promote water saving devices such as grey water devices and water efficient appliances 18. Encourage improvements in Water Efficiency in ALL new homes built in the district by ensuring that they are built to the highest possible level of the Code for Sustainable Homes 19. Work with water companies, the Environment Agency and others as appropriate to produce a water cycle strategy for the district to assess water availability to meet required new growth	Number of distinct campaigns actively promoting sustainable purchasing choices Proportion of new development complying with Code For Sustainable Homes and level of water efficiency achieved when assessed Successful completion of water cycle Strategy for the District	Environmental Management	Growth & Infrastructure
Efficient use of resources	20. Increase the proportion of housing development on previously developed land 21. Where appropriate encourage developments with a higher density of dwellings per hectare 22. Avoid development of agricultural land grades 1, 2 and 3a 23. Increase the proportion of employment floor space on previously developed land	% of new development on appropriate brownfield land % of new development with a density of 30 dph % of employment floor space on previously developed land	Planning Services	Growth & Infrastructure
Reduce waste	24. Ensure domestic recycling levels remain above 50% and explore the feasibility of adding additional materials to the kerbside collection, e.g., glass 25. Development of Waste Minimisation Strategy in conjunction with the RECAP Partnership and introduce targeted promotional campaigns and education programmes for key waste streams 26. Facilitate the introduction of a trade waste recycling collection service for small to medium sized businesses in the District and support larger businesses in their effort to recycle their trade waste	% of household waste recycled % of household waste composted Amount of waste collected from households in Huntingdonshire which is sent to landfill Amount of trade waste recycled Proportion of businesses able to recycle trade waste	Operations Department	Economic Prosperity Children & Young People
Reduce contaminated & polluted land	27. Identify, prioritise and remove unacceptable risks to human health and the environment 28. Seek to bring contaminated land back into beneficial use 29. Seek to ensure that the cost of contaminated land clean up is undertaken in accordance with the polluter pays principle	Number of 'sites of potential concern' in the local authority area with respect to land contamination Number of potentially contaminated sites brought back into beneficial use, per annum Number of successful prosecutions per annum for contamination of land within the district	Environmental Health	Health & Wellbeing
Protect & enhance biodiversity & open space	30. Protect and enhance biodiversity and open space of international, national and local importance through legislation, policy, site purchase and awareness raising and create habitats and areas of strategic green space enhancement in line with UK BAP and County Targets 31. Ensure early involvement in master planning process and that biodiversity, open space and recreational objectives are included in development plans, structure plans, community strategies and other strategic documents, and that all development proposals adhere to wildlife legislation and good practice 32. Develop community involvement in green spaces and biodiversity enhancement projects and encourage experience of the natural world through environmental education 33. Protect and promote allotments and community gardens and provide further opportunities for those people who wish to grow their own produce as part of the long term promotion of sustainability, health and social inclusion 34. Improve the quantity and quality of publicly accessible open space and improve opportunities for people to access wildlife	% of SSSI's across the District in a favourable or unfavourable recovering condition % of new homes achieving credits from biodiversity chapter of the Code for Sustainable Homes Number of schools visiting HDC owned wildlife sites Hectares of land used as allotments/community gardens Hectares of land dedicated as local Nature Reserves	NI 197 Planning Services Countryside Services	Growth & Infrastructure Health & Wellbeing Children & Young People Economic Prosperity
Protect & enhance	35. Protect landscapes, heritage sites, archaeological sites and historic buildings and use the planning system to safeguard them and ensure development contributes to the character of the District	% of conservation areas covered by an up-to-date character assessment % of listed buildings considered 'at risk' % of large scale development which meets equivalent 'silver standard' under 'Building for Life' criteria		

urban & rural character	36. Conserve and enhance valuable landscape features by encouraging environmentally sensitive management in the agricultural sector			Number of successful agri-environmental stewardship schemes in the district		Planning Services	Growth & Infrastructure Economic Prosperity
	37. Encourage environmental improvement schemes within the district and ensure they are sympathetic to the existing characteristics of the area			% environmental improvement schemes completed which are sympathetic to existing characteristics of the area			
	38. Develop educational resource materials based on the historic environment and establish further tourism opportunities			Number of educational visits to historic sites			
	39. Achieve a high level of street cleanliness and reduce levels of fly-tipping across the district			Improved street and environmental cleanliness (Flytipping) Improved street and environmental cleanliness (Levels of graffiti, litter, detritus and flyposting)	NI 196 NI 195		
	40. Reduce the amount of criminal damage and graffiti occurring in the district			Improved street and environmental cleanliness (Levels of graffiti, litter, detritus and flyposting)	NI 195		
	41. Work to improve neighbourhood pride and reduce anti-social behaviour and fear of crime			% of residents feeling 'safe' or 'fairly safe' outside in the local area after dark Perceptions of anti-social behaviour % decrease of surveyed individuals stating ASB is a fairly big problem – E. Health scorecard & G/Success % of residents who are satisfied with their neighbourhood as a place to live		Operations Department Community Safety	Health & Wellbeing Children & Young People Inclusive, Safe & Cohesive Communities Economic Prosperity
	Clean & safe Huntingdonshire						NI 17

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CHILDREN AND YOUNG PEOPLE									
OUTCOME	OBJECTIVE	ACTION/KEY ACTIVITY	BASELINE	MEASURE	TARGET	LEAD PARTNER OR OFFICER	NI	NOTES	LINKS TO OTHER SCS STRATEGIC THEMES, OUTCOMES OR OBJECTIVES
Services that are designed and evaluated by children and young people	Develop structures to facilitate children and young people's active involvement	1. Embed the CYP active involvement model into the work of HSP partnership groups and partner organisations		<p>Year 1: 3 Partnership Groups or organisations demonstrate CYP active involvement as part of their mainstream work. Year 2: 3 groups or partnerships demonstrate continuous progress. 3 new groups or organisations demonstrate CYP active involvement as part of their mainstream work.</p> <p>Neighbourhood Management Groups to consider how children and young people's involvement can be embedded into their work plans. Year 3: CYP active involvement is formally included in appropriate service plans or HSP partners and Partnership groups. New Parish Plans demonstrate how CYP people have been involved</p>	Structures are in place to facilitate CYP involvement in decision-making within all HSP partner organisations and partnership groups by Dec 2011	Active Involvement Post. HCYAP. HSP Partners. Neighbourhood Management Boards. Parish Councils	NI 110		ECM - making a Positive Contribution. Youth Matters. Aiming High for Young People. HDC Growing Success. HDC. Corporate Equality Policy. The Big Plan 2006-9. PCT Commissioning Intentions. JSNA and CYP (2007). HDC Communications and Marketing Strategy. LAA Vision and Key Goals. Cambridgeshire Alcohol Strategy (Draft). Accessibility Action Plan.
			2. Establish a framework for the joint planning and funding of CYP active involvement across Hunts		<p>Year 1: Pilot and review joint planning and funding arrangements</p> <p>Year 2: Use learning to develop a joint planning and funding framework</p>	A framework for joint planning and funding of CYP active involvement is in place for the HSP by Dec 2011	Active Involvement Post. HCYAP. HSP Partners. Neighbourhood Management Boards. Parish Councils		

Appendix A4

3. Identify CYP active involvement champions within HSP partner organisations		Increased number of champions identified year on year in years one and two	CYP active involvement is an integral part of key job descriptions in all HSP partner organisations by Dec 2011	Active Involvement Post. HCYAP. HSP Partners. Neighbourhood Management Boards. Parish Councils				
4. Increase young people's capacity for involvement by hosting and supporting Young Activators	2007 - Two Young Activators in post	Year 1: Host and support 4 Young Activators	Funding secured for the continued support of Young Activators by April 2009	Young Lives				
5. Explore the potential of Participation in Action as a model of working with young people in Hunts				Young Lives				
6. Support Youth Action Groups as part of a package of involvement opportunities for young people				Young Lives (V). Active Involvement Post				
7. Establish effective and sustainable links between CYP active involvement and schools, FE colleges and Pupil Referral Units		Year 1: Review current initiatives Year 2: Two pilot projects Year 3:	Establish a framework for use across the HSP	Active Involvement Post. Schools. PRU's. HRC				
8. Establish effective and sustainable links between CYP active involvement and vol and stat youth work			Establish a framework for use across the HSP	Active Involvement Post. Voluntary Sector. OCYPS				
9. Develop a CYP Participation Strategy for Hunts	-		Participation Strategy developed by Dec 2008	Active Involvement Post. Local CYP Champions. Young People				

Encourage and support children and young people's active involvement in the implementation of the Sus. Com. Strategy	10. Support HSP Thematic groups to encourage children and young people's involvement in the delivery of their action plans	Support 2 thematic groups to embed CYP involvement in their actions plans in each of year 1 and year 2	Formalise a process for representing the views of children and young people within all relevant aspects of local decision-making by Dec 2011	Active Involvement Post. HSP Thematic groups		
Monitor the impact of children and young people's active involvement; ensure feedback and develop an evidence base	11. Partners and partnership groups to show evidence of change resulting from CYP active involvement		CYP involvement to be part of planning, review and evaluation of all relevant projects	Active Involvement Post		
	12. CYP Area Partnership and HSP to demonstrate quality practice in young people's active involvement		Children and young people are involved in delivering a Kite Marking or Quality Assurance scheme for CYP active involvement by Dec 2011	Active Involvement Post		
	13. Develop structures for children and young people's views to be fed into decision-making and scrutiny groups		Structures are routinely employed by partners and partnership groups by Dec 2011	Active Involvement Post		
Develop sustainable support for vulnerable parents/carers and families	14. Review existing parent and carer support services with parents/carers; professionals and YP with a view to realignment and better co-ordination	Partners can demonstrate parent/carer active involvement in the reviewing of all support services	Participation Strategy developed by Dec 2008 Ensure that the parenting support and involvement strategy - core offer is embedded into all services	Children Centre Managers. P.C.T. Anna Calvert	NI 109	JSNA Children and Young People 2007. Big Plan 2006-9 ECM - Enjoy and Achieve
Effective and sustained support is available for all parents and carers, especially those who are vulnerable						

15.Children Centres encourage early involvement of parents/carers	Outreach work to target vulnerable and hard to reach families.	Yr 1 - increase local families attending by 15% Yr2 - increase by 20% Yr3 - increase by 45% (To be confirmed)	Resources to ensure appropriate support and a well-trained work-force is available for parents in order to help them to support their children to achieve the ECM five outcomes. Increase attendance.	PCT, Children Centre Managers		Linked into the Health and wellbeing / health inequalities
16. Identified midwives and health visitors to provide liaison between young mothers and other agencies providing specialist support		Increased access to community health facilities through community health services for young mothers	Specific projects identified for Health workers to be engaged in. Improved information sharing between midwifery, social care and health.	PCT Health visitors/ Midwives Social Care Locality Teams VCS		
17. Area Partnership to support actions from the countywide Parenting Strategy		Adopt actions from Parenting Strategy across area	Parenting strategy embedded across Hunts	Area Manager PPP		
18. Evaluate existing approaches to involving parents in childhood obesity projects and develop appropriate approaches for Hunts		Adopt actions from Obesity Strategy (Preventing Childhood Obesity Strategy Group)		PCT		

	19. To develop a YISP in Hunts (Youth Inclusion Support Panel)		To have 2 YISP workers and a co-ordinator across the Area	To reduce the number of children and young people who are on the verge of exclusion/criminal activity. To evaluate service delivery and impact on youth criminal activities by Sept 2009.	Anna Calvert. YOS. Anna Barcham.			
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<p>Develop frameworks for involving parents and carers in the design and delivery of services and monitor impact</p>	<p>20. Commission a parent/carer organisation to deliver the following: - develop a model of parent/carer involvement - identify parent/ carer reps from across Hunts - implement a structure that enables joint planning and funding of parent/ carer involvement - agree and implement monitoring and evaluation tools to be used across partnerships - develop and implement a quality assurance framework, with common standards and intended outcomes - develop processes for parent and carer views to be fed into decision-making and scrutiny groups</p>		<p>Establish a framework of delivery with performance indicators to enable effective evaluation across all objectives after first year</p>	<p>All parents and carers to have access to all tiers of parenting support</p>	<p>Children centre managers. PSAs, YOS, Social Care team, Inclusion Team</p>			
<p>Develop a balance of 1:1 and group work support</p>	<p>21. Develop a programme of support for parents/carers using 123 Magic and Webster Stratton</p>		<p>All model 1 children centres to be delivering the core parenting offer and providing signposting to relevant courses if not held on site.</p>					

22. Provide ongoing programmes of introductory and refresher training for staff delivering parent/carer programmes	23. Develop Peer Education to build up capacity for parents/carers to deliver future parent/carer support programmes	25. Maximise partners' capacity to deliver activities to meet the needs of children and young people across Huntingdonshire by increasing partnership activities for CYP.	26. Co-ordinated youth and play services are provided to respond to local need.	27. Embed effective mechanisms to enable children and young people to shape the local offer of things to do and places to go and spaces to be at (Aiming High)	<p>% of staff trained in effective models in year 1.</p> <p>Yr2 - 10% of parents/ carers accessing parenting courses continue to support delivery of training</p> <p>All Children and Young People have access to high quality local open access play schemes, youth work provision, after schools clubs and holiday activities.</p> <p>Children and Young people are involved in the decision making and planning of local play and youth work activity.</p> <p>Increased participation in development of service delivery. Yr1 - establish baseline Yr2 - 10% (check against Aiming High targets)</p>	<p>OCYPS and partner staff trained regularly</p> <p>Increase in availability/capacity to deliver parent/carer support programmes</p> <p>25% of all young people in contact with play and youth work as a percentage of the total population .</p> <p>25% of all young people in contact with youth and play work as a percentage of the total population</p> <p>Promotion of the inclusion agenda across Huntingdonshire for all children.</p>	<p>All partners Children Centre staff Locality Team staff</p> <p>Children centre managers</p> <p>Youth and Play Workers. HDC Leisure and Parks and Open Spaces. Voluntary Sector. Police. EYCS.</p> <p>Area Manager PPP and all partners</p> <p>Locality Teams. Active Involvement Post. OCYPS - Tracy Collins. Schools. EYCS.</p>	<p>NI 110 NI 17</p> <p>Youth Work Improvement Plan</p>	<p>Aiming High for Young People. Youth matters. Local Area Agreement Priority. Big Plan 2006-9. ECM - Stay Safe; safer communities; make positive contribution. Health and Wellbeing. County and District Play Strategies. EYCS Quality Framework.</p>
Safe, accessible, positive activities for children and young people	Increase the range of opportunities for children and young people to meet in informal and safe environments								

					Young Activator work established across Hunts. Relevant agencies kept fully informed. Implement Voluntary Strategy? - (Gill to check) Increased capacity of VCS.	Young Lives. Tracy Collins. VCS					
28. Address barriers to voluntary sector involvement in provision of services					Complete mapping. Develop a Partnership Improvement Plan to fill gaps in provisions. Each OCYPS locality to identify an activity that is hard to access and develop actions to address this. Reduced the number of assaults on young people linked to specified facilities.	Area Manager PPP				Play provision has been mapped through the Open Spaces audit and Huntingdonshire Play Strategy.	Transport and Access Action Plan (23)
Improve access to existing facilities	29. Map existing provision and community assets against children and young people's identified needs				Space available for children and young people's activities by ...	Libraries, Archives and Information Services.	NI 110				Community safety strategy
Provide opportunities for leadership, volunteering and peer mentoring for young people	30. Improve activities for children and young people offered by Huntingdon Library and Archive Centre.				Year 1 - look at targets for V programme. (Gill to provide)	Young Lives. Schools.					
	31. Develop programmes of volunteering, peer mentoring opportunities and support for children and young people				x% increase in volunteering opportunities in archive/museum taken up by young people.	Libraries, Archives and Information Services.	NI 110				
	32. Improve volunteering opportunities for children and young people offered by Huntingdon Library and Archive Centre.										

<p>A safe, clean environment for children and young people</p>	<p>Develop local initiatives to improve the environment for children and young people</p>	<p>33. Improve children and young people's involvement in developing and planning processes</p>		<p>Children and young people involved in one of the key growth areas identified each year.</p>	<p>Children and young people to be involved in at least one planning and development issue in at least one of the key growth areas identified in the Core Strategy (Huntingdon, Godmanchester, Brampton, St. Neots) in 2008, 2009, 2010</p>	<p>Growth and Infrastructure Thematic Group. Youth work team. Participation worker. EYCS. HDC Leisure. Parish Councils.</p>		<p>Core Strategy, Growth and Infrastructure</p>
<p>Positive Images of children and young people</p>	<p>Address fear of crime</p>	<p>34. Publicise the findings of the CYP consultation to local decision-makers and offer support and encouragement to take action</p> <p>35. Implement the County and District play policies and strategies.</p> <p>36. Identify support in each locality for children and young people to participate in Police Neighbourhood Panels</p> <p>37. Promote community action groups that encourage young people and adults to work together</p>	<p>See locality managers</p>	<p>Yr1 - 10 local groups responding to the consultation findings. All Neighbourhood Management areas using an effective engagement tool to help develop a safer, cleaner and greener environment.</p> <p>At least 4 young people from each locality attending Neighbourhood Policing Panels. Reduce number of assaults on young people.</p> <p>Increase number of initiatives in each locality involving adults and young people by 10%. Incorporate work on positive images within local Community Development training.</p>	<p>Increased number of initiatives in each locality.</p>	<p>Active Involvement post. PCT. Neighbourhood Managers.</p> <p>EYCS. HDC.</p> <p>OCYPS Locality Managers Area Manager PPP. Police, YOS. CamH. VCS.</p> <p>Youth Workers Police Schools VCS LSCB</p>		<p>Local Area Agreement Vision. Local Area Agreement Priority. ECM - Stay Safe, Safer Communities</p> <p>Camb Alcohol Strategy (draft) Drugs Strategy</p> <p>Youth Matters ECM - Making a Positive Contribution</p>

				Year on year increase x3 strategic groups attended by children and young people	To embed participation in mainstream partnership work	Youth Workers Police Schools VCS Active Involvement Post. HYCPAP partners.	NI 23 NI 22 NI 17 NI 110			ECM - Making A Positive Contribution
	38. Co-ordinate work across adult and young people networks and identify areas for joint working			Strategy developed by September 2008.	Multi-agency Strategy developed to achieve this by Task and Finish Group. Communications with young people included within Strategy.			Task and Finish Group		
	39. Promote children and young people's contribution to decision-making									
	40. Develop a structure to co-ordinate information and actions on young people's aspirations	2007 - year 11 in learning was 91% 2007 - 17 year olds. 83.3%		Increase percentage into learning to 85% for 17 year olds	All partners to have a responsibility to contribute to the September guarantee (offer of learning to all year 11 students with an extension to year 12 on one year course)		NI 106			Youth Matters. LAA Priority Block Children and Young People. LAA Priority. ECM - Achieve Economic Wellbeing; Enjoy and Achieve
	41. Develop programmes to address aspirations from Primary school age	No Careers Conventions with year 6 currently taking place		Careers Conventions in one cluster in year one and additional clusters in following years	Each school cluster to host a Year 6 Careers Convention	Schools Locality Team PPP Manager	NI 110			
	42. Develop out-reach services to ensure equality of access to support services across the district			Area directory completed by OCYPS business support staff by Sept 08. Inter-agency protocol for sharing information embedded by Sept 08.	A co-ordinated, multi-agency response to service delivery across Hunts and better sharing of information locally.	All HSP Partners Locality Manager Social Care Manager. Area Manager PPP	NI 91			
	43. Develop partnership projects on employability			Benchmark to be established in Year 1.	Involve young people in the development of 14-19 curriculum	Area Partnership	NI 110			
Education and training opportunities for all children and young people	Raising the aspirations of children and young people									
	Developing training and employment opportunities based on the needs of young people									

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Inclusive, Safe and Cohesive Communities

Outcome	Objective	Action/ key Activity	Target	Lead Partner/ Officer	NI	Notes	Links to other SCS strategic themes/ outcomes/ objectives
Accessible Services for All	Increase access to services	Inclusive, Safe & Cohesive Communities					
		Develop & promote community transport schemes by increasing the provision of rural bus service routes	Increase the number of routes operated from X to y by 31 March 2009	Stuart Bell & Claire Burton		Transport/ Access Group	Accessibility transport plan
		Develop & promote community transport schemes by increasing the number of organisations and individuals accessing the service	Increase the number of individuals using community transport from X to y by 31 March 2009 Increase the number of organisations using community transport from X to y by 31 March 2009	Stuart Bell Claire Burton/ Ramsey Community transport & Ouse valley CT	LAA NI 17	Transport/ Access Group	Accessibility transport plan
	Assist residents with mobility issues to access services by providing a social car scheme		Increase the number of residents accessing service by 10% per annum (from x) , by 31 March 2009	Dan Smith (Hunts volunteer bureau)	LAA NI 17		Agreed Service standards

Appropriate community transport	Affordable transport for job seekers. Young people and those on low incomes		<p>15,400 per annum by 31 March 2009</p> <p>Huntingdon & St Neots offices open for service 2,000 hours per annum by 31 March 2009</p> <p>Number of home visits provided 600 per annum by 31 March 2009</p> <p>Outreach services provided 100 (half day) sessions per annum by 31 March 2009</p>			Transport & Access group.	
Vibrant and Cohesive Communities	Promote community based/run activities	<p>Support development of centre based clubs (club mark accreditation)</p> <p>Support the development & improvement of community facilities via grant aid</p> <p>Provide support & assistance to the voluntary & community sector to enable voluntary organisations to play an active role in the delivery and development of services.</p>	<p>X clubs to have been accredited by 31 March 2009</p> <p>At least 6 projects supported per annum by 31 March 2009</p> <p>25 organisations supported during year to 31 March 2009</p> <p>4 organisations supported & assisted to gain quality mark standard by 31 March 2009</p> <p>6 training events to be provided for voluntary & community organisations by 31 March 2009</p>	Simon Bell	D Smith	LAA NI 7	Agreed Service standards

Promote community involvement	Increase the number of people participating in volunteering on a regular basis	Increase the number of people participating by 10% per annum for the next 3 years (based on 07/08 total TBC)	D Smith (Hunts Federation of Volunteer Bureaux)	LAA NI 17	Agreed Service standards
	Shadow Neighbourhood management boards initiatives established in priority areas.	Delivery of local action plans within agreed time frame.		LAA NI 2	Neighbourhood Management action plans
	Develop a web-based advice & information source for new arrivals in the UK.	Web information to be ready by July '08 Number of people accessing web site	D Smith	LAA NI 2	Links to economic strategy Migrant Gateway project
	Commission community development work to support the integration of residents on new substantial developments (Loves Farm, Northbridge)	Staff in situ by July 08. Local action Plan & implementation plan developed for Loves farm development by Oct 08 Action plan delivered by agreed time	D Smith (Bedford Pilgrims Housing Assoc (BPHA))	LAA NI 2	Targets set out in commissioning agreement between HDC & BPHA Growth & infrastructure group link Agreed Service standards

			Event held by March 09	D Smith	LAA 1, 2, 4, 13, 23	HDC Inclusion working group	
	Organise District wide conference involving faith & community based organisations to raise awareness of the challenges facing new arrivals.		Report to HSP Executive by June 08	D Smith	LAA 1, 2, 4, 13, 23	Learning Partnership	
	Design and suggest specialist services to help with integration including the provision of ESOL classes		KPAs TBC Action plan implemented by 31 March 2009	D Smith/ Diversity officer	LAA 1, 2, 4, 13, 23		
	Focus the work of the new diversity officer on the areas of greatest need		Pilot one scheme by 31 March 2009.	Claudia Waters	LAA 17,24 ,27,4 1,115		link to economic strategy Targets set out in HCSP strategy and action plan
Engage with new and developing communities	Evaluate the benefit of the introduction of night time economy schemes in identified towns and pilot a scheme		Counting system established October 08				
	Develop a 'counting system that will enable effective monitoring of anti social behaviour associated with alcohol		By 31 March 2009 have the CAP in St Neots sustained and develop a similar scheme in Ramsey.		LAA 17,24 ,27,4 1,115		Targets set out in HCSP strategy and action plan
Reduce anti social behaviour (inc, criminal damage)	Reduce alcohol related anti social behaviour	Provide specialist Support	Work with Trading standards to develop community alcohol partnerships as appropriate				

Reduce Crime	Reduce alcohol & drug misuse	To provide information and advice to young people through school and youth	To develop a alcohol strategy for Huntingdonshire	Work with neighbourhood policing panels to identify high incident areas	Identify high incident areas for vehicle related anti social behaviour	To reduce the level of anti social behaviour by providing & supporting positive activities targeted at areas of youth anti social behaviour (150 activity sessions by 31 March 2009)	x% reduction on 07/8 figures for anti social behaviour in targeted areas. 2250 young people to be supported during the year to 31 March 2009 Reduction in overall anti social behaviour by March 09 of y %	Vicki Crompton	LAA 17,24 ,27,4 1,115	Cambridgeshire Alcohol Strategy	Programme needs to be linked into HCSP work plan
Reduce Crime	Reduce vehicle related anti social behaviour	Evaluate the value of problem-solving groups and enhance the effectiveness in addressing problematic individuals identified and appropriate actions agreed through anti social behaviour problem solving groups	To develop a alcohol strategy for Huntingdonshire	Work with neighbourhood policing panels to identify high incident areas	Identify high incident areas for vehicle related anti social behaviour	To reduce the level of anti social behaviour by providing & supporting positive activities targeted at areas of youth anti social behaviour (150 activity sessions by 31 March 2009)	x% reduction on 07/8 figures for anti social behaviour in targeted areas. 2250 young people to be supported during the year to 31 March 2009 Reduction in overall anti social behaviour by March 09 of y %	Claudia Waters	LAA 17,24 ,27,4 1,115	Cambridgeshire Alcohol Strategy	Programme needs to be linked into HCSP work plan
Reduce Crime	Reduce alcohol & drug misuse	To provide information and advice to young people through school and youth	To develop a alcohol strategy for Huntingdonshire	Work with neighbourhood policing panels to identify high incident areas	Identify high incident areas for vehicle related anti social behaviour	To reduce the level of anti social behaviour by providing & supporting positive activities targeted at areas of youth anti social behaviour (150 activity sessions by 31 March 2009)	x% reduction on 07/8 figures for anti social behaviour in targeted areas. 2250 young people to be supported during the year to 31 March 2009 Reduction in overall anti social behaviour by March 09 of y %	Vicki Crompton	LAA 17,24 ,27,4 1,115	Cambridgeshire Alcohol Strategy	Programme needs to be linked into HCSP work plan

			based settings project funded via HCSP	against 06/7 figure. (TBC)			to look at this issue over 2008/09	
Reduce re-offending		Encourage the increase in membership and range of initiatives within Huntingdonshire Business Against Crime.	X% (or Y number membership increase) since 2007 by 31 March 2009	C Waters (HBAC)				
		Reduce vehicle crime by prevention and detection initiatives	Number of new initiatives started by 31 March 2009	C Waters	LAA target			Targets set out in HCSP strategy and action plan
		Work in partnership to develop & deliver initiatives aimed at reducing alcohol misuse amongst young people.	Reduction theft of vehicles by 5% by 31 March 2011 (baseline 06/07 of 268) Reduction theft from vehicles by 10% by 31 March 2011 (baseline 06/07 of 853)	C Waters				Targets set out in HCSP strategy and action plan
	Evaluate the cost v. benefit of introduction of Smart water into the district	Project evaluated & benefits (if any) identified by Sept 08	M Gipp					BCU work-plan

	Reduce the incidence of violence against people including domestic violence	Set up a task and finish group to review the DV data collection system at Hinchingbrooke Hosp and ensure key stakeholders are delivering Cambs Countywide DV strategy objectives.	The T&F group should report findings and recommendations by 31 December 2008	C Waters (DVF)		Cambs. DV Forum
		Work with other agencies to ensure the continued provision of good quality domestic violence refuge provision in Huntingdonshire	Number of refugees in Huntingdonshire & number of emergency beds available	Steve Plant	LAA 32,34	Cambs. DVF
Reduce Fear of Crime	Promote safer by design	Work with HDC planning dept to implement 'designing out ASB'	Increase the number of eligible planning applications to the Police Architectural Liaison Officer (ALO) by HDC Planning Department to 100 by March 2009	C Waters (Hunts CST & Development Control)	LAA 5	Targets set out in HCSP strategy and action plan
		Raise awareness of potential crime & disorder, ASB potential hot spots at application & planning stage	Monitor the take up of ALO suggestions within planning conditions or by the developer so that 50% of planning decisions where ALO advice has been given reflect that advice	C Waters (Hunts CST & Development Control),	LAA 5	Targets set out in HCSP strategy and action plan
		Organise training events for planners on 'designing out ASB'	2 per annum designing out ASB' model is not used	C Waters	LAA 5	

		Develop a communications strategy to address fear of crime	To have an annual marketing plan for Huntingdonshire Community Safety Partnership and related activities to promote reassurance including 12 good news stories for 2008/09	C Waters			Targets set out in HCSP strategy and action plan
Good opportunities for long learning	Support and increase the capacity of learning communities and facilities for outreach learning	Engage a community learning champion to work within North Hunts & Ramsey post holder to work throughout 2008.	?	?	Learning partnership		
	Increase access to formal and informal learning opportunities	Arrange & provide CIEH accredited food safety, nutrition & health and safety training to members of local voluntary organisations, local business to improve knowledge & reduce food poisoning and work related accidents	100 participants during 2008/09	C Lloyd			
	Provide opportunities for family learning	review best practice being developed in Primary schools/Oxmoor.	?	?			Link to Children's & young peoples strategy JSNA C&YP
	Address lack of basic skills	In partnership with colleges & schools, develop an education programme for young people to assist them in making a safe and healthy start to working.	100 young people engaged during 2008/09 and 10% reduction in reported accidents involving young people over the next 3 years (on 2006/7 baseline TBC)	C Lloyd			Link to Children's & young peoples strategy & Economic strategy

	Promote opportunities for local people to improve or gain skills through cultural, leisure & volunteering activities.	.Enable individuals to gain a sports related qualification as per sport England definition Provide opportunities to train as volunteer walk leaders	100 individuals gaining sports related qualification per annum by 31 March 2009 15 individuals completing course per annum by 31 March 2009	Jo Peadon Jo Peadon	LAA NI 17		
Effective neighbourhood management in appropriate communities	Investigate neighbourhood management in other communities	For consideration after post 2008/09		D Smith			
Better working with young people	Engage with young people	Carry out 1 Anti-Social Behaviour Education Day in each secondary school in the District per year. To achieve the funding for and introduce a Youth Inclusion Support Panel (YISP) to Huntingdonshire.	Number of Anti-Social Behaviour Education Days in the District by 31 March 2009. To introduce a Youth Inclusion Support Panel (YISP) to Huntingdonshire by March 2009.	Anna, Calvert, OCYPS Anna Calvert, OCYPS	LAA NI 45	Part of the HCSP working with young children plan Part of the HCSP working with young children plan	Children's & young peoples strategy Children's & young peoples strategy

Reduce the risk of young people being victims	Raise awareness/information sharing. All partners to increase the opportunities for Children and Young People to report incidences of crime/bullying with confidence.	Increase in incidents reported due to better reporting services available.	OCYPS Locality Managers	LAA NI 69	Part of the HCSP working with young children plan	Children's & young peoples strategy
	Promoting cohesive, diverse but inclusive communities where the needs of children and young people and all groups are met.		Locality Teams		Part of the HCSP working with young children plan	Children's & young peoples strategy
Reduce the risk of young people perpetrating crime	Encourage Children and Young People to get involved in positive activities	12% young people aged 13-19 participating in youth work during 08/09.	LAC Team Youth Workers Connexions workers	LAA NI 110	Part of the HCSP working with young children plan	Children's & young peoples strategy
	Partners to support the Implementation of the Hunts Attendance Plan	<ul style="list-style-type: none"> - Increase holiday activities across the whole of the Area for all CYP - 100 Children and Young People accessing Fusion in Hunts - 100 Children and Young People accessing Proud to be Loud in St Neots 	Schools, EWOs	LAA NI 110, 114	Part of the HCSP working with young children plan	Children's & young peoples strategy

			<ul style="list-style-type: none"> - 75 Children and Young People accessing positive activity programme in St Ives - 75 Children and Young People accessing positive activity programme in Ramsey, Sawtry, Yaxley (SWT9.....) - 12% young people aged 13-19 participating in youth work 08/09 - 50% young people aged 13-19 who are participating gain a recorded outcome from youth work 08/09 - 25% young people aged 13-19 who are participating gain an accredited outcome from Youth Work 08/09 - Increased participation by young people in physical activity in line with CYPP target of an increase of 5% by Oct 08 (SHEU Survey) 	Dan Smith			
<p>Appropriate lifestyle opportunities for older people</p>	<p>Provide opportunities for involvement in service design</p>	<p>During 2008 develop programmes and mechanisms within the 3 Neighbourhood Management Areas (North Huntingdon, Ramsey, Eynesbury) for the involvement of local residents in the planning and design of local services.</p>	<p>Have local priorities identified and action plans devised (x3) by March 2009.</p>				

	Provide opportunities for lifelong learning							
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LOCAL ECONOMY STRATEGIC ACTION PLAN (2008 TO 2015)

Headline Objectives	Activity	Performance Indicators	Partners/lead Body	Timescales / Milestones	Links to other strategies
Priority 1 – Business Support					
1. Co-ordinate the delivery of advice and support for start ups.	1.1. Information exchange through Economic Forum to facilitate improved communication between businesses and support providers.	Multi-media directory produced by end of March 2009. Directory updated quarterly. 5% increase on baseline figures for advice and support provided.	Huntingdonshire Economic Forum Huntingdonshire Economic Forum	2008/09 Ongoing 2010/2011	
	2. Ensure the availability of general business services and advice across the district.	2.1. CREAM Project providing advice in rural areas. 2.2 Review current provision in the district and assess areas of need.	NWES Huntingdonshire Economic Forum working party	2008/09 March 2009 March 2010	
	3. Ensure specific business advice for key growth sectors, rural businesses, young people, migrant workers and businesses looking to re-locate here.	3.1. Promote a programme of events for target sectors.	Quarterly Events Calendar developed by 2009.	Huntingdonshire Economic Forum	March 2009
3.2. Develop a business pack for new businesses and target self-employed people to provide assistance for growth.		Working party established. Business pack drafted and approved.	Huntingdonshire Economic Forum working party	April 2010 Established April 2010	
3.3. Develop and offer 'fast-track' planning service to		Scope Fast Track framework by	HDC/Partners	September 2010	

LOCAL ECONOMY STRATEGIC ACTION PLAN (2008 TO 2015)

Headline Objectives	Activity	Performance Indicators	Partners/lead Body	Timescales / Milestones	Links to other strategies
	prospective incomers and expanding established businesses.	September 2010.			
4. Enable the growth of small and medium sized businesses	4.1. Aftercare Service: Develop an aftercare programme.	Develop and trial a pilot aftercare service by March 2009.	HDC/ Ramsey Town Centre Partnership	March 2009	
	4.2. Promote local supply chains through 'Meet the Buyer' opportunities.	Business Awards held annually. Hunts. Food & Drink Festival 2008.	Huntingdonshire Economic Forum HDC	Ongoing September 2008	
	4.3. Engage with financial providers especially for assisting start-ups and self-employed.	Increase on baseline figure for number of referrals.	Huntingdonshire Enterprise Agency	Ongoing	
5. Encourage appropriate (de) regulation	5.1. Carry out annual Burden's Barometer (measure of the costs of bureaucracy to business).	Publication of results	Cambridgeshire Chambers of Commerce	Ongoing	
	5.2. Promote the Local Business Partnership in Huntingdonshire.	Increased level of engagement by partners.	All Partners	Ongoing	
6. Promote strong business to business networks	6.1. Encourage the development of food co-operatives.	Establishment of food co-operatives in Huntingdonshire.	Huntingdonshire Economic Forum working party	2012	
	6.2. Promote the Manufacturing Club in St Neots.	Quarterly meetings sustained.	St Neots Town Initiative	Ongoing	
	6.3. Encourage development of Retail Forum.	Increased engagement with the Town Centre Initiatives by the retail sector.	Town Centre Initiatives/Partnerships/ Cambridgeshire Chambers of Commerce / HDC	2011	

LOCAL ECONOMY STRATEGIC ACTION PLAN (2008 TO 2015)

Headline Objectives	Activity	Performance Indicators	Partners/lead Body	Timescales / Milestones	Links to other strategies
7. Develop appropriate services and support for businesses already in the district and those looking to locate within Huntingdonshire	7.1. Promote the district to inward investors, especially large companies.	Review current marketing provision by March 2010. Produce revised offer by March 2010.	HDC	March 2010 March 2010	
Priority 2 – Physical Infrastructure					
1. Improve public transport	1.1. Communicate business views to Growth & Infrastructure Group.	Growth & Infrastructure Group representative attendance at Hunts Economic Forum meetings.	Huntingdonshire Economic Forum	Ongoing	Links to Growth and Infrastructure strategy
2. Improve transport networks for business	2.1. Promotion of alternative ways of travel, particularly public transport, through Travel to Work (specialists in travel solution businesses).	Increased awareness of this initiative.	Cambridgeshire Chambers of Commerce	Ongoing	Links to Growth and Infrastructure strategy
3. Ensure land and premises for economic growth	3.1. Build Creative Enterprise Centre in St Neots.	Centre open by September 2008.	HDC	2008	Links to Growth and Infrastructure strategy
	3.2. Develop Enterprise Centre in Huntingdon with managed workspace units.	Centre open by March 2009.	Enterprise Agency	March 2009	
	3.3. Investigate provision of new home/work space in Oxmoor.	Options identified and forward plan developed.	Luminus Group	To be agreed	
	3.4. Fast track the investigation and development of an Enterprise Centre in Ramsey and low carbon employment	Options identified and forward plan developed	HDC	To be agreed subject to securing funding	

LOCAL ECONOMY STRATEGIC ACTION PLAN (2008 TO 2015)

Headline Objectives	Activity	Performance Indicators	Partners/lead Body	Timescales / Milestones	Links to other strategies
	development at former RAF Upwood. 3.5. Secure funding for hi-tech Manufacturing Campus in Huntingdon.	Engage with partners and undertake a feasibility study prior to funding bid	HDC/Partners	To be agreed – subject to land availability and partner engagement	
4. Improve ICT broadband/capacity	4.1. Host business event to discuss capacity in the district.	Business consultation event held by November 2008.	Huntingdonshire Business Network / HDC	November 2008	Links to Growth and Infrastructure strategy
Priority 3 – Skills Development					
1. Meet skills shortages	1.1. Liaise with agencies working with migrant workforce.	Regular communication of business views to the Health & Wellbeing Group.	All members working with migrant workforce	Ongoing	Links with Health & Wellbeing Action Plan
	1.2. Capacity building for Social Enterprise groups.	Increased support to new and existing Social Enterprises.	Business Link	Ongoing	Health & Wellbeing Action Plan
	1.3. Encourage acquisition of engineering skills in schools to facilitate take-up of apprenticeships.	Increased take up of apprenticeships.	St Neots Town Initiative	Ongoing	Children & Young People Group
2. Address skills for the future, particularly in key growth sectors	2.1. Redevelopment of Huntingdonshire Regional College facilities.	Improved and increased facilities.	Huntingdonshire Regional College	To be agreed subject to funding	Links with Health & Wellbeing Action Plan & Children & Young People Group
3. Maximise opportunities for	3.1. Provide and/or signpost skills training eg Train to	Increased awareness and take up of training.	Business Link	Ongoing	Health & Wellbeing Action Plan

LOCAL ECONOMY STRATEGIC ACTION PLAN (2008 TO 2015)

Headline Objectives	Activity	Performance Indicators	Partners/lead Body	Timescales / Milestones	Links to other strategies
workplace learning and training	Gain.				
	3.2. Boombizz – business simulation programme.	Increased awareness and take up of training.	Huntingdonshire Enterprise Service	Funding dependent	Health & Wellbeing Action Plan
	3.3. Develop and deliver skills development training courses.	Increased awareness and take up of training.	All Town Centre Initiatives/Partnerships	Funding dependent	Health & Wellbeing Action Plan
	3.4. Develop and deliver work experience programme.	Increased awareness and take up of training.	St Neots Town Initiative	Funding dependent	Children & Young People Group
	3.5. Develop and deliver engineering skills programme.	Increased awareness and take up of training.			
4. Promote learning and training opportunities for people in deprived communities and those who are long term out-of-work	4.1. Enterprise training – “Getting a Job & Keeping It” replicated in all secondary establishments.	Increased awareness and take up of training.	HDC/Young Enterprise/Connexions/ JobCentre Plus	Funding dependent	Children & Young People Group
	4.2. Boombizz – business simulation programme.	Reported increase of awareness and take up of training.	Enterprise Service	Funding dependent	Children & Young People Group
	4.3. JobSearch project.	Reported increase of awareness and take up of scheme.	Ramsey Town Centre Partnership	Ongoing	Health & Wellbeing Action Plan
5. Seek investment opportunities for learning and skills development	5.1 Relocation and improvement of Huntingdonshire Regional College facilities.	Development of a new integrated campus in Huntingdon.	Huntingdonshire Regional College	Funding dependent	Growth and Infrastructure
6. Increase retention of young people in learning and training	6.1. Liaison with PCDL (Personal Development & Community Learning Partnership).	Development of joint initiatives.	Huntingdonshire Economic Forum	2010	Children & Young People Group
	6.2. Train to Gain initiative.	Reported increase of awareness and take up	Business Link	2009	Children & Young People Group

LOCAL ECONOMY STRATEGIC ACTION PLAN (2008 TO 2015)

Headline Objectives	Activity	Performance Indicators	Partners/lead Body	Timescales / Milestones	Links to other strategies
		of training.			
7. Promote vocational opportunities for young people	7.1. Train to Gain initiative.	Reported increase of awareness and take up of training.	Business Link	2009	Children & Young People Group
8. Ensure the readiness and transition of young people to work	8.1. Young Chamber: presence within schools to engage with business process.	Reported increase of awareness and take up of training.	Cambridgeshire Chambers of Commerce	Funding dependent	Children & Young People Group
	8.2. Boombizz – business simulation programme.	Reported increase of awareness and take up of training.	Enterprise Service	Funding dependent	Children & Young People Group
	8.3. Work Experience programme.	Number of placements	St Neots Town Initiative	Ongoing	Children & Young People Group
	8.4. Young Enterprise programme.	Reported levels of involvement by Huntingdonshire schools.	Hunts Young Enterprise	Ongoing	Children & Young People Group
Priority 4 – Town Centre Support					
1. Increase the number of people using town centres	1.1. Regular accredited Farmers' Markets and specialist markets.	Quality and range of traders. Sustained footfall.	HDC/ Town Centre Initiatives/Partnerships	Ongoing	Environment Group Growth & Infrastructure Group
	1.2. Town Guides.	Appropriate levels of production and distribution for each town.	HDC/Town Centre Initiatives/Partnerships	Funding dependent	
	1.3. Training for retail and hospitality sectors.	Quality training delivered to meet business needs in each town.	HDC/Town Centre Initiatives/Partnerships	Funding dependent	
2. Encourage residents and businesses to buy local produce and services	2.1. Huntingdonshire Food & Drink Festival.	Event held 2008 Raised awareness of local producers	Hunts Food Festival Committee All Partners	2008	Environment Group
	2.2. Promote the 'Think			Ongoing	

LOCAL ECONOMY STRATEGIC ACTION PLAN (2008 TO 2015)

Headline Objectives	Activity	Performance Indicators	Partners/lead Body	Timescales / Milestones	Links to other strategies
	Local, Act Local' message.	Regular articles and promotion.	Town Centre Initiatives/Partnerships	Ongoing	
	2.3. Town Guides and Newsletters.	Scheme established and reported increase in local procurement.	St Ives Town Initiative	Funding dependent	
	2.4. Loyalty Cards.	Regular, well attended markets with a broad range of local traders.	HDC/ Town Centre Initiatives/Partnerships	Ongoing	
	2.5. Regular accredited Farmers' Markets and specialist markets.				
	3.1. Review of market towns retail offer.	Study complete by September 2009.	HDC	September 2009	Growth & Infrastructure Group
3. Increase the retail offer and mix	3.2. Focused Business Support.	Reported increase in uptake of advice.	Business Link	Ongoing	
	3.3. Business representation through partnership working, and lobbying.	Awareness of business views.	Cambridgeshire Chambers of Commerce/HBN/ Federation of Small Businesses/ HDC/Town Centre Initiatives/Partnerships	Ongoing	
	3.4. Inward Investment: focusing on specific retailers to enhance the offer and mix.	Improved retail offer in towns	Businesses/ HDC/Town Centre Initiatives/Partnerships	2010 -2011	Growth & Infrastructure Group
	4.1. Research and evaluate initiatives to promote the evening economy in all four towns.	Identify and prioritise initiatives for implementation.	Working Party representing all Partners	Funding dependent	Links with Environment Strategy; Crime and Community Strategy; Transport Strategy; Young People Plan; Growth & Infrastructure Group
4. Improve the evening economy					
5. Enhance town centre environments	5.1. Keep Ramsey Tidy initiative.	Quarterly promotion.	Ramsey Town Centre Partnership.	Ongoing	Environment Group

LOCAL ECONOMY STRATEGIC ACTION PLAN (2008 TO 2015)

Headline Objectives	Activity	Performance Indicators	Partners/lead Body	Timescales / Milestones	Links to other strategies
	5.2. Town Centre 'In Bloom' initiatives.	Seasonal displays in each town.	Town Centre Initiatives/Partnerships.	Ongoing	Environment Group
Priority 5 – Visitor Development					
1. Encourage local people to visit local attractions	1.1. Destination Management Website Project.	Live system in place by March 2009.	HDC/Huntingdonshire Association of Tourism (HAT)/Greater Cambridge Partnership	March 2009	
	1.2. Quality Assurance Scheme.	In place by March 2009.	HDC/HAT	March 2009	
	1.3. Review of all Town Maps, Retail and Business Guides, Tourism Leaflets, Specific Leaflets: Heritage, Waterways, Healthy Walks.	Priority publications identified and programme of development agreed.	HDC/Town Centre Initiatives/Partnerships	March 2011	
2. Encourage business visitors	2.1. Destination Management System – Develop website for local businesses to attract visitors. To include Weekend Break pages.	Live system in place by March 2009.	HDC	March 2009	
	2.2. Support an effective tourism network for Huntingdonshire.	Increased awareness of Huntingdonshire Association of Tourism activities.	All partners	Ongoing	
3. Market Huntingdonshire to prospective businesses	3.1. Carry out a review of marketing material.	Review current marketing provision by March 2010.	Huntingdonshire Economic Forum working group	March 2010	
4. Improve the mix of attractions, facilities and leisure opportunities	4.1. Investigate supporting the Ouse Valley Alliance to benefit the waterways economy.	Working Party established.	Environment Agency/Huntingdonshire Economic Forum	To be determined	Relevant to Environment Strategy, Growth & Transport Group.

LOCAL ECONOMY STRATEGIC ACTION PLAN (2008 TO 2015)

Headline Objectives	Activity	Performance Indicators	Partners/lead Body	Timescales / Milestones	Links to other strategies
5. Develop attractions and services for visitors, specifically overnight stay visitors	4.2. Development of cycleways to benefit the economy eg cycle hire.	Performance indicators for Actions 4.2 – 4.5 will be: Liaison with Growth and Infrastructure Group.	Huntingdonshire Economic Forum		Supports Cycling Action Plan (expected December 08 HDC & CCC); Transport Group; Environment Strategy. Relevant to Environment Strategy,
	4.3. Spa/Leisure/Hotel Facility.		HDC	Dependent on site and funding	
	4.4. Green Corridor Project.				Growth & Transport Group
	4.5. Priory Waterfront Development.				
	5.1. Promote National Quality Assurance rating scheme for accommodation providers and attractions.	Increase in number of quality assured businesses.	HDC/Huntingdonshire Association of Tourism	2009/2010	
5.2. Key celebratory events throughout the district.		Number of hosted events.	Town Centre Initiatives/Partnerships /Specialist Groups	Ongoing but funding dependent	
	5.3. Look at current offer provided within the district and look at complementary activities or actions.	Development Plan produced.	Huntingdonshire Economic Forum	2013	
	Priority 6 Sector Development - Develop a cohesive range of support and initiatives across 4 key sectors: - Creative Industries, Environmental Science and Technologies, High Value Manufacturing and Hi-Tech Enterprises				
1. Developing business support and promoting training for individuals and businesses	1.1. Specialist advisors in all growth sectors.	Number of businesses supported.	Cambridgeshire Chambers of Commerce/ Business Link/ Enterprise Services	Ongoing	

LOCAL ECONOMY STRATEGIC ACTION PLAN (2008 TO 2015)

Headline Objectives	Activity	Performance Indicators	Partners/lead Body	Timescales / Milestones	Links to other strategies
2. Improving the development of networks for collaboration and the fostering of supply chains	2.1 Provide seminars with speakers and networking opportunities, case studies and the sharing of best practise.	Number of events held.	Cambridgeshire Chambers of Commerce Business Link	Ongoing	
	3. Cultivating a dynamic cluster within each key sector	3.1 Promote Manufacturing Club in Huntingdonshire. 3.2 Establish Creative Industries virtual community network linked to Enterprise Centre in St Neots.	HDC/ St Neots Town Centre Initiative/ Cambridgeshire Chambers of Commerce HDC	2009/10 2010/11	
4. Harnessing the world-class expertise of our key sectors and utilising for growth	4.1 Identify opportunities for employment growth with partner organisations and develop initiatives.	Delivery plan agreed.	Local and sub-regional Business Support Partners	2011	
5. Encouraging employment creation within the sectors in both the market towns and rural areas of our district	5.1 Promoting the profile and strength of the Creative Industries in the district to attract new businesses to Huntingdonshire.	Number of new jobs created.	Local and sub-regional Business Support Partners	2011	
	5.2 Develop St Neots Creative Enterprises Centre	Creative Enterprise Centre open by September 2008.	HDC	September 2008	

Growth & Infrastructure

New development will place additional demands on the district's physical and social infrastructure. Dealing positively with this growth will help to deliver sustainable communities. It is essential that growth is appropriately directed and opportunities are maximised. A key challenge for Huntingdonshire will be to ensure that the infrastructure, transport network and community/leisure facilities in new or expanded communities meet demand and that the growth in jobs matches new housing and addresses previous imbalances. In order to deliver sustainable communities it is also important that growth in housing maximises the opportunities for affordable homes

Outcomes:

- Sustainable patterns of growth and development
- Sufficient housing to meet future needs
- Appropriate business infrastructure to support sustainable growth of the economy and reduce out commuting
- An upgraded and managed transport network, including public transport to service existing and growing communities effectively and safely.
- Enhanced market town centres that serve their surrounding area
- Appropriate flood risk management, sustainable water supply and sufficient provision of utilities including the development of local renewable sources of energy
- Improve health, education/learning, training, community, leisure and local and strategic open space through the appropriate provision of facilities to meet current and future needs
- New and upgraded homes and other buildings which are well designed, well maintained and contribute to lowering carbon emissions

Sustainable patterns of growth and development

- Ensure appropriate policies and plans are in place to meet the infrastructure needs
- Ensure effective and realistic delivery plans are in place

Sufficient housing to meet future needs

- Ensure an appropriate supply of new housing to at least meet RSS targets
- Increase supply of affordable housing (including key worker)
- To reduce the occurrence of homelessness

Appropriate business infrastructure to support sustainable growth of the economy and reduce out commuting

- Ensure land, premises and infrastructure are available for the development of key sectors to support economic growth, including:
 - Advanced manufacturing
 - Environmental technologies
 - high tech industries such as telecommunications; and
 - creative industries

74

Enhanced market town centres that serve their surrounding area

- Appropriate re-developed and new floor space to enable an improved mix of retail, leisure, commercial, cultural and public facilities
- Enhanced public realm
- Appropriate level of managed car parking

Appropriate flood risk management, sustainable water supply and sufficient provision of utilities including the development of local renewable sources of energy

- Appropriate flood risk management measures in place
- Develop capacity for renewable energy
- Sustainable water supply
- Develop utility provision including ICT (Broadband capacity)

Improve health, education/learning, training, community, leisure and local and strategic open space through the appropriate provision of facilities to meet current and future needs

- Provide appropriate cultural, leisure and community infrastructure
- Provide appropriate local green, recreational and open space
- Provide appropriate networked strategic green open space
- Provide appropriate health and social care infrastructure
- Provide appropriate life-long education/ learning and training facilities

New and upgraded homes and other buildings which are well designed, well maintained and contribute to lowering carbon emissions

- Ensure the building of new homes and commercial/public premises comply to zero carbon standards by 2016 and Lifetime Home Standards
- Improve energy and water efficiency of existing homes, commercial and public buildings
- Ensure design and location of public services as far as possible reduce carbon emissions
- Ensure design and location of community services as far as possible reduce carbon emissions
- Well maintained/decent homes
- Conserved heritage assets

An upgraded and managed transport network, including public transport to service existing and growing communities effectively and safely.

- Enhanced strategic highway capacity and safety
- Improved public transport
- Enhance the physical integration of bus/train/taxi/cycle/pedestrian services (including provision for people with mobility issues)
- Increase cycle and footway networks (particularly to key services in towns and villages)
- Develop improved access to services and facilities by community-based transport

Health & Wellbeing

Promoting health and wellbeing, protecting health and intervening to improve health and high quality health care are key to maintaining sustainable communities. To achieve this, the partnership will need to address health inequalities, intervene to alter situations with negative health impacts, promote healthy lifestyles, ensure well maintained (decent) homes and provide/promote opportunities for active leisure and cultural activities

Outcomes:

- Appropriate culture and leisure opportunities
- Reduced health inequalities
- Individuals choose healthy lifestyles
- Reduced accidents
- Increased opportunities for vulnerable people to live independently

Appropriate culture and leisure opportunities

- 75 • Develop culture & leisure opportunities
- Provide accessible opportunities - things to do, particularly Children and Young People and those with disabilities
- Address play needs as identified in the Play Strategy
- Address culture needs as identified in the Cultural Strategy
- Promote awareness of active leisure activities
- Improve access to the countryside and green space
- Provide arts and entertainment including performance exhibition spaces
- Enhance access to heritage
- Provide good quality and quantity of leisure services including modernisation
- Ensure sufficient quality and quantity of indoor and outdoor sporting infrastructure

Reduced health inequalities

- Narrow the gap of inequalities between areas in the district

Individuals choose healthy lifestyles

- Reduce the number of people who smoke
- Tackle obesity – improve nutrition and physical exercise in children and adults
- Promote active and healthy lifestyles
- Reduce alcohol and drug misuse
- Improve sexual health
- Promote mental health well being
- Reduce teenage pregnancies

Reduced accidents

- Reduce workplace accidents
- Prevent falls by older people
- Prompt and efficient disabled facilities grants/adaptations

Increased opportunities for vulnerable people to live independently

- Promote the independence of older people
- Increase provision for homeless and young people
- Support the housing needs of other vulnerable groups where appropriate

Environment

To reduce emissions of carbon and other greenhouse gases we must focus on a more balanced transport system with an emphasis on reducing travel demand and increasing sustainable modes of travel, and also look to influence the way energy is used and produced in the District. By focusing our efforts on vulnerable groups we help protect them from the impacts of fuel poverty.

It is important to safeguard both the urban and rural heritage of the District, to protect the quality of green space and ensure adequate provision for present and future generations. We must make this environmental capital accessible to all, while realising its economic potential for the benefit of visitors and residents alike.

We all have concern for our local environment – the places in which we live, work and play. Our streets, local park, village or town, as well as the organisations and businesses that we work within, all impact on the environment. We must maintain our local environment to a high standard, while at the same time reducing our impacts on the broader global environment

Outcomes:

- Mitigate and adapt to climate change
- Efficient use of resources
- An environment that is protected and improved

76

Mitigate and adapt to climate change

- Increase energy efficiency
- Encourage renewable energy
- Reduce travel and emissions to air
- Adaptation to climate change

Efficient use of resources

- Encourage sustainable purchasing
- Efficient water use
- Make the best use of land
- Reduce waste

An environment that is protected and improved

- Reduce contaminated and polluted land
- Protect & enhance biodiversity & open space
- Protect and enhance urban & rural character
- Maintain a clean & safe Huntingdonshire

Children and Young People

Outcomes:

- Services that are designed and evaluated by children and young people
- Effective and sustained support is available for all parents and carers especially those that are vulnerable and/or have vulnerable children and young people
- Safe, accessible, positive activities for children and young people
- A safe clean environment for children and young people
- Positive images of children and young people
- Education and training opportunities for all children and young people

Services that are designed and evaluated by children and young people

- Develop structures to facilitate children and young people's active involvement in delivery of services
- Encourage and support children and young people's active involvement in the implementation of the Sustainable Community Strategy
- Monitor the impact of children and young people's active involvement; ensure feedback and develop an evidence base

Effective and sustained support is available for all parents and carers especially those that are vulnerable and/or have vulnerable children and young people

- Develop sustainable support for vulnerable parents/carers and families
- Develop frameworks for involving parents and carers in the delivery of services and monitor impact
- Develop a balance of 1:1 and group support

Safe, accessible, positive activities for children and young people

- Increase the range of opportunities for children and young people to meet in informal and safe environments
- Improve access to existing facilities
- Provide opportunities for leadership and volunteering and peer mentoring for young people

A safe, clean environment for children and young people.

- Develop local initiatives to improve the environment for children and young people
- Address fear of crime

Positive images of children and young people

- Bridge the generation gap
- Encourage positive images of children and young people

Education and training opportunities for all children and young people

- Raising the aspirations of children and young people
- Develop training and employment opportunities based on the needs of young people

Inclusive, Safe and Cohesive Communities

Huntingdonshire has relatively low levels of deprivation. However, there are some small pockets of deprivation that need to be addressed. Huntingdonshire also experiences relatively low levels of crime, but in order to make our communities 'safe', we need to reduce crimes such as burglary, violence against the person and acquisitive crime and address anti-social behaviour and reassurance. In order to create successful cohesive communities it is important to promote active communities with opportunities for cultural, leisure, community and volunteering activities. It is vital that we ensure the delivery of good transport services and communication linking people to jobs, health facilities and other services and that we ensure the availability of information, advice and guidance.

Outcomes:

- Accessible services for all
- Appropriate community transport
- Vibrant and cohesive communities
- Reduced anti social behaviour
- Reduced crime
- Reduced fear of crime
- Good opportunities for life long learning
- Effective neighbourhood management in appropriate communities
- Better working with young people
- Appropriate lifestyle opportunities for older people

Accessible services for all

- Increase access to services for young and older people and in rural areas
- Promote different ways of providing services in communities
- Ensure access to information, advice and guidance

Appropriate community transport

- Affordable transport for job seekers, young people and those on low incomes

Vibrant and cohesive communities

- Promote community based/run activities
- Promote community involvement
- Address the needs of migrant workers and non settled communities including gypsies and travellers
- Address the needs of existing communities where a change in population occurs
- Engage with new and developing communities
- Provide specialist support

Reduced anti social behaviour (inc. criminal damage)

- Reduce alcohol related anti social behaviour
- Address anti-social behaviour
- Reduce vehicle related anti social behaviour

Reduced crime

- Reduce alcohol and drug misuse
- Reduce re-offending
- Reduce the incidences of violence against people including domestic abuse

Reduced fear of crime

- Promote safer by design

Good opportunities for life long learning

- Support and increase the capacity of learning communities and facilities for out-reach learning
- Increase access to formal and informal learning opportunities
- Provide opportunities for family learning
- Address the lack of basic skills
- Promote opportunities for local people to improve or gain skills through cultural, leisure and volunteer activities

Effective neighbourhood management in appropriate communities

- Implement neighbourhood management in Ramsey, Oxmoor and Eynesbury
- Investigate neighbourhood management in other communities
- Promote the engagement of communities in the provision and running of services.

Better working with young people

- Engage with young people
- Reduce the risk of young people being victims
- Reduce the risk of young people perpetrating crime

Appropriate lifestyle opportunities for older people

- Appropriate lifestyle opportunities for older people
- Provide opportunities for lifelong learning

Economic Prosperity

To maintain a flourishing and diverse local economy, it is vital that we increase investment in our local economy. Dynamic job and business creation will benefit the local community and provide a wide range of employment opportunities. It is important that we maintain a high level of business support, promote the development of key growth sectors, maintain the economic viability and vibrancy of our town centres and ensure that skill levels support economic prosperity. Previously, housing and population growth has outstripped job growth and it is important that this imbalance is addressed to maintain and develop our flourishing economy

Outcomes:

- A comprehensive level of business support
- An appropriate physical infrastructure to support sustainable growth of the economy
- Skills that support economic prosperity
- Vibrant town centres
- Increased visitor numbers
- Well developed key growth sectors

A comprehensive level of business support

- Co-ordinate the delivery of advice and support for new start ups
- Ensure the availability of general business services and advice across the district
- Ensure specific business advice, for key growth sectors, rural businesses, young people, migrant workers and businesses looking to re-locate here
- Enable the growth of small and medium sized businesses
- Ensure appropriate (de) regulation
- Promote strong business to business networks
- Develop appropriate services and support for businesses already in the district and those looking to locate within Huntingdonshire

An appropriate physical infrastructure to support sustainable growth of the economy

- Improve public transport
- Improve transport networks for business
- Ensure land and premises for economic growth
- Improve ICT broadband/capacity

Skills that support economic prosperity

- Meet skill shortages
- Address skills for the future, particularly in key growth sectors
- Maximise opportunities for workplace learning and training
- Promote learning and training opportunities for people in deprived communities and those who are long term out of work
- Seek investment opportunities for learning and skills development
- Increase retention of young people in learning and training
- Promote vocational opportunities for young people
- Ensure the readiness and transition of young people to work

Vibrant town centres

- Increase the number of people using town centres
- Encourage residents and businesses to buy local produce and services
- Increase the retail offer and mix
- Improve the evening economy
- Enhance town centre environments

Increased visitor numbers

- Encourage local people to visit local attractions
- Encourage business visitors
- Market Huntingdonshire to prospective businesses
- Improve the mix of attractions, facilities and leisure opportunities
- Develop attractions and services for visitors, specifically overnight stay visitors

Well developed key growth sectors (Creative Industries, Environmental Science, Technologies, High Value Manufacturing and Hi-Tech Enterprise)

- Develop business support and promote training for individuals and businesses
 - Improve the development of networks for collaboration and the fostering of supply chains
 - Cultivate a dynamic cluster within each key sector
 - Harness the world-class expertise of our key sectors and utilise for growth
- Encourage employment creation within the sector both in the market towns and rural areas of our district

CABINET

26 JUNE 2008

CONSULTATION ON THE SUPPORTING PEOPLE REVIEW OF HOME IMPROVEMENT AGENCIES

(Report by the Head of Housing Services)

1. PURPOSE OF THE REPORT

- 1.1 To respond to consultation on the Supporting People's County-Wide Review of Home Improvement Agencies (HIAs).

2. BACKGROUND TO THE REVIEW

- 2.1 Supporting People (SP) is a programme which funds, monitors and reviews housing related support services for vulnerable people. The SP grant is used to pay for services aimed at helping vulnerable people to live independently in their homes.
- 2.2 HIAs in Cambridgeshire are funded by Supporting People; the PCT; Cambridgeshire County Council; and for HDC's HIA this Council. Additionally, fees are charged on the capital works undertaken in homes. The capital grant is funded in part by CLG and part by the local authority.
- 2.3 A review of Home Improvement Agencies (HIAs) across the county was commissioned by Cambridgeshire's Supporting People's Commissioning Body as part of its wider strategic review of services. Each service commissioned will be reviewed at some point. This is the second review of HIAs, the first being in 2004/05.

3. THE REVIEW

- 3.1 The Review report is attached. The 'Key Findings' of the Review are at the beginning of the document, with the supporting information in the body of the Review.
- 3.2 The Review was undertaken by a group of officers representing all the funding bodies; in addition to staff from the HIAs and 'Foundations', the national body for HIAs.
- 3.3 The consultation deadline is 6 August 2008. A suggested consultation response is attached at Annex A.

4. IMPLICATIONS FOR HUNTINGDONSHIRE'S HIA.

- 4.1 In general, the Huntingdonshire HIA compares favourably to other HIAs with regards to volumes of works carried out and the cost of works. All HIAs are rated high on the quality of service provision.

- 4.2 The most significant implication for this Council's HIA is that the Supporting People's Commissioning Strategy (approved by all of the partners) is based on services being exposed to competition in order to ensure value for money. Delivery of this Strategy, in the case of HIAs, relies on the full support of all funders because effectively it will be joint procurement. For competition not to be applicable to HIAs the Commissioning Strategy would need to be modified.
- 4.3 The Review recommends that any new contracts resulting from procurement should not commence before 1 April 2010, which is when the current Supporting People contract expires. If the Commissioning Strategy is applicable then EU procurement rules would apply, therefore, the County's own exemptions to contract regulations would not be applicable (Appendix 7 of the Review report).
- 4.4 In addition to Supporting People grant, the County Council also pays a contribution from a different budget known as 'Prevention Grant'. The PCT has indicated that, due to their budget pressures, they would be willing to test the market but that there is not a mandatory requirement at this time. In 2007/08 these combined contributions totalled £80,135. In addition this Council contributed £64,539; and fees of £94,400 made up the funding total to £239,074.
- 4.5 The Review consultation seeks the views of this Council on whether it is willing to enter into a joint funding agreement and to market test the HIA service. Potentially if this Council were to object to the market testing of the service then two, if not three, of the other funders may withdraw their financial support, leaving the Council with a significant funding deficit.
- 4.6 It is the City and district councils that have the statutory duty to administer DFGs, albeit that DFGs do not have to be delivered by an HIA. However, the provision of a HIA is the nationally recognised way of supporting vulnerable people through the procurement of adaptations to their homes, providing advice, and accessing other funding sources for applicants. The HIA also delivers part of the Council's *Private Sector Housing Strategy* by the provision of discretionary grants, technical inspections for landlord grants, and signposting to other services.
- 4.7 If it were decided not to enter into market testing then potentially an MTP bid would be made to make up for any funding shortfall. The market testing of HIA services has the potential to deliver savings to funders.
- 4.8 This Council's HIA has five staff. If testing the market is agreed then, at a later date, the council will need to decide whether an in-house bid would be made for the current contract area (Huntingdonshire) and/or bid for different geographic areas

individually or jointly with other HIAs or other potential bidders. If an in-house bid was not made or was unsuccessful then, in the opinion of officers, TUPE would apply and staff would be transferred to the successful bidder.

5. RECOMMENDATION

That Cabinet consider the draft consultation response at Annex A.

BACKGROUND INFORMATION

Contact

Officer:

Steve Plant

 **01480 388240**

Consultation Questions

- 1. Do you agree with the key findings in the report? If not, please provide supporting reasons.**

The key findings appear to be an accurate summary of the significant issues in the body of the report.

- 2. Is anything missing from the Review that you feel is relevant and should be considered?**

It is disappointing that the PCT were unable to provide an estimate of when equity will be reached in OT assessments throughout the county.

There is not mention of equality and diversity and whether the customer base of each HIA is proportionate to the diversity of the population, relative to need.

- 3. Are there any items that should be included or deleted from the draft Action Plan? If so, please provide supporting reasons.**

No.

- 4. Please add any general comments that you may have.**

The review seemed to be thorough but consideration could first be given to shared services across the county as opposed to market testing. Please see below.

The next questions are for Commissioners (the funders of HIAs) to complete.

- 5. What are your views on entering into formal joint commissioning of HIA services for the length of the contract (irrespective of market testing the service)?**

The district council recognises that it would be beneficial to get certainty of funding over a longer period from other sources, in particular the PCT and adult social care via 'Prevention Grant'. The report gives illustrations of how the 'prevention agenda' works carried out via HIAs saves money far in excess of their financial contributions. Indeed there is a case for increased financial support from the PCT and social services' 'Prevention Grant'.

The district council looks on its HIA as a main stream service and as such the service is no different to any other service provided by

the council in that financial provision is made in medium term planning and is subject to annual agreement by the council of budgets for the following year.

This council agrees that it would be beneficial to have a formal joint funding agreement between Supporting People, 'Prevention Grant' and the PCT. It is these funding streams that are uncertain.

6. Do you agree to the market testing of HIA services for a proposed contract commencement April 2010? Please provide supporting reasons.

Whilst all commissioners are keenly interested in delivering improved customer care, greater efficiency and/or lower costs this council is not convinced that the market testing of services is necessarily the best way forward. However, it is recognised that if the Supporting People Commissioning Strategy is adhered to then EU procurement rules would also be applicable, and they cannot be circumvented.

It is this council's belief that if two or more authorities came together to provide services not to each other but to the general public then it may be possible for one authority to grant aid another, without needing to procure under the EU regime such as is done by the PCT and 'Prevention Grant', and previously by Supporting People. However, if this is true then it would be contrary to the Supporting People's Commissioning Strategy. However, it would be within remit of the Commissioning Body to modify their Commissioning Strategy.

This council would like to make the following points.

The HIA structure locally is relatively small at 5 employees. The main operating costs for an Agency are its staffing budgets and overheads. Formal contract specifications and contract conditions tend to make small operations such as HIAs add cost to tenders because of their potential contracted liabilities. A service contracted for the same geographic area is unlikely to drive down cost. Indeed the cost of tender preparations is likely to add to their overheads and/or their direct costs or reduce productivity whilst time is taken up on tender preparation.

To be able to make any savings via tendering it is apparent that there will need to be some staff and/or overhead reductions. At a local level the Agencies independently have arrived at the same relative staffing levels. Four or five staff seems to be the required level of staffing for a local delivery team despite what appears to be different volumes of work carried out by each HIA. Therefore, to deliver any saving from a tendering exercise HIA services would need to be delivered in a different way across the county.

Larger HIAs serving more than one geographic area would potentially provide some rationalisation of staffing structures. This would assist with what seems to be disproportionate outputs from similar staffed HIAs. The optimum for staff saving would potentially be for one HIA to cover the county. Of course providing a local presence and maintaining the existing high level of quality would be prime considerations.

There are also TUPE considerations. Staff earnings would be protected, therefore, any tenderer (internal or external) would need to reflect existing staffing costs (not overheads) however they are aggregated via geographic areas. Therefore, the scope for significant tender savings is reduced except for long duration contracts.

An alternative to market testing could be shared services across the county which could potentially drive out some targeted savings, over time, by natural staff turnover and efficiencies. Perhaps with a cost reduction target similar to that which might reasonably be expected from any market testing exercise, which has been undertaken and achieved savings elsewhere for similar services. This approach would require the Commissioning Body to modify its Commissioning Strategy.

If a modification to Commissioning Strategy is not considered appropriate then the assumption would be that EU procurement rules apply. Under these circumstances this council would be prepared to test the market on the assumption that costs would be no greater than predicted at April 2010, and the quality of service would not be less than currently provided to the residents of Huntingdonshire.

This council would expect the cost of specification and procurement to be met by Supporting People because it is the instigator of market testing.

CONSULTATION DRAFT

CAMBRIDGESHIRE
SUPPORTING PEOPLE

REVIEW

HOME IMPROVEMENT AGENCY
SERVICES
2007/08



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CONTENTS

	Page Number
Acknowledgements	6
Introduction	7
Key Findings	8
Strategic Priorities and Relevance	
Current Service Provision	
Current Funding Arrangements	
Quality and Performance Monitoring	
Re-Commissioning of HIA Services	
The Review	11
Chapter 1 Background and Drivers for the Review	11
Background	
Drivers for the Review	
Chapter 2 Methodology	13
Project Structure	
Project Plan	
Chapter 3 Strategic Priorities and Relevance	14
Legislative Framework	
Population	
National Strategies	
Regional, Sub-Regional and Local Strategies	
Summary	
Chapter 4 Current Service Provision	18
HIA Structures	
Staffing Structures	
Core Specification	
Advice, Information and Sign-Posting	
Prevention Agenda	
Promotion and Publicity	
Disabled Facilities Grants	
Complex Cases	
Repairs and Improvements	
Other works	
Handyperson Schemes	
Work with Social Landlords	
Scope for Efficiencies and Improved Effectiveness	

Chapter 5	Current Funding Arrangements Current Funding Arrangements HIA Operational costs Current Grant Spend – Capital Budgets Procurement of Adaptations & Repair Works – Value for Money	27
Chapter 6	Quality and Performance Monitoring Quality Standards HIA Quality Mark and SP QAF The Current Grades of QAF and HIA Quality Mark Customer Satisfaction Future Options for Monitoring Quality Performance Monitoring Current Performance Indicators Future Performance Monitoring Advisory Panels/Groups and Management Committee Co-location of Occupational Therapists and Liaison Arrangements	33
Chapter 7	Re-Commissioning of HIA Services Supporting People Contract Cambridgeshire Supporting People Commissioning Strategy Joint Commissioning/Joint Funding Agreement Length of Contract The Contract Areas The Market Players What has been done elsewhere? Bids from Existing Cambridgeshire HIAs The Timing of Procurement Cost of the Procurement Process Residual Costs/Savings Contract Monitoring Conclusions	39

Tables

		Page Number
Table 1	Staffing structure of HIAs	18
Table 2	Volume of disabled facilities grants processed by HIAs	22
Table 3	Occupational Therapy Waiting List October 2007 – March 2008	22
Table 4	Occupational Therapy Maximum Waiting times (February 2008)	22
Table 5	Volume of repairs assistance grants/loans processed by HIAs	24
Table 6	Value of building works completed by HIAs without grants/loans	24
Table 7	Current revenue funding support of HIAs by district	27
Table 8	Operational costs (Revenue)	28
Table 9	Capital commitment of each local authority for DFGs	28
Table 10	Capital commitment for Repairs Assistance Grants/loans	29
Table 11	Volumes of eligible works (DFGs) for 2007/2008 (Until Feb 2008)	30
Table 12	Cost of eligible works (DFGs) for 2007/2008 (Until Feb 2008)	31
Table 13	Results of Customer Satisfaction Surveys	34

Appendices

Appendix 1	Action Plan from 2004/05 Review of HIAs
Appendix 2	Project Plan
Appendix 3	Demographic Information
Appendix 4	Strategic Priorities and relevance
Appendix 5	Better outcomes, lower costs (Summary) – Office for Disability Issues
Appendix 6	Performance Statistics
Appendix 7	Exemptions to Cambridgeshire County Council Contract Regulations
Appendix 8	Options Evaluation
Appendix 9	References
Appendix 10	HIA Review 2007/08 Action Plan
Appendix 11	Consultation Questionnaire

Acknowledgements

The review and this report have been compiled with the support and assistance of the following agencies:

Cambridgeshire County Council
Supporting People Partnership
Cambridgeshire Primary Care Trust
Cambridge City Council
East Cambridgeshire District Council
Fenland District Council
Huntingdonshire District Council
South Cambridgeshire District Council
Cambridge Home Aid
Care & Repair East Cambridgeshire Ltd.
Care & Repair West Norfolk
Huntingdonshire Home Improvement Agency
South Cambridgeshire Home Improvement Agency
Foundations

Thanks are due to all Members of the Project Board and the Project Sub-groups for their time and effort in completing the Review. A particular thank you to the Housing Strategy Manager at Huntingdonshire District Council who coordinated and substantially drafted the Review report.

A special mention must be made of the time contributed by the Home Improvement Agency Managers who have responded to numerous requests for information whilst maintaining a quality service to their customers throughout the Review.

Steve Plant, Head of Housing Services, Huntingdonshire District Council
Review Chairman.

Date: May 2008

INTRODUCTION

This Review has been commissioned by Cambridgeshire Supporting People Commissioning Body as part of their wider strategic Review of services. The Review has considered the existing service and structures, local, regional and national strategic priorities and commissioning strategies.

Home Improvement Agencies are locally based not-for-profit organisations. They assist older, disabled and vulnerable people to remain living in their homes independently by helping them to repair, improve, maintain or adapt their home.

Funding for HIAs comes from a number of sources including Supporting People Grant, Local Housing Authority budgets, County Council Prevention Grant, Primary Care Trust (PCT) funding and fees.

There are three main types of structures for Home Improvement Agencies:

1. Registered Social Landlords - managing the service on behalf of the local authority independently
2. Independent Agencies - locally owned community-based organisations operating independently from the local authority and depending on a diverse range of funding streams.
3. In-house local authority agencies - often having evolved from grants departments. HIAs that are set up as in-house agencies often have independent budgets and advisory groups to enable them to act with some degree of independence from the local authority.

Cambridgeshire is a two tier authority with five local authority areas. Each area has a Home Improvement Agency service:

- East Cambs has an independent Care & Repair agency registered as an Industrial and Provident Society, established in 1995;
- Fenland uses the services of an in-house agency of an authority in Norfolk.
- Cambridge City, South Cambs and Huntingdonshire all have in-house agencies.

This review goes beyond a traditional Supporting People review because the Home Improvement Agencies (HIAs) carry out services over and above the adaptation of homes for those with disabilities and associated support to clients they also deliver, to a varying degree, part of the local authority's private sector housing strategy and meet the prevention strategies of commissioners.

The HIA service county-wide is relatively big business with annual revenue funding in excess of £1m, and the HIAs procuring work on behalf of City and District Council's in excess of £5m.

The review team has maintained throughout the process the overarching principle that the review should be very customer focused and that the service clients receive should, as a result be as good as, or better than, the service currently provided.

KEY FINDINGS

Strategic Priorities and Relevance (Chapter 3)

1. It is clear that the services that HIAs provide ensure the ongoing independence of vulnerable households. Adoption of a preventative role meets not only current but future strategic priorities of all commissioners, a role that has recently been recognised nationally as delivering savings to both Health and Social Care budgets.
2. Changes to National Performance Indicators and delivery and monitoring of more services via Local Area Agreements will result in a more County based approach in future.
3. In order to be 'fit for the future' the service needs to be flexible enough to withstand any future demands placed upon it in relation to either increased volumes of work or increased types of service provision.
4. Prior to this review the PCT commissioners did not have an understanding of the services provided by the HIAs and the impact on PCT strategies and contributions made to their performance indicators.

Current Service Provision (Chapter 4)

5. The five Agencies have largely similar staffing structures. Since the last Supporting People Review there is now very good and effective joint working arrangements and regular meetings across Cambridgeshire.
6. The core specification should be more flexible, it should be more 'outcome focused' and less prescriptive in how the service should be delivered.
7. Publicity of services available varies depending on the Agency. This could lead to inequitable access. Some joint publicity has been carried out. There is scope for increased joint publicity.
8. The impact of OT referrals on the financial viability of HIAs should not be underestimated. Close working with the PCT to accurately predict demand for DFGs is essential to ensure adequate funding for DFGs is provided by the local authorities and adequate staff resources to process the DFGs are provided by the HIAs
9. Some Handyperson services are provided although they have varied funding sources and individual HIAs have limited ability to influence that funding. It is considered inappropriate to seek each HIA to provide a handyperson service. However signposting to those services, where they exist, should be included in the core specification.

Current Funding Arrangements (Chapter 5)

10. There is not a consistent level of funding of HIAs. Funding from Commissioners other than Supporting People is generally insecure and is agreed on a year by year basis providing a basic lack of financial security for HIAs. The level of funding is also variable and inconsistent across authorities and there is no rationale to the level of Supporting People Grant to the agencies.
11. An attempt was made to examine the running costs of HIAs via completion of a common template. The responses varied at the 'detail' level resulting in non comparable information. The total operational costs vary significantly between HIAs leading to a lack of confidence in their accurate completion. To examine operational costs further would be quite a major time consuming task and consideration needs to be given as to whether the effort would be justified by the potential benefits of comparison between HIAs
12. There is no relationship between investment and outputs for local housing authorities and no clarity of cost for the individual Agency's delivery of private sector housing activities. Fenland DC is the only local housing authority which has a Service Level Agreement for monitoring of performance and delivery on services other than for Supporting People Grant.
13. The volumes of work carried out, the cost of service provision and the capital cost for Disabled Facilities Grants have been compared during the review and there is a relatively wide range in the cost of common works. It is beyond the scope of this review to drill down further to understand these differences. This is a matter for individual City and District councils to satisfy themselves that value for money is being obtained by their HIA, however value for money of capital works will be a key consideration when commissioning future services.

Quality and Performance Monitoring (Chapter 6)

14. The customer feedback via satisfaction surveys for the current service provision at the completion of the works (DFGs) and one year on, is high. Therefore there does not appear to be any shortfalls in the quality of service provided.
15. The Cambridgeshire authorities are jointly agreeing 35 Indicators from the new National Indicator set. Once these are agreed it would be appropriate to establish how HIAs can contribute to meeting these national targets and include performance monitoring within the specification.
16. Liaison between Agencies and OTs works well in each district. When considering the benefits of co-location of occupational therapists with HIAs it was concluded that liaison/co-operation is more to do with individual personalities than where staff are located, therefore, co-location was not considered to be of material benefit.
17. There may be scope for HIA staff to be trained as 'Trusted Assessors' for simple assessments. This could improve turnaround times for customers and allow OTs to concentrate on the more complex cases.

Re-Commissioning of HIA Services (Chapter 7)

18. Commissioners have officers that serve on the Commissioning Body and elected members/officers that serve on the Joint Member Group of Supporting People. The Commissioning Body has approved and the Joint Member group has endorsed the Supporting People Commissioning Strategy.
19. The Supporting People Commissioning Strategy has a presumption that, unless an exemption is granted from the County Council's procurement *Contract Regulations*, the service will be re-commissioned (put out to tender) when steady state contracts are renewed. Contracts are due for renewal on 1 April 2010. These contracts will be above EU thresholds.
20. There is currently no formal joint commissioning agreement between funders. If the service is to be jointly commissioned' then each party needs to specify which services they require in addition to the core specification. Funding needs to be specified along with performance monitoring requirements.
21. Whilst it is implicit that commissioners have awareness of the implications of agreeing the Supporting People Commissioning Strategy, it is recommended that commissioner's views are sought on joint commissioning and tendering of services as part of the consultation process of this Review.
22. A new Government funding stream is anticipated through the LAA for Handyperson schemes as announced in the new Strategy for Housing in an Ageing Society. There will be an opportunity for commissioners to utilise this funding either through HIAs or other delivery mechanism to ensure equal access to this type of service across the county to support the LAA priorities. This is however outside of the remit of this review.
23. A number of actions have been identified during the review and an action plan has been created to begin to capture these areas of work (Appendix 10). The draft action plan does however form part of this report and will be consulted on as part of the consultation process.

THE REVIEW

Chapter 1 Background and Drivers for the Review

1.1 Background

Home Improvement Agencies (HIAs) are locally based not-for-profit organisations that assist older, disabled and vulnerable homeowners, private sector tenants and housing association tenants to repair, maintain or adapt their homes. Many also provide advice and support on benefits, and operate schemes for energy efficiency and warm homes, crime prevention and accident reduction.

In Cambridgeshire the HIAs are funded through a variety of means including Supporting People Grant; Prevention Grant from the County Council; Local Housing Authority contributions and grant from the Primary Care Trusts. In addition to this, fees are raised on disabled facilities grants; repairs assistance loans and private works payable through the capital grant, and some HIAs receive charitable funding and funding from other sources.

A Supporting People Review was carried out of the Home Improvement Agency Service in Cambridgeshire in 2004/05. An Action Plan was agreed with actions identified to implement a core specification for HIA services and agree performance measures and ensure funding streams were identified. (Appendix 1)

The Action Plan was implemented to timetable and the Core Specification came into operation from April 2005. As a result of this all HIAs in Cambridgeshire now offer the same core service to customers although there are some differences in additional services offered. These largely relate to the amount of funding available and the requirements of the local authority.

One aspect of the Best Value Review that was not addressed was the need for consistency and certainty in future funding of the service. The HIAs need to have secure funding for a reasonable period of time in order to operate their services. Commissioners need to see a value for money service, and for efficiencies to be found by considering the options for delivering the service in different ways.

This Review therefore, seeks to bring together funding streams, consider mechanisms to achieve robust joint commissioning between partners and explores value for money and efficiencies within the service.

1.2 Drivers for the Review

There were a number of drivers for the Review, which was originally planned for 2008/09. However, the uncertainty around funding from the Primary Care Trust and the time expected to deliver a thorough review triggered the Supporting People Commissioning Body to bring the Review forward one year.

The main drivers for the Review were:

- Financial drivers – budget pressures from all contributing bodies;
- End of the three year funding agreement signed off by Commissioning Body, when the core specification was agreed;
- Value for money – assessing whether services can be provided more cost effectively across Cambridgeshire if delivered in a different way;
- Flexibility in service provision – that may arise from staff efficiencies, sharing expertise and learning from one another.
- Opportunity to consider delivering continuous improvement and improve quality of life of service users
- A wish to maximise outcomes and outputs for users.
- The changing social landscape occasioned by CAA's, LAA's and the National Outcomes and Indicators.

Following the Treasury Spending Review in 2004 and Sir Peter Gershon's review of public sector efficiency, all local authorities are expected to consider how they can deliver efficiencies within the back office, procurement, and policy-making functions to deliver more effective frontline services to the public. This has become embedded into the financial planning process across the public sector and if cashable savings cannot be identified then non-cashable improvements in service delivery are to be sought.

Chapter 2 Methodology

2.1 Project Structure

In order to complete the Review a multi-agency Project Board was set up to oversee the work and manage the project. Members of the Board came from all the relevant commissioning and provider agencies:

- District (and City) Council Strategic Housing/Environmental Health
- Primary Care Trust (provider and commissioner roles)
- Supporting People
- County Council
- Home Improvement Agencies
- Foundations

Foundations is the National Co-ordinating Body for Home Improvement Agencies (HIAs) in England, appointed by the Department for Communities and Local Government to:

- Provide advice, training and support to HIA staff, managing organisations and sponsoring authorities
- Develop and promote the HIA sector
- Represent the HIA sector in discussion with government and other stakeholders.

The Foundations consultant's contribution to the review has added valuable knowledge and advice on Central Governments direction, experience of reviews held elsewhere in the country and provided external challenge to the Board.

2.2 Project Plan

The Project Board agreed a Project Plan and timetable and the remit of the Review (Appendix 2).

Sub-groups were established to work on various aspects of the Review:

- Research and Analysis;
- Core-specification;
- Consultation;
- Options

Members of the Project Board chaired these sub-groups and invited other contributors as required e.g. HIA Managers, sharing out the work.

The Review commenced in August 2007 with comparisons of existing services, and research into the commissioners' strategies and priorities. Detailed investigations were carried out where anomalies were identified. The project plan was reviewed regularly to ensure that every aspect of the Review was covered. A log of arising issues was maintained and reviewed periodically to ensure that any concerns were addressed through the review process.

Chapter 3 Strategic Priorities and Relevance

The Research and Analysis sub-group was tasked with considering current and future strategies of all commissioning partners and considering how HIA services meet current and future priorities. Any changes in relevance needed to be identified and consideration given to whether the services HIAs offer are 'fit for the future'. This Chapter considers the national, regional and local picture.

3.1 Legislative Framework

The current legislative framework governing Disabled Facilities Grants (DFG) is provided by the Housing Grants, Construction and Regeneration Act 1996. Since 1990, local housing authorities have been under a statutory duty to provide grant aid to disabled people (definitions are provided of those who are eligible within the Act) for a range of adaptations within their homes or privately rented accommodation.

While the statutory function to provide and administer DFGs clearly rests with the Local Housing Authority, Home Improvement Agencies are often providing a service to support the client to make an application for a DFG, design a solution which meets the client's needs and ensure the works are carried out satisfactorily.

The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 gives local authorities the power to provide assistance (either directly or indirectly) to any person for the purpose of improving living conditions in the local authority area. It also gives local housing authorities the power to make assistance subject to certain conditions, including making repayment or a contribution so long as they have adopted a policy for the provision of assistance. Repairs Assistance grants and loans are provided under these provisions in line with the relevant Council policy.

3.2 Population

Using the widest survey definition, it is estimated that there are about 11 million disabled adults in the UK – one in five of the total adult population – and 770,000 disabled children. The population of disabled people is highly diverse. It includes people from all age groups and across the income and education spectrum.

Many older people in fact live in the worst housing conditions or lack suitable accommodation, with a third of older people (2.1 million households) living in non-decent or hazardous housing. These hazards bring many costs which could be significantly reduced, for example, if older people could be prevented from falling and being hospitalised or institutionalised too early.

In Cambridgeshire it is evident from the demographic projections that the elderly population will increase significantly over the coming years and also the prevalence of adults and children with a disability (Appendix 3). It is highly unlikely therefore that there will be any reduction in the need for the services provided by HIAs and it is likely that demand for their services will increase.

3.3 National Strategies

There are a number of National strategies and initiatives that relate to older people and the need to take a more pro-active approach to prevention to improve the quality of life of older and vulnerable households. They include:

- Lifetime Homes, Lifetime Neighbourhoods – A National Strategy for Housing in an Ageing Society
- Independent Living Strategy
- Our Health, Our Care, Our Say
- Commissioning Framework for Health and Well-being

The following are quotes from the National Strategy for Housing in an Ageing Society:

[HIA's] "are not getting to enough people in need, early enough. Operating on limited resources with a mix of self-referral or professional referrals means that they only reach a proportion of those most at risk of problems and often only after a crisis has happened. These services can reduce delays to discharge from hospital and prevent falls, but only few Primary Care Trusts (PCTs) offer this service. There is considerable scope to improve the capacity, joining-up and targeting of handyperson schemes at those most at risk. Improving targeting on people at risk of costly health and care problems will considerably improve the economic returns for PCTs and local authorities."

Source: P69 - Lifetime homes, Lifetime Neighbourhoods - A National Strategy for Housing in an Ageing Society

We see HIAs as having an increasing and key role in delivering much improved housing-related services for growing numbers of older people.

Source: P71 - Lifetime homes, Lifetime Neighbourhoods - A National Strategy for Housing in an Ageing Society

3.4 Regional, Sub-Regional and local strategies

On a more local level there are numerous housing and health related strategies.

- The East of England Regional Housing Strategy 2005-10
- The EERA Regional Social Strategy
- The Cambridge Sub-Region Housing Strategy 2004 to 2008/09
- Local authority Housing Strategies
- PCT's Countywide Commissioning Strategy
- Public Service Agreement
- Local Area Agreements (LAAs)
- Cambridgeshire Supporting People Strategy 2005-2010
- Supporting People Commissioning Strategy
- County Disability Housing Strategy
- Local Strategic Partnerships
- Strategic Housing Market Assessment (SHMA)

A more detailed analysis of these strategies can be found at Appendix 4.

3.5 Summary

Starting at national level, right through to local strategies and policies, there are a number of drivers actions/objectives that are repeated and overarching cross-cutting housing, health and social care agendas:

- Promoting independence for older people. Older people want to be supported to live in their own homes and communities for as long as possible and to avoid institutional care wherever possible.
- Piloting individualised budgets - Develop an evidence base for individual budgets, which bring together sources of funding, services, equipment and adaptations.
- Identifying current barriers and shortfalls in knowledge and provision and identifying opportunities to address any issues identified.
- Addressing fuel poverty, tackling energy efficiency and improving comfort levels at homes
- Greater use of alarms and assistive technology and equipment to assist independent living
- Ensuring there is equity of access to good quality housing and support across the county to those in most need.
- Provision of fire safety and home security equipment should be increased for older people and people with disabilities
- Improving housing conditions in the private sector
- Working in partnership with other agencies to meet the housing and support needs of vulnerable people.

It is clear that the services that HIAs provide ensure the ongoing independence of vulnerable households. Adoption of a preventative role meets not only current but future strategic priorities of all commissioners.

It is evident that with the integration of Supporting People funding into the Local Area Agreement from 2009, the Government is encouraging a joining up of the services that benefit older and vulnerable people provided by housing, social care and health. This approach is also enshrined in the National Outcomes and Indicators and the Public Sector Agreements.

Changes to National Performance Indicators and delivery and monitoring of more services via Local Area Agreements will result in a more County based approach in future.

In order to be 'fit for the future' the service needs to be flexible enough to withstand any future demands placed upon it in relation to either increased volumes of work or increased types of service provision particularly with the DFG changes recommended in April 2008. It would be appropriate to consider the implications of the possible equity release scheme, which is being considered by the Eastern Regional Private Sector Working group, and will need commitment from HIAs to succeed

Prior to this review the PCT commissioners did not have an understanding of the services provided by the HIAs and the impact on PCT strategies and contributions made to their performance indicators. However, the Office for Disability Issues published in May 2007 a

report 'Better outcomes, lower costs' which outlines the implications for health and social care budgets of investment in housing adaptations, improvements and equipment showing the significant savings that can be made (See Chapter 4 and Appendix 5).

Chapter 4 Current Service provision

4.1 HIA Structures

The current arrangement in Cambridgeshire is shown below:

- East Cambs has an independent Care & Repair agency registered as an Industrial and Provident Society, established in 1995;
- Fenland Council contracts with Care & Repair West Norfolk to provide the service which is run by Kings Lynn & West Norfolk Council.
- Cambridge City, South Cambs and Huntingdonshire all have in-house agencies working within the local authorities

They operate within individual district (and City) boundaries.

4.2 Staffing Structures

TABLE 1	STAFFING STRUCTURES OF HIAs					
Staff Structure	EAST CAMBS	HUNTS	CAMBRIDGE	FENLAND	SOUTH CAMBS	CAMBS
Permanent Staff Structure	4.7	5	4.92	3.9	4	22.52
	1 Manager	1 Manager	1 Manager	0.4 Operations Manager, 0.3 Agency Manager	1 Manager	4.7
	1.7 Caseworkers	2 Caseworkers	1.92 Caseworkers	1.2 Client Officers	1 Caseworker	7.82
	1 Technical Officer	1 Technical officer	2 Technical Officers	1.2 Technical Officers	1 Surveyor	6.2
	1 Administrator	1 Administrator	(1 Grants Officer)	0.8 Admin Assistants	1 Admin Assistant	3.8

Source: Cambs HIAs

Differences include the employment of two technical officers at Cambridge City which reflects the different emphases in private sector policies. The Grants Officer is also located within the HIA team whereas in other in-house agencies it sits within the private sector team of the local authority. Two employment contracts expire in March 2009, one post will become vacant this June and is unlikely to be filled.

In addition to the permanent staff teams, Cambridge City and Care & Repair East Cambridgeshire Ltd. occasionally use external consultants/technicians for the preparation of drawing/plans. Fenland and Huntingdonshire HIAs use consultants to draft plans for extensions. South Cambs use consultants for level access showers (when high demand). The use of external consultants in these circumstances is considered by the HIAs to be

cost effective for the number of occasions this level of expertise is required during the year.

Whilst staffing structures are similar the revenue supporting the structures is not (see Table 7). The staffing structures of the HIAs also need to be looked at taking into account the different outputs from each Agency (see Tables 2 & 5).

The in-house HIA services located within South Cambs, Cambridge City and Huntingdonshire Councils are managed by an operational Manager in each agency. Overall supervision and line-management is from a Senior Manager within the local authority Environmental Health or Housing Services department.

Care & Repair East Cambridgeshire Ltd. is managed by a Management Committee. All support services are provided in house by the agency.

Fenland's HIA, Care & Repair West Norfolk, are managed by Kings Lynn & West Norfolk Council who manage three local authority HIA services.

4.3 Core Specification

The introduction of the core specification in April 2005 has had a beneficial impact on how the HIA services are provided and ensured a consistency of service. All HIAs are now meeting the requirements of the Core-specification. There is also a requirement to collect the same performance monitoring information and to use the same questionnaire to monitor customer satisfaction. (see Chapter 6)

The work required during the previous Best Value Review, which resulted in the production of the core specification, encouraged HIA Managers to work together.

The five agencies have largely similar staffing structures. Since the last Supporting People Review there is now very good and effective joint working arrangements and regular meetings across Cambridgeshire.

In the current Review the core specification was reviewed by a sub-group to see where it might be amended and what, if anything, had changed since its drafting. There have been a number of changes that need to be reflected in the document including:

- New National Indicators proposed that will link though to the LAA locally
- Promotion by Government of HIAs role in assisting vulnerable households to carry out privately funded work
- A need for more options advice, information and signposting
- More emphasis on falls prevention and reducing hospital admissions

However, agencies also carry out work outside of the core specification.

The core specification should be more flexible, it should be more 'outcome focused' and less prescriptive in how the service should be delivered.

4.4 Advice, Information and Sign-Posting

The core specification requires each HIA to provide a range of general advice and information on the following areas:

- Problems relating to the property
- Income maximisation/sources of funding
- Housing options
- Legal entitlements
- Other support services (signposting)

While each Agency provides this service, due to the nature of their structures they are provided in different ways.

The three in-house services are based within their local Council offices and are accessed in a variety of ways. General enquiries are often received by the Customer Service teams with callers being referred through to the HIAs for advice and assistance if appropriate. Much of the initial 'signposting' is carried out by generic Customer Service teams unless the enquirer calls through on a direct line having received a leaflet or information through a website for example.

The Fenland HIA Service provided by Care & Repair West Norfolk based in Kings Lynn, is very similar and is accessed via Fenland District Council customer service centres in the four market towns.

Care & Repair East Cambridgeshire Ltd. is quite different having a High Street position in Soham with an open caller office and subsequently receives a much higher volume of general enquiries from the public.

Customer access was considered as part of the core specification review and it was agreed that while a 'High Street – one stop shop' type service would be ideal, it may not be realistic to expect all areas to provide this service due to the higher revenue costs.

It was however agreed to recommend to Commissioners that any new specification should state that the HIA is to: 'Have an access point for customers both in person and by telephone available during normal working hours in each district'.

4.5 Prevention Agenda

The role that HIAs play with regard to preventative measures has recently been recognised nationally. The Office for Disability Issues has produced a report with findings that show clearly that the provision of housing adaptations and equipment for disabled people produce savings to health and social care budgets in four major ways. A summary of the report is attached at Appendix 5.

- Saving by reducing or removing completely an existing outlay i.e. residential care or intensive home-care
- Saving through prevention of an outlay that would otherwise have been incurred i.e. prevention of falls
- Saving through prevention of waste i.e. providing timely adaptations

- Saving through achieving better outcomes for the same expenditure i.e. adaptations could replace the need for carers assistance for example with bathing.

People fall while waiting for adaptations. The average cost to the State of a fractured hip is £28,665. This is 4.7 times the average cost of a major housing adaptation (£6,000) and 100 times the cost of fitting hand and grab rails to prevent falls.

The HIA services in Cambridgeshire are fully aware of the practical sense it makes to meet the prevention agenda and where possible adaptations and/or minor repairs are carried out before a person gets to a crisis point, requiring hospital admission.

The agencies are aware of the need to pro-actively promote their services to ensure that not only individuals themselves but agencies providing health and social care services are aware of their role and refer for assistance before a major crisis happens.

4.6 Promotion and Publicity

The current HIAs are already providing advice, information and signposting. Various mechanisms are used to publicise the service to ensure that they contribute to the prevention agenda.

Promotion of the services has been carried out via the following methods:

- Articles in district and/or parish magazines, council tax leaflets, etc
- Information on websites
- Links with local agencies i.e CABx, voluntary and community agencies
- Leaflet distribution to agencies
- Advertising in local Health Directory
- Display stands and staff attendance at various locations i.e. distraction burglary meetings; market stalls; parish council meetings
- Mail shots with leaflets and posters to Post Offices

Publicity of services available varies depending on the Agency. This could lead to inequitable access. Some joint publicity has been carried out. There is scope for increased joint publicity.

In addition to promoting the service widely, at each home visit a checklist is completed to ensure that any additional needs the client may have are addressed. This checklist covers the following headings and is a Supporting People performance measure:

- DFG Grant process
- Role of HIA
- Housing Options
- Security (Bobby scheme eligibility)
- Health & Safety
- Lifeline (alarm) required
- Maximising income/benefit entitlement
- Charitable assistance
- Repairs Assistance
- Energy Efficiency

4.7 Disabled Facilities Grants

A large part of the work of the HIAs is the processing of referrals directly from Occupational Therapists (OTs) for Disabled Facilities Grants (DFGs). The capital to pay for the actual grant works comes jointly from the Government and local authority capital budgets, administered by the local housing authority. Approvals are the responsibility of the local authority Grants Officer.

TABLE 2	VOLUME OF DISABLED FACILITIES GRANTS PROCESSED BY HIAs	
	2006/07	2007/08
Area		
Cambridge	58	53
East Cambs	53	61
Fenland	92	100
Huntingdonshire	180	208
South Cambs	51	59

Source – Cambs HIAs

The impact of OT referrals on the financial viability of HIAs should not be underestimated. Close working with the PCT to accurately predict demand for DFGs is essential to ensure adequate funding for DFGs is provided by the local authorities and adequate staff resources to process the DFGs are provided by the HIAs

TABLE 3	OCCUPATIONAL THERAPY WAITING LIST OCTOBER 2007 – MARCH 2008			
	Referrals to Occupational Therapy	Numbers Waiting Priority 2	Numbers Waiting Priority 3	Total waiting
October 2007	487	380	700	1080
November 2007	413	356	708	1064
December 2007	340	335	641	976
January 2008	405	231	485	716
February 2008	389	227	440	667
March 2008	374	297	454	751
Total	2408			

Source – Cambridgeshire PCT April 08

Note: this table does not bear any relation to the number of referrals for grants and is provided to show an indication of the waiting lists for OT assessments.

Waiting times for assessment by OTs vary across the County. Recently, clients in some districts waited for only a few weeks whilst others waited for over a year. The PCT is

actively addressing this in-equality and is catching up in areas with long waiting times, especially Huntingdonshire.

TABLE 4	OCCUPATIONAL THERAPY MAXIMUM WAITING TIMES FOR ASSESSMENT AT END OF FEBRUARY 2008 (in weeks)		
	Priority 1	Priority 2	Priority 3
Huntingdonshire	0	39	35
East Cambs	0	4	8
Fenland	0	6	6
Cambs. City	0	8	40
South Cambs.	0	17	21

Source: Cambridgeshire PCT

Note: This table does not bear any relation to the number of referrals for grants and is provided to show an indication of the maximum waiting times for OT assessments

The knock on effect of variations in assessment times are felt by the HIAs who have a responsive role and are required to deal with referrals within specific timescales.

Eligibility assessments for DFGs are carried out by the HIA staff and if Grant is not available the Caseworkers work closely with the client to identify alternative sources of funding including possible referral to a charitable organisation e.g. British Legion, for assistance or referral to the County Council for a grant or loan. In future, there could be increased use of individual budgets and equity release.

The role of the HIA is to support the client with the application processes and is client led. This includes agreeing what adaptations are appropriate in agreement with the client and the OT, drawing up the plans and specification, obtaining quotations from approved builders, applying for planning and building regulation consent where required, identifying funding and where appropriate obtaining approval from the Grants Officer, and ultimately managing the works progress. The HIA staff inspect the work with the client and organise payments to the builder. Checks may be made by a Grants Validations Officer.

A fee is charged by the Agency for the service which is payable as part of the capital grant and contributes to their revenue income stream. This varies between agencies but is around 10% of the cost of the grant. It was noted during the Review that it would be beneficial to have a limit on the % charged as fees within the core specification to ensure that providers keep fees to a reasonable level. However, this is subject to the level of income received by the main commissioners.

4.8 Complex Cases

For complex cases most HIAs have similar approaches carrying out joint visits with OTs, Surveyors, Grants officers and the clients themselves to agree the most appropriate solution. Liaison between HIA staff and statutory grants officers is generally good and consistent across the HIAs. For the three in-house HIAs the Local Authority Grants Officers are either based within the team or close by, ensuring effective working relationships and liaison on individual cases. Fenland has regular meetings between Grants officers and HIA staff.

There are quarterly Countywide Housing and Occupational Therapy Liaison Group (HOT) meetings which provide an opportunity for HIA Managers, and the OT Service to meet and discuss any arising issues. There are two groups, one covering the Adult OT Service and one for the Pediatric OT Services. These are well attended and foster good relations between the agencies and the OTs.

4.9 Repairs and Improvements

Repairs Assistance loans and grants are also often carried out by the HIA service. Similar agency support is required for clients for minor works, and although smaller in scale, these jobs take the same amount of effort to process.

TABLE 5	VOLUME OF REPAIRS ASSISTANCE GRANTS/LOANS PROCESSED BY HIA	
	2006/07	2007/08
Area		
Cambridge	63	87
East Cambs	107	112
Fenland	37	25
Huntingdonshire	32	33
South Cambs	44	23

Source Cambs HIAs

These figures do not include Handyperson works.

Some work is carried out by HIAs on behalf of their private sector housing teams on Decent Homes and further investigation is being made into what works Private Sector teams would wish to be carried out by the HIAs and which will be retained in house.

4.10 Other Works (jobs that are not grant aided)

By extending the service to provide help for jobs outside the grant system, an Agency is able to help more people. It can be an additional source of income and is useful experience for the future, when more help is going to be given directly to clients, for example through individual budgets.

TABLE 6	VALUE OF BUILDING WORKS COMPLETED WITHOUT GRANT AID 2007/8				
	East Cambs	Fenland	City	South Cambs	Huntingdon
Value £					
<100	18	0	0	U	0
>100 <1000	12	0	0	U	0
>1000<10,000	6	1	0	U	0
>10,000	2	0	0	U	0
Total number	39	1	0	U	0
Total value	£95,474	£3,870	0	U	0

Source: Cambs HIAs

Note 1. U = unknown. Information not available at time of report

In East Cambs clients financed 12 jobs, 8 clients received help from a charitable source and 19 from the Agency's hardship fund.

Cambridge City, South Cambs and Huntingdonshire have all carried out adaptations privately though none were completed in 2007/08. All have experience of work not funded by local authority grants and loans.

4.11 Handyperson Schemes

One service that could be provided by HIAs is the Handyperson Service which is designed to carry out minor works in the home. This work is not usually eligible for DFG or Repairs Assistance loans or grants but contribute to the clients' health, wellbeing and safety by ensuring small jobs are carried out in the home. These schemes have been given strong Government encouragement and additional resource within the National Strategy for Housing in an Ageing Society.

Examples of the types of works carried out by these schemes include: fitting hand rails and burglar alarms; fitting smoke detectors; disposing of rubbish from gardens; changing light bulbs; nailing down loose carpets, safety and security work and all manner of small jobs that help to maintain a vulnerable persons living conditions and could prevent a fall/accident in the home.

An audit of what is in place across Cambridgeshire was carried out as part of the Review. Currently all districts except Huntingdonshire have some type of Handyperson Scheme funded either through the local authority, RSL, PCT, charitable sources or County Council Prevention Grant. South Cambs and Cambridge City share a scheme managed by Age Concern called the 'Safer Homes Scheme' – a current bid has been made for LAA Reward Grant funding to continue this scheme for a further three years.

In Huntingdonshire one of the large RSLs is planning to introduce their own handyperson scheme providing a subsidised service for minor jobs to their own tenants. A LAA Reward Grant bid has been put in by the District Council in partnership with Age Concern to expand the Safer Homes Scheme to Huntingdonshire but the decision on this funding will not be made until September 2008.

Fenland have a scheme run by Age Concern called 'Healthy Homes' which arranges Handyperson works whereas Care & Repair East Cambridgeshire Ltd. employ their own Handyman directly. The agency find this in house service extremely useful in providing a quick flexible response if, for example, someone needs minor works carried before returning home from hospital.

Research has established that there are other schemes providing handyperson services coming into the market from larger DIY stores including Homebase and B&Q. This is to meet demand from older owner occupiers prepared to pay for a reliable trustworthy service for carrying out minor repairs.

Some Handyperson services are provided although they have varied funding sources and individual HIAs have limited ability to influence that funding. However signposting to those services, where they exist, should be included in the core specification.

4.12 Work with Social Landlords

Of the five local authorities in Cambridgeshire, three (East Cambridgeshire, Fenland and Huntingdonshire) have transferred their housing stock to housing associations. The remaining two retain their housing stock within the local authority although South Cambs are currently considering their stock options.

When a local authority transfers its stock to a housing association there is normally an agreement relating to adaptations to the transferred properties, with either the association agreeing to carry out works up to a certain sum, or to carry out full adaptations to their own properties in recognition of a lower valuation of the stock at transfer, or agreeing that tenants will apply to the local authority for adaptations in the usual way.

The extent to which housing associations (both independent and those taking stock from local authorities on stock transfer) contribute towards this type of work varies enormously in Cambridgeshire with some undertaking works themselves and some only doing minor works under a certain sum. This however, while needing further consideration and joint working, is largely outside the influence of this review.

As regards the two remaining stock holding authorities there is a need to clarify what work is being carried out by HIA staff relating to adaptation to those properties. This is being investigated as part of a questionnaire addressed to the local authorities.

There was also concern that certain homes in new housing developments that were built as wheelchair accessible needed further adaptations carried out when the tenant moved in. This is generally outside the scope of this review but will be raised with development staff. It is to be noted however, that the Government are advocating a tenure neutral approach to services and are working with the Housing Corporation looking at the way adaptations are delivered in RSL properties and the role that DFGs are likely to have.

4.13 Scope for Efficiencies and Improved Effectiveness

An efficiency & effectiveness workshop was held with HIA managers and a representative of Foundations, facilitated by the chair of the review's Project Board. The workshop examined the process from initial enquiry for work through to completion and payment of the works, and subsequent one year on customer satisfaction survey. The roles of individual members of the HIA team, and the extent of cross agency working and skills sharing were examined.

A number of actions were agreed on the following topic areas that feature in the Review's Action Plan (Appendix 10):

- Referrals
- Private work
- Performance monitoring
- Landlord permissions
- Funding contributions - from RSLs
- Mobile working
- Sharing Skills
- Options Work
- Defects Liability Periods & Retentions
- HIA Advisory Boards

Chapter 5 Current Funding Arrangements

5.1 Current Funding Arrangements

Source: Cambs HIAs

TABLE 7	CURRENT REVENUE FUNDING SUPPORT OF HIAs BY DISTRICT					County Total
	ECDC	HDC	CCC	FDC	SCDC	
Revenue Income – funding sources						
2006/07						
County Council (£)	30,000	30,000	30,000	0	30,000	
Primary Care Trust (£)	20,000	20,000	20,000	20,000	20,000	
Supporting People (£)	35,182	29,400	34,202	29,400	29,100	
District Council (£)	45,835	59,000	154,783	30,000	100,144	
Fees charged (£)	66,343	51,909	73,150	58,427	73,531	
Other (£)	327			5,000		
Totals	197,687	190,309	312,135	142,827	252,775	1,095,733
2007/08						
County Council (£)	30,000	30,000	30,000	0	30,000	
Primary Care Trust (£)	20,000	20,000	20,000	20,000	20,000	
Supporting People (£)	36,062	30,135	35,057	30,135	29,828	
District Council (£)	48,970	64,539	126,870	30,000	70,120	
Fees charged (£)	64,700	94,400	79,940	77,000	90,600	
Other (£)	96			10,000		
Totals	199,828	239,074	291,867	167,135	240,548	£1,138,452

Note 1. Care & Repair East Cambridgeshire Ltd. also receives approx. £30,000 per year from a variety of sources for their Handyperson service. This is excluded from these figures.

Note 2. Approx 10% of Fenland DC works are carried out outside of the HIA Service

Note 3. Fenland have secured County Council Prevention Grant of £30,000 for 2008/09.

It is apparent that the revenue income to support HIAs varies significantly. There is not a consistent level of funding of HIAs. Funding from Commissioners other than Supporting People is generally insecure and is agreed on a year by year basis providing a basic lack of financial security for HIAs. The level of funding is also variable and inconsistent across authorities and there is no rationale to the level of Supporting People Grant to the agencies.

5.2 HIA Operational Costs.

An attempt was made to examine the running costs of HIAs via completion of a common template. Unfortunately the template was adapted by responders resulting in non comparable information. The total running costs for 2006/07 varied significantly leading to a lack of confidence in their accurate completion.

TABLE 8	OPERATIONAL COSTS (Revenue) 2006/07				
East Cambs	Hunts	Cambridge	Fenland	South Cambs.	County Total
£186,812	£215,519	£307,166	£113,444	£224,288	£1,047,229

This is disappointing because this has meant that other value for money judgments could not be calculated e.g. average cost of delivery of a grant. However, even that calculation would have caveats because each HIA carries out, to a varying degree, advisory work, signposting, and falls prevention works that sometimes does not result in a grant. The HIAs do not keep detailed time recording for different functions.

To examine operational costs further will be quite a major time consuming task and consideration needs to be given as to whether the effort will be justified by the potential benefits of comparison between HIAs.

5.3 Current Grant Spend - Capital Budgets

TABLE 9	CAPITAL COMMITMENT OF EACH LOCAL AUTHORITY FOR DFGs		
	2008/2009		
Area	Government DFG funding (£)	Local authority capital (£)	Total (£)
Cambridge	259,000	172,666	431,666
East Cambs	200,000	186,000	386,000
Fenland	315,000	535,000	850,000
Huntingdonshire	448,000	752,000	1,200,000
South Cambs	232,000	428,000	660,000
County total	1,454,000	2,073,666	3,527,666

Source: Cambs Local authorities

TABLE 10	CAPITAL COMMITMENT FOR REPAIRS ASSISTANCE GRANTS/LOANS
	2008/2009
Area	Local authority capital (£)
Cambridge	470,000
East Cambs	233,000
Fenland	200,000
Huntingdonshire	150,000
South Cambs	200,000
County total	1,253,000

Source: Cambs Local authorities

It must be noted that not all grant funding is spent through the Home Improvement Agencies; 10% of Fenland's funding is spent outside of the agency and in Huntingdonshire not all the Grant allocation was spent.

5.4 Procurement of Adaptations and Repair Works - Value for Money

Procurement of works is funded by City and District Council's capital budgets (see tables 6 and 7). It is therefore appropriate to examine the outputs of each HIA in terms volumes of works carried out and the cost of the works.

In order to form an opinion on these outputs there is a need to take into account the staffing structures of each HIA (table 1) and the budgets that are available to each HIA (see table 6 and 7 albeit that these are for different comparison years). However, the types of work carried out by HIAs for Repairs Assistance varies between HIAs because of different council policy stances and, therefore, a detailed breakdown would not have been helpful and, therefore, has not been carried out. HIAs also carry out advisory and sign posting works that sometimes does not end up grant works. It is therefore difficult to compare and contrast between HIAs.

One area that can be compared is the cost of disabled adaptations.

TABLE 11		VOLUMES OF ELIGIBLE WORKS FOR 2007/2008 (UNTIL FEB 2008)					
Eligible work volumes for 2007/2008 (up to Feb 2008)	Hunts	Cambridge City	East Cambs	South Cambs	Fenland	Cambs Total	Average per District
Work Area	Number installed						
Level access/graded floor showers	119	22	22	14	48	225	45
Stairlifts	30	12	7	6	9	64	13
Through floor lifts	1	2		0		3	1
Over bath showers	9	4	2	0		15	4
Ramps/access	22	6	7	3	3	41	8
Extensions (child)	2	1		3		6	2
Extensions (adult)	4	1	6	2	6	19	4
Others1 hoisting	9	3	1	5	26	44	9
Others1 specialist toilets/bathroom adapts	8	3	1	4		16	4
Others2 (BULK) 3 kitchens, 1 boiler, 1 bath	6		2	7	8	23	6
Total	210	54	48	44	100	456	91

Source: Cambs HIAs

Notes 1. Eligible works are works commissioned by HIAs and carried out by contractors that are eligible for grant aid.

Note 2: Approximately 53% of Hunts adaptations are carried out to Luminus' properties (the stock transfer registered social landlord).

TABLE 12	AVERAGE COSTS FOR ELIGIBLE WORKS FOR 2007/2008 (UNTIL FEB 2008)					
	Eligible Works 2007/8 figures	Average cost of each £	Average cost of each £	Average cost of each £	Average cost of each £	Average cost of each £
<u>Work up to Feb 2008</u>	<u>Hunts</u>	<u>Cambridge City</u>	<u>East Cambs</u>	<u>South Cambs</u>	<u>Fenland</u>	<u>Cambs</u>
Level access/graded floor showers	£3,376	£9,229	£6,830	£4,912	£5,199	£5,909
Stairlifts	£2,495	£9,026	£4,632	£3,123	£3,856	£4,626
Through floor lifts	£8,955	£16,424				£12,690
Over bath showers	£1,556	£2,109	£2,225			£1,963
Ramps/access	£3,311	£12,845	£4,709	£2,888	£3,041	£5,359
Extensions (child)	£33,286	£8,774		£36,461		£26,174
Extensions (adult)	£27,421	£36,870	£24,491	£20,395	£23,351	£26,505
Others1 hoisting	£3,868	£14,919	£9,000	£3,783	£9,688	£8,251
Others1 specialist toilets/bathroom adapts	£9,707	£3,440	£5,898	£2,583		£5,407
Others2 (BULK) 3 kitchens, 1 boiler, 1 bath	£3,670		£5,613	£4,137	£4,250	£4,417

Source: Cambs HIAs

Note 1. Eligible grant is the cost of works from contractors that is eligible for grant aid (this does not including Agency fees).

Note 2. Approximately 53% of Hunts adaptations are carried out to Luminus' properties (the stock transfer registered social landlord).

There is a relatively wide range in the cost and scope of common works such as level access showers, stair lifts, through floor lifts, over bath showers and ramps/access. Inclusion of this information in this report has raised some concern from HIAs about how useful this is. In many cases the volumes are small and to pick out these specific items from works that also contain other activities is problematic and often jobs are not 'normal' by their very nature of meeting complex needs. In addition, other factors for example in Cambridge, higher travel costs and parking problems may result in higher cost.

As part of assessing value for money commissioners must know what their costs are and whether they are higher or lower than other service providers. The use of performance indicators and other output and outcome data should be used as 'can openers'; enabling relative costs and values to be highlighted for further investigation to lead to more targeted and effective activity, perhaps through learning from others. The important principle is to identify high spending then drill down until there is an understanding of whether there are good reasons for this or whether it is down to poor delivery.

The HIAs in Cambridgeshire tend to use relatively small local builders. There has not been any joint procurement exercises on the premise that small builders, familiar with the work type and client group, provide a good and caring service. There is a high customer satisfaction level with the current service.

There is no relationship between investment and outputs for local housing authorities and no clarity of cost for the individual Agency's delivery of private sector housing activities. Fenland DC is the only local housing authority which has a Service Level Agreement for monitoring of performance and delivery on services other than for Supporting People Grant.

The volumes of work carried out, the cost of service provision and the capital cost for Disabled Facilities Grants have been compared during the review and there is a relatively wide range in the cost of common works. It is beyond the scope of this review to drill down further to understand these differences. This is a matter for individual City and District councils to satisfy themselves that value for money is being obtained by their HIA.

As mentioned elsewhere the HIAs also carry out work that contributes to Council's other agendas such as security, energy efficiency and decent homes. There does not seem to be any formal relationship between the revenue funding provided to HIAs by City and District Councils and the outputs/outcomes sought.

This review has sought, via a questionnaire, each Council's expectations of their HIA with regard to the decent homes agenda etc with a view to clarifying these expectations and any potential additional funding streams, with a view to having annexes to the core specification to reflect each local authority's requirements. The results need to be collated and this will be carried out as part of the action plan of ongoing work.

Chapter 6 Quality and Performance Monitoring

6.1 Quality Standards

The HIA's were reviewed under the QAF in 2004 since that time the Supporting People (SP) programme has moved into the 'steady state' phase of operation.

Locally agreed contract management will now play a key role in the management and strategic development of the programme and as result will be managed through the contract management protocol.

The purpose of this protocol is to present an overview of the Cambridgeshire Supporting People Contract monitoring and priority matrix process, to identify the methods and activities that will be utilised to monitor and evaluate performance of SP funded services and to ensure that high professional standards are maintained, continuous improvement is encouraged throughout the life of the contract and service users receive the standard of service that is required.

The guiding principles of the protocol are:

- Comply with the terms of their contract and deliver the service in line with the service specification
- Achieve successful outcomes for service users;
- Encourage service user feedback that can be used to inform strategic commissioning decisions;
- Focus on the strategic priorities set out in the Council's Commissioning strategy;
- Allow risk to be monitored, managed and action to be taken to mitigate risk;
- Meet local and nationally agreed performance targets;
- Deliver value for money;
- Provide information that informs wider commissioning and procurement activity; and
- Provide performance and programme activity information to all relevant stakeholders.

6.2 HIA Quality Mark and SP QAF

The HIA Quality Mark Scheme was developed from work carried out by Foundations for the Supporting People (SP) Monitoring and Review process. The scheme uses the same Quality Assessment Framework (the QAF) that has been developed specifically for HIAs to use in the quality assessment part of the SP service review.

The Quality Mark is widely accepted as a "passport" through the service quality component of the SP review process and this can help SP teams make effective use of their resources.

The assessment at service level is carried out by the Foundations Quality Mark Team. This independent team operates across England under arrangements endorsed by CLG.

A revised version of the Quality Assessment Framework (QAF) has now been produced (Version 3). This is in 3 sections.

Section 1 consists of six core objectives only, which read-across to the six core objectives in the generic SP QAF. If an HIA service demonstrates compliance with all six objectives at level C, and this has been validated by the Quality Mark scheme, the service can be pass-ported through the service quality element of the Supporting People service review process.

Section 2 consists of six supplementary objectives which read-across to the relevant objectives in the generic SP QAF. If an HIA service can demonstrate compliance with both the core and the supplementary objectives (i.e. Sections 1 and 2 of the Quality Mark) at performance level C (or higher) following an external validation visit by Foundations, the Quality Mark will be awarded.

Section 3 consists of a read-across to a number of (but not all) CLG best practice guidelines in terms of accreditation. (The assessment is made at service level, but, provided robust evidence is available, can be taken as a reasonable assessment of these criteria for the provider organisation). Accreditation objective 3 is not graded but must be passed.

If the quality of performance is confirmed as at least level C for all objectives, the Quality Mark will be awarded.

6.3 The current grades on the QAF and HIA Quality Mark

During the last review of the QAF areas requiring improvement were identified. Since then work has been completed to ensure that the services now achieve level C as a minimum across the 6 areas covered by the QAF.

Two HIA's have since been awarded the HIA Quality Mark. Care & repair East Cambridgeshire Ltd. achieving 12 A's, 2 B's and 1 C and Care & Repair West Norfolk achieving 12 A's and 2 B's.

6.4 Customer Satisfaction

Whilst customer satisfaction is one of the local performance indicators it also helps to measure the quality. The results of the most recent customer satisfaction surveys are as follows:

TABLE 13	PERFORMANCE INDICATOR CUSTOMER SATISFACTION SURVEYS 01/04/07 – 30/09/07					
	Local PI Number	Key words for PI	ECC&R	Fenland C&R	Cambridge HA	Huntingdon HIA
1 (Target 95%)	Health & well-being (%)	100%	100%	100%	100%	97%

The current survey looks at levels of customer satisfaction across 6 areas, asking the customer to reflect on benefits of the work done within one year of completion.

The survey feeds into the local PI1 health and well-being target of 95% all periods reported on achieved on or exceeded this target. However, how do you improve on a 100% result? Whilst

this looks good on paper the framework and method used in these customer satisfaction surveys may heavily influence these apparently excellent results.

The content of the survey may need reviewing. For instance, other agencies may require specific items that fit in with the 'our health, our care, our say' agenda headlines:

- Improved health and well-being
- Improved quality of life
- Making a positive contribution
- Choice and control
- Freedom from discrimination
- Economic well-being
- Personal dignity

The customer feedback via satisfaction surveys for the current service provision at the completion of the works (DFGs) and one year on, is high. Therefore there does not appear to be any shortfalls in the quality of service provided.

6.5 Future Options for Monitoring Quality

From 2008 onwards the review of QAF standards will be conducted through the contract monitoring and management process and this will happen at least yearly.

The Quality Mark is the core QAF and the six supplementary objectives, there are two considerations, 1) we continue to accept the HIA Quality Mark as a passported next level to the core QAF and this standard is completed by the Foundations assessment team or 2) the basic minimum standard we accept is the 6 core QAF as conducted by the SP team.

Improvements could be made in relation to how we monitor the quality of services through the customer satisfaction survey. It could be argued that the current process is not objective, in addition the focus is on evidencing on how we meet a performance indicator and not how we measure what people actually expected from the service in terms of quality.

In summary the quality of HIA's in the future should be determined by the outcomes expected by the service user.

6.6 Performance Monitoring

One action from the first review of HIA's was the development of the core specification, this was consulted on and agreed with agencies, and this was completed in April 2005. The core specification identifies four main aims:

- Independence
- Health
- Well Being
- Utilisation

The also reflect the needs of the key client groups who are Older People, People with Disabilities and People on low incomes.

The Core Specification makes it clear that they do not cover all of the activity carried out by agencies and are not a 'substitute' for other activity and satisfaction measures produced by the agencies.

The core specification also considers activity or output measures, and this is in the spirit of 'understanding' possible limitations, constraints as well as advantages.

Also at the time it was agreed to use the Foundations reporting system Foundations Electronic Management Information System (FEMIS) a web based Management Information System designed to support the work of Home Improvement Agencies. This was launched by Foundation's in October 2005. Each of the Cambridgeshire HIA's gradually adopted this process during the period 06/07. FEMIS allows HIA's to enter PI's and activity and then produce SP performance monitoring workbooks as well as being used as a case management tool.

6.7 Current Performance Indicators

The core specification sets out 7 local indicators and 9 National indicators. Performance for the first half of 2007/2008 and commentary on the results are attached at Appendix 6. Provision of performance data is required by the SP team to meet CLG grant conditions.

Current performance monitoring consists of types common to other services and specific to HIA's. This provides enhanced data as well as contributes to the National PI's i.e. NI141 & NI142. These key indicators provide valuable information such as utilisation, throughput, number of service users who remained living independently in their own home compared with users who moved to alternative accommodation, discharged from hospital, prevented from being admitted to hospital or a care home, BME statistics, client group, tenure type.

However, the current 16 indicators do not include performance information that could be used to evidence the cross cutting nature of HIA's. With the 35 indicators in the LAA there is an opportunity to evidence how the work of HIA's impacts in a positive way across other strategies.

6.8 Future Performance Monitoring

Work needs to be done to align the performance monitoring of HIA's with that of relevant indicators in the LAA, where there is an opportunity to show how the work of HIA's impacts on them.

There also exists the opportunity to jointly commission, manage and monitor HIA's where there is a combined interest in their success. This requires a formal agreement to ensure ongoing funding throughout the lifetime of a contract.

This shared interest has proven to be extremely effective in recent joint commissioning ventures undertaken by the SP programme.

The Cambridgeshire authorities are jointly agreeing 35 Indicators from the new National Indicator set. Once these are agreed it would be appropriate to establish how HIAs can contribute to meeting these national targets and include performance monitoring within the specification.

Currently HIA's do not fit into the National Outcomes Framework. A pilot is being considered for Summer 2008 that will look at how outcomes for HIA's can be integrated.

6.9 Advisory Panels/Groups and Management Committee

Care & Repair East Cambridgeshire Ltd. as an independent Agency registered as an Industrial and Provident Society, with charitable rules has a Management Committee that act as Trustees and are responsible for all aspects of the Agency. The Agency is a company limited by guarantee.

The other four Agencies have Advisory Panels/Groups (known by different titles). Unlike a management committee, Advisory Panels do not have any direct powers to make decisions. Decision making rests with the host local authority. The terms of reference for these Advisory Panels vary in length. The core aims can be summarised as:

- To ensure that the Agency has access to advice and expertise needed to meet the clients' needs.
- To monitor the service provided.
- To help to promote the Agency and to ensure that people in need of the service, including members of minority groups, are identified and reached.

Meetings are held, depending on the Agency, three or four times per year, some also have an annual general meeting.

At the efficiency & effectiveness workshop it was concluded that poor attendance at some Advisory Panels was attributable to there being no decision making powers, and consideration was given to disbanding local Advisory Panels/Groups and for the establishment of a county-wide Advisory Panel. The advantages that this would give are:

- County-wide consistency of information allowing comparability between agencies.
- More senior county-wide representation e.g. PCT, social services, Age Concern etc
- Increased representation e.g. Supporting People, previously unable to serve on four Panels due to staffing limitations
- Less administration, collectively, for Agencies.

Consistency of delegate attendance and levels of attendance at Advisory Groups/Panels are generally variable with some being well attended and supported and others less so.

It is proposed that commissioners and existing Advisory Panel/Boards be asked to consider what the role of advisory groups should be and whether to consider further the proposal to have a single county-wide Advisory Panel.

6.10 Co-location of Occupational Therapists and Liaison Arrangements

The co-location of OTs with Agencies was discussed at the Efficiencies & Effectiveness Workshop. Cambridge City HIA has had experience of an OT working with them. It was reported that the OT felt isolated with a lack of peer group support for the discussion of cases to ensure the best solution for the client.

There is a quarterly county-wide liaison group (adults and separately children) meeting between housing and OTs. At a local level each Agency has its own meeting arrangements with the local OT team. The OT services and the Agency managers consider that the frequency and extent of liaison is appropriate.

Liaison between Agencies and OTs works well in each district. When considering the benefits of co-location of occupational therapists with HIAs it was concluded that liaison/co-operation is more to do with individual personalities than where staff are located, therefore, co-location was not considered to be of material benefit.

There may be scope for HIA staff to be trained as 'Trusted Assessors' for simple assessments. This could improve turnaround times for customers and allow OTs to concentrate on the more complex cases.

Chapter 7 Re-Commissioning of HIA Services

7.1 Supporting People Contract

The Supporting People programme has now moved into a 'steady state' phase of operation. For the HIAs this means that contracts have been agreed until April 2010, for the supporting people financial contribution alone. Other funders (see Chapter 5) have been committing funding on an annual basis.

7.2 Cambridgeshire's Supporting People Commissioning Strategy

The Supporting People Commissioning Strategy was agreed by the Commissioning Body and has been endorsed by the Joint Members' Group. Each local authority and the PCT (and others) are represented on both the Commissioning Body, by officers, and the Joint Member's Group, by elected members (LAs) and Board Member (PCT).

Commissioners are responsible for ensuring they achieve best value for the delivery of HIA services within their area. The Audit Commission will review Commissioners delivery of their Comprehensive Area Assessment and LAA targets to ensure they are delivered in the most cost effective way.

Supporting People is administered by Cambridgeshire County Council and is therefore required to comply with the County's 'Contract Regulations'. In accordance with the Commissioning Strategy, when steady state contracts are to be renewed, unless an exemption is granted, contracts will be re-commissioned i.e. market tested. It seems unlikely that any of the exemption reasons would be deemed to be applicable for the HIAs. The exemptions are detailed at Appendix 7.

The sum paid individually to each HIA by Supporting People on an annual basis is below the EU threshold. However, it is the aggregated value throughout the life of the contract(s) that needs to be taken into consideration. Assuming any new contract would be for no less than 3 years (the current term) then across the county (in total) the contract value(s) will exceed the EU threshold of circa £144,000. Therefore, EU procurement rules will apply.

7.3 Joint Commissioning/Joint Funding Agreement

If it is decided that that HIA services will be market tested it will be necessary to have prior 'in principle' agreement from the (main) funders to enter into a joint legally binding funding agreement up to, and during, any future contract period. Indeed, irrespective of the decision to market test it is desirable to establish joint commissioning arrangements, with funding agreed for a longer period than the current annual basis.

Supporting People funding is only one of 4 (main) funding organisations, therefore, the re-commissioning of services cannot be carried out without the agreement of the other 3 funders.

One of the other sources of funding, 'Prevention Grant', is also administered by Cambridgeshire County Council. The budget holder has indicated intent to enter into a joint funding agreement and any re-commissioning arrangement deemed appropriate by Supporting People.

The PCT has agreed to fund the HIAs for 2008/09 albeit at a reduced contribution from the previous year (reduced by £3,200 per HIA). However, the Supporting People Commissioning Body has agreed to make up this shortfall for the current financial year only. The PCT is awaiting the outcome of this HIA Review in the provision of evidence that HIAs contribute to its strategic objectives. Subject to the strategic relevance of HIAs being demonstrated, the PCT has indicated a willingness to consider joint commissioning.

The PCT's funding of HIAs is looked on as grant funding, the same funding arrangement as for voluntary organisations. There is not currently a mandatory requirement to test the market for competitiveness but because of budget constraints and the desire to ensure the strategic relevance of those organisations being funded, specifying and market testing is progressively becoming the norm and by April 2010 is expected to be common place.

City and District Council funding is decided on an annual basis although provision is made on a longer term basis via their Medium Term Financial Plans. A decision is required as to whether a joint funding agreement is to be entered into and whether to support the market testing of services.

If the PCT, City or District Council(s) are opposed to the market testing of services, unless an exemption to the county Council's Contract Regulations is deemed acceptable to the County Council, funding from Supporting People and Prevention Grant may be in jeopardy for the HIAs, leaving a shortfall in budget provision.

7.4 Length of Contract

If testing the market is deemed appropriate the length of contract(s) needs to be determined. This would be a matter outside of this Review, however, it would need to be of sufficient length to encourage the market to respond and hopefully provide savings to commissioners, bearing in mind that it is likely that TUPE would apply.

7.5 The Contract Areas

As part of this Review the efficiencies and effectiveness of HIAs were examined. A sub-group was established to look at the advantages and disadvantages of HIAs operating in differing geographic areas/groupings, bearing in mind the (at the time) emerging Supporting People Commissioning Strategy.

When considering the potential options it was agreed that any option must:

- Have capacity and flexibility to add and improve services and increased volume of work if needs change in future.
- Be value for money including competitive unit costs and ability to secure economies of scale and still maintain quality
- Have a minimal impact on customers of any proposed changes to the delivery model
- Deliver efficiency of future monitoring and contract management for all partners/commissioners
- Demonstrate a track record of service provision including procurement of equipment
- Have demonstrable ability to work effectively with partners

Three options were deemed viable in the Cambridgeshire context:

1. Five HIA's – One for each district area
2. County-wide HIA
3. PCT area HIA's (Cambridge City and South Cambs, Huntingdonshire and East Cambs and Fenland)

For the five HIA and County-wide option a list of the advantages and disadvantages was collated, looking at the following areas:

- Capacity
- Financial Viability
- Continuity of quality service to customer
- Links to HIA partners (e.g PCT, SP, Police, Fire Service etc)
- Contract management and review

It was felt that there was no additional advantage or disadvantage for the PCT area option and such an option could come from a competitive process if the market felt it viable.

Appendix 8 summarises the advantages and disadvantages for the remaining two options.

In conclusion the sub-group felt by compiling 5 area packages into one procurement process will allow the market to decide whether to bid for 1, 2, 3, 4, or 5 packages. Cambridgeshire would then ensure best value as well as giving opportunity for any of the three options above to eventually succeed.

7.6 The Market Players

There are a range of providers from the statutory sector and the third sector including independent providers and Registered Social Landlords. There is also evidence of the commercial sector showing interest in the delivery of HIA services. Depending on the delivery model agreed there could also be opportunities for in-house tenders for the service or for existing in-house arrangements to be re-structured to Social Enterprise delivery vehicles, on the Lincolnshire model.

7.7 What has been done elsewhere?

The review considered examples of how other Commissioners around the country deliver local HIA services. The models we researched include:-

One HIA throughout the County – A single countywide service delivered by one organisation

- **Lincolnshire** – Commissioners in Lincolnshire have built up an independent HIA service. Starting from a base of existing staff that came across on transfer, they recruited extra staff, operating on a business model rather than a local authority one. Their longer-term aspiration is to be able to develop the HIA as a social enterprise.

- **Hampshire (New Forest DC, Test Valley BC, Winchester CC and Eastleigh BC)** - In response to the recent procurement exercise of HIA services across Hampshire, InTouch, a large provider of HIA services in the South East of England managed by Hyde Housing Association, formed a partnership with a small independent HIA, New Forest Care and Repair. The partnership meant that New Forest were able to take part in the tender exercise for a much larger contract than it would have the capacity to take on, and it also protected this locally delivered service.
- **Devon** - The eight district councils entered into a memorandum of agreement along with the County Council and Health to commission a common HIA. The Commissioning Group developed a common service specification, which they tendered. Prior to commissioning there were two principal RSL providers of HIA services in Devon, together with an in-house arrangement in one of the districts. The tender was won by a local RSL provider who now delivers a single service throughout the county.
- **Cumbria** also has a single RSL provider delivering service throughout the six districts in the county.
- **Suffolk; Kent** – A single managing agent (RSL) manages the majority of the HIA's in these counties on a common service specification, often through a single management structure, which provides economies of scale. There is often a pooling of (financial) resources and an agreement between the participating LA's on outputs commensurate with the level of resource subscribed. However, some districts HIA services are still provided by other providers (in the case of Kent and Suffolk, in house HIAs, however they could equally be delivered by independent or other managing agents). The other LA's do not tend to participate fully in the common service specification.

A mix of delivery agents – different organisations delivering HIA services in different districts.

- **Essex** – The County has twelve districts and recommissioned following the withdrawal of a major managing agent provider. The authority invited tenderers to propose management structures and offered contracts on a cluster basis. Essex currently has HIA's provided by 6 different managing agents and one authority without an HIA.
- **Hertfordshire** – One managing agent delivers to a number of districts, however other districts do not have HIAs or have in house arrangements. This model was not formally commissioned.

This model enables the market to determine the most appropriate combination of districts and the potential for economies of scale and cost savings.

7.8 Bids from Existing Cambridgeshire HIAs

If market testing is agreed, at the appropriate time existing HIAs and their host authority/organisation would need to determine whether a bid would be made for their current contract area and/or bid for different geographic areas individually or jointly with other HIAs or other potential tenderers.

It needs to be recognised that tendering for contracts would be an additional time consuming task for HIAs. It would be for host authorities/organisation to determine the level of support that would be given to HIAs to get fit for competition and submit tender documentation. Consideration could be given to collective business support for HIAs.

7.9 The Timing of Procurement

Chapter 3 outlines the national, regional and local changes that will affect the future roles and funding of HIAs eg the move of SP funding to LAAs, personalised services through 'Individualised Budgets', the potential changes to the DFG grant regime etc. It is difficult for commissioners, at a time of change, to specify services, and for providers to bid, other than cautiously, which might comprise any potential efficiency savings for commissioners.

The specification and procurement process will take time and will need to be integrated into the County Council's planning processes for contract procurement. The current HIA contracts expire April 2010, although termination notices could be served earlier; this is a matter for the Commissioning Body to decide.

If it is decided that the re-commissioning of HIA services is to be pursued it is suggested that the current expiry date April 2010 be used for the commencement of new contracts. The implementation plan up to this date will allow for the current uncertainties to become known albeit that there may be future uncertainties.

7.10 Cost of the Procurement Process

There are costs associated with the specification, contract preparation, tendering and evaluation process. These are costs that are normally borne by commissioners and will be in addition to current expenditure. However, the bulk of this would be in staff time by commissioners.

If re-commissioning is agreed, Supporting People intend to use the County Council's in-house social care contracting team for contract specification and procurement. Collaborative working between commissioners will be required during the procurement process. It is premature at this time to determine the level of cost, if any, to be shared between commissioners for the specialist work to be undertaken by the County Council. These costs will need to be determined as part of any 'implementation plan'.

7.11 Residual Costs/Savings

If an in-house provision of HIA services is lost to an external provider then there may be some residual cost or savings opportunities for the local authority e.g. accountancy, payroll, management etc. The costs and opportunities will need to be determined by those authorities.

7.12 Contract Monitoring

Supporting People already manages the current contracts with HIAs. Budget monitoring of capital and revenue grants (generally for the carrying out of works) is carried out by the city and district councils. In addition, some HIAs deliver services in support of wider city and district council objectives eg decent homes, discretionary grants etc. Current management

arrangements would need to be reviewed by those local authorities to ensure their adequacy, should the service be provide by an external provider.

7.13 Conclusions

The Supporting People Commissioning Strategy has a presumption that, unless an exemption is granted from the County Council's procurement Contract Regulations, the service will be re-commissioned (put out to tender) when steady state contracts are renewed. Contracts are due for renewal on 1 April 2010. These contracts will be above EU thresholds

There is currently no formal joint commissioning Agreement between funders. If the service is to be 'joint commissioned' then each commissioner needs to specify which services they want commissioned in addition to the core specification, how they will be funded and what performance monitoring is required.

Whilst it is implicit that Commissioners have awareness of the implications of agreeing the Supporting People Commissioning Strategy, it is recommended that Commissioner's views are sought on joint commissioning and tendering of services as part of the consultation process of this Review.

It should be noted that a new Government funding stream is anticipated through the LAA for Handyperson schemes as announced in the new Strategy for Housing in an Ageing Society. There will be an opportunity for commissioners to utilise this funding either through HIAs or other delivery mechanism to ensure equal access to Handyperson services across the county to support the LAA priorities.

A number of actions have been identified during the review and an action plan has been created to begin to capture these areas of work (Appendix 10). The draft action plan does however form part of this report and will be consulted on as part of the consultation process.

Appendix 1

ACTION PLAN FROM BEST VALUE REVIEW OF HIAs 2004/05		
ACTION	BY WHOM	BY WHEN
1. Establish implementation group: Representation from DCs, HIAs, PCTs, SSD, SP Team	Supporting People Commissioning Body (SPCB)	6 th April 2004
2. Draw up common core specification for HIAs, taking account of LSP and other health and social care objectives	HIA Implementation Group	End June 2004
3. Agree common core specification	SPCB	July 2004
4. Establish funding streams to support common core specification from April 2005: <ul style="list-style-type: none"> • Fees • Supporting People • District Councils • Access & Systems Capacity Grant • OP Prevention Strategy • PCTs 	HIA Implementation Group	September 2004
5. Agree ancillary services to be provided in each District by HIAs and related services	HIA Implementation Group → SPCB	November 2004
6. Agree funding arrangements and pace of change from April 2005 for core specification and ancillary services	HIA Implementation Group → SPCB	November 2004
7. Agree key PIs and targets to measure delivery from April 2005	HIA Implementation Group → SPCB	January 2005
8. Begin to implement common core specification	HIAs	April 2005

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**Project Plan
Cambridgeshire Home Improvement Agency Review**

Background

There are five HIAs in Cambridgeshire. They were reviewed by a multi agency working group in 2004/5 and a core specification was agreed and implemented. All HIAs now offer the same core service to customers although there are differences in additional services offered for example, help home from hospital, handy person.

HIAs are funded by a range of partners including District Councils, Cambs County Council, Supporting People, Cambs PCT and other sources. They also charge a fee for their work which is based on a % of the cost of work. Although the funding streams are similar, the amount of funding contributions and fees charged differ slightly throughout the County.

Commissioners of HIAs are:

- Cambs County council
- District Councils
- Supporting People
- PCT

These commissioners have requested a further review of HIAs to identify the scope for rationalising the provision whilst maintaining or enhancing the service and achieving cost savings.

Drivers for the Review

- Financial drivers – budget pressures from all contributing bodies;
- End of the three year funding agreement signed off by Commissioning Body when the core specification was agreed;
- Opportunity to test the market place in line with best value and procurement principles;
- National trend towards larger HIAs, as advocated by Foundations and the Government;
- Value for money – assessing whether services can be provided more cost effectively across Cambridgeshire if delivered in a different way;
- Flexibility in service provision – that may arise from staff efficiencies, sharing expertise and learning from one another.
- Opportunity to consider delivering continuous improvement and improve quality of life of service users
- A wish to maximise outcomes and outputs for users.

Overriding Principles

That where possible, no district should have a lesser service than is currently provided and that where efficiencies can be achieved, either in cash, staff, or service provision, these should be realised. Transparency and openness in the Review process with no pre-conceived decisions.

OBJECTIVES OF THE REVIEW

1. To review and modify the Core Specification to ensure it meets the strategic needs and priorities of partner agencies.

2. To consider the efficiencies of the current HIA arrangements in Cambridgeshire including:
 - Cost
 - Outputs
 - Value for money
 - Staffing structures, expertise
 - Working practices
3. To consider good practice from elsewhere in the country both regional and national
4. To consider scope for greater efficiencies, cost savings or better service provision through different methods of working including:
 - Mobile working
 - Better use of IT
 - Integration with OTs
 - Pooling of skills / staff
 - Rationalising HIAs
 - Working more closely with RSL partners ??
5. If there is found to be scope for improvement in 4. above, to work up the practical options for realising these improvements.
6. To produce a Review and Options report for consideration by Commissioners

PROJECT APPROACH

A Project Board be convened to approve and oversee the project plan. The project group should consist of:

- PCT and OT Service
- County Council
- District Councils
- HIA representatives
- Supporting People
- Users – possibly Age Concern?

Sub-groups to be set up to consider various aspects of the Review including:

- Research and Analysis
- Core Specification Review
- Consultation
- Options drafting and appraisal

PROJECT SCOPE

Work areas to be included within the scope of the Review:

Areas from current Core Specification:

- Pro-active Identification of customers
- General Advice, Information and co-ordination
- Assessment of need
- Major and Minor adaptations (DFGs and RA Grant works)
- Repairs and improvements (Decent Homes)

In addition:

- Handyperson Schemes and funding
- Quality standards achieved/QAF accreditation
- Monitoring – current and future

Also account needs to be taken of:

- Variations in Housing/Health/Social Care/Supporting People policies, strategies and priorities
- Variations in social housing stock and LA/RSL policies
- Difference in areas: demographics/costs/needs/demand
- Demographics with regard to predicting future client base.
- The different arrangements currently being used to deliver HIA services
- The need for long term funding arrangements
- The impact on clients of any change to status quo
- The results of Sub-regional Strategic Housing Market Assessment
- Outputs relating to advice/signposting
- The impact the new 'growth' areas will have on the service ?Inc at 3rd bullet already ?

Exclusions

The following areas will be specifically excluded from the Review as they are not part of the service being 'comissioned'. They are generally the Local Authority/Health/Social Services statutory functions. However, it is acknowledged that during the course of this review efficiencies may be identified which could improve service delivery overall. These will be fed back through the final report to Commissioners and may result in additional changes to the way agencies work together.

- Validation, approval and formal notification of grants
- Decisions on complex cases and most appropriate course of action
- Statistical government returns on DFG and RAs
- LA Capital budget and monitoring
- Sampling for quality and some customer satisfaction surveys
- OT Assessments
- OT provision of other minor aids
- OT stores function

ISSUES LOG

A log of issues will be kept and referred to and updated throughout the review.

Initial issues include for example the funding shift from Supporting People to the Local Area Agreement (LAA) in 2009.

Project Plan (see also timetable)

Task	Draft Timescale
Set up Write to Chief Officers with Project Documentation Send out questionnaire for completion by HIAs and receive back Brief Agency staff on project background and scope Arrange first Project Board meeting	September
Initial meeting Agree Terms of Reference and Project Plan Agree structure and sub-groups	October

Consider user involvement on group	
Research and Analysis Research good practice elsewhere in the Country Research differences in demographics, population, etc. across County Research Strategies and priorities of all commissioning agencies Analyse and compare questionnaire results, customer satisfaction results and SP returns.	October - December
Core Specification Review Consider results of research on strategic priorities; good practice; local needs, etc. Draft revised specification for approval	November - December
Options Agree and Draft options for procurement for consideration and appraisal. Assess strengths and weaknesses of options Final options to be agreed to take forward	December - January
Consultation Agree Consultation plan that meets requirements of all commissioners Carry out consultation on agreed options Summarise consultation responses for Project Board	November - May
Project Completion Final recommendation on options agreed to go to SPCB Approvals from partner agency governing bodies.	June - July
Stage 2 – Project Implementation	September 2008 – March 2009

Cambs Home Improvement Agency Review Demographic Information

Index

1. Population Data
2. Gender/Age Bands
3. Health
 - 3a. Illness/Living Alone
 - 3b. Tenure/Illness
 - 3c. Limiting long term illness
4. Tenure by Age
5. Decent Homes – Central Heating data
6. Projected number of disabled Cambridgeshire residents
7. Social Care Support Services for Older People

1. Population Data

Table 1: Population by Broad Age Group, Cambridge Housing sub-region districts, 2001

District	0-15	16-19	20-29	30-59	60-74	75+	Total
Cambridge City	16,100	7,700	28,150	39,600	10,850	7,500	109,860
East Cambs	14,300	3,100	7,550	31,000	9,700	5,400	71,000
Fenland	16,400	3,500	8,550	34,650	13,200	7,400	83,650
Huntingdonshire	34,000	7,100	17,100	71,100	18,550	9,350	157,150
South Cambs	26,300	6,300	13,650	58,750	16,400	9,150	130,550
Forest Heath	11,600	2,400	8,600	22,700	6,700	3,900	55,900
St Edmundsbury	18,950	4,250	11,600	42,200	13,700	7,700	98,400
Cambridge sub-region	137,650	34,350	95,200	300,000	89,100	50,400	706,510

Sources: CCCRG: 5 Cambs Districts, ARU, Suffolk Districts

Table 2: Forecast Population by Broad Age Group, Cambridge housing sub-region districts, 2021

District	0-15	16-19	20-29	30-59	60-74	75+	Total
Cambridge City	24,300	9,500	31,900	56,950	17,550	8,700	148,900
East Cambs	14,300	3,400	7,050	31,000	15,600	9,300	80,650
Fenland	15,700	4,100	11,350	36,450	20,450	11,150	99,200
Huntingdonshire	27,200	6,200	17,800	66,900	30,450	17,100	165,600
South Cambs	31,200	7,400	15,150	66,150	31,800	18,750	170,450
Forest Heath	13,400	1,550	9,600	28,100	8,150	5,250	66,050
St Edmundsbury	17,800	4,400	11,050	43,300	19,150	13,100	108,800
Cambridge sub-region	143,900	36,550	103,900	328,850	143,150	83,350	839,650

Sources: CCCRG: 5 Cambs Districts, ARU, Suffolk Districts

Table 3: Forecast Population Growth, Cambridge Sub-region Districts, 2001 to 2021, '000

Sources: % Cambridgeshire Districts: Cambridgeshire County Council Research Group; Suffolk Districts: Anglia Ruskin University

District	Y2001	Y2021	Change 2001 - 2021	Population % change	% of 2021 population
Cambridge City	109.9	149.9	40.0	36.4%	17.8%
East Cambs	70.9	80.7	9.8	13.8%	9.6%
Fenland	83.7	99.3	15.6	18.6%	11.8%
Huntingdonshire	157.2	165.6	8.4	5.3%	19.7%
South Cambs	130.6	170.5	39.9	30.6%	20.3%
Forest Heath	55.9	66.1	10.2	18.2%	7.9%
St Edmundsbury	98.4	108.8	10.4	10.6%	12.9%
Cambridge sub-region	706.6	840.9	134.3	19.0%	100.0%

It should be noted that this forecast incorporates the Panel Inspectors' and Secretary of State's proposed dwelling targets (or 'floors'). This has particular implications for Cambridge City where the uplift, as compared with the initial draft East of England Plan, is 4,300 dwellings. In population terms this equates to between 8,600 and 10,000 additional population by 2021... This growth is heavily concentrated in Cambridge City and South Cambridgeshire – taking around 80,000 or two-thirds of the total increase forecast.

Table 4: Change in pop by Broad Age Groups, 2001 to 2021, Cambridge sub-region districts

District	0-15	16-19	20-29	30-59	60-74	75+	Total
Cambridge City	8,200	1,800	3,750	17,350	6,700	1,200	39,040
East Cambs	0	300	-500	0	5,900	3,900	9,650
Fenland	-700	600	2,800	1,800	7,250	3,750	15,550
Huntingdonshire	-6,800	-900	700	-4,200	11,900	7,750	8,450
South Cambs	4,900	1,100	1,500	7,400	15,400	9,600	39,900
Forest Heath	1,800	-850	1,000	5,400	1,450	1,350	10,150
St Edmundsbury	-1,150	150	-550	1,100	5,450	5,400	10,400
Cambridge sub-regi	6,250	2,200	8,700	28,850	54,050	32,950	133,140
<i>% increase</i>	<i>4.5%</i>	<i>6.4%</i>	<i>9.1%</i>	<i>9.6%</i>	<i>60.7%</i>	<i>65.4%</i>	<i>18.8%</i>

It is clear that the age groups forecast to show the biggest overall increase are older people.

Table 5: Cambridgeshire - Population aged 65 and over, in five year age bands, projected to 2025

	2008	2010	2015	2020	2025
People aged 65-69	26,700	29,400	36,600	33,900	36,500
People aged 70-74	22,700	23,900	28,100	35,000	32,500
People aged 75-79	18,300	18,800	21,700	25,700	32,200
People aged 80-84	13,500	14,100	15,400	18,300	21,900
People aged 85 and over	12,300	13,100	15,200	17,700	21,700
Total population 65 and over	93,500	99,300	117,000	130,600	144,800

(Data is available also for each LA area) (Source <http://www.poppi.org.uk/>)

Table 6: Forecast Population aged 85+, Cambridge housing sub-region Districts, 2001-2021

District	Y2001	Y2021	Change 2001 2021	% change
Cambridge City	2,180	2,360	180	8.3%
East Cambs	1,420	2,550	1,130	79.6%
Fenland	1,850	3,550	1,700	91.9%
Huntingdonshire	2,360	4,350	1,990	84.3%
South Cambs	2,520	4,700	2,180	86.5%
Forest Heath	1,000	1,400	400	40.0%
St Edmundsbury	1,900	3,850	1,950	102.6%
Cambridge sub-region	13,230	22,760	9,530	72.0%

Sources: Cambridgeshire County Council Research Group; Anglia Ruskin University

Table 7: forecast Household Growth, Cambridge Sub-region Districts, 2001 to 2021, '000s

District	Y2001	Y2021	Change 2001-2021	Household % change	% of 2021 households
Cambridge City	42.7	61.1	18.4	43.1%	16.3%
East Cambs	29.9	37.6	7.7	25.8%	10.1%
Fenland	35.3	45.4	10.1	28.6%	12.1%
Huntingdonshire	63.1	75.4	12.3	19.5%	20.2%
South Cambs	52.3	75.4	23.1	44.2%	20.2%
Forest Heath	22.9	28.9	6.0	26.2%	7.7%
St Edmundsbury	40.6	50.3	9.7	23.9%	13.4%
Cambridge sub- region	286.8	374.1	87.3	30.4%	100.0%

Sources: % Cambridgeshire Districts: Cambridgeshire County Council Research Group; Suffolk Districts: Anglia Ruskin University. As with population it is Cambridge City and South Cambridgeshire which are expected to undergo the highest rates of household growth.

2. Gender/Age band

Cambridge - Proportion by gender/age band

65 and over population by gender and age band (65-74, 75-84, 85 and over), as a percentage of the total 65 and over population, projected to 2025

	2008	2010	2015	2020	2025
Males aged 65-74	23.74%	23.24%	24.16%	23.13%	21.30%
Males aged 75-84	15.11%	14.79%	14.77%	15.00%	16.57%
Males aged 85 and over	5.04%	4.93%	6.04%	6.25%	7.10%
Total males 65 and over	43.88%	42.96%	44.97%	44.38%	44.97%
Females aged 65-74	25.18%	26.06%	26.85%	26.25%	25.44%
Females aged 75-84	20.14%	19.72%	18.12%	18.75%	19.53%
Females aged 85 and over	10.79%	10.56%	10.07%	10.00%	10.65%
Total females 65 and over	56.12%	56.34%	55.03%	55.00%	55.62%

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East Cambridgeshire - Proportion by gender/age band

65 and over population by gender and age band (65-74, 75-84, 85 and over), as a percentage of the total 65 and over population, projected to 2025

	2008	2010	2015	2020	2025
Males aged 65-74	25.53%	26.17%	27.27%	25.76%	23.08%
Males aged 75-84	14.89%	14.77%	14.20%	15.66%	17.19%
Males aged 85 and over	4.26%	4.03%	4.55%	5.05%	5.88%
Total males 65 and over	44.68%	44.97%	46.02%	46.46%	46.15%
Females aged 65-74	26.24%	26.85%	27.84%	26.77%	24.89%
Females aged 75-84	19.86%	19.46%	18.18%	18.18%	20.36%
Females aged 85 and over	8.51%	8.05%	7.95%	8.59%	9.05%
Total females 65 and over	54.61%	54.36%	53.98%	53.54%	54.30%

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Fenland Proportion by gender/age band

65 and over population by gender and age band (65-74, 75-84, 85 and over), as a percentage of the total 65 and over population, projected to 2025

	2008	2010	2015	2020	2025
Males aged 65-74	26.06%	26.50%	26.67%	25.55%	23.30%
Males aged 75-84	14.89%	14.50%	15.00%	15.69%	17.48%
Males aged 85 and over	3.72%	4.00%	4.58%	5.11%	5.83%
Total males 65 and over	44.68%	45.00%	46.25%	46.35%	46.60%
Females aged 65-74	27.13%	27.50%	28.75%	27.74%	25.24%
Females aged 75-84	19.15%	18.50%	16.67%	17.52%	19.74%
Females aged 85 and over	8.51%	8.50%	7.92%	8.03%	8.74%
Total females 65 and over	54.79%	54.50%	53.33%	53.28%	53.72%

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Huntingdonshire Proportion by gender/age band

65 and over population by gender and age band (65-74, 75-84, 85 and over), as a percentage of the total 65 and over population, projected to 2025

	2008	2010	2015	2020	2025
Males aged 65-74	26.80%	27.61%	27.74%	25.68%	23.13%
Males aged 75-84	14.00%	14.18%	14.33%	15.68%	17.11%
Males aged 85 and over	4.00%	4.10%	4.27%	4.86%	5.78%
Total males 65 and over	44.80%	45.90%	46.34%	46.22%	46.02%
Females aged 65-74	28.00%	28.73%	29.57%	28.11%	25.06%
Females aged 75-84	18.00%	17.16%	16.46%	18.11%	20.24%
Females aged 85 and over	8.40%	8.21%	7.32%	7.57%	8.19%

Total females 65 and over	54.40%	54.10%	53.35%	53.78%	53.49%
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South Cambridgeshire Proportion by gender/age band

65 and over population by gender and age band (65-74, 75-84, 85 and over), as a percentage of the total 65 and over population, projected to 2025

	2008	2010	2015	2020	2025
Males aged 65-74	25.11%	25.64%	26.45%	24.84%	22.09%
Males aged 75-84	15.07%	14.96%	14.13%	15.36%	17.31%
Males aged 85 and over	4.57%	4.70%	5.43%	5.88%	6.57%
Total males 65 and over	44.75%	45.30%	46.01%	46.08%	45.97%
Females aged 65-74	26.94%	27.35%	28.62%	27.12%	24.48%
Females aged 75-84	19.63%	18.38%	17.39%	18.30%	20.60%
Females aged 85 and over	9.13%	8.55%	7.97%	8.17%	8.96%
Total females 65 and over	55.71%	54.27%	53.99%	53.59%	54.03%

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Note: Figures are taken from Office for National Statistics (ONS) subnational population projections by sex and quinary age groups. The latest subnational population projections available for England are based on the revised 2004 mid year population estimates and project forward the population from 2005 to 2029. Long term population projections are an indication of the future trends in population by age and gender. The projections are derived from assumptions about births, deaths and migration based on trends over the last five years. The projections do not take into account any future policy changes.

Cambridgeshire Proportion by gender/age band

65 and over population by gender and age band (65-74, 75-84, 85 and over), as a percentage of the total 65 and over population, projected to 2025

	2008	2010	2015	2020	2025
Males aged 65-74	25.67%	26.08%	26.67%	25.19%	22.72%
Males aged 75-84	14.87%	14.70%	14.53%	15.62%	17.20%
Males aged 85 and over	4.28%	4.53%	4.79%	5.36%	6.15%
Total males 65 and over	44.81%	45.32%	45.98%	46.17%	46.06%
Females aged 65-74	27.06%	27.59%	28.55%	27.57%	24.93%
Females aged 75-84	19.25%	18.43%	17.26%	18.15%	20.17%
Females aged 85 and over	8.88%	8.66%	8.12%	8.19%	8.84%
Total females 65 and over	55.19%	54.68%	53.93%	53.91%	53.94%

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3. Health

3a. Illness/Living Alone

Cambridge - Illness\living alone

People aged 65 and over by age (65-74, 75-84, 85 and over), with a limiting long-term illness, living alone, projected to 2025

	2008	2010	2015	2020	2025
People aged 65-69 with a limiting long-term illness, living alone	343	375	485	466	504
People aged 70-74 with a limiting long-term illness, living alone	493	525	619	787	756
People aged 75-79 with a limiting long-term illness, living alone	689	708	816	980	1,252
People aged 80-84 with a limiting long-term illness, living alone	729	756	837	999	1,215
People aged 85 and over with a limiting long-term illness, living alone	770	837	1,004	1,205	1,507
Total population aged 65 to 74 with a limiting long term illness, living alone	836	900	1,104	1,253	1,260
Total population aged 75 and over with a limiting long term illness, living alone	2,188	2,301	2,657	3,184	3,974

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Huntingdonshire - Illness\living alone

People aged 65 and over by age (65-74, 75-84, 85 and over), with a limiting long-term illness, living alone, projected to 2025

	2008	2010	2015	2020	2025
People aged 65-69 with a limiting long-term illness, living alone	437	482	612	556	607
People aged 70-74 with a limiting long-term illness, living alone	620	671	813	1,037	946
People aged 75-79 with a limiting long-term illness, living alone	854	872	1,108	1,326	1,689
People aged 80-84 with a limiting long-term illness, living alone	861	912	1,013	1,291	1,595
People aged 85 and over with a limiting long-term illness, living alone	1,022	1,088	1,286	1,516	1,945
Total population aged 65 to 74 with a limiting long term illness, living alone	1,057	1,153	1,425	1,593	1,553
Total population aged 75 and over with a limiting long term illness, living alone	2,737	2,872	3,407	4,133	5,229

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South Cambridgeshire - Illness\living alone

People aged 65 and over by age (65-74, 75-84, 85 and over), with a limiting long-term illness, living alone, projected to 2025

	2008	2010	2015	2020	2025
People aged 65-69 with a limiting long-term illness, living alone	304	338	426	382	407
People aged 70-74 with a limiting long-term illness, living alone	446	472	558	695	626
People aged 75-79 with a limiting long-term illness, living alone	733	750	852	1,022	1,278
People aged 80-84 with a limiting long-term illness, living alone	806	856	931	1,108	1,309
People aged 85 and over with a limiting long-term illness, living alone	1,102	1,176	1,359	1,580	1,911
Total population aged 65 to 74 with a limiting long term illness, living alone	750	810	984	1,077	1,033
Total population aged 75 and over with a limiting long term illness, living alone	2,641	2,782	3,142	3,710	4,498

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Cambridgeshire - Illness\living alone

People aged 65 and over by age (65-74, 75-84, 85 and over), with a limiting long-term illness, living alone, projected to 2025

	2008	2010	2015	2020	2025
People aged 65-69 with a limiting long-term illness, living alone	1,639	1,805	2,247	2,081	2,240
People aged 70-74 with a limiting long-term illness, living alone	2,333	2,456	2,888	3,597	3,340
People aged 75-79 with a limiting long-term illness, living alone	3,268	3,357	3,875	4,590	5,750
People aged 80-84 with a limiting long-term illness, living alone	3,557	3,715	4,058	4,822	5,771
People aged 85 and over with a limiting long-term illness, living alone	4,408	4,695	5,448	6,344	7,778
Total population aged 65 to 74 with a limiting long term illness, living alone	3,972	4,261	5,135	5,678	5,580
Total population aged 75 and over with a limiting long term illness, living alone	11,233	11,767	13,381	15,756	19,299

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3b. Tenure/Illness

Cambridge - Tenure\Illness

People aged 55 and over by age (55-64, 65-74, 75-84, 85 and over), with a limiting long-term illness and by tenure, year 2001

	People aged 55-64	People aged 65-74	People aged 75-84	People aged 85 and over
Owned, with a limiting long-term illness	1,115	1,366	1,556	686
Owned, without a limiting long-term illness	5,073	3,245	1,585	315
Rented from council, with a limiting long-term illness	653	631	703	335
Rented from council, without a limiting long-term illness	864	804	525	105
Other social rented, with a limiting long-term illness	137	146	202	127
Other social rented, without a limiting long-term illness	230	205	139	61
Private rented or living rent free, with a limiting long-term illness	136	115	210	162
Private rented or living rent free, without a limiting long-term illness	460	244	183	65
All people	8,668	6,756	5,103	1,856

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East Cambridgeshire - Tenure\Illness

People aged 55 and over by age (55-64, 65-74, 75-84, 85 and over), with a limiting long-term illness and by tenure, year 2001

	People aged 55-64	People aged 65-74	People aged 75-84	People aged 85 and over
Owned, with a limiting long-term illness	1,336	1,552	1,249	513
Owned, without a limiting long-term illness	5,446	3,324	1,283	228
Rented from council, with a limiting long-term illness	22	34	49	19
Rented from council, without a limiting long-term illness	64	51	41	13
Other social rented, with a limiting long-term illness	304	443	526	215
Other social rented, without a limiting long-term illness	435	603	380	76
Private rented or living rent free, with a limiting long-term illness	161	175	191	98
Private rented or living rent free, without a limiting long-term illness	467	271	169	54

All people	8,235	6,453	3,888	1,216
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Fenland - Tenure\illness

People aged 55 and over by age (55-64, 65-74, 75-84, 85 and over), with a limiting long-term illness and by tenure, year 2001

	People aged 55-64	People aged 65-74	People aged 75-84	People aged 85 and over
Owned, with a limiting long-term illness	2,101	2,498	1,916	615
Owned, without a limiting long-term illness	5,976	4,415	1,925	242
Rented from council, with a limiting long-term illness	387	475	479	204
Rented from council, without a limiting long-term illness	403	464	304	82
Other social rented, with a limiting long-term illness	63	65	94	64
Other social rented, without a limiting long-term illness	51	79	63	21
Private rented or living rent free, with a limiting long-term illness	246	208	268	158
Private rented or living rent free, without a limiting long-term illness	416	290	205	57
All people	9,643	8,494	5,254	1,443

Figures may not sum due to rounding - Crown copyright 2007

Huntingdonshire - Tenure\illness

People aged 55 and over by age (55-64, 65-74, 75-84, 85 and over), with a limiting long-term illness and by tenure, year 2001

	People aged 55-64	People aged 65-74	People aged 75-84	People aged 85 and over
Owned, with a limiting long-term illness	2,789	2,829	2,269	845
Owned, without a limiting long-term illness	11,950	5,941	2,433	377
Rented from council, with a limiting long-term illness	167	181	233	98
Rented from council, without a limiting long-term illness	307	218	150	40
Other social rented, with a limiting long-term illness	422	559	726	299
Other social rented, without a limiting long-term illness	566	642	465	107
Private rented or living rent free, with a limiting long-term illness	228	201	278	115
Private rented or living rent free, without a limiting long-term illness	667	343	195	50
All people	17,096	10,914	6,749	1,931

Figures may not sum due to rounding - Crown copyright 2007

South Cambridgeshire - Tenure\illness

People aged 55 and over by age (55-64, 65-74, 75-84, 85 and over), with a limiting long-term illness and by tenure, year 2001

	People aged 55-64	People aged 65-74	People aged 75-84	People aged 85 and over
Owned, with a limiting long-term illness	1,887	2,229	2,118	889
Owned, without a limiting long-term illness	10,310	5,641	2,301	404
Rented from council, with a limiting long-term illness	463	608	783	344
Rented from council, without a limiting long-term illness	902	874	565	128
Other social rented, with a limiting long-term illness	69	91	103	51
Other social rented, without a limiting long-term illness	121	117	78	17
Private rented or living rent free, with a limiting long-term illness	175	176	281	213
Private rented or living rent free, without a limiting long-term illness	491	263	177	71
All people	14,418	9,999	6,406	2,117

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Cambridgeshire - Tenure\illness

People aged 55 and over by age (55-64, 65-74, 75-84, 85 and over), with a limiting long-term illness and by tenure, year 2001

	People aged 55-64	People aged 65-74	People aged 75-84	People aged 85 and over
Owned, with a limiting long-term illness	9,228	10,474	9,108	3,548
Owned, without a limiting long-term illness	38,755	22,566	9,527	1,566
Rented from council, with a limiting long-term illness	1,690	1,929	2,247	1,000
Rented from council, without a limiting long-term illness	2,540	2,410	1,585	369
Other social rented, with a limiting long-term illness	994	1,304	1,651	756
Other social rented, without a limiting long-term illness	1,403	1,646	1,123	282
Private rented or living rent free, with a limiting long-term illness	946	875	1,228	746
Private rented or living rent free, without a limiting long-term illness	2,500	1,411	928	298
All people	58,056	42,615	27,397	8,565

Figures may not sum due to rounding - Crown copyright 2007

Notes

Figures are taken from Office for National Statistics (ONS) 2001 Census, Standard Tables, Table S017 Tenure and age by general health and limiting long-term illness. The most recent census information is for year 2001 (the next census will be conducted in 2011).

The terms used to describe tenure are defined as: Owned: either owned outright, owned with a mortgage or loan, or paying part rent and part mortgage (shared ownership). Other social rented: includes rented from Registered Social Landlord, Housing association, Housing Co-operative and Charitable Trust. Private rented: renting from a private landlord or letting agency, employer of a household member, or relative or friend of a household member or other person. Living rent free: could include households that are living in accommodation other than private rented.

Projections have not been shown as figures would not be reliable

3c. Limiting long term illness

- Heart Attacks
- Strokes
- Bronchitis\ emphysema
- Falls A&E attendance
- Falls - hospital admissions
- Mobility
- Obesity

Cambridgeshire - Limiting long term illness

People aged 65 and over with a limiting long-term illness, by age (65-74, 75-84, 85 and over), projected to 2025

	2008	2010	2015	2020	2025
People aged 65-74 with a limiting long-term illness	16,743	18,064	21,928	23,352	23,385
People aged 75-84 with a limiting long-term illness	15,896	16,446	18,545	21,995	27,043
People aged 85 and over with a limiting long-term illness	7,234	7,704	8,939	10,410	12,762
Total population aged 65 and over with a limiting long-term illness	39,873	42,215	49,413	55,756	63,191

Figures may not sum due to rounding - Crown copyright 2007

Cambridgeshire - Heart attack

People aged 65 and over predicted to have a longstanding health condition caused by a heart attack, by gender and by age (65-74, 75 and over), projected to 2025

	2008	2010	2015	2020	2025
Males aged 65-74 predicted to have a longstanding health condition caused by a heart attack	2,016	2,176	2,621	2,764	2,764
Males aged 75 and over predicted to have a longstanding health condition caused by a heart attack	1,486	1,585	1,876	2,274	2,805
Females aged 65-74 predicted to have a longstanding health condition caused by a heart attack	1,290	1,397	1,703	1,836	1,841
Females aged 75 and over predicted to have a longstanding health condition caused by a heart attack	1,762	1,802	1,990	2,305	2,814
Total population aged 65 and over predicted to have a longstanding health condition caused by a heart attack	6,554	6,961	8,190	9,179	10,224

Figures may not sum due to rounding - Crown copyright 2007

Notes

8.4% of 65-74 year old males, 8.3% of males aged 75 and over, 5.1% of 65-74 year old females, and 6.7% of females aged 75 and over report heart attacks. These prevalence rates are based on the 2004/05 General Household Survey, National Statistics, General health and use of health services, Table 7.15 Chronic sickness: rate per 1000 reporting selected longstanding conditions, by sex and age. Information on chronic sickness was obtained by asking about any longstanding illness that has had an effect or will have an effect over a period of time. The prevalence rates have been applied to ONS population

Cambridgeshire - Stroke

People aged 65 and over predicted to have a longstanding health condition caused by a stroke, by gender and by age (65-74, 75 and over), projected to 2025

	2008	2010	2015	2020	2025
Males aged 65-74 predicted to have a longstanding health condition caused by a stroke	408	440	530	559	559
Males aged 75 and over predicted to have a longstanding health condition caused by a stroke	967	1,031	1,220	1,480	1,825
Females aged 65-74 predicted to have a longstanding health condition caused by a stroke	304	329	401	432	433
Females aged 75 and over predicted to have a longstanding health condition caused by a stroke	736	753	832	963	1,176
Total population aged 65 and over predicted to have a longstanding health condition caused by a stroke	2,415	2,554	2,983	3,434	3,994

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Notes

1.7% of 65-74 year old males, 5.4% of males aged 75 and over, 1.2% of 65-74 year old females, and 2.8% of females aged 75 and over report strokes. These prevalence rates are based on the 2004/05 General Household Survey, National Statistics, General health and use of health services, Table 7.15 Chronic sickness: rate per 1000 reporting selected longstanding conditions, by sex and age. Information on chronic sickness was obtained by asking about any longstanding illness that has had an effect or will have an effect over a period of time. The prevalence rates have been applied to ONS population projections of the 65 and over population to give estimated numbers predicted to have a stroke to 2025.

Cambridgeshire - Bronchitis\ emphysema

People aged 65 and over predicted to have a longstanding health condition caused by bronchitis and emphysema, by gender and by age (65-74, 75 and over), projected to 2025

	2008	2010	2015	2020	2025
Males aged 65-74 predicted to have a longstanding health condition caused by bronchitis and emphysema	816	881	1,061	1,119	1,119
Males aged 75 and over predicted to have a longstanding health condition caused by bronchitis and emphysema	501	535	633	767	946
Females aged 65-74 predicted to have a longstanding health condition caused by bronchitis and emphysema	380	411	501	540	542
Females aged 75 and over predicted to have a longstanding health condition caused by bronchitis and emphysema	368	377	416	482	588
Total population aged 65 and over predicted to have a longstanding health condition caused by bronchitis and emphysema	2,065	2,203	2,610	2,907	3,195

Cambridgeshire - Falls - A&E attendance

People aged 65 and over predicted to attend hospital Accident and Emergency (A&E) departments as a result of falls, by age group (65-69, 70-74 and 75 and over), projected to 2025

	2008	2010	2015	2020	2025
People aged 65-69 predicted to attend hospital A&E departments as a result of falls	767	845	1,052	974	1,049
People aged 70-74 predicted to attend hospital A&E departments as a result of falls	835	879	1,034	1,288	1,196
People aged 75 and over predicted to attend hospital A&E departments as a result of falls	4,169	4,348	4,944	5,833	7,165
Total population aged 65 and over predicted to attend hospital A&E departments as a result of falls	5,771	6,072	7,029	8,094	9,410

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Notes

2.873% of 65-69 year olds, 3.679% of 70-74 year olds, and 9.453% of people aged 75 and over attend

Cambridgeshire - Falls - hospital admissions

People aged 65 and over predicted to be admitted to hospital as a result of falls, by age group (65-69, 70-74 and 75 and over), projected to 2025

	2008	2010	2015	2020	2025
People aged 65-69 predicted to be admitted to hospital as a result of falls	139	153	190	176	190
People aged 70-74 predicted to be admitted to hospital as a result of falls	209	220	259	322	299
People aged 75 and over admitted to hospital as a result of falls	1,623	1,693	1,925	2,271	2,789
Total population aged 65 and over predicted to be admitted to hospital as a result of falls	1,971	2,066	2,373	2,769	3

Cambridgeshire - Mobility

People aged 65 and over unable to manage at least one mobility activity on their own, by age group (65-74, and 75 and over), projected to 2025. Activities include: going out of doors and walking down the road; getting up and down stairs; getting around the house on the level; getting to the toilet; getting in and out of bed

	2008	2010	2015	2020	2025
People aged 65-74 unable to manage at least one mobility activity on their own	3,952	4,264	5,176	5,512	5,520
People aged 75 and over unable to manage at least one mobility activity on their own	10,584	11,040	12,552	14,808	18,192
Total population aged 65 and over unable to manage at least one mobility activity on their own	14,536	15,304	17,728	20,320	23,712

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Notes

8% of 65-74 year olds, and 24% of men and women aged 75 and over are unable to manage on their own at least one of the mobility activities listed. The data is taken from Bridgwood, A. (1998) People Aged 65 and Over: Results of an Independent Study Carried Out on Behalf of the Department of Health as Part of the 1998 General Household Survey, page 43.

The prevalence rates have been applied to ONS population projections of the 65 and over population to give estimated numbers predicted to be unable to manage at least one of the mobility activities listed, to 2025.

Cambridgeshire - Obesity

People aged 65 and over with a body mass index (BMI) above 30, by gender and age group (65-79, and 80 and over), projected to 2025

	2008	2010	2015	2020	2025
Males aged 65-79 with a BMI above 30	7,106	7,590	9,108	9,900	10,538
Males aged 80 and over with a BMI above 30	1,920	2,100	2,480	3,060	3,760
Females aged 65-79 with a BMI above 30	9,558	10,152	12,150	13,419	14,391
Females aged 80 and over with a BMI above 30	4,212	4,342	4,706	5,382	6,448
Total population aged 65 and over with a BMI above 30	22,796	24,184	28,444	31,761	35,137

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Notes

22% of men and 27% of women aged 65-79 have a BMI above 30; 20% of men, and 26% of women aged 80 and over have a BMI of over 30. The data is taken from the Health Survey for England 2000, The Health of Older People, DH, which is a series of annual surveys about the health of people living in England. It was commissioned to provide better and more reliable information about various aspects of people's health, and to monitor selected health targets. Each year's survey has a particular focus on a disease or condition or population group. The main focus of Health Survey for England was on the health of older people.

Percentage Breakdown of Household Population by Age Bands & Tenure, Districts

District	Cambridge City	East Cambs	Fenland	Hunts	South Cambs	Forest Heath	St Edmundsbury
65-74: owner occupied	68.3%	75.6%	81.4%	80.4%	78.7%	76.2%	75.7%
65-74: social rented	26.4%	17.5%	12.8%	14.7%	16.9%	16.8%	18.8%
65-74: private rented/other	5.3%	6.9%	5.9%	5.0%	4.4%	7.0%	5.5%
75-84: owner occupied	61.6%	65.2%	73.1%	69.7%	69.0%	65.9%	66.1%
75-84: social rented	30.7%	25.6%	17.9%	23.3%	23.8%	22.2%	25.3%
75-84: private rented/other	7.7%	9.2%	9.0%	7.0%	7.2%	12.0%	8.6%
85+: owner occupied	53.9%	60.8%	59.4%	63.3%	61.2%	60.1%	56.4%
85+: social rented	33.8%	26.5%	25.7%	28.2%	25.5%	26.1%	32.4%
85+: private rented/other	12.2%	12.7%	14.9%	8.5%	13.3%	13.8%	11.2%
All pop: owner occupied	54.5%	75.1%	77.4%	78.1%	77.6%	61.5%	73.1%
All pop: social rented	22.7%	13.3%	13.1%	12.1%	13.4%	13.3%	16.1%
All pop: private rented/other	22.8%	11.7%	9.5%	9.8%	9.1%	25.1%	10.8%

The Table shows, for example, that in Cambridge City 68.3% of the private household population aged 65 – 74 lived in owner-occupied housing; 26.4% of this age group lived in social rented housing and 5.3% lived in privately rented/other housing. This compares with a breakdown of 54.5% of the total household population living in owner-occupied housing, 22.7% living in social rented dwellings and 22.8% living in privately rented/other housing. With increasing age relatively more people are in social rented housing. The proportion living in private rented housing also increases with age.

Percentage Breakdown of Tenure Population by Older Age Bands , Districts

District	Cambridge City	East Cambs	Fenland	Hunts	South Cambs	Forest Heath	St Edmundsbury
65-74: owner occupied	8.9%	9.0%	10.9%	7.2%	7.9%	9.7%	8.9%
75-84: owner occupied	6.1%	4.7%	6.0%	3.9%	4.5%	5.8%	5.2%
85+: owner occupied	1.9%	1.4%	1.3%	1.0%	1.3%	1.6%	1.2%
65-74: social rented	8.3%	11.8%	10.0%	8.5%	9.9%	9.9%	10.1%
75-84: social rented	7.3%	10.4%	8.7%	8.4%	8.9%	9.1%	9.0%
85+: social rented	2.9%	3.4%	3.4%	2.9%	3.2%	3.2%	3.1%
65-74: private rent, other	1.7%	5.3%	6.3%	3.6%	3.8%	2.2%	4.4%
75-84: private rent, other	1.8%	4.2%	6.0%	3.1%	4.0%	2.6%	4.5%
85+: private rent, other	1.0%	1.8%	2.7%	1.1%	2.4%	0.9%	1.6%
65-74: all tenures	7.1%	8.9%	10.3%	7.0%	7.8%	7.9%	8.6%
75-84: all tenures	5.4%	5.4%	6.4%	4.3%	5.0%	5.5%	5.7%
85+: all tenures	2.0%	1.7%	1.8%	1.2%	1.7%	1.6%	1.6%

This Table shows, for example, that in Cambridge City, 8.9% of all owner-occupiers were people aged 65 – 74, 6.1% were people aged 75 – 84 and 1.9% were people aged 85 and over. This compares with 7.1% of the total household population, (i.e. whatever their tenure) being 65 – 74 years olds, 5.4% being aged 75 – 84 and 2% being aged 85 and over. Generally speaking a higher percentage of social renters are older people; in Cambridge City, for example, 2.9% are aged 85 or over. In East Cambridgeshire 25.6% of all social renters were aged over 65, compared with less than 19% in Cambridge City.

of older

prevalence have been to ONS population projections 65 and population estimated numbers predicted defined as to 2025.

Tenure Age Decent Homes

4. by 5.

Cambridgeshire - No central heating

People aged 65 and over by age (65-74, 75-84, 85 and over) living in a dwelling with no central heating, year 2001

	Total 65 and over population 2001	Number of 65 and over population with no central heating 2001	Percentage of 65 and over population with no central heating 2001
People aged 65-74	43,025	2,269	2.77%
People aged 75-84	28,475	1,745	2.13%
People aged 85 and over	10,287	710	0.87%
Total population aged 65 and over	81,787	4,724	5.78%

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6. Projected number of disabled residents of Cambridgeshire

Table 1: Projected number of disabled children in Cambridgeshire, 2001-2021

Sex	Age	2001	2011	2021	% change 2001-2021
Male	0-4	440	450	520	18.2%
	5-9	880	890	970	10.2%
	10-15	1,000	1,030	1,070	7.0%
Female	0-4	320	320	370	15.6%
	5-9	560	570	620	10.7%
	10-15	650	680	700	7.7%
Total	0-4	760	770	900	18.4%
	5-9	1,440	1,450	1,590	10.4%
	10-15	1,650	1,710	1,770	7.3%
Total children		3,850	3,930	4,260	10.6%

Table 2: Projected number of disabled adults in Cambridgeshire, 2001-2021

Age group	2001	2011	2021	% change 2001-2021
16-24	1,590	1,910	2,070	29.8%
25-59	19,270	20,150	22,760	18.1%
60-74	18,450	23,170	26,810	45.3%
75+	23,040	27,480	36,590	58.8%
Total adults	62,350	72,710	88,220	41.5%

Source: OPCS Survey prevalence rates applied to CCC Research Group mid-2003 based population forecasts

7. Social Care Support Services for Older People

Work carried out for Cambridgeshire Horizons Health Forum in 2006 modeled an 'optimal' picture of social care support for older people in the period through to 2021. This is referred to as the 'fully revised service model'. Although some of the underlying population forecasts have subsequently been updated, the proposals are shown in Table 16 and continue to provide a good guide as to the desired 'direction of travel'. The base year was 2003

Projected older people's services, 'fully revised service model'. Cambridgeshire County Council, 2006 to 2021

Indicator/service	2003 base	2006	2011	2016	2021	% change 2003/21
Older people helped to live at home	4,230	4,430	5,960	8,030	10,360	145%
Households receiving intensive homecare	776	810	1,000	1,260	1,540	99%
Number of assessments of older service users	5,511	5,780	7,550	9,960	12,650	130%
Number of people 65+ supported in residential care	1,121	1,180	920	610	170	-85%
Number of people aged 65+ supported in nursing care	520	550	690	890	1,110	114%
Number of people supported in extra care housing	308	320	780	1,390	2,120	569%

Source: Population Growth & Capacity Planning for Health & Social Care, Cambridgeshire & Peterborough, January 2006. Commissioned by Cambridgeshire Horizons Health Forum

District	Category	Social rent	Almshouses	Private rented	Leasehold/owner-occupied	Extra sheltered - rent	Extra sheltered - owned	Total units for elderly	Per 1,000 pop aged 65+
Cambridge City	Total	1,087	32	0	322	57	0	1,498	109
	SP funded	671	17	0	0	37	0	725	53
East Cambridgeshire	Total	861	0	0	118	94	0	1,073	85
	SP funded	636	0	0	0	67	0	703	56
Fenland	Total	668	21	118	41	74	0	922	53
	SP funded	483	5	72	0	55	0	615	35
Huntingdonshire	Total	985	41	0	466	34	0	1,526	67
	SP funded	688	17	0	0	24	0	729	32
South Cambridgeshire	Total	1,528	0	0	266	30	48	1,872	87
	SP funded	960	0	0	0	13	0	973	45
Forest Heath	Total	383	3	0	147	82	0	615	73
	SP funded	0	0	0	0	0	0	0	0
St Edmundsbury	Total	687	30	0	239	127	0	1,083	61
	SP funded	0	0	0	0	0	0	0	0
Cambridge sub-region	Total	6,199	127	118	1,599	498	48	8,589	75
	SP funded	0	0	0	0	0	0	0	0

Sources: Cambridgeshire County Council; Suffolk County Council; Retirement Homes websites; ARU

Domiciliary 'Home Care' Support to Elderly People, Districts July 2007, (snapshot)

District	Elderly people with domiciliary care at home	As % of population aged 65+
Cambridge City	503	3.6%
East Cambridgeshire	427	3.3%
Fenland	438	2.5%
Huntingdonshire	688	3.0%
South Cambridgeshire	661	3.1%
Cambridgeshire (inc 33 with no post-code)	2,750	3.1%

Source: Cambridgeshire PCT

The district with the highest level of provision is Cambridge City, with 3.6%; the provision is lowest in Fenland at 2.5%.

Alongside this provision there will be people who buy care and support totally independently of the County Council/NHS. Some of these will be people whose needs are assessed as below the threshold level. Some people with 'State' care will add to this by private purchase. Others prefer to buy care outside the state system. There is, at present, no detailed analysis of the 'private' market for domiciliary care – an issue which requires further work.

Community alarms

Community alarms have been identified as an important service for helping elderly people to live independently in the community. The Best Value Review of sheltered housing in Cambridgeshire also recommended that community alarm systems could be integrated with sheltered warden staff and primary and social care staff.

Existing Provision of Communal Alarms and Targets for non-sheltered Elderly Household Population, 2016, Districts

Element	Cambridge City	East Cambs	Fenland	Hunts	South Cambs	County Total
<u>Community alarms 2006</u>						
Rented sheltered 2006	715	1,260	462	1,166	1,608	5,211
Private sheltered 2006	336	127	0	366	191	1,020
Non-sheltered 2006	1,153	230	182	0	491	2,056
Total communal alarms 2006	2,204	1,617	644	1,532	2,290	8,287
Per 1,000 pop aged 65+ (2006)	158.7	130.9	37.0	68.2	110.2	93.2
Non-sheltered prov per 1,000 pop aged 65+	83.0	18.6	10.5	0.0	24.4	23.1
Population 65+ 2016	14,500	16,800	21,100	31,600	30,100	116,200
Target for non-sheltered prov per 1,000 pop 65+	83.0	83.0	83.0	83.0	83.0	83.0
Target for non-sheltered provision by 2016	1,204	1,396	1,755	2,624	2,501	9,479
Increase in target for non-sheltered provision 2006 to 2016	+ 51	+ 1,166	+ 1,573	+ 2,624	+ 2,010	+ 7,423

Some LPSA resources have been made available for limited expansion in Fenland and South Cambs, but major expansion is expected by locally-based providers.

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National Strategy for Housing in an Ageing Society

This National Strategy was published in February 2008. It confirms that the ageing society poses one of the greatest housing challenges. By 2026 older people will account for almost half (48 per cent) of the increase in the total number of households, resulting in 2.4 million more older households than there are today.

Most vulnerable older households live in the private sector. Just under 3 million vulnerable households include someone aged 60 or over. Around half of these households own their own homes.

Most homes and communities are not designed to meet people's changing needs as they grow older. Older people's housing options are too often limited to care homes or sheltered housing. The strategy outlines plans for making sure that there is enough appropriate housing available in future to relieve the forecasted unsustainable pressures on homes, health and social care services.

The national priorities expressed in the PSAs are supported by the National Indicator Set, placing housing and older people at the heart of local government services. Local authorities have the opportunity to shape how these priorities should be delivered to meet the needs of their communities through their Local Area Agreements.

New funding of £35 million up to 2011 will support the development of housing information and advice for older people, and increase the current handyperson services and Home Improvement Agencies. There will be a 31 per cent increase in the Disabled Facilities Grant by 2011, taking the annual budget to £146 million in 2008-09 and up to £166 million in 2010-11 and also proposals to link the DFG budget to the Local Area Agreement process.

One of the aims of the strategy is to work with partners across government and in the voluntary and community sector to provide a new approach to a national housing advice and information service. Linked to this, they will strengthen local housing information services.

From 2009/10 new rapid repairs and adaptations services will be introduced to support more handypersons schemes across the country. The promised Government funding will enable an additional 125,000 older people each year to get the repairs and minor adaptations necessary to help them carry on living in their own homes. This will be linked to the development of the Home Improvement Agency sector and the 'Future HIA project' (to be carried out by Foundations), the findings of which will be published in Autumn 2008.

The cross-Government **Independent Living Strategy**, to be published shortly, will identify specific actions required to promote independent living for older disabled people.

Our Health, Our Care, Our Say

This White Paper sets a new direction for the whole health and social care system. It confirms the vision set out in the Department of Health Green Paper, Independence, Well-being and

Choice. There will be a radical and sustained shift in the way in which services are delivered, ensuring that they are more personalised and that they fit into people's busy lives. The Government wants to give people a stronger voice so that they are the major drivers of service improvement and ensure they have more independence, choice and control in their lives.

Commissioning Framework for Health and Well-being

Published in 2007, this framework was designed to enable local authority, PCT and practice-based commissioners to work together more effectively to provide services that are tailored to the needs of individuals and local communities and to help people maintain their health, well-being and independence wherever possible.

The new commissioning arrangements for the NHS and local authorities will give people greater choice and control over services and treatments across housing, health and care, and access to good information and advice to support these choices.

A new duty for the NHS and local government is to work together on a Joint Strategic Needs Assessment. This will make sure that local organisations commission housing and care based on the needs of their local communities. This will help councils, PCTs and practice-based commissioners to understand better the needs of their populations.

The East of England Regional Housing Strategy 2005-10

The vision of this strategy is: 'To ensure everyone can live in a decent home which meets their needs, at a price they can afford and in locations that are sustainable'. HIA's play a crucial role in supporting vulnerable people and enabling them to stay at home. However there is a universal difficulty across the Region with demand for DFGs outstripping the capacity to supply.

The EERA Regional Social Strategy

This identifies the importance of Home Improvement Agencies to minimise the effects of social exclusion experienced by many older and vulnerable people.

The Cambridge Sub-Region Housing Strategy 2004 to 2008/09

This partnership strategy for the sub-regional housing authorities includes the following priorities.

- Making best use of existing housing and
- Supported housing – working together to address the needs of vulnerable people who need to live independently in the community

A Review of this strategy will take place over the coming year and will include the outcomes of the new Strategic Housing Market Assessment and take into account the outcomes of The Disability Housing Strategy for the County.

All District authorities have an overarching **Housing Strategy** with aims that link in with national, sub regional and regional actions and objectives.

Each local authority provides a range of housing and housing-related services that contribute to enhancing independence and promoting health that can include:

- Sheltered and supported housing for older people (for stock holding Councils)
- Disabled Facilities Grants or loans for adaptations
- A community alarm system with out-of-hours response
- Home Improvement Agencies that give advice and assistance with adaptations

PCT Countywide Commissioning Strategy

This sets out the broad commissioning intentions of Cambridgeshire PCT for services for older people up to 2009. It follows the transfer of responsibility for adult social services to (what were then) the four PCTs in April 2004 and the pooling of health and social care budgets. Although changes in 2007 have now created one combined PCT for Cambridgeshire this document still provides a framework within which countywide commissioning decisions will be made and will also be used as a reference for local and individual commissioning decisions within the PCT.

The vision for Cambridgeshire Adult Support Services is to develop communities in which older people and adults affected by disability are truly engaged, and exercise choice and control over their lives. To deliver this vision the service will ensure that older people and adults are supported by good quality services that help them to identify the personal outcomes that they desire and to work towards achieving these. They will strive to make continuous and sustainable improvement in the quality of services.

Public Service Agreement

Prior to 2007 Cambridge City and South Cambridgeshire PCTs were partner organisations in the voluntary local Public Service Agreement between Cambridgeshire County Council and the Government. When Cambridge City and South Cambridgeshire PCTs was subsumed into Cambridgeshire PCT these working arrangements persisted. The Agreement, which was made in April 2005 and concluded in 2007, includes services for older people as one of three key areas for service improvement.

Local Area Agreements (LAAs)

Commissioning of Supporting People services is currently being influenced by four factors:

Potential linking of Supporting People funds with the LAA's

- A move towards developing 'personalised services' for example through Individualised Budgets
- A commitment to pursue joint commissioning in appropriate areas
- Following Cambridgeshire County Council Contract Regulations

The Supporting People programme is already funding services, which help achieve the targets in all four LAA blocks. The LAA is refreshed annually and Cambridgeshire SP Commissioning Body aims to strengthen the link between the LAA and the Supporting People programme in Cambridgeshire. This is consistent with the National Supporting People Strategy from the Department of Communities and Local Government, which asks Local Authorities to integrate SP into the LAA & prepare to deliver SP through a new area, based grant by 2009. During the

refresh process in both 2007 and 2008 the Commissioning Body are working to strengthen the link between the LAA and SP.

The challenge of Regionalisation, the commissioning of services at a county level and the increasingly pivotal role of Supporting People in defining HIA services are important factors that need to be considered throughout the HIA review

Cambridgeshire Supporting People Strategy 2005-2010

This strategy sets out the broad context for Supporting People in the county. The vision is to 'improve the quality of life and well-being by ensuring housing and housing support is available that reduces risk and enables vulnerable people to live as full a life as possible'. The 2005-10 Strategy facilitated the client group review programme ending in March 2006 where all 400+ services were reviewed.

Supporting People Commissioning Strategy

This sets out the development priorities in Cambridgeshire. It also sets out a direction of travel for how services overall will be shaped in the future including:

- An increase in the amount of Floating Support Services with a Countywide Specification
- Greater equity in terms of sheltered and extra care accommodation across the county
- This review of Home Improvement Agencies
- Greater use of alarms and assistive technology
- Individualised Budgets

There are a range of partner organisations involved in the planning, development and provision of specific and general housing services and support to disabled people in Cambridgeshire, and who are involved in the development of the draft County Disability Housing Strategy.

County Disability Housing Strategy

It is the intention that the Disability Housing Strategy will provide a basis from which to develop and evolve the provision of services and support best designed to assist and enable disabled people within Cambridgeshire to achieve and maximise their independence. It is currently out for consultation.

Local Strategic Partnerships

There are five District area based Local Strategic Partnerships. These groups are non statutory partnerships bringing together at a local level private, community and voluntary sector organisations to improve the quality of life for local communities. Their role is to deliver the partnership strategy known as the local Sustainable Community Strategy. These have key sections including Health and Wellbeing. It is this section that includes objectives to support vulnerable people to live independently.

Strategic Housing Market Assessment (SHMA)

Cambridgeshire Horizons has produced, with its partners across the Cambridge housing sub-region, its first Strategic Housing Market Assessment, which looks into housing markets and housing needs across all tenures.

The SHMA includes information about economic and demographic forecasts, assessments of housing markets for older people and younger people, and will in future work towards include an assessment of the market for people with specific housing needs, such as people with disabilities. The SHMA is a huge body of work and will continue to grow and build information for the County and the Sub-Region in future, and will form an assessment of the need for future. Specific research into areas that would benefit from gathering more information will be carried out as appropriate.

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Better outcomes, lower costs

Implications for health and social care budgets of investment in housing adaptations, improvements and equipment: a review of the evidence

Executive summary

Frances Heywood and Lynn Turner

This is an executive summary of a full report which can be downloaded from the Office for Disability Issues website at www.officefordisability.gov.uk or can be ordered at office-for-disability-issues@dwp.gsi.gov.uk

With the current demographic changes in society, any policy with the power to reduce the costs of health and social care for older and disabled people and enable resources to serve more people must be of interest to Government. If the policy also produces improved quality of life outcomes, it will be all the more welcome.

The Audit Commission and other bodies have asserted that increased investment in housing adaptations and equipment would bring significant savings to the National Health Service and to social services budgets, but funding and structures, compounded by the lack of clear evidence, have created barriers to such investment.

To tackle one part of this problem, this report has gathered the evidence together through a search of the international literature, in the disciplines of medicine, housing studies, ageing studies, economics, health-economics and occupational therapy, and through use of case studies from the grey literature.

The evidence is not complete, and more work is needed to disaggregate the 'multi-factorial interventions' that are known to be effective but not fully understood. Despite this, there are already findings that the provision of housing adaptations and equipment for disabled people produce savings to health and social care budgets in four major ways.

1 Saving by reducing or removing completely an existing outlay

The two key savings under this heading are the cost of residential care and the cost of intensive home-care, both major expenses to social services budgets.

Saving the cost of residential care

For a seriously disabled wheelchair user, the cost of residential care is £700-£800 a week - £400,000 in 10 years. The provision of adaptation and equipment that enables someone to move out of a residential placement produces direct savings, normally within the first year. Home modifications can also help to prevent or defer entry into residential care for older people. One year's delay will save £26,000 per person, less the cost of the adaptation (average £6,000).

Examples from the review include the following:

- In a London borough, two wheelchair users (both the victims of accidents) were able, after the adaptation of suitable properties, to leave residential care that had been costing the local authority £72,800 per year. This will achieve savings of over £30,000 per year for each of them after the first year. 1-2 similar cases per housing authority would produce savings in England of £10 million a year, growing incrementally each year.
- For a 30 year old man in an Italian study, savings in residential care costs of £1.6 million over an assumed life-expectancy of 20 years were projected as the result of investment in home modifications.
- A social services authority, by spending £37,000 on equipment, was able to achieve savings of £4,900 per week in respect of residential care for ten people.¹ The outlay was recouped in less than 8 weeks.

Reducing the cost of home-care

An hour's home care per day costs £5,000 a year. At a national level, because of the large numbers and burden of revenue payments, the potential for savings is again in £millions:

- Adaptations that remove or reduce the need for daily visits pay for themselves in a time-span ranging from a few months to three years and then produce annual savings. In the cases reviewed, annual savings varied from £1,200 to £29,000 a year.
- Significant savings in home care cost are mainly found in relation to younger (including younger old) disabled people. Adaptations for older people will not

routinely produce savings in home-care costs, because 83 per cent of those waiting for adaptations receive no homecare, whilst others are so frail that adaptations will not remove the need for care. In these cases, savings are still to be found but through the prevention of accidents or deferring admission to residential care, and in improved quality of life.

2 Saving through prevention of an outlay that would otherwise have been incurred

¹ The expenditure was for 183 people, but the residential care issue related to only ten. It was not possible to disaggregate the information.

Savings under this heading include the prevention of accidents with their associated costs, prevention of admission to hospital or to residential care and prevention of the need for other medical treatment. There was evidence of savings of all these kinds.

Prevention of hip-fractures

- Falls leading to hip fracture are a major problem internationally. In the UK in 2000 they cost £726 million. Housing adaptations, including better lighting, reduce the number of falls.
- There is a 30% increased risk of fracture of the hip for older women if they are suffering from depression. There is evidence that the most consistent health outcome of housing interventions is improved mental health. Findings on the impact of adaptations include 70% increased feelings of safety and an increase of 6.2 points in SF 36 scores for mental health.
- Visual impairment leads directly to 90,000 falls per year in England and Wales, at a cost of £130 million. The chances of hip-fracture for those with poor depth perception is 6 times the norm. Poor quality lighting in the homes of older people puts them at greatly increased risk. Swedish research indicates large savings to be made through improvements to housing and suitable equipment for people with visual impairment.
- People fall whilst waiting for adaptations, which are frequently delayed by lack of funding. The average cost to the State of a fractured hip is £28,665. This is 4.7 times the average cost of a major housing adaptation (£6,000) and 100 times the cost of fitting hand and grab rails to prevent falls.

Prevention of other health costs

- The lack of timely provision of equipment and adaptations for disabled people leads to costly physical health problems. Effects of non-provision include

contractures, pressure sores, ulcers, infections, burns and pain. Interventions of adaptation and equipment are highly effective in preventing these physical health problems. Measured effects in international studies include 50% reduction in pain and 100% reduction in burns.

- The provision of adaptations and equipment can save money by speeding hospital discharge. It can also prevent admission to hospital by preventing accident and illness. The estimated saving from the Welsh Care and Repair agencies' Rapid Response Programme is between £4million and £40million.
- The Audit Commission in three successive reports has stressed the effectiveness and value of investment in equipment and adaptation to prevent unnecessary and wasteful health costs.

Prevention of health care costs for carers

- For parent care-givers without adaptations and equipment there is a 90% chance of musculoskeletal damage; falls leading to hospitalisation, and stress caused through inadequate space. When suitable adaptation/equipment is supplied there is improvement to physical and mental health of the carers.

Prevention of admission to residential care

- Adaptations give support to carers. By preventing back injuries and reducing stress, they lessen the costs to the health service. Carers in turn, if they are well supported, will save the costs of residential care.

3 Saving through prevention of waste

Waste is money spent with no useful outcome. There is evidence that much of the waste in regard to adaptations comes from under-funding that causes delay or the supply of inadequate solutions that are ineffective or psychologically unacceptable.

- Delay was leading to more costly options. One person received 4.5 additional home-care hours a week for 32 weeks at total cost of £1,440, when a door-widening adaptation costing £300 was delayed for 7 months for lack of funding.
- Where there is delay in supplying equipment or adaptations, the assessment may be out of date and the item too small or no longer suitable. People of all ages develop habits of dependency when they have no choice, which are then hard to break.
- One local authority spent £89,000 in one year on adaptations for applicants who, because of long delays, died before they could obtain any real benefit from them.

- The waste is also a waste of human potential. Both housing adaptations and assistive technology have helped people into employment who would otherwise not have achieved this.
 - The Audit Commission pointed out that funding levels for disabled facilities grants in 1998 were sufficient for just one in 26 eligible households.² As with the later reports on equipment, there is a clear message that increased investment would save waste and be better value for money.
- ²Audit Commission (1998).

4 Saving through achieving better outcomes for the same expenditure

- Adaptations produce improved quality of life for 90 per cent of recipients and also improve the quality of life of carers and of other family members.
- If, for the same money, a disabled person may have a carer come every day in to lift them on and off a commode and help them to wash, or may choose an automatic toilet and level access shower to use whenever they please, they will normally choose the solution that offers more dignity and autonomy.
- The average cost of a disabled facilities grant (£6000) pays for a stair-lift and level-access shower, a common package for older applicants. These items will last at least 5 years. The same expenditure would be enough to purchase the average home care package (6.5 hours per week) for just one year and three months.
- There is substantial evidence that for the average older applicant, an adaptation package will pay for itself within the life-expectancy of the person concerned and will produce better value for money in terms of improved outcomes for the applicant.

Conclusion

The Audit Commission in its report 'Fully Equipped' wrote of the clinical effectiveness of equipment in achieving good outcomes.

'If a drug was discovered with a similar cost-profile, it would be hailed as the wonder-drug of the age'³

The evidence concerning adaptations and improvements is not dissimilar. Not all adaptations save money. But where they are an alternative to residential care, or prevent hip fractures or speed hospital discharge; where they relieve the burden of carers or improve the mental health of a whole household, they will save money, sometimes on a massive scale.

³Audit Commission 2000, p64.

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Performance Indicator Table for completion by the HIAs

Reporting Period	01/04/2007 to 30/09/2007
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NB. ALL TARGETS ARE FOR A FULL YEAR.

Local PI Number	Key words for PI	ECC&R	Fenland C&R	Cambridge HA	Huntingdon HIA	South Cambs HIA
1 (Target 95%)	Health & well-being (%)	100%	100%	100%	100%	97%
2a (Target 95%)	Decent Homes (% Repairs partial)	N/A	100%	100%	N/A	95%
2b (No target)	Decent Homes (No. repairs fully met)	N/A	18	13	N/A	N/A
3 (Target 100%)	Providing Choice (%)	100%	100%	100%	100%	100%
4 (Target 75%)	Preventative work (%)	100%	100%	100%	100%	97%
5 (Target 100%)	Benefits (%)	100%	100%	100%	100%	100%
6 (No target)	Private / Social Activity figures only – Social includes RSL tenants.	289 Private 46 Social	61 Private 2 Social	67 Private 7 Social	62 Private 62 Social	73 Private 8 Social
7 (No target)	Service User by Group:					
	a) Older People	154	13	29	43	20
	b) Older People with Mental Health problems	2	3	3	0	0
	c) Frail Elderly	89	18	11	29	22
	d) Mental Health	1	1	0	0	0
	e) Learning disability	4	2	1	1	0
	f) Physical or sensory Disability	81	26	18	46	33
	g) Other	10	0	12	15	6

Standard PI Number	Key words for PI	ECC& Target	Actual	Fenland Target	Actual	Cambridge Target	Actual	Hunts Target	Actual	S.Cambs Target	Actual
KPI 1.0	Outcomes: % supported to establish/maintain independent living	N/A	90%	N/A	80%	N/A	61%	N/A	86%	N/A	54%
KPI 3.0	Fair Access: No. of new clients from a BME group	N/A	2	N/A	2	N/A	9	N/A	0	N/A	0
KPI 3.1	Fair Access: % of new clients from a BME group	N/A	0.16%	N/A	2%	N/A	3%	N/A	0	N/A	0
SPI 2(a)	No. of enquiries	684	971 (inc.HP)	275	102	220	107	200	204	350	260
SPI 2(b)	No. of jobs Completed	370 193	257 424	112	78	185	38	150	81	201	47
SPI 5(a) (3 weeks)	Enquiry-1 st Visit (average wks)	3	1	3	1	3	2	3	6	3	2
SPI 5(b) (16 wks)	First visit to completion - jobs less than £1,000	16	16	16	33*	16	4	16	11	16	12
SPI 5(c) (45 wks)	First visit to completion - jobs more than £1,000	45	34	45	25	45	31	45	18	45	54
SPI 5(d)	First visit to completion (wks)– handyperson		9	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

COMMENTARY ON COMPLETED TABLE

ECC&R

Time taken to complete handyman job includes collecting payment at end of job.
Enquiries include those for handyman service. Second line of SP2(b) is number of handyman jobs completed.

Fenland C&R

*This figure relates to only 2 cases both of which started as major works but following delays due to client circumstances resulted in only minor works being carried out.

Cambridge HA

The number of referrals coming through from OT service has been low however by funding an independent OT via the DFG we have managed to increase the number of grants being processed. Cambridge City Council has also introduced a new Home Energy Grant and made minor changes to the current grant policy which should ensure more repair works are requested.

We have also worked jointly with S.Cambs DC to submit a bid for a handyman service via the LAA/LPSA.

Hunts HIA

Re referral to first visit - Huntingdon HIA were issuing initial enquiry forms at the beginning of the period and visiting at full application, this affected the visit PI. Enquiry forms have now been dispensed with and the figures have improved from 6.2 weeks in Q1 to 4.8 in Q2.

South Cambs HIA

The Agency has been involved in various joint working projects over this first half year. Eg:

- We have been working more closely with County Council colleagues on DFG cases some joint-funded works, others where multi-agency involvement has helped the client and their family towards DFG works.
- Built stronger links with charitable concerns.
- Worked jointly with City Council regarding funding for Handyman Service via the LAA/LPSA.

OT referral rate has remained high and the HIA team of 4 have endeavoured to keep up with demand. External surveyors are being employed to prepare plans to enable additional cases to be progressed and budget spent.

The lack of Top-up budget for Children & Young Peoples cases is currently affecting progress on 4 child DFGs.

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3. EXEMPTIONS

3.1 Exemptions are provided for in the *Constitution* (in the Financial and Contract Procedure Rules) but are subject to the detailed requirements set out in this Regulation 3. An exemption under this Regulation 3 allows a contract to be placed by direct negotiation with one or more suppliers rather than in accordance with Regulation 8. No exemption can be used if the EU procedure applies.

3.2 All exemptions, and the reasons for them, must be recorded using the form in the *Purchasing Guide*. Exemptions shall be signed by the *Officer* and countersigned by the *Chief Finance Officer*.

3.3 The following exemptions only need the signature of the *Officer* and the *Chief Finance Officer*:

3.3.1 the subject matter of the contract can only be supplied by one **specialist** firm

3.3.2 an exemption is necessary because of **unforeseen emergency** involving immediate risk to persons, property or serious disruption to Council services.

3.4 In addition to the signature of the *Officer* and the *Chief Finance Officer*:

3.4.1 the *Head of Legal Services* must be consulted where the purchase is to be made using **collaborative procurement arrangements** with another local authority,

Document title: SORDER Best Value Purchasing Page 7

government department, statutory undertaker or public service purchasing consortium other than ESPO (see Regulation 3.10) and

3.4.2 the *Director of Governance* must agree and confirm that the exemption process has been duly completed where the contract is an **extension** to an existing contract where a change of supplier would cause:

- ⌚ disproportionate technical difficulties
- ⌚ diseconomies or
- ⌚ significant disruption to the delivery of Council services.

3.5 The Procurement & Contract Management Service must be consulted and an Exemption to Contracts Regulations completed and signed by the *Director of Governance* prior to commencing any procurement process using Office of Government Commerce Buying Solutions Contracts (OGC). The Terms and conditions of Contract applicable to any OGC arrangement including the requirement to undertake competition between providers must be fully complied with.

3.6 In **exceptional circumstances** a *Chief Officer* also has the power, under the Scheme of Delegation in the *Constitution*, to dispense with any provision of these Contract Regulations, provided that **where the contract exceeds £40,000, the relevant Portfolio Holder is consulted**.

Where the contract exceeds the EU Threshold, a *Chief Officer* has no delegated powers and the matter has to be determined by the Cabinet or Council (see Regulation 3.7).

- 3.7 In **exceptional circumstances**, the County Council and its *Cabinet* have power to dispense with any provision of these Contract Regulations. Any such decision may be a Key Decision. (There is no Exemption available for *Priority Services* above the *EU Thresholds*.)
- 3.8 Any exemptions granted for more than one year must be reviewed annually and either reconfirmed or amended.
- 3.9 *Financial Officers* must monitor the use of all exemptions.
- 3.10 In order to secure value for money the Council may enter into **collaborative procurement arrangements**.
- 3.10.1 All purchases from ESPO are deemed to comply with Contract Regulations and no exemption is required. However, purchases above the *EU Threshold* must be let under the *EU Procedure*, unless ESPO have satisfied this requirement already by letting their contract in accordance with the *EU Procedures* on behalf of the Council and other consortium members.
- 3.10.2 Any contracts entered into through collaboration with other Local Authorities or other public bodies, where a competitive process has been followed that complies with the Contract Regulations of the leading organisation (but does not necessarily comply with these Contract Regulations), will be deemed to comply with our Contract Regulations and no exemption is required. However, advice must be sought from the *Procurement and Contract Management Service*.

Document title: SORDER Best Value Purchasing Page 8

- 3.11 The use of e-procurement technology does not negate the requirement to comply with all elements of Contract Regulations, particularly those relating to competition and value for money.

Cambridgeshire HIA Review Option Evaluation Template

Option - County-wide

Assessor - Options Evaluation sub-group

Date - 11/02/08

Criteria	Advantages	Disadvantages
Capacity <ul style="list-style-type: none"> ○ Improve Services ○ Add services ○ Volume of work 	<ul style="list-style-type: none"> ○ Consistent improvement of services across all 5 areas. ○ Flexibility of staff to shift resources 	<ul style="list-style-type: none"> ○ Complicated through district variations and sensitivities ○ If problems the whole County is affected rather than 1 area
Financial Viability <ul style="list-style-type: none"> ○ Unit Costs ○ Fixed Costs ○ Restructuring costs ○ Pay back of restructuring costs over contract period ○ Comparative costs of joint commissioning ○ Ability to secure economies of scale 	<ul style="list-style-type: none"> ○ Economies of scale and potential for greater cost savings (evidence?) ○ Easier to set up procurement club ○ Easier to recycle equipment than currently undertaken as less organisations involved. 	<ul style="list-style-type: none"> ○ Efficiencies unlikely to be delivered over initial 3 year period. ○ Potential staff costs (TUPE) ○ Financial accountability to each commissioner ○ Advertising and Marketing costs for changes. ○ Procurement costs bespoke for this approach (MOU)
Continuity of quality service to customer <ul style="list-style-type: none"> ○ Option impact on customer – Implementation ○ Option impact on customer for contract period 	<ul style="list-style-type: none"> ○ Improved ability to cover in times of HR absence ○ One approved contractor list for the County. More efficient use of contractor base. ○ Consistent brand across the county 	<ul style="list-style-type: none"> ○ Change management traditionally sees short-term dip in performance before improvement ○ Customer identity to scheme ○ Potential loss of smaller contractors (with expertise and customer care)unable to cover entire county
Links to HIA partners (e.g PCT, SP, Police, Fire Service etc) <ul style="list-style-type: none"> ○ Efficiency in monitoring County wide HIA service(s) 	<ul style="list-style-type: none"> ○ Time management of County wide commissioners e.g PCT. ○ Stronger tie in with social care and health ○ Lineage with LAA ○ Some county wide commissioners would 	<ul style="list-style-type: none"> ○ Potential perceived loss of local autonomy ○ Less localism of different approaches to Private Sector Housing

	see increased opportunity to get a coordinated approach to private sector housing strategy issues	
Contract management and review <ul style="list-style-type: none"> ○ Is the contract easy to manage and review ○ Ability to re-tender at end of contract period 	<ul style="list-style-type: none"> ○ Reduced administration / contract letting and compliance. ○ One set of quality standards to review ○ One QAF ○ Consistent approach to customer feedback 	<ul style="list-style-type: none"> ○ No local comparisons ○ If problem in one area of County leads to contract termination it affects the whole county
Ability to manage performance monitoring	<ul style="list-style-type: none"> ○ Standardised IT for monitoring of performance. Consistent interpretations from 1 rather than 5. 	

Cambridgeshire HIA Review Option Evaluation Template

Option - 5 HIA areas

Assessor ...Option Evaluation sub-group

Date 11/02/08

177

Criteria	Advantages	Disadvantages
<p>Capacity</p> <ul style="list-style-type: none"> ○ Improve Services ○ Add services ○ Volume of work 		<ul style="list-style-type: none"> ○ Less ability to cross over boundaries to assist in other district areas.
<p>Financial Viability</p> <ul style="list-style-type: none"> ○ Unit Costs ○ Fixed Costs ○ Restructuring costs ○ Pay back of restructuring costs over contract period ○ Comparative costs of joint commissioning ○ Ability to secure economies of scale 	<ul style="list-style-type: none"> ○ Less risk of service failure for the whole county. ○ Localised financial accountability ○ Opportunities exist to change current method of working / links between the 5 HIA's to deliver efficiencies / improved joint working / consistency of approach. 	<ul style="list-style-type: none"> ○ Potential increased cost from local drop in ○ Administratively more expensive ○ Less opportunity to make economies of scale ○ More obstacles to set up procurement club (5 HIAs approval rather than 1)
<p>Continuity of quality service to customer</p> <ul style="list-style-type: none"> ○ Option impact on customer – Implementation ○ Option impact on customer for contract period 	<ul style="list-style-type: none"> ○ Local service guaranteed ○ Lower impact of change 	
<p>Links to HIA partners (e.g PCT, SP, Police, Fire Service etc)</p> <ul style="list-style-type: none"> ○ Efficiency in monitoring County wide HIA service(s) 	<ul style="list-style-type: none"> ○ Local focus on private sector housing priorities ○ Opportunity for local drop in ○ 	<ul style="list-style-type: none"> ○ Weaker links to county wide structures Potential to pick up non HIA responsibilities with local drop-in (duplication of engagement)
<p>Contract management and review</p> <ul style="list-style-type: none"> ○ Is the contract easy to manage and review ○ Ability to re-tender at end of contract period 	<ul style="list-style-type: none"> ○ Good local governance ○ Increase likelihood of local engagement from stakeholders ○ More in tune with local services controlled by local community approach 	<ul style="list-style-type: none"> ○ Increased county-wide structure resource to manage 5 contracts rather than 1 ○ Conflicts with Government partnership approach to service

		delivery to gain economies of scale.
Ability to manage performance monitoring	<ul style="list-style-type: none">○ Service Standards accord with the local needs of the district	<ul style="list-style-type: none">○ Different service standards in different parts of the County○ Different interpretations on performance monitoring

REFERENCES

The following documents were referred to during this Review:

Supporting People Review of HIA Services 2004/05
Cambridgeshire Supporting People Strategy 2005 - 2010
Cambridgeshire Supporting People Commissioning Strategy 2008-2010
Cambridgeshire County Council Contract Regulations
National Strategy for Housing in an Ageing Society (2008)
Procuring Home Improvement Agency Services – Good Practice Guide & Procurement Toolkit for service Commissioners – Foundations
Delivering Housing Adaptations for Disabled People: A good practice guide – November 2004
Cambridgeshire Local Area Agreement
Our Health, our care, our say – Dept. of Health White Paper
Commissioning Framework for Health & Wellbeing
East of England Regional Housing Strategy 2005-2010
EERA Regional Social Strategy
Cambridge Sub-Region Housing Strategy 2004- 2008/09
Cambridgeshire PCT Commissioning Strategy
Local Strategic Partnerships
Cambridge sub-region Strategic Housing Market Assessment
Better outcomes, lower costs – Office for Disability Issues report

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This Action Plan has been compiled during the Home Improvement Agency Review 2007/08. It provides a starting point for consideration of future work in this area. It is accepted that it is not yet SMART and requires further work to identify lead officers/agencies and appropriate resources.

ACTION PLAN – HOME IMPROVEMENT AGENCY REVIEW 2007/08				
	Key Finding	Recommended Action	Agreed Target Date	Comments
1	It is clear that the services that HIAs provide ensure the ongoing independence of vulnerable households. Adoption of a preventative role meets not only current but future strategic priorities of all commissioners, a role that has recently been recognised nationally as delivering savings to both Health and Social Care budgets.	Explore the scope of activities that all commissioners expect from the HIAs to ensure they are included in the specification.		
2	Changes to National Performance Indicators and delivery and monitoring of more services via Local Area Agreements will result in a more County based approach in future	Ensure that the work of the HIAs can be measured and monitored through priorities included in the LAA delivery plan		
3	In order to be 'fit for the future' the service needs to be flexible enough to withstand any future demands placed upon it in relation to either increased volumes of work or increased types of service provision.	Review core-specification to ensure that it allows flexibility for the future.		
4	Prior to this review the PCT commissioners did not have an understanding of the services provided by the HIAs and the impact on PCT strategies and contributions made to their performance indicators.	Commissioners need to establish what they are funding and have realistic expectations of what their current and future funding will deliver. If additional services are		

		required then additional funding should be identified with relevant performance monitoring measures		
5	The five agencies have largely similar staffing structures. Since the last supporting People Review there is now very good and effective joint working arrangements and regular meetings across Cambridgeshire.			
6	The core specification should be more flexible, it should be more 'outcome focused' and less prescriptive in how the service should be delivered.	Review core-specification to ensure it is outcome based.		
7	Publicity of services available varies depending on the Agency. This could lead to inequitable access. Some joint publicity has been carried out. There is scope for increased joint publicity.	Explore opportunities for joint publicity of HIA services.		
8	The impact of OT referrals on the financial viability of HIAs should not be underestimated. Close working with the PCT to accurately predict demand for DFGs is essential to ensure adequate funding for DFGs is provided by the local authorities and adequate staff resources to process the DFGs are provided by the HIAs			
9	Some Handyperson services are provided although they have varied funding sources and individual HIAs have limited ability to influence that funding. It is considered inappropriate to seek each HIA to provide a handyperson service from existing funding. However signposting to those services, where they exist, should be included in the core specification.	Review the current position with Handyperson services when decisions have been made on bids for LAA Reward Grant funding for these services.		

10	There is not a consistent level of funding of HIAs. Funding from Commissioners other than Supporting People is generally insecure and is agreed on a year by year basis providing a basic lack of financial security for HIAs. The level of funding is also variable and inconsistent across authorities and there is no rationale to the level of Supporting People Grant to the agencies	Consider joint commissioning with three year funding commitment to provide a secure financial basis for the HIA service and review the amount of SP grant given to each HIA to see if a more rational approach can be adopted		
11	An attempt was made to examine the running costs of HIAs via completion of a common template. The responses varied at the 'detail' level resulting in non comparable information. The total operational costs vary significantly between HIAs leading to a lack of confidence in their accurate completion.	Consideration needs to be given to whether the effort of examining operational costs further would be justified by the potential benefits of comparison between HIAs		To examine operational costs further would be quite a major time consuming task
12	There is no relationship between investment and outputs for local housing authorities and no clarity of cost for the individual Agency's delivery of private sector housing activities. Fenland DC is the only local housing authority which has a Service Level Agreement for monitoring of performance and delivery on services other than for Supporting People Grant.	Each commissioner to consider how HIAs can help them meet their strategic priorities and to establish actions and performance monitoring measures to link to their HIA funding		
13	The volumes of work carried out, the cost of service provision and the capital cost for Disabled Facilities Grants have been compared during the review and there is a relatively wide range in the cost of common works. It is beyond the scope of this review to drill down further to understand these differences. This is a matter for individual City and District councils to satisfy themselves that value for money is being			Value for money for capital works would be a key consideration when commissioning future services

	obtained by their HIA.			
14	The customer feedback via satisfaction surveys for the current service provision at the completion of the works (DFGs) and one year on, is high. Therefore there does not appear to be any shortfalls in the quality of service provided.	Continue to monitor customer satisfaction		
15	The Cambridgeshire authorities are jointly agreeing 35 Indicators from the new National Indicator set. Once these are agreed it would be appropriate to establish how HIAs can contribute to meeting these national targets and include performance monitoring within the specification.	Need to consider whether relevant NIs are included as performance measures in the Core specification. Commissioners need to review quality monitoring measures.		
16	Liaison between Agencies and OTs works well in each district. When considering the benefits of co-location of occupational therapists with HIAs it was concluded that liaison/co-operation is more to do with individual personalities than where staff are located, therefore, co-location was not considered to be of material benefit.	If it is decided to market test the HIA service, the PCT could review and consider the best strategic location for the OT Service.		
17	There may be scope for HIA staff to be trained as 'Trusted Assessors' for simple assessments. This could improve turnaround times for customers and allow OTs to concentrate on the more complex cases.	Investigate with the OT service the potential for HIA staff to be trained as 'Trusted Assessors' for simple assessments.		
18	Commissioners have members that serve on the Commissioning Body and the Joint Member Group of supporting People. The Commissioning Body has approved and the			

	Joint Member group has endorsed the Supporting People Commissioning Strategy.			
19	The Supporting People Commissioning Strategy has a presumption that, unless an exemption is granted from the County Council's procurement <i>Contract Regulations</i> , the service will be re-commissioned (put out to tender) when steady state contracts are renewed. Contracts are due for renewal on 1 April 2010. These contracts will be above EU thresholds			
20	There is currently no formal joint commissioning agreement between funders. If the service is to be 'jointly commissioned' then each party needs to specify which services they require in addition to the core specification. Funding needs to be specified along with performance monitoring requirements.	Each commissioner to decide which services they require from the HIA service		
21	Whilst it is implicit that commissioners have an awareness of the implications of agreeing the Supporting People Commissioning Strategy, it is recommended that Commissioner's views are sought on joint commissioning and tendering of services as part of the consultation process of this Review	Seek commissioners view through consultation process		
22	A new Government funding stream is anticipated through the LAA for Handyperson schemes as announced in the new Strategy for Housing in an Ageing Society. There will be an opportunity for commissioners to utilise this funding either through HIAs or other delivery mechanism to ensure equal access to this type of service across the county to	Explore opportunities to secure additional funding for Handyperson services when this is announced and which is the most appropriate delivery vehicle for this service.		

	support the LAA priorities.			
22	A number of actions have been identified during the review and an action plan has been created to begin to capture these areas of work. The draft action plan does however form part of this report and will be consulted on as part of the consultation process.	Ensure this action plan has lead officers and resources identified and in place and that SMART targets re set.		

EFFICIENCIES & EFFECTIVENESS WORKSHOP ACTION PLAN

	Topic	Action	Agreed target date	Comments
1	Referrals – Scope for HIA staff to become Trusted Assessors	Investigate with the OT service the potential for HIA staff to be trained as Trusted Assessors for simple assessments		See Key finding 17 above
2	Referrals – Marketing of HIA services. Some joint publicity has been carried out. HIA managers thought that there was scope to do more joint marketing to contribute to the ‘prevention agenda’	Investigate increased use of joint marketing.		
3	Referrals - The extent of web advertising by some Agencies was uncertain.	Relevant Agency managers to ensure that booklets and signposting is available on their web-sites.		
4	Private work (for applicants who are ineligible for grant assistance or would want work over & above the clinical needs assessment) A service for the wider community irrespective of personal income is thought to be desirable by Foundations. This could be an income generator to offset contributions from elsewhere	Explore the potential to carry out ‘Private jobs’, to take up any spare capacity within Agencies or develop new income generation.		
5	Performance monitoring - Reports have revealed an inconsistency in data input.	Review the definitions of PIs and circulate to ensure consistent data entry.		Due to the imminent declaration of LAA KPIs this would need

	The collection of performance monitoring information is a contractual condition.			to be considered at a later date.
6	Landlord permissions - experience of delays in getting permissions from RSLs. There is a SLA between Cambs City and RSLs but timescales are rarely adhered to by the RSLs.	Agency managers are to consider drafting SLAs for agreement with local RSLs.		SLAs were considered a good way forward.
7	Funding contributions - from RSLs for DFG adaptation of properties in their ownership varies between RSLs. Some RSLs provide funding only in exceptional cases.	Agency Managers to share information and to seek equity from the same RSL.		In at least one instance the same RSL has a different approach depending which LA area their property is located.
8	Mobile working - four Agencies use a camera to photograph applicant's evidence e.g. bank statements. S. Cambs uses a laptop photocopier and East Cambs uses a pen scanner.	Investigate new technology to assist with gathering applicant information and down loading at the office.		It was thought appropriate to investigate the use of wireless 'tablets' and bar code readers
9	Sharing Skills - Apart from work shadowing of new recruits between Agencies there has been no consideration of sharing staff between Agencies. If the need were to arise it is the Agency Managers' preference to give jobs to other Agencies rather than to loan staff.	Agency Managers are to consider passing work to other Agencies should the need arise.		This should be balanced with the risk that outside consultants may not be available when needed if they are not used as often as present.
10	Options Work - Each Agency carries out an options appraisal, when appropriate. Equity release cannot be administered by non FSA accredited organisations, therefore, Agencies can only outline and signpost this service.	Managers to research an independent FSA advisor on equity release and agree a referral route.		Managers considered that it would be useful to have a common referral point for those seeking independent advice on equity release.
11	Defects Liability Periods & Retentions - When formal contracts are entered into (JCT Minor	Agency managers to reconsider the retention of money during the		

	Works) only East Cambs hold a financial retention until the end of the defects liability period. The other Managers had not experienced any difficulty in getting contractors to return to rectify any works.	defects liability period for work when formal contracts are entered into.		
12	HIA Advisory Boards - Four of the Agencies has an Advisory Board and East Cambs Care & Repair as an independent organisation has a Management Committee. The usefulness of the Advisory Boards is questionable. Consistent attendance is generally poor possibly because they are not decision making bodies.	Commissioners and existing Advisory Boards/Panels to be consulted on the proposal to have a single county Advisory Panel.		This should attract more senior and consistent representation. It would be easier for advocates to serve on one rather than four local Boards and give a county overview.

**CAMBRIDGE SUB-REGION STRATEGIC HOUSING MARKET ASSESSMENT
(Report by Head of Housing and Planning Services)**

1. PURPOSE OF THE REPORT

- 1.1 To inform Members of the Strategic Housing Market Assessments (SHMA) and their implications for Huntingdonshire District

2. BACKGROUND TO THE SHMA

- 2.1 Sub-regional Strategic Housing Market Assessments are now carried out as required by Government (Planning Policy Statement 3). Their purpose is to set out the evidence of need and demand for market and affordable housing. They will replace local Housing Needs Assessments as they relate to affordable housing and provide evidence as to the likely profile of household types requiring market housing. Guidance was published by The Communities and Local Government department in March and August 2007 on how they should be carried out.

- 2.2 Cambridge Sub-Regional Housing Board, a partnership of chief housing officers commissioned Cambridge County Council Research Group to carry out the SHMA to which all local authorities contributed. Officers from HDC Housing and Planning Departments have been part of the Project Team steering the SHMA project.

- 2.3 The SHMA is an in-depth analysis of the housing markets across the Cambridge sub-region which includes the five Cambridgeshire and two Suffolk authorities.

- 2.4 The majority of Huntingdonshire falls within the Cambridge Sub-region, however the three wards of Stilton, Yaxley & Farcet and Elton & Folksworth in the north of the district fall into Peterborough Sub-region.

- 2.5 The SHMAs will be used to inform future housing strategies as well as individual housing developments within the sub-region, and will provide a clear and robust understanding of housing markets and how we can respond to them.

- 2.6 The advantage of the model adopted by Cambridge sub-regional authorities is the ability for the evidence base to grow and be added to in future years. The initial SHMA was published on 11th April but a programme of work has already been agreed to explore additional areas, for example: the need for supported housing, and more research into the mix of market housing to meet demand .

3. IMPLICATIONS FOR HUNTINGDONSHIRE

- 3.1 The following is an extract from the SHMA showing the need for affordable housing in Huntingdonshire.

- 3.2 **Rented Housing** There are currently 1,617 households on the social rented housing needs register. To clear this backlog over 5 five years would require an additional 323 rented homes in Huntingdonshire.
- 3.3 For Huntingdonshire, the County Council Research Groups (CCRG) population model projects some 1,040 new households per year; 720 through natural growth and 320 due to people migrating in to the district.
- 3.4 Chapter 21, *Affordability in the current market*, identifies 24% of current residents being unable to afford private rented housing, who we would identify as potentially needing affordable housing. This equates to 250 households per year.
- 3.5 These two groups (those on the register and those we anticipate moving to Huntingdonshire who cannot afford private rents) total 573 households.
- 3.6 **Intermediate housing** There are currently 132 households on the Key Homes East register for intermediate tenures. To clear this backlog over 5 five years would require an additional 26 intermediate homes in Huntingdonshire per annum.
- 3.7 Again, using Chapter 21, *Affordability in the current market*, the CCRG population model projection of 1,040 new households can be multiplied by 18%, which has been identified as the prime market for intermediate tenure homes. This equates to 187 households. Overall, this totals 213 households per year for intermediate tenures.
- 3.8 **Overall tenure split:** The need for rented and intermediate tenures is balanced 573 to 213, or 73% to 27%.
- 3.9 At March 2008 updated information from KHE was added to the formula (see Table 3 at end of this chapter) and the overall tenure split re-calculated. For Huntingdonshire, the split changed to 71% to 29%. This is consistent with the Council's adopted Supplementary Planning Document on Affordable Housing Contributions and will support the inclusion of this tenure split in an appropriate policy in the emerging Core Strategy.
- 3.10 The Peterborough Sub-region SHMA provides similar results for HDC although it acknowledges the housing market in Huntingdonshire is influenced to a greater extent by the Cambridge area.

4. CONCLUSIONS

- 4.1 The SHMAs provide a robust and clear evidence base with which to inform housing and planning policy into the future. They have also indicated where additional work needs to be undertaken to provide additional evidence particularly for the development plan process .
- 4.2 The SHMAs form an important part of the evidence base for the documents within the Local Development Framework, particularly the Core Strategy, Development Control Policies DPD and the future review of the SPD on Affordable Housing Contributions.
- 4.3 They confirm the position set out in the Council's Housing Needs Assessments that there is a significant need in the District for Affordable Housing, particularly social rented housing.

- 4.4 A summary of the full Cambridge Sub-region SHMA is attached at Appendix 1
- 4.5 Extracts relating to Huntingdonshire are attached at Appendix 2.

5. **RECOMMENDATION**

It is recommended that Members:

Note this report.

BACKGROUND INFORMATION

- CLG Guidance on carrying out Strategic Housing Market Assessments
- Cambridge Sub-Regional Strategic Housing Market Assessment
- Peterborough Sub-Regional Strategic Housing Market Assessment

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Strategic housing market assessment: executive summary

Cambridge housing sub-region

May 2008

A huge achievement!

After months of hard work by all partners, this is the Cambridge sub-region's first ever strategic housing market assessment (SHMA). This executive summary provides key findings from the study, highlights issues we need to tackle together, and helps us achieve three key objectives:

BUILDING SUSTAINABLE COMMUNITIES

- The SHMA enables us to understand the dynamics of housing markets across the seven districts in our housing sub-region better.
- It helps provide the evidence to guide investment in new housing across all tenures.
- It will support our objectives to build communities which people value and can afford to live in for many years to come.

POWERFUL EVIDENCE

- The SHMA provides a powerful evidence base from which we can plan and prioritise, and which we will build upon in future.
- Commissioning the SHMA has built new, consistent evidence and knowledge into our partnerships.
- It provides the foundations of information to be used, added to, refined, updated and reviewed in years to come.
- It provides the evidence behind our planning documents and processes, now and in the future.
- It will help a wide range of stakeholders to benchmark, monitor, share data and identify good practice, innovations and efficiencies with others.

WORKING TOGETHER

- The SHMA has developed through a lot of partner involvement, both via the SHMA project team and the wider partnership team.
- Partnership working has helped enormously in creating, improving and editing the SHMA, and will help ensure it is used and shared as widely as possible.
- The SHMA needs to be useful to as many different partners and stakeholders as possible, so by sharing our hopes and fears for it, by involving partners in the research and its outputs, and by testing whether it does the job, how it will be used, and how it can be developed in future, we hope it provides a great value tool across a range of agendas.

The first SHMA provides a foundation for future development, but this will only happen well if we all bring our viewpoint, our expertise and our information to the table.

We would like the SHMA to be a building, growing and developing resource for all partners across the Cambridge sub-region, to help us meet the challenges of the future.

So thank you to all our partners for your efforts and involvement so far, we look forward to working with you further in the future to make this possible.

Liz Bisset

Chair, Cambridge sub-regional housing board.

Inside this summary:

<i>The SHMA at a glance</i>	2-3
<i>The process</i>	4
<i>Profile of the sub-region</i>	5
<i>Defining market areas</i>	5-7
<i>Economic strategies</i>	8
<i>Population changes</i>	9
<i>Housing stock</i>	10
<i>Property prices</i>	11
<i>Private rented and buy-to-let</i>	12
<i>Social rented</i>	13
<i>Homelessness</i>	14
<i>Intermediate housing</i>	14-15
<i>Current affordability</i>	16-18
<i>Planning for housing delivery</i>	18-19
<i>Identifying housing need</i>	20
<i>Future sizes of homes</i>	21
<i>Indication of affordable tenures</i>	22
<i>Specific groups</i>	23-25
<i>The future of the SHMA</i>	26

The SHMA ... at a glance

These 2 pages aim to give a very quick review of SHMA highlights. The SHMA itself contains 36 chapters and 16 appendices, each containing a wealth of detail. We have gathered data across 7 districts, however in some cases data was only available and comparable across the 5 Cambridgeshire districts. Here are some of the key messages:

Context

- Cambridge is a large, varied housing sub region, covering 7 districts with a wide range of market characteristics—from isolated rural communities, through thriving market towns, to a major City.
- Towns are relatively self-contained in terms of live-work areas, and Cambridge does not seem to show as large a commuter “pull” as people commonly believe.
- Building plans aim to stem the increase in long-distance commuting into Cambridge, through the careful location of new homes. Housing development is proposed at a number of locations on the edge of the City, at a new settlement north-west of Cambridge (Northstowe) connected by the guided busway, and in existing market towns. Other village development is guided by measures of sustainability, linked to the range of services provided.
- Across the sub-region, housing affordability continues to create huge pressures. At current incomes rates, some 74% of existing Cambridge City residents could not afford to buy a lower quartile (that is, an entry-level priced) home. This percentage drops to 68% in South Cambridgeshire, 60% in East Cambridgeshire, 56% in Fenland and 54% in Huntingdonshire - indicating significant pressures when trying to purchase a home.

Economy and demography

- Economic plans for the sub-region are positive and ambitious. Employment forecasts (known as EG21) aim for 86,500 more jobs across the sub-region between 2001 and 2021.
- Demographic change will be significant in future. The forecast increase in population of over 134,000 in twenty years requires a faster rate of growth than experienced in the past. It is equivalent to a 19% increase compared to the 2001 ‘baseline’ population.
- The predicted increase in households will include a mix of existing households growing and forming, alongside people moving into the area supporting economic growth.
- There will be an increase in single person households, and older households, including the frail elderly.

Housing stock and prices

- There are nearly 316,000 homes across the sub-region of a variety of types, sizes and tenures. Detached homes make up the largest share by type and flats the smallest, except in the City. New information on stock condition will add to this picture in 2008.
- House prices are high and have risen significantly between 2001 and 2006, though this data needs refreshing in the light of more recent market changes. Over these years, average prices have increased by between 55% in South Cambridgeshire and 118% in Fenland, with lower quartile prices rising even more sharply.
- Average house prices reach 7.75 times average earnings in the City, and for new purchasers (at the lowest end of the house price and income ranges), the ratio varies between districts from 6.5 to 8.8 times.
- Comparing prices in Spring 2006, the lowest average house price was found in Fenland at £144, 510 and the highest in Cambridge City at £252,410 closely followed by South Cambridgeshire at £248,090. The average price across the sub region was £194,151.
- Looking at current incomes and current prices, for most of the sub-region the average cost of shared ownership is greater than lower quartile private rents, but less than average private rents, which challenges the view that ‘affordable’ tenures by definition occupy the lowest price end of the market. This needs further investigation with our partners help.

Private renting

- Across the sub-region, some 13% of households rent privately, though 22% rent privately in the City. The average private rent was £755 per month in late 2006, though this varied from £965 in Cambridge City to £566 in Fenland. The new Local Housing Allowance system which replaces the existing housing benefit system, is likely to affect the affordability of private rents.
- The buy-let market has grown considerably, and in 2007 could have represented as much as 18% to 29% of sales across the sub region. We look forward to working closely with partners to monitor and analyse these trends in future.

Social housing

Some 15% of homes are socially rented - that is, from a council or a housing association. While overall housing stock has increased by 5% in the past 5 years, social housing has increased by just 0.3% in the same period. Meanwhile, the number of households waiting for these homes rose from 15,000 to almost 21,000, while relets held about steady at 2,586 in 2001/2 to 2,663 in 2006/7, an overall change of only 77 across the sub-region.

Homelessness

- National policies expanding the definition of homelessness helped lead to an increase in the number of households being accepted, but due to an emphasis on homelessness prevention there has been a drop in the number accepted over the long term in most areas.
- In the sub-region as a whole, households accepted as homeless represent between 0.3 and 0.5% of the district populations. This figure has been reasonably stable over the last five years, though the percentage is slightly higher in Cambridge City and East Cambridgeshire.
- The number of households in temporary accommodation has fallen or stayed roughly the same in all districts except Huntingdonshire. The number of people housed temporarily in bed and breakfast has fallen since 2002, as districts are using a range of temporary accommodation options to avoid B&B.
- Households accepted as homeless and in priority need account for between 5% and 9% of the total housing needs register. Over a quarter (27%) of new social lets in 2006 were to households who were accepted as homeless.

Growth

- The sub region has big plans for growth in housing numbers to meet local demands and to support our thriving economy. The East of England Plan sets out the number of homes still to build to 2021, of more than 71,640 new homes across the sub region, This equates to 4,770 homes still to build per year, for the 7 districts.
- However the delivery of new homes and communities depends on a number of factors, including the construction industry, builders and landowners; appropriate levels of infrastructure; a flexible and responsive planning system; land availability and macro economic factors. These are acknowledged in the SHMA but we need to do more work with partners to analyse their effects, in future.

Identifying housing need

- Following CLG guidance the SHMA identifies high levels of need for affordable homes in the 5 districts assessed. These levels of need support current policies for delivering homes.
- Using registers of expressed need, we have projected the affordable tenures needed in future, though naturally this will benefit from further refinement and added new research data in future.
- The overall need for new affordable homes for the first 5 years (expressed per year) is 1,509 homes in the City; 797 homes in East Cambridgeshire; 639 homes in Fenland; 1205 homes in Huntingdonshire and 1,424 homes in South Cambridgeshire.
- On the sizes of homes needed, we are keen to support mixed and balanced communities. Housing registers show a large proportion of applicants needing of 1 and 2 bedroom homes, however it is interesting to note that the pattern of housing choice in Cambourne would emphasise less preference for 1 beds and more for 2 beds or more. This research needs to be extended and the results compares to English Partnerships' planned research into patterns of housing consumption, and we need to look at the changes to need information under the new Choice Based Lettings system in future.

Specific groups

The SHMA goes on to look at the housing issues of specific household groups, bringing together existing evidence and setting a foundation for future research and analysis. This includes housing issues for black and minority ethnic populations; migrant workers; Gypsies and Travellers; young people; students; older people; people with disabilities, and finally rural housing including Park Homes.

The future

- Our first SHMA forms a firm foundation for future research and work with our partners.
- It has been developed in consultation with these partners, and we are confident it is a robust and credible assessment of our housing markets.
- However the approach we have taken closely follows the clear steer from CLG to encourage and embed local knowledge, understanding and development of the SHMA over time.
- Our first SHMA has led us to an ambitious and challenging work programme for the future, involving updates of secondary data, more consultation with our partners, new primary research and further analysis.

The assessment process

The SHMA is a report commissioned by the Cambridge Sub-Regional Housing Board to inform future housing strategies and individual housing developments within the area. The SHMA was commissioned to ensure the sub-region has a clear and robust understanding of housing markets and how we can respond to them.

Communities and Local Government (CLG) published its initial guidance in March 2007, and further detail in August 2007. The guidance:

- Encourages local authorities to assess housing need and demand in terms of housing market areas. This could involve working with other local authorities in a sub-regional housing market area, through a housing market partnership.
- Sets out a framework for assessment that is relevant at regional, sub-regional and local level and provides a step-by-step approach to assessing the housing market, housing demand and need.

- Focuses on what to do as a minimum to produce a robust and credible assessment, explaining how local authorities can develop their approach where expertise and resources allow.
- Sets out an approach which promotes the use of secondary data where appropriate and identifies key data sources at each step of the assessment.
- Considers how local authorities can understand the requirements of specific groups such as families, older and disabled people.

The first report will give a robust, up-to-date view of the sub-region's housing markets, but will be reviewed and updated annually, over time growing into a highly durable evidence base with which to plan future sub-regional housing.

➔ Further background is provided in Section A, *Introduction to the SHMA* (chapters 1 to 5).

Links with planning

The SHMA provides evidence for planning policy, as set out in the government's Planning Policy Statement 3 (PPS3). This says the Assessment itself should:

- Estimate housing need and demand in terms of affordable and market housing.
- Determine how the distribution of need and demand varies across the plan area, for example, as between urban and rural areas.

- Consider future demographic trends and identify the accommodation requirements of specific groups such as homeless households, Black and Minority Ethnic groups, first time buyers, disabled people, older people, Gypsies and Travellers and occupational groups such as key workers, students and operational defence personnel.

➔ Further background is provided in Chapter 2, *Links between planning policy and SHMAs*.

Participation

The Cambridge sub-regional SHMA has developed by relevant partners and stakeholders getting involved. People have done this in different ways throughout the project, and we are keen to continue involving partners, building on the knowledge and expertise available on all aspects of the housing market.

Although we have tried to keep the SHMA as inclusive and cooperative as possible, we accept there is always room for improvement and further involvement, and look forward to working closely with all stakeholders in future to grow, develop and improve the SHMA.

Our project team, which met almost every 3 weeks, included colleagues from the Cambridge Land Owners Group and Development Industry Forum, English Partnerships, district housing and planning representatives, Cambridgeshire Horizons and Cambridgeshire County Council's Research Group. Our partnership group, consisting of over 100 members from a variety of stakeholder groups and agendas, met at four workshops during the build-up to our first publication, and provided very useful guidance, views, feedback and challenge to the process and content of the SHMA. We would like to thank all those who have participated in the SHMA and look forward to working with you, to build upon this foundation in future.

➔ Further background is provided in Chapter 4, *The participation ladder*.

Profile of the sub-region

The Cambridge sub-region consists of the five Cambridgeshire authorities along with the Forest Heath and St. Edmundsbury districts in Suffolk. This is the group of authorities through which Housing Corporation funding comes for new affordable housing. For planners especially it is important to note the different boundaries of housing and planning sub-regions, which are shown on the map.

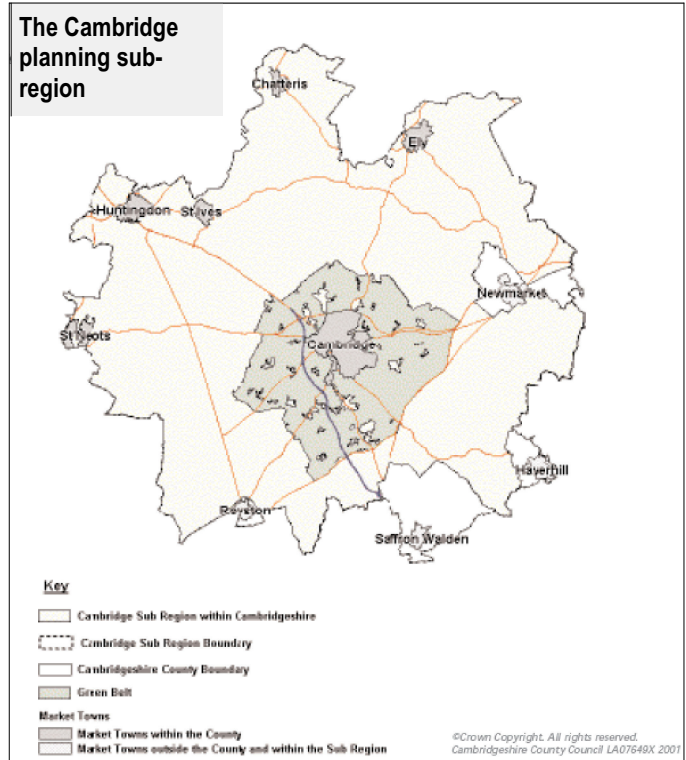
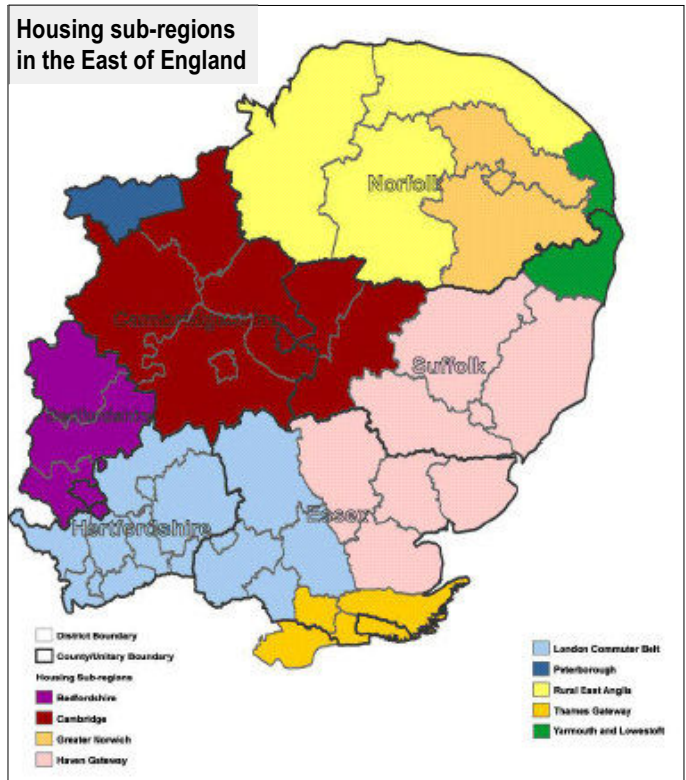
Cambridgeshire is one the fastest growing counties in the UK and expects its population to grow to 665,100 by 2021. Across the housing sub-region the population is projected to grow from 706,600 to 840,900 or 19% between 2001 and 2021, partly due to natural change (24%) and partly due to in-migration (76%).

The City of Cambridge has an important regional and national role, especially for high technology industries. Although surrounded by small market towns and rural areas, its influence extends beyond the county boundary.

The county has a buoyant economy but there are important disparities. Certain industries like high technology and bio-tech have been the focus in the sub-region. In contrast, North Cambridgeshire has suffered decline through traditional industry and agriculture, but regeneration projects are now providing new opportunities. Key transport infrastructure has lagged behind the rapid population and economic growth. Alternatives to car travel due to high levels of traffic are being developed, especially around Cambridge.

The key issues for affordable housing are shortages and high costs, with average house prices at least **7 times** greater than average earnings (see table on page 10). Lower quartile house prices vary between 6.6 and 8.8 times lower quartile earnings.

➡ Section 2: *Cambridge sub-regional context* (chapters 6, 7 and 8) gives more detail.



Defining markets using commuting patterns

The two major 'city-regions' of Peterborough and Cambridge/South Cambridgeshire have widespread labour markets, although most commuting is generally short-distance. Peterborough's labour market looks north and west, more than south and east.

Most market towns in the Cambridge sub-region have tight commuter hinterlands. Very few market towns contribute 5% or more of their workforce to a large number of labour markets. Consequently most 'residence' areas look to one or two labour markets only. Most people are likely to seek housing fairly close to their place of work. Although experiencing relatively low house prices, Fenland does not appear to have become a major commuter suburb for Cambridge; in 2001 no ward contributed more than 25% of its employed residents to work in Cambridge City or South Cambridgeshire.

(...continued over)

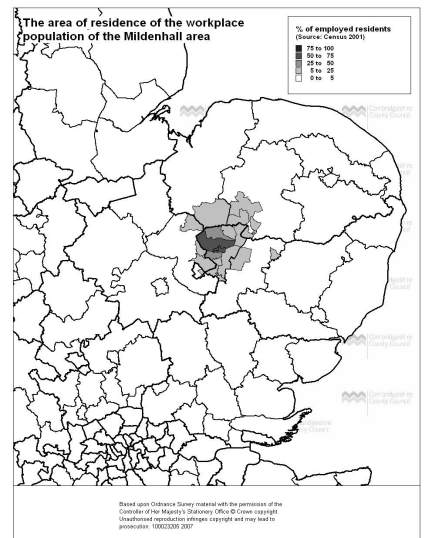
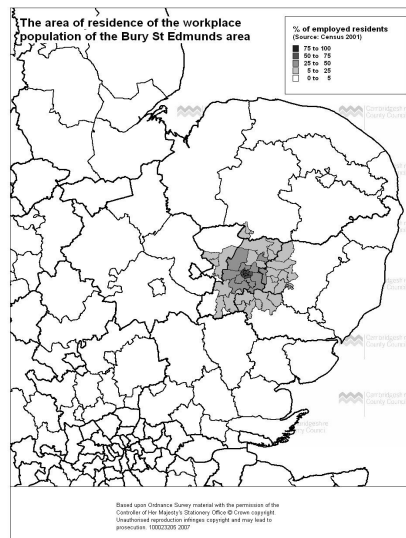
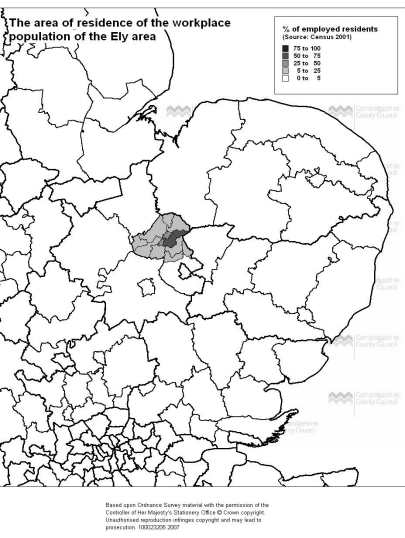
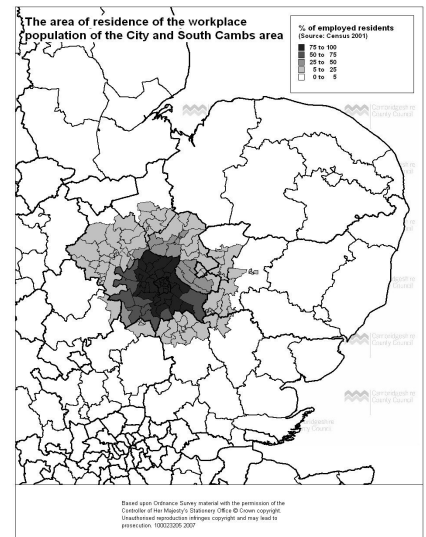
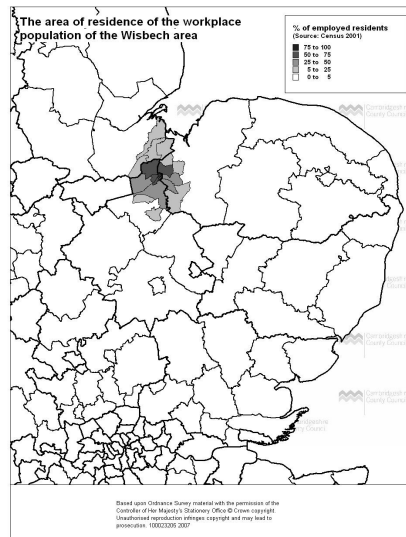
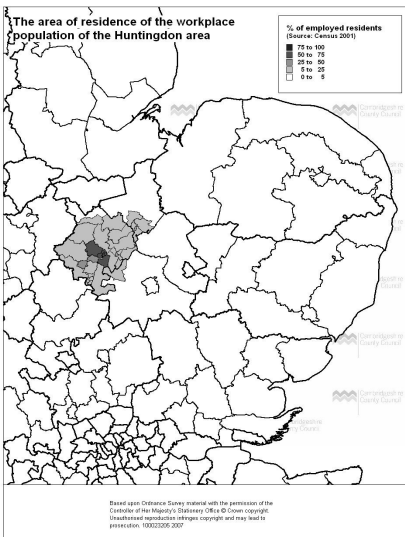
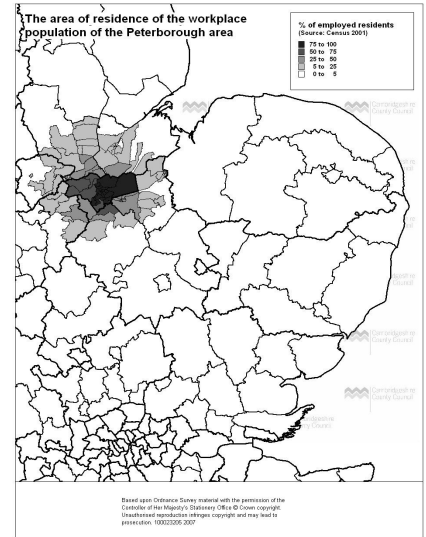
Commuting patterns (cont)

London is not the commuter 'honey-pot' of popular myth for Cambridgeshire residents. As at 2001 the ward with the highest proportion of employed residents working in London was Whittlesford, with 8.6%. Only one Cambridge City ward recorded 5% or more of its employed residents as London commuters, which was Petersfield, with 6.2%.

The seven districts comprising the Cambridge sub-region display a number of small local labour markets with relatively little overlap of commuting hinterlands. All market towns have a clear labour market and only the largest commuter belts extend beyond a 10 mile radius. Generally speaking, hinterlands are mainly constrained within districts, as seen on the selection of maps on this page.

As most migration involves people in work, these commuting markets are a good proxy for very local housing markets. In terms of future planning it is important that the areas develop employment opportunities to match new housing development. The main area where housing and employment development appear to have become somewhat 'out of synch' is Ely. There is relatively high commuting to Cambridge and South Cambridgeshire, with some wards recording between 25% and 50% of employed residents travelling out of the district for work.

➡ Further maps are provided in Chapter 7 *Defining housing markets using commuting patterns*.



Defining markets using postcode sectors

To help identify local housing markets, the SHMA analyses sale prices across the sub-region, using Land Registry house price data. It compares sale prices for January to March 2006 and tests findings against other periods.

The aim was to identify housing markets below the district level. Land Registry publishes sales data by postcode sectors (e.g. CB8 5). These do not always follow district boundaries and a 'best fit' approach has been taken.

District planning and housing departments were asked to identify broad sub-areas that they would like

data for.

The analysis compares average prices of all properties, although there are significant differences in the housing stock, as there are between areas. Differences in prices may well reflect the type and size of properties sold rather than any underlying difference in perceived 'value'.

We hope to supplement this work with a further analysis where the property comparison is standardised or prices per square metre can be compared in future.

It is also important to appreciate that, in general, prices in towns will be lower than in rural areas. This largely reflects

the mix of properties available, with cheaper flats and terraced homes being predominantly sited in towns rather than villages. But Cambridge City has areas where this is not true!

All these factors require further investigation as part of the future development of the SHMA.

The map below summarises some of the key facts contained in this chapter.

➡ For more detail please refer to Chapter 8, *Defining housing markets using postcode sectors*.

Key facts on prices by postcode sectors

Fenland

District average price: £141,058 (Jan-Mar 2006) and £144,510 (Apr-Jun 2006). Variation across the district was relatively small.

Huntingdonshire

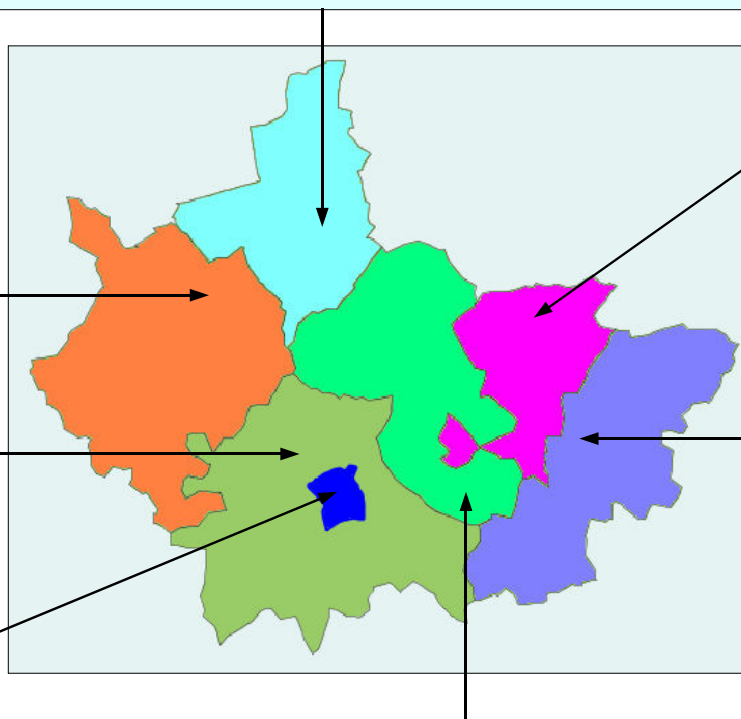
District average price: £178,525 (Jan-Mar 2006) and £200,730 (Apr-Jun 2006). North Huntingdonshire showed greater affordability than the rest of the district.

South Cambridgeshire

District average price: £248,090 (Apr-Jun 2006). No postcode sectors contained average prices of under £200,000.

Cambridge City

District average price: £252,410 (Apr-Jun 2006). It is difficult to analyse by postcode sector as several cross the district boundaries



Forest Heath

District average price: £160,824 (Jan-Mar 2006) and £164,830 (Apr-Jun 2006).

As the boundaries of postcode sectors around this district are shared with East Cambridgeshire, St Edmundsbury and Norfolk, the average has to be considered as a guide rather than definitive.

St Edmundsbury

District average price: £188,935 (Jan-Mar 2006) and £194,870 (Apr-Jun 2006).

The average price in Haverhill (£165,422) was significantly lower than the average for Bury St Edmunds (£188,935).

East Cambridgeshire

District average price: £183,273 (Jan-Mar 2006) and £199,840 (Apr-Jun 2006). There was a significant difference in prices comparing East Cambridgeshire North to East Cambridgeshire South - a difference of just under £51,000 between the two quarters.

Economic strategies

Our Regional Economic Strategy sets out labour market forecasts and assumptions, ranging from international and national economic prospects down to local company performance, commuting patterns and qualifications of the labour force. In a relatively short period of time, assumptions underpinning labour demand and supply forecasts for the Cambridge sub-region have changed significantly. Generally speaking, recent forecasts of job growth have reduced, as have forecasts of labour supply. What is important, however, is that there is still a relatively close alignment between the two.

The targets which districts in the Cambridge housing sub-region are currently working to, are proposed in the draft East of England Plan. The draft Plan does not, however, provide district-level figures. The original employment forecasts known as EG21 are very close to the draft Plan targets. EG21 refers to Enhanced Growth which aims to move the region's economic performance to a top rank in Europe by 2021*. Labour supply forecasts set alongside employment figures incorporate up-to-date population and household forecasts, but assume that economic activity rates adopted in the draft Plan are still valid (for example, they assume that changes in pensionable age will lead to an increase in numbers of older people in the labour force). The table indicates that:

- The 2001 'baseline' situation with respect to where people live and work, showing net commuting, comparing the balance between workplace population and employed residents.
- Cambridge City and South Cambridgeshire are combined as much of the data available for around the edge of the City overlaps with that of South Cambridgeshire, and much of the growth associated with the built-up area of Cambridge will be accommodated in South Cambridgeshire. The planning policies adopted by the Structure Plan, by the draft East of England Plan and now being incorporated in District Councils' Local Development Frameworks all aim to increase sustainability.
- A key issue is the aim of reducing the need to commute to work. The significant increase in house building in Cambridge City and South Cambridgeshire aims to stem the increase in long-distance commuting into Cambridge.
- An apparent excess of jobs over labour in terms of forecast growth between 2001 and 2021. However, the profile of job growth by industry sector suggests there will be many more part-time jobs in future and that the proportion of the labour force holding two or more jobs will increase.
- In their work on regional commuting, Cambridge

Econometrics estimated that for Cambridgeshire, an increase of over 62,000 jobs would equate to a much lower 44,000 workforce (people). The difficulties of breaking the 'jobs' figure down to workplace population will be addressed in a new regional model being developed by Oxford Economics.

Issues

There is uncertainty about the robustness of employment and labour supply forecasts for all districts in the East of England; a new model has been commissioned to enable different growth scenarios to be explored.

The main data sources to monitor employment workforce population change are not robust enough to enable accurate measurement of year-on-year changes at district level; this issue is being taken up with the Office for National Statistics.

Although recent forecasts of both employment and labour supply have varied significantly for our seven districts, they have generally moved in tandem i.e. both have been reduced, maintaining a balance between employed residents and workplace jobs.

Within the sub-region labour market forecasts indicate that Huntingdonshire should experience reduced net out-commuting and Cambridge City/South Cambridgeshire should experience a reduction in net in-commuting. Appropriate policies are being adopted in districts' local economic strategies.

There is significant challenge for East Cambridgeshire and Fenland to attract employment above that indicated by 'trend' growth, to reduce further rises in net out-commuting.

Should there be a major slowdown in the national and regional economy, the sub-region will not be immune, though it should withstand problems better than many other areas due to its industrial and business base. This will have important implications on the ability to attract people into the area to live and work; the knock-on impact will be on sales of new dwellings and hence trajectories of development on major growth sites.

➔ See Chapter 9, *Economic context and forecasting*.

Summary of key labour market factors			
	Net commuting balance 2001	EG21 jobs growth 2001/21*	Labour supply, EA mid rates 2001/21
City and South Cambridgeshire	24,400	49,400	46,800
East Cambridgeshire	- 12,300	4,900	7,500
Fenland	- 6,000	5,100	6,700
Huntingdonshire	- 13,300	14,300	100
Forest Heath	- 3,900	5,700	6,600
St Edmundsbury	100	7,100	2,500
Sub-region	- 3,200	86,500	70,100

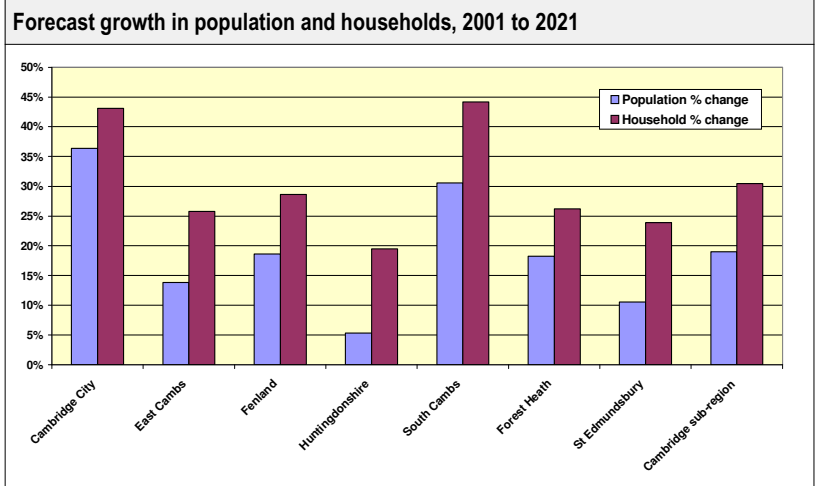
Population changes

The main driver for future population and household growth in the Cambridge sub-region is the 2003 Cambridgeshire & Peterborough Structure Plan, which aims to accommodate substantial growth in the immediate Cambridge area, above that generated by 'natural change'. Following a sequential approach, housing development is proposed at a number of locations on the edge of Cambridge City, at a new settlement north-west of Cambridge (Northstowe) and in existing market towns. Other village development is guided by measures of sustainability, linked to the range of services provided.

In the case of the five Cambridgeshire districts, the growth agenda is effectively dwellings-led. Briefly, a broad balance of employment and resident labour force has been recorded since 1991 and is forecast to continue. However, within the county there is a shift in terms of the location of new dwellings, concentrating these closer to Cambridge to reduce commuting and to promote use of public transport. Some demographic highlights and issues:

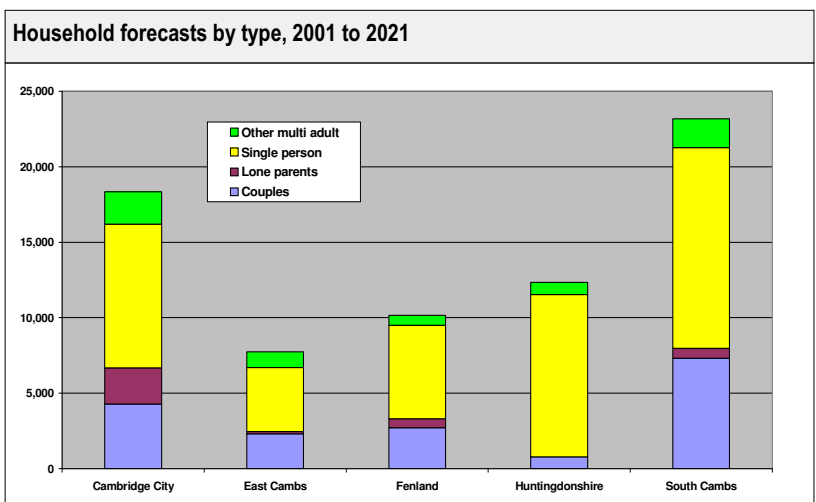
- Every district in the sub-region will see an increase in single person households.
- Cambridge City will see the largest population increase in the 30 to 59 age group and the greatest percentage of in-migration, while Huntingdonshire will see significant decreases in under 15's and the 30 to 59 age group.
- Every district will see an increase in elderly households. The largest increases in elderly and vulnerable households is most likely in South Cambridgeshire and Huntingdonshire, and the smallest in Cambridge City.
- Population growth is mainly generated by local economic success and growth of the labour market, though there is modest net in-migration of retired people to Fenland. This framework for growth has been well established in Cambridgeshire with the adoption of the Cambridgeshire & Peterborough Structure Plan, and these policies have been incorporated into the draft East of England Plan.
- The sub-region has experienced relatively high rates of population and household growth in the past, and these rates are forecast to continue at the same level or be exceeded. 'Natural change' of population has historically been significantly lower than 'migrant change'.

- Natural change in households from 2001 to 2021 is forecast to account for around half the 'extra' households in the sub-region – up to 44,000 in number. The high number of migrant households presents a real challenge in determining what an appropriate strategy should be for providing 'affordable' housing as a share of the total. Historically, migrant households have tended to live in the private sector – as owner-occupiers, private renters or renting from employers.



- The growth in number of households has exceeded population growth as average household size has fallen. There is particularly high growth forecast for single person households: 60%, or 53,600. The age group to experience the highest rate of growth is the over 75s at 65% over 20 years. The over 85-year-old age group will increase even more, by a forecast 72% in 20 years.
- A major challenge to be faced is the increase in potentially vulnerable elderly couple and single person households – with a 'household' head aged 75 and over. This could amount to 6,800 additional couple households and 9,250 elderly single person households.

➡ For more detail see Chapter 10, *Demographic context and forecasting*.



Dwelling profile and occupation

There are nearly 316,000 homes in the Cambridge sub-region and most of the housing stock is in the private sector. There has been a 5% increase in total stock during the past five years alongside an increase of only 0.3% in social rented housing. Decreases in social stock in Forest Heath and Huntingdonshire are due to a high number of right to buy and right to acquire sales, compared to the building rate.

Detached properties make up the largest share of properties by type in the sub-region, and there are comparatively few flats. This profile is different for Cambridge City, which has a higher percentage of flats and terraced properties and very few detached houses. There are just over 4,600 known houses in multiple occupation in the sub-region, most of which are found in Cambridge City,

but more research is needed to understand this part of the market and other shared properties.

There are around 8,700 supported housing units, most of which are for older people. Scheme size varies considerably depending on scheme type and client .

Some 2.3% of properties within the sub-region are vacant and there are very few holiday homes. The number of second homes in Cambridge City is higher than might be expected, due to counting unoccupied student dwellings in this category.

➔ Chapter 11. *Dwelling profile* gives more detailed information.

Housing stock condition

As part of the SHMA we have considered the condition of homes across the sub-region, drawing on sample surveys or models undertaken in each district over the period 2002 to 2006. The main reasons for doing these surveys are to:

- Provide a key component of an asset management strategy of the Council's own stock, including a range of possible stock options.
- Provide an authority-wide picture of housing conditions as part of a strategic survey of housing demand and supply within the authority's 'enabling' role.
- Assess the need for 'intervention' by the authority, for example through the Regulatory Reform Order.
- Ascertain the stock condition element for any local regeneration initiatives.
- Gather information on specific stock, such as HMOs.

However much of the available data is now out of date and does not fit with new methods of assessing housing conditions. The data is also not directly comparable across authorities. To improve this data a new stock modelling project is being carried out by the Building Research Establishment (BRE) to identify areas of poorer housing conditions within each district. This information will be used to inform subsequent local Stock Condition Surveys and will enable better targeting of resources. Once the results have been received, the SHMA will incorporate the results, draw conclusions around how stock condition affects the balance of housing markets across the sub region and work with partners at district authorities and the BRE to identify appropriate key actions.

➔ For more information, see Chapter 12, *Housing stock condition*.

Prices, incomes and affordability

	Average prices, all properties	Index (sub-region = 100)	Average annual earnings by residence	Ratio of earning to house prices
City	£262,070	135	33,805	7.75
East Cambridgeshire	£183,813	95	30,072	6.11
Fenland	£141,260	73	23,930	5.90
Huntingdonshire	£178,732	92	29,078	6.15
South Cambridgeshire	£247,603	128	36,670	6.75
Forest Heath	£160,921	83	24,055	6.69
St Edmundsbury	£189,152	97	27,383	6.91

Current property prices

This part of the SHMA summarises information on prices of properties sold between January and March 2006, based on information held by the Land Registry. It also provides selected highlights from Chapter 8, *Defining housing markets using postcode sectors*, for context.

Where appropriate, the analysis provides comparisons with the first quarter of 2005 (that is, January to March). The review looks at the average, median and lower quartile (the bottom 25%) house prices. It looks at “entry level” house prices in each area, by which we mean the lowest price band covering a reasonable number of sales, in order to exclude properties sold below the market level (e.g. within a family). The final section analyses affordability by comparing property prices and earnings.

Further analysis is needed to enable standardised comparison e.g. by comparing prices per m² as part of the future development of the SHMA. However our initial analysis indicates that:

- Prices vary significantly across the sub-region. The average price across the Cambridge sub-region for Jan to Mar 2006 was £194,151. House prices are highest in Cambridge City and lowest in Fenland.

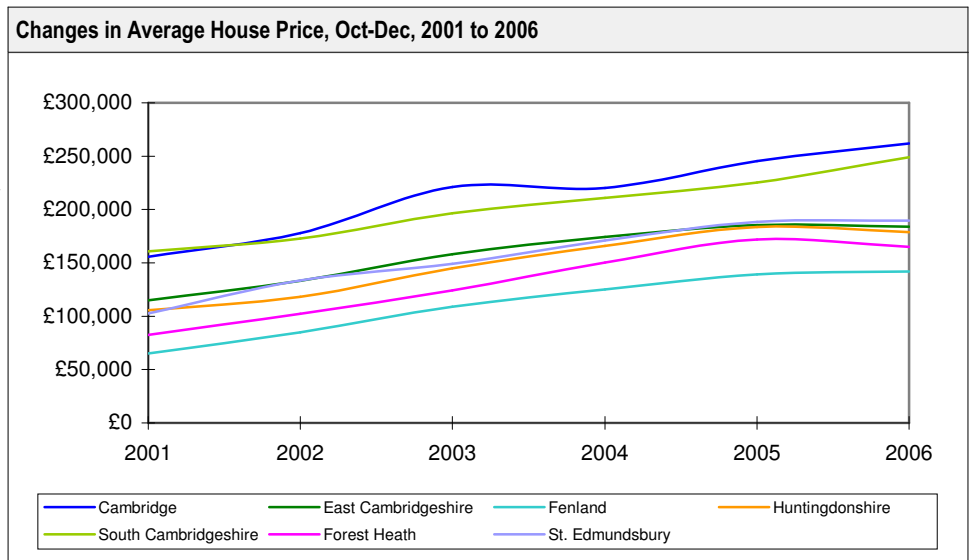
- Detached properties are the most expensive type of home and flats are the cheapest. Detached houses are the most common property type in all parts of the sub-region (except for the City) and make up most sales.
- Terraced homes have the highest turnover in the sub-region and detached homes have the lowest. Terraced homes make up 47% of all the properties sold for less than £120,000.
- It is harder for people with lower quartile earnings to be able to afford a cheaper house than for someone with average earnings to afford an “average” priced house.
- Using Land Registry data for average house prices of all types (Jan to Mar 2006) and average earnings by residence from the ONS, the ratio of earnings to house price varied from 5.9 times in Fenland to 7.75 times in Cambridge City.
- When comparing lower quartile house prices and earnings, the multiplier varied from 6.52 times in Fenland to 8.8 times in Cambridge City.

➔ Chapter 13 *Current property prices* provides more detail, including the data table on page 8 about prices, incomes and affordability ratios.

Changes in prices

- Average house prices have increased by between 55% in South Cambridgeshire and 118% in Fenland.
- Lower quartile prices have increased even more sharply.
- Despite these increases, the actual number of sales in each district has been quite consistent.
- In 2001, there was more variation between lowest level entry band - in all areas except Cambridge City this was under £100,000.
- The most recent data shows the entry level band for all areas was over £80,000 and most were over £100,000.
- Less than 100 properties were sold for under £100,000 in all districts, except for Fenland.
- For more information, please see Chapter 14, *Changes in property prices from 2001 to 2006*.

	Number of sales, 2006	% stock turnover, 2006
City	2,150	6%
East Cambridgeshire	2,028	7%
Fenland	2,628	8%
Huntingdonshire	4,358	7%
South Cambridgeshire	3,275	7%
Forest Heath	1,573	7%
St Edmundsbury	2,733	7%
Sub-region	18,745	7%



Private rented

In the Cambridge sub-region some 13% of households rent their home privately. In Cambridge City, 22% of residents are private renters. This is based on 2001 Census data and there is some evidence of a national increase in the number of private sector tenants since then. Forest Heath also has a high percentage of private renters, largely due to the influence of the US air force presence.

Highlights

- Between 59% and 79% of tenants rent from landlords/letting agencies, with the second largest group of landlords being employers such as the military. In the sub-region, 8% of private tenants rent from family members or friends.
 - Most private sector tenants are young (aged 16 to 34) and stay at their rented address for between 13 and 20 months.
 - Some 14% of private tenants in the sub-region previously lived more than 40 miles away from their new address. 22% came from outside the UK, suggesting that the private rented sector is important in housing migrant workers. There is currently a lot of interest in the connection between private renting and migrant workers from organisations such as ARLA and Nationwide UCB. Further research into this subject is planned at a sub-regional level.
- Based on the review of local press adverts for rented property, the average rent for the sub-region is £755 per month, although there is variation between districts and types and sizes of properties.
 - Cambridge City is the most expensive place to rent a property (average £965 per month). There is a large gap between the average rents in the City and the rest of the region. Fenland is the cheapest district in which to rent (average £566 per month), and a three-bedroom property in Fenland costs about the same per month as a one-bedroom property in the City. This review will need to be repeated in future to update the information and monitor changes in prices in the private rented sector.
 - Local Reference Rents (calculated by the Rent Service) are lower than average and entry level rents in each district, but still show a difference between the City and South Cambridgeshire and the rest of the region. The boundaries used to calculate local reference rents may be a useful point of comparison for sub-markets within the SHMA area. Proposed new boundaries, which are going to produce one suggested level of housing benefit for Cambridge, Littleport, St Ives and Newmarket, if approved, are likely to be less useful.
- ➔ Chapter 15, *The private rented market*, provides more detail.

Buy-to-let

The buy-to-let market has grown considerably since the turn of the century. Most buy-to-let investors own either one or two properties, and most are individuals rather than companies. A large number are aged 36 to 55 years old; most of their tenants are younger (48% under 30). Most view their investment in residential property as a long-term plan and say they would hold on to property in the event of a price crash as they see their property as a “nest egg”.

- Between 3,374 and 5,436 of the 18,745 properties sold in the sub-region in 2007 were sold to buy-to-let investors. New homes in Cambridge have a higher percentage of private tenants than in the rest of the City, (27% compared with 24%). On the whole in these new apartments, people prefer to buy-to-let and have some rental income rather than buy-to-leave, due to service charges.
 - The percentage of buy-to-let sales given by a Cambourne estate agent is one of the highest in the region (25%). This may be an important consideration for other new developments but needs further investigation and comparison with other new developments.
- The average cost for buy-to-let properties nationally is slightly lower than the average cost for all properties, reflecting comments in our estate and lettings agent survey that buy-to-let investors look for cheaper properties - although size, age, and condition are also important factors. Most buy-to-let investors buy with a mortgage, a small number buy outright.
 - The “ideal” buy-to-let property in the sub-region is a modern, two-bedroom terraced house or flat as these are cheaper to buy and easy to rent out.
 - There is a preference for traditional homes over homes in multiple occupation and some evidence of people leaving this part of the market due to pressures such as licence fees, alteration costs and bureaucracy. However there are a small number of investors who specialise in HMOs.
- ➔ See Chapter 16 for more information on *The buy-to-let market*.

Social rented

In total, some 15% of homes across the sub-region are social rented. Cambridge City has a higher percentage of social housing (24%) than the rest of the sub-region and than the national level (19%). Much of this social rented housing is managed by housing associations or registered social landlords (RSLs), five of the seven districts having transferred their stock to housing association partners.

Needs registers

The number of households on the district housing needs registers has risen in the past five years for the sub-region as a whole from just over 15,000 in 2002 to almost 21,000 in 2006. In 2008 a new system known as choice based lettings (CBL) started up, which affects how people access affordable housing and will help us monitor trends in housing need more closely.

Lettings

Social re-lets have overall held steady, moving from 2,586 in 2001/2 to 2,663 in 2006/7, a change of only 77 for the sub-region. However this slight change over the years masks variations by year and by district, which occur for a variety of reasons - for example low numbers of re-lets in Forest Heath and St Edmundsbury in the years affected by stock transfer, major refurbishment of council housing in Fenland, and an increase in relets in the City, moving from 495 to 705.

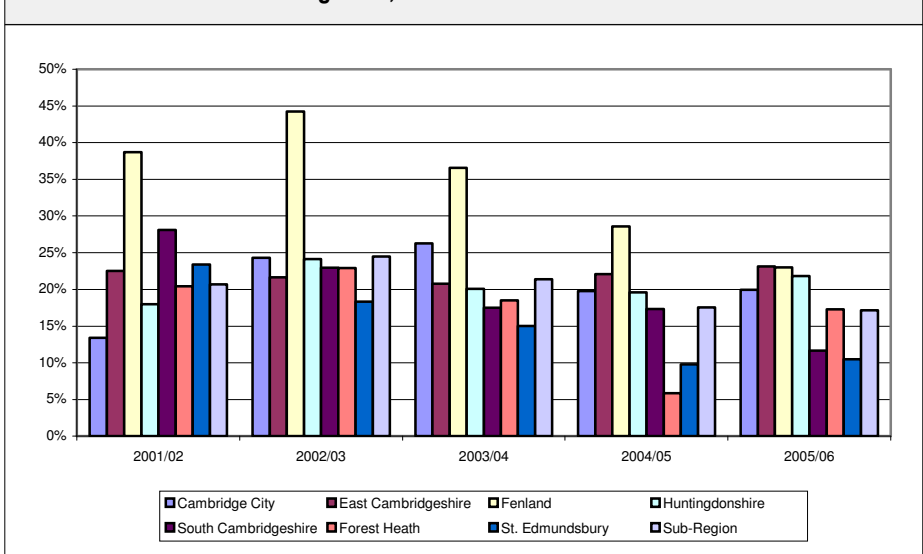
There are gaps in data about who is being housed in properties in some areas. For example, from the available data it seems there are very few older heads of household in South Cambridgeshire because they are housed in local authority homes rather than with housing associations. Cambridge City and South Cambridgeshire will be completing a standard data return known as CORE from 2006/07 onwards, which will improve information on the people being housed in the social rented housing, and comparison with other districts.

Data on housing needs registers is also problematic because different districts managing the lists in different ways, for example the data for needs registers includes people awaiting transfers in some districts (e.g. Huntingdonshire), but transfers are excluded by other authorities.

CBL will help us gather and analyse data in a similar way across districts from its introduction in Spring 2008 onwards.

➡ Chapter 17 goes into more detail on *Social rented housing turnover, housing registers and lettings.*

Social lets as a % of needs registers, 2001-06



	LA and RSL stock					Net social stock turnover 2005/6
	2001/2	2002/3	2003/4	2004/5	2005/6	
City	10,951	11,544	10,862	11,265	11,126	6%
East Cambridgeshire	4,510	4,610	4,811	4,478	4,667	5%
Fenland	5,006	4,936	4,881	4,974	5,002	9%
Huntingdonshire	8,996	8,407	8,435	8,400	8,442	6%
South Cambridgeshire	7,210	7,228	7,633	7,563	7,803	3%
Forest Heath	3,401	3,313	3,228	3,149	3,184	4%
St Edmundsbury	7,236	7,384	7,388	7,400	7,238	5%
Sub-region	47,310	47,422	47,238	47,229	47,462	6%

Homelessness

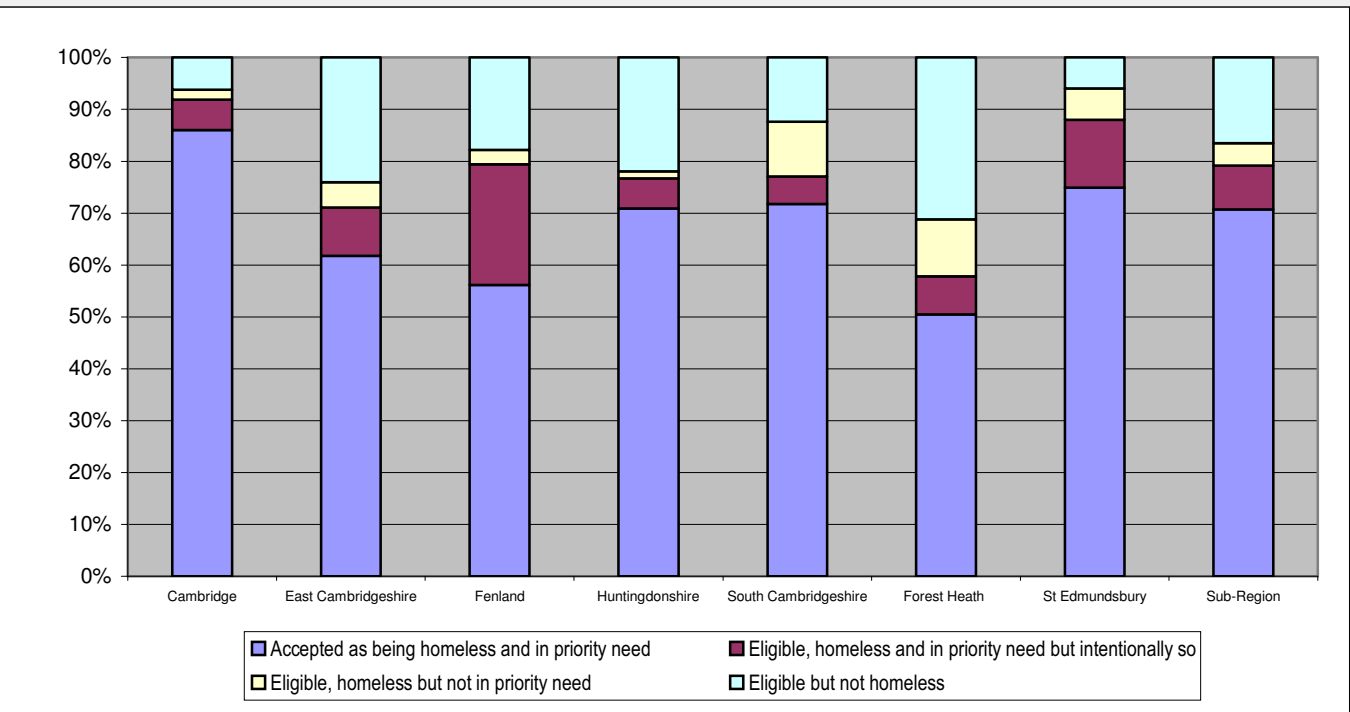
An important part of the housing market, and an indication of where it fails residents, is homelessness. The SHMA looks at homeless applications, acceptances by local authorities and subsequent housing outcomes for households who are accepted as unintentionally homeless.

Some notable findings are:

- Across the sub-region the number of decisions made following homeless applications rose from 2001 to 2004 and then fell in 2005/6 to below its 2001 level. The local exceptions to this pattern were St Edmundsbury and Forest Heath where the number of decisions rose slightly between 2001 and 2005/6.
- In most of the sub-region the number of priority group households accepted as unintentionally homeless following their applications decreased. The exceptions were Huntingdonshire, St Edmundsbury and Forest Heath.
- The number of households in temporary accommodation rose after 2001 but then fell back to broadly the same level by 2006. Alternatives to bed and breakfast, such as private leasing, mean that generally less than 10% are housed in bed and breakfast.

➡ Chapter 18 *Homelessness*, gives more detail.

Homelessness decisions by type, 2005/06



Intermediate housing

These two chapters provide information on registers for intermediate housing, and sales of the same, including information on homes for key workers.

Chapter 19 defines the intermediate housing market and current demand at April 2007, where applicants live and work and issues around this. It looks at key worker industry sectors, including current tenure, family type and affordability, and compares key workers and non-key workers, and mortgage bands by district and family type, tenure and affordability.

Chapter 20 highlights issues arising from analysis of

HomeBuy applicants and intermediate housing overall – who has been housed by previous tenure, family type, age, key workers and type of property bought. It analyses financial issues including mortgage affordability, family types and size of property compared with finance and savings and the effects of new regulations for open market HomeBuy from April 2006. Finally it looks into previous district of residence, family type by number of bedrooms and issues arising from an analysis of low cost home purchasers.

Some highlights are summarised:

Intermediate housing (cont)

Where applicants live and work

Cambridge City dominates the key worker profile in terms of place of work, while non-key workers are more widely spread across the sub-region. East Cambridgeshire has a significantly higher share of applicants living in the district than working in it: true of both key workers and non-key workers. Neither Fenland nor Forest Heath rank highly as places for applicants to live or work.

Issues for HomeBuy applicants

Although numbers of registered applicants have increased: up from 600 in December 2006 to nearly 800 in April 2007, the total is well below the demand for social rented housing (20,000 across the sub-region). There is a major issue about the public's awareness and knowledge of the schemes available. The number has risen to 2,000 applicants at January 2008, and so further analysis is needed of these households. This is a priority for updating the SHMA.

Heaviest demand for HomeBuy arises from people living in Cambridge City, South Cambridgeshire, Huntingdonshire, St Edmundsbury and, to a lesser extent, East Cambridgeshire. Demand is currently very low from applicants living in Fenland and Forest Heath. Demand is particularly high from applicants working in Cambridge City, where key workers also predominate, mainly working in health and education.

Applicants on the register (as at April 2007) were housed in two main tenures – renting privately (44%) and living with friends or family (35%). Relatively few applicants currently rent from a social landlord (9%), although this group is a target for the HomeBuy 'product' as successful targeting might help free up social housing.

Single applicants account for 46% of all applicants – rising to 57% in Cambridge City. Couples without children account for 21% of applicants. Households with children together account for 30% of applicants. Currently, some 14% of applicants require a property with three bedrooms or more, although 30% or more would be entitled to buy these larger homes if their finances could support the cost.

A significant 25% of applicants can only support a mortgage of up to £52,000. Some 50% of applicants are unable to support a mortgage above £68,000. Couples have the highest average incomes and can thus afford the highest-priced (and therefore largest) properties. Lone parents have the lowest average incomes (although some may have access to capital following a relationship break-up). Generally the largest families do not have the highest

incomes, so there may be affordability problems in relation to purchasing homes of three or more bedrooms.

Affordability is a particular problem in Fenland and to a lesser extent East Cambridgeshire. Forest Heath applicants seem to have least affordability problems. The lack of information on capital available to different family types and in different areas is an issue which needs further investigation.

Issues when comparing shared ownership to open market home buy (OMHB)

When purchasers have had considerable flexibility as to where and what type of property they can buy, as under OMHB, they selected houses for preference; a significant proportion selected 3 bedroomed properties – probably because a larger percentage had children. Shared ownership new build provided relatively few 3 bedroomed homes in the Cambridge sub-region.

OMHB purchasers selected homes in South Cambridgeshire, East Cambridgeshire, Huntingdonshire and Forest Heath in preference to Cambridge City, possibly because the price per square metre is lower outside the City. There were very few either shared ownership or HomeBuy sales in Fenland. OMHB constituted 55% of all low cost home ownership sales handled by housing associations in 2005/06.

Single people and couples accounted for almost two-thirds of shared ownership buyers but a slightly lower share of OMHB purchasers; there were relatively more families and lone parents with children buying under 'HomeBuy'. The vast majority of purchasers had either rented privately or lived with family or friends. There were very few households who were previously local authority or housing association tenants.

The change in regulations relating to OMHB in April 2006 has had a significant impact on the intermediate market, greatly reducing the demand for this product. There is a growing affordability gap emerging.

Only 37% of the sub-region's shared ownership applicants and 7% of OMHB applicants can currently afford to buy a lower quartile-priced dwelling in Cambridge City – unless they have access to additional capital. Although there are more opportunities in other districts, the rapid increase in house prices relative to earnings means that the intermediate market is not affordable for many would-be purchasers.

➡ Chapters 19 and 20 give more detail on registers for and sales of intermediate housing.

Current affordability

The SHMA uses conservative estimates of affordability for the different tenures available across the housing sub-region, based on household income alone. It does not factor in the availability and size of deposits for households buying a new home. Further work and better data is needed to

identify the impact these factors may have.

For the SHMA, a snapshot of affordability has been provided for each district, to help analysis of gaps and overlaps between the available housing tenures.

Summary table from Chapter 21, Current affordability and income							
	Cambridge City	East Cambridgeshire	Fenland	Huntingdonshire	South Cambridgeshire	Forest Heath	St Edmundsbury
Average Social Rent	£11,650	£10,408	£8,660	£9,940	£9,507	£8,973	£9,307
Lower Quartile Private Rent	£25,290	£20,700	£16,200	£18,900	£23,445	£21,420	£21,960
Intermediate Rent	£27,792	£20,678	£16,300	£19,699	£26,006	£20,563	£23,357
Average Shared Ownership	£33,383	£25,848	£20,376	£24,624	£32,508	£25,704	£29,196
Average Private Rent	£34,740	£20,983	£19,523	£24,633	£26,917	£21,783	£21,122
Lower Quartile Open Market	£43,750	£35,500	£27,750	£34,250	£44,993	£31,937	£36,563
Average House Price	£68,019	£51,639	£36,848	£50,411	£68,656	£45,251	£55,589
Median Household Income	£28,500	£29,800	£25,300	£31,600	£33,300	N/a	N/a

Affordability by tenure

Based on our estimates the prime market for shared ownership ranges from 18% in both Huntingdonshire and Cambridge City to 29% in East Cambridgeshire. However the demand shown through waiting lists or registers for this shared ownership tenure is significantly smaller than registers for social rented. By district, there is greater demand in Cambridge City and South Cambridgeshire than elsewhere in the sub-region. There are also more shared ownership sales in South Cambridgeshire than anywhere else in the county.

In all Cambridgeshire districts, the household income required for entry level home ownership is higher than the mid-point average income for that district. For most of the sub-region, the average cost of shared ownership is more than the cost of lower quartile private rents, but less than average private rents. In St Edmundsbury, a lower income is required for shared ownership than renting privately. In Huntingdonshire, the cost of shared ownership is slightly higher than renting privately at an average price.

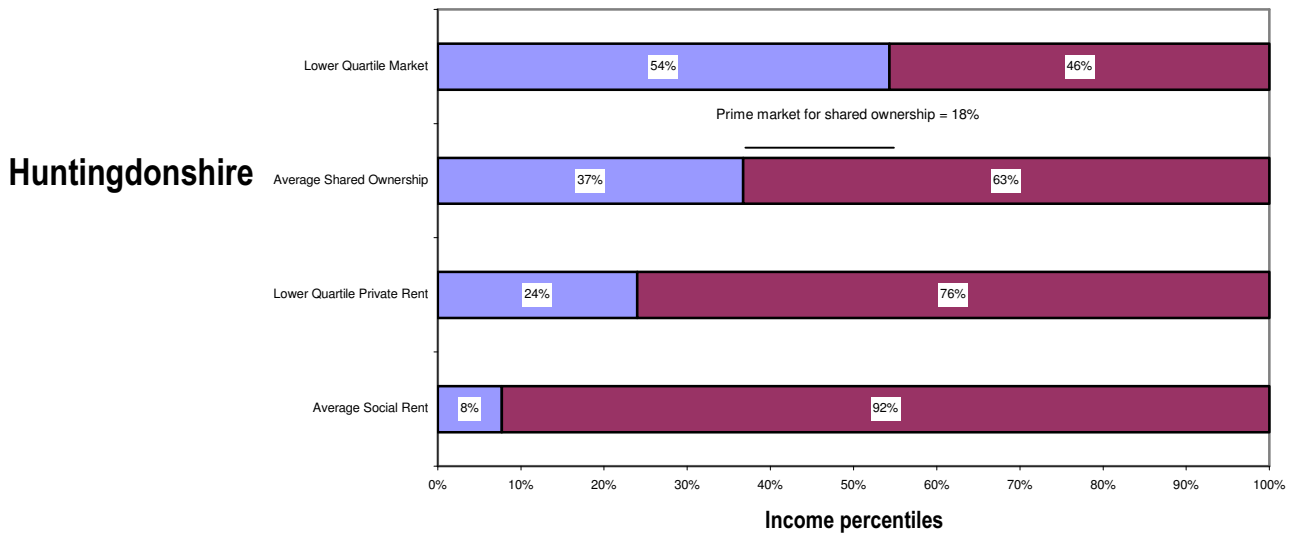
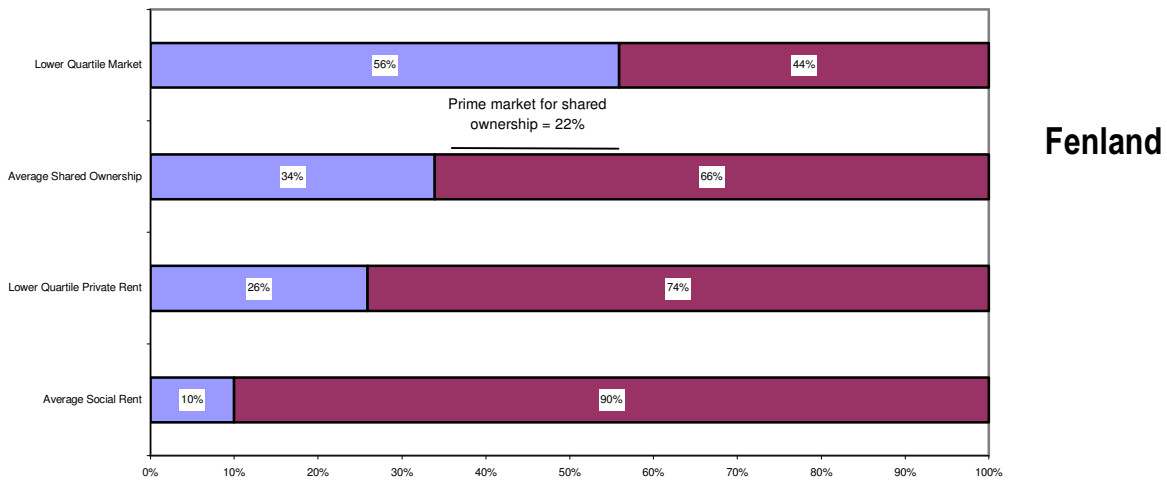
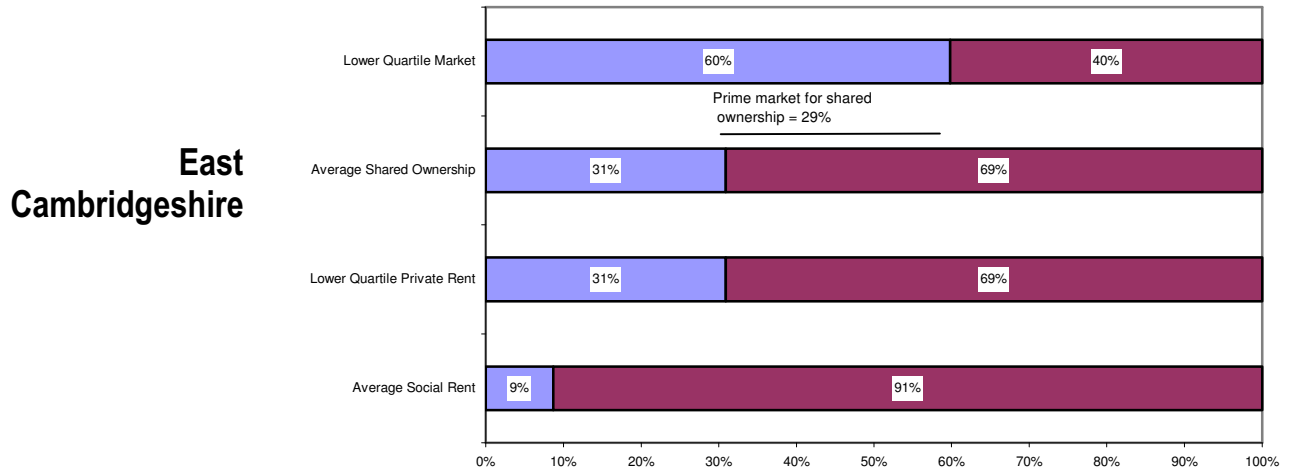
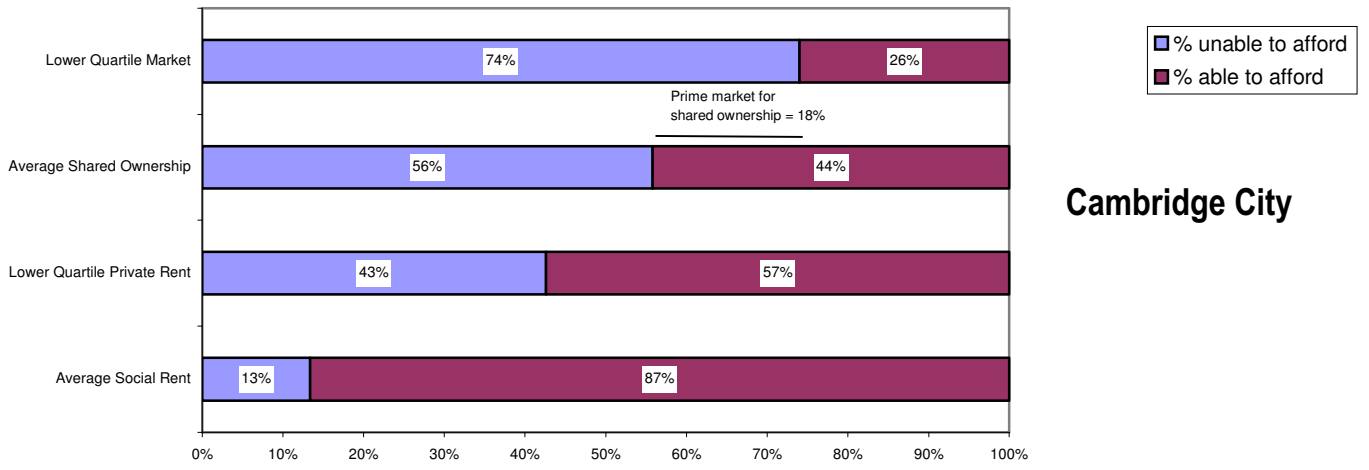
There may be a future role for intermediate rented housing, to assist those who cannot afford private rented, or who can only afford the lowest price private rented. This issue needs further research.

The graphs **on the right** aim to show the overall affordability of different tenures within districts, based on the percentage of the current population who are able to afford and unable to afford within each tenure.

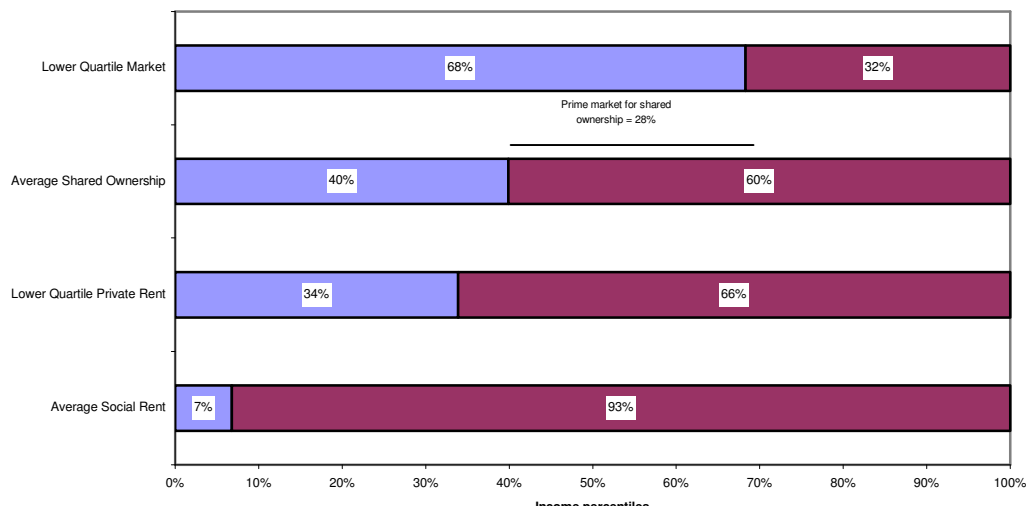
From the top of each graph, the tenures assessed are Lower quartile market, which represents the average cheapest second-hand homes available; Average shared ownership; Lower quartile private rent and Average social rent.

These graphs aim to identify the broad concepts for tenure, though further information and analysis are required. One of the most notable issues is differences in % population able to afford each tenure, particularly home ownership. This leads us to the conclusion that the intermediate market, while needing further investigation, is significant for our sub-region.

➡ More information is provided in chapter 21, *Current affordability and income*.



Current affordability (cont)



South
Cambridgeshire

Planning for housing delivery

The Cambridge sub-region is planning for a step-change in housing delivery, but this needs to be accompanied by significant infrastructure investment if development is to be sustainable. The development strategy for the sub-region remains as established by the Cambridgeshire & Peterborough Structure Plan 2003, which plans for significant growth in and close to Cambridge before 2016 and includes a major new town at Northstowe.

The East of England Plan (RSS), which will shortly replace the Structure Plan, maintains its strategy for accommodating growth while both increasing the dwelling target significantly and making it a minimum target, subject to environmental limits and infrastructure constraints. In setting targets for the delivery of affordable housing regard must be had to the outcome of Strategic

Housing Market Assessments. The expectation is that across the region, some 35% of all housing completions will be affordable over the plan period.

Housing trajectory information is collected which shows when and where development will take place. Some 41% of our planned delivery of some 76,245 new homes to 2021 will take place on large strategic sites, and in the period after 2011/12 strategic sites will assume greater importance in housing delivery, rising to 70% of all completions by 2013/2014.

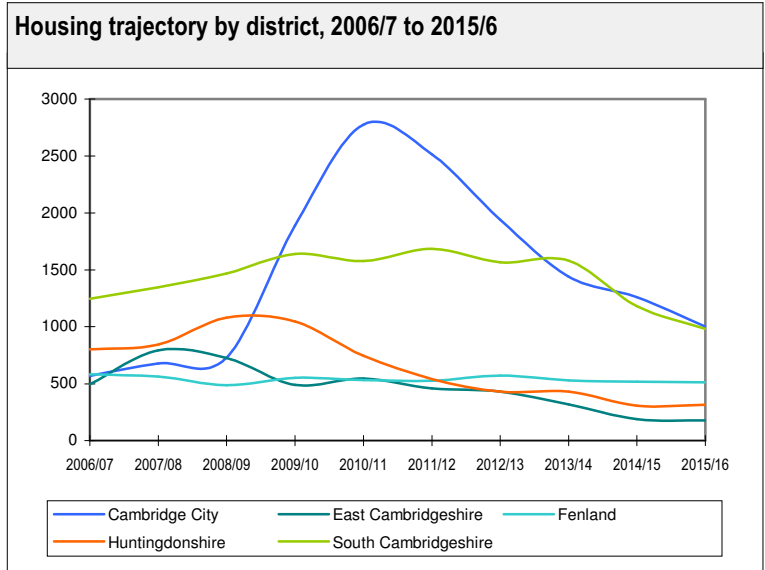
➔ Chapter 22 provides more detail on *Planning for housing delivery*.

Minimum dwelling provision, 2001 to 2021				
	Total to build April 2001 to March 2021	Of which already built April 2001 to March 2006	Minimum still to build April 2006 to March 2021	Annualised average
Cambridge City	19,000	2,300	16,700	1,110
East Cambridgeshire	8,600	3,240	5,360	360
Fenland	11,000	3,340	7,660	510
Huntingdonshire	11,200	2,890	8,310	550
South Cambridgeshire	23,500	3,520	19,980	1,330
Forest Heath	6,400	810	5,590	370
St Edmundsbury	10,000	1,980	8,020	530

Reviewing housing supply and the building industry

This chapter summarises Kate Barker’s review findings and recommendations, and the Government’s response. It then looks at John Callcutt’s review of house building delivery – its terms of reference, call for evidence, and executive summary of his report - and the Office of Fair Trading study into the UK house-building market.

These chapters were included to provide an acknowledgement of the importance of engagement with the local building industry, land owners, and developers, and some context for future more local research into the effects on housing delivery.



Land availability

This chapter sets out what strategic land availability assessments (SLAAs) are, and the approach districts in the sub region are taking to them. It sets out the national planning policy context, the purpose of the Assessments, the importance of a partnership approach, core requirements of the Assessment and how the assessment will be kept up-to-date. It then sets out the situation across the sub-region and a table of each planning authority’s progress and evidence.

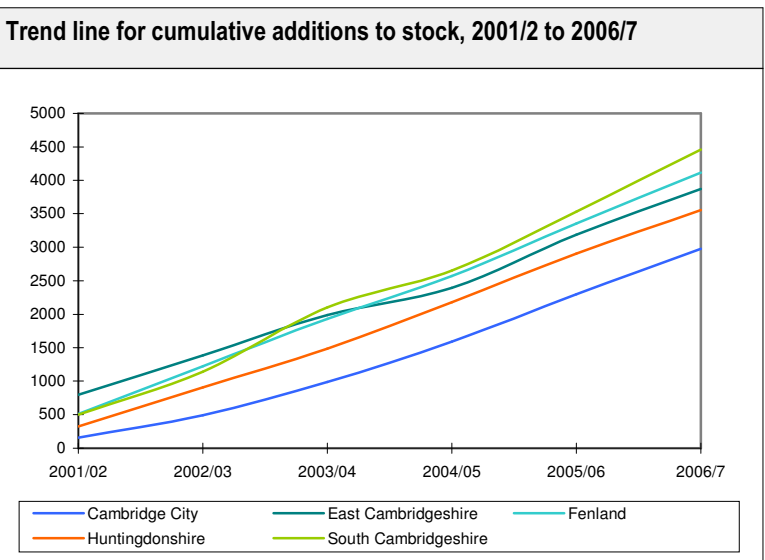
Summaries have been added from each district’s SLAA, to help link the availability of land to the achievement of RSS build targets in the future.

➔ Chapter 24 outlines *Outcomes of strategic land availability assessments*

Past & future housing delivery

➔ Chapter 25 looks at the past delivery of homes, whether market, affordable, rented or shared ownership.

It also looks at the future plans for delivering new homes and very briefly summarises some of the factors which affect the number of affordable homes secured and tenure split .



Delivering mixed, balanced communities

Three major reports have been used to provide some guidance and basis for discussion around what makes a balanced, mixed, and sustainable community, and why this should be our intention. The reports are *Balanced and Mixed Communities*; *In the mix - a review of research on mixed income, mixed tenure and mixed communities* and *Creating and Sustaining mixed income communities – a good practice guide*.

The aim of including this section in our SHMA is to provide a basis of discussion and thought around what makes a

community where people want to live. This touches on why we need mixed communities, the development process, the current local housing market and demand for housing. It also summarises housing mix and how this affects who might move in, the effects of marketing, delivering affordable and intermediate housing and pepper-potting, relationships with existing communities and finally, the evolution of mix over time and how tenure mix might be maintained long term.

➔ Chapter 26 provides further detail.

Identifying housing need

Government guidance on SHMAs provides a detailed process to assess housing need. The SHMA outlines what the guidance suggests and how we have used the guidance in the Cambridge sub-region to calculate levels of housing need. There are some important principles to consider before looking at the detail:

- The SHMA will be built on and updated as time passes and information changes and improves. This iteration is bound to change, adjust and improve as its foundation data does the same.
- The guidance is written as just that – guidance, rather than a detailed roadmap of “how to” do it. Some sources of data do not provide the detail or the cross-tabulations needed to work out the figures for a specific sub region or district. For this reason, we have supplemented the secondary sources of data with our MRUK household survey where necessary, to try to provide a more realistic picture of housing need for our sub-region.
- There are numerous ways to tackle the housing needs “part” of the guidance. For the Cambridge sub-region we have tried to follow the guidance and supplement

where we feel it is necessary. We have set out at the start of the chapter, where we have made judgments and, we feel, improved on the guidance in our approach.

- In future we are looking to evolve our approach further, to investigate more frequently updated sources of housing price information, ways to analyse data using map-based systems, and other data to track changes in the housing market e.g. factors such as inflation, land prices and incomes.
- All these possibilities will add to the flexibility and responsiveness of our assessment of the market in the future, based on this current foundation of research.

The chapter provides a table for each stage in the process, and compares the Cambridge process to the CLG process, gives notes on the guidance, and refers to where in the SHMA people can find further background.

The chapter is supported by Appendix 13 *Technical Appendix*, which goes into more detail on our process, data, judgments and use of triangulation, which was added in response to consultation feedback.

To summarise the **annual** projections:

	City	East Cambridgeshire	Fenland	Huntingdonshire	South Cambridgeshire	Formula
Current housing need						
Homelessness	117	52	81	72	144	
Overcrowded and concealed	690	1000	522	1554	1014	
Other groups	5078	1454	1988	1730	3288	
Total current need	5885	2506	2591	3356	4446	
Sub-total (need ÷ 5)	1177	501	518	671	889	A
Future housing need						
New households forming (resident and incomers)	339	311	169	579	635	
Existing households falling into need	670	262	416	520	276	
Sub-total	1009	573	585	1099	911	B
Total need	2186	1074	1103	1770	1800	A + B
Supply						
Total affordable homes occupied by people needing a different home	44	16	43	43	81	
Surplus affordable homes	0	0	0	0	0	
Homes to be taken out of management	- 4	0	0	- 1	- 2	
Annual social relets	635	257	420	513	290	
Annual intermediate resales at affordable levels	2	4	1	10	7	
Sub total	677	277	464	565	376	C
Shortfall of affordable homes						
New supply needed to stop backlog growing	332	296	121	534	535	B - C
Annual need for new affordable homes	1509	797	639	1205	1424	A + B - C
Projected affordable supply from commitments	177	200	112	154	315	D
Predicted shortfall	1332	597	527	1051	1109	A + B - C - D

Comparing housing need to targets

Chapter 22, *Planning for housing delivery* sets out the Regional Spatial Strategy (RSS) targets for each district, between 2006 and 2021. To give an indication of the levels of build predicted, and the levels of housing need identified when we apply the CLG guidance, we have calculated affordable need as a percentage of our annualised RSS targets.

It is clear from this comparison that City, Fenland and South Cambridgeshire districts show significantly lower percentages than Huntingdonshire and East Cambridgeshire. This basic mathematics crystallises a few significant facts about the Cambridge sub-region:

- Levels of housing need are high across the whole sub-region.
- The percentage of affordable homes needed to meet the need identified as a proportion of our planning targets

(from the draft RSS) are and well above the percentage required through current local planning policy.

- Districts need to ensure they share nominations on new sites across the sub-region to help meet the broad range and locations of housing need represented by these basic figures.
 - Some of the need represented in this table will be met through committed programmes of affordable housing development. However to compare the need figures to the RSS targets, we have currently excluded these commitments which are noted on page 18 (D: Projected affordable supply from commitments).
- ➔ See Chapter 27 for more on *Identifying housing need*.

Future sizes of homes

Chapter 29 provides demographic data and projections for different household types and ages, to assist in planning the sizes of homes needed across the housing market. It also provides data on the pattern of housing consumption taken from our first “new development survey” at Cambourne, which we plan to repeat on other significant new developments in future. This helps us compare the size of homes bought and let, compared to the sizes of families moving in, and to form a first picture of the housing choices people make.

For affordable housing, information is provided for each district on the sizes of homes people on waiting lists require and the sizes of homes let or sold, both for rented and intermediate tenures.

To summarise, there is a high level of need expressed on registers, for smaller (1 and 2 bedroom) homes. However the patterns indicated by the Cambourne survey show that people are far less likely to choose smaller homes, when they are not constrained by housing allocation policies.

For affordable housing, allocation policies restrict the size of rooms a household can access. For rented housing this is very specific, for shared ownership households can access 1 bedroom more than they “need”. In the private market, price tends to be the major controlling factor, i.e. people tend to buy as many rooms as they can afford.

➔ See Chapter 29 for more on *Future sizes of homes*.

	City	East Cambs	Fenland	Hunts	South Cambs
Need for new affordable homes projected over 2006 to 2021 (excluding commitments)	10,865	6,945	4,405	11,365	12,470
Draft RSS target for all homes, 2006 to 2021	16,700	5,360	7,760	8,310	19,980
% affordable represents of target	65%	130%	57%	137%	62%

Observers’ data

In the first iteration of the Cambridge SHMA, the five districts within Cambridgeshire have contributed equally to the funding required. The two Suffolk districts, having recently commissioned housing needs and requirements research, have participated at “observer” level.

For this reason, St Edmundsbury and Forest Heath have been included wherever possible in secondary data collection, but have not participated in the MRUK resident survey. They have also not been able to access CACI data on incomes, which has limited the comparisons we could carry out on their behalf. For completeness, excerpts are included of their respective studies with brief introductory comments, to enable a sub-regional view of housing need and demand.

We hope to involve these two authorities further in future, helping create a more complete picture of our housing markets and enabling further comparison across boundaries.

➔ See Chapter 28 for more on *Observers’ data*.

Indication of affordable tenures

This chapter of the SHMA summarises the number of households currently registered for social rented and shared ownership housing on the relevant lists, alongside the predicted number of new households forming in future and their ability to afford different tenures, for each district in Cambridgeshire.

At December 2007 the registers of housing need and intermediate housing are our most reliable source to summarise tenure requirements.

We have, as a result of consultation responses, added an overall guide to current expressed need for rented and intermediate tenures. By bringing information from social housing registers and intermediate housing registers together, an overall percentage of rented and intermediate tenure homes can be provided as a guide. However we are particularly aware of two issues:

- the register for shared ownership homes is growing rapidly, which has a significant effect on these proportions as the expressed need changes. A summary at March 2008 is included in Chapter 19, *Applications for intermediate housing*, and an update of the intermediate housing register figures is included in the table below to show the change the new data brings to overall tenure balance.
- the change to CBL may have an effect on the expressed need for affordable rented homes following its launch in February 2008.

In future we will work to update the information used and revise this chapter as appropriate. The first update was possible in March 2008, and is noted in the text. Further information on this update is provided at the end of Chapter 19, *Registers for intermediate housing*.

In future when developing our approach to the need for different tenure types, we will look to improving our use and prioritization of the data, rather than simply referring to the number of people on a register for a specific tenure, we may be able to build in a measure of priority.

However it is also important to grasp the “coverage” of registers and the effect of publicity and promotion – people may not be registered even though they are in need, as they are not aware of the housing available. On the other hand, they may be registered but not in very pressing housing need.

We will look to the development of CBL and the further promotion of intermediate products via KHE, and monitor their effects on registers of housing need and interest in housing products, in future.

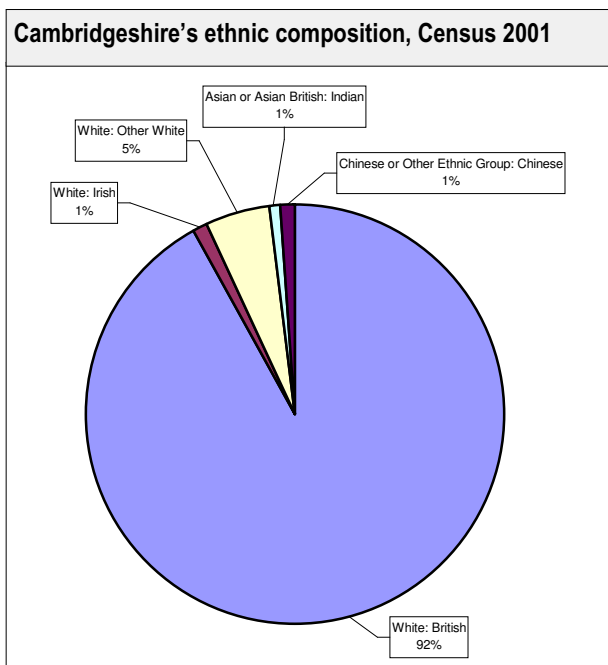
The table below summarises the highlights of Chapter 30; *Indication of affordable tenures*.

➔ Go to Chapter 30 *Indication of affordable tenures* to see how these figures have been worked out.

	City (12/07)	Update (03/08)	East Cambs (12/07)	Update (03/08)	Fenland (12/07)	Update (03/08)	Hunts (12/07)	Update (03/08)	South Cambs (12/07)	Update (03/08)	County (12/07)	Update (03/08)
Total rented	1,611	1,611	462	462	510	510	573	573	1,135	1,135	3,930	3,930
Total intermediate	333	354	184	199	95	99	213	233	421	454	1,037	1,129
Total affordable	1,943	1,965	646	661	605	609	786	806	1,556	1,589	4,967	5,060
% rented	83%	82%	71%	70%	84%	84%	73%	71%	73%	71%	79%	78%
% intermediate	17%	18%	29%	30%	16%	16%	27%	29%	27%	29%	21%	22%

Black and minority ethnic housing issues

The main source of information on BME populations is currently the Census 2001, although this information is now somewhat out of date, and does not reflect recent in-migration of migrant workers (see below). Improved monitoring is required to give a more accurate picture of ethnicity in the county and sub-region.



- There is a relatively low proportion of people from ethnic groups other than White.
 - There is a fairly high proportion of people from “Other White” groups, compared with nationally.
 - There is no single dominant minority ethnic group across the county or the sub-region.
 - In all districts, residents from ethnic groups other than White are more likely to have high level qualifications than White British residents, particularly so in Cambridge, although in some areas residents from non-White groups were also more likely to have no qualifications.
 - Information currently available does not suggest any significant differences in housing need amongst the BME population of the county or the sub-region compared with the White British population.
 - A regional BME monitoring pilot is underway to try to improve BME monitoring across the region; the Cambridge sub-region is involved with this pilot. Outcomes of the pilot and its full implementation will inform updates to the SHMA in future.
- ➔ See Chapter 31, *BME housing issues* for more detail.

Migrant worker housing issues

Just over 27,000 people from outside the UK registered for a National Insurance Number in the Cambridge sub-region between 2004 and 2007. Some 15,000 people from the Eastern European accession countries registered under the workers registration scheme in the same period.

Information on how many people are leaving is difficult to obtain, although what is available shows that most people are here for less than two years. Tied and private rented accommodation are the dominant tenure types. Very few of these people live in social housing, and there is not much evidence of ownership. Tied accommodation is the least preferred option for housing as it tends to be low quality but people usually view this as a temporary option that they could tolerate for a short period.

Issues surrounding the private rented sector include problems such as overcrowding and low quality accommodation. High rents and costly deposits are prohibitive for some. Nationally, some letting agents have reported problems getting references from prospective tenants from overseas.

There are very few non-UK citizens in social rented housing. Most of those housed are families and include at least one person in work.

The main reason for leaving previous accommodation is overcrowding and around a third had previously rented in the private sector.

➔ See Chapter 32, *Introduction to migrant worker housing issues* for more detail.

National Insurance registrations of non-UK nationals (from NI registration scheme)					
	2002/3	2003/4	2004/5	2005/6	2006/7
City	2550	2430	2900	3830	3770
East Cambridgeshire	260	280	400	1210	1010
Fenland	210	300	780	1570	1200
Huntingdonshire	510	500	720	1040	1350
South Cambridgeshire	650	610	900	1160	940
Forest Heath	360	410	650	1030	760
St Edmundsbury	480	440	450	770	620
Sub-region	5020	4970	6800	10610	9650

Gypsy and Traveller housing issues

Chapter 32 sets out the Cambridgeshire Model and Executive Summary of the Accommodation Assessment, the District Gypsy/Traveller Accommodation Needs for Pitches 2005-2010 and other issues. It also outlines new provision planning, the Regional Single Issue Review for Gypsy & Travellers and an outline of the Provision Horizons project.

The Provision Horizons project is well on its way to redefining land search in Cambridgeshire - now, and for future generations of both planners and Gypsies & Travellers themselves. Research data already suggests that slight alterations to some existing district-specific criteria could open up more local land options for families in Cambridgeshire who are actively seeking new land.

The project has also had a very positive indirect impact on Cambridgeshire's progress to improving provision planning: local Gypsies & Travellers and planners are gaining more ground-level practical understanding of the challenges both Local Authorities and individual families face. This research has the potential to leave a strong legacy of confidence in the delivery of new provision, both here and in the wider region. ➡ More detail is provided in Chapter 33.

	Need for pitches 2005-2010
City	15
East Cambridgeshire	25 - 45
Fenland	160 - 205
Forest Heath	15 - 20
Huntingdonshire	15 - 25
Kings Lynn & W Norfolk	45 - 60
Peterborough	10 - 15
South Cambridgeshire	110 - 130
St Edmundsbury	10 - 20
Total	405 - 535

Young people

There is a relatively high degree of need for supported housing for 16 and 17 years olds; although based on limited evidence, numbers of young people accepted as homeless are rising in some parts of the sub-region. Information on turnover in specialist supported housing schemes for young people at risk shows that a significant percentage of leavers, 44% in 2006/07, left in an unplanned manner. In some schemes 50% or so of these 'unplanned' leavers were evicted.

Specialist accommodation is concentrated in Cambridge City and St Edmundsbury – but that reflects to some degree where young people prefer to live; there is almost no provision in South Cambridgeshire and relatively little in the north and west of the county and Forest Heath. Some specialist housing schemes have no long-term access to resettlement housing or 'move-on' floating support, especially in Fenland. A recent review of 'floating support' services in Cambridgeshire recommends that either supported housing service contracts include move-on

support where required or that move-on clients can be supported by a 'holistic' floating support provider.

Four new short-term floating support services for young people at risk are being funded in Cambridgeshire 2006-08, but there is little guarantee that such funding can continue in future. Cambridgeshire has relatively low levels of floating support as compared with neighbouring counties – although this form of support has been identified as the number one priority for development. The units of floating support specifically available for young people in the two Suffolk districts is also low.

The outcomes for many "looked after" children have been poor in terms of educational achievement and life skills and there is interest in reviewing needs of these young people in a holistic fashion, including housing. Further research is required to consider the housing needs of the following groups: young offenders, young substance users, teenage parents and young people leaving care. ➡ See chapter 34.

Students

An ambitious plan for the development of purpose-built student housing, possibly in the form of a student village, for Anglia Ruskin University (ARU) is underway. There appear to be no easy ways of introducing such a project into the 'growth area' plans. There are no clear options for the replacement of the potential loss of purpose-built student housing for ARU students over the next 3 years. This will force more students to compete in the private lettings market. We would like to work with Cambridge University

colleagues to clarify proposals for additional student housing in the medium to long term.

If further bespoke accommodation is provided for students this has the potential to free up family housing in Cambridge; up to 9,000 students do *not* live in bespoke study rooms whilst at university in Cambridge. HMO licensing is likely to see the further loss of larger converted houses from the student market. ➡ See chapter 34.

Older people

The chapter summarises each district's Supporting People plans for older people. Issues include:

- High rises in numbers of frail elderly residents between 2006 and 2021.
 - Provision of privately rented or owner-occupied sheltered housing is particularly low in Fenland – where overall stock of socially rented sheltered housing is also relatively low. Fenland is also the district experiencing highest rates of in-migration from retired people – around one-third of in-migrants were retired according to the 2001 Census. This suggests that there may be heavy pressure on scarce resources in future.
 - Sheltered housing to buy is increasing at present and could be an important element for elderly residents in future. There are relatively high numbers of units in Cambridge City, Forest Heath and Huntingdonshire. The two Suffolk districts already have more extra care housing than most Cambridgeshire districts.
- Strategically there is an aim to achieve a switch in provision from residential care to enhanced home care, alongside a major change in local authority-supported provision. This may threaten the viability of some residential care homes. Some will need to develop nursing care provision to meet the shortfall.
 - A new service model for social care will need high investment in extra care sheltered housing.
 - Long-term funding cuts are threatened for aids and adaptations and home improvement agencies; an unequal provision of services across Cambridgeshire means further research into outcomes and best practice is required. A review of Home Improvement Agencies will add to this.

➡ More detail is provide in Chapter 34 *Housing for different household types*.

Disability and housing issues

The CLG practice guidance on households with specific needs includes notes on how to assess the market and some useful sources of information. Much of this information is to be included in an assessment of needs in the County's Disability Housing Strategy, to be launched in 2008.

At the time of launching the SHMA consultation draft, we have not progressed as far with this issue as with other parts of the CLG guidance. Therefore our approach in this section is to briefly set out the national context and future challenge, to identify issues raised in research around

access to homes, and to outline the draft County Disability Housing Strategy which is currently being developed.

We plan to work with the Cambridgeshire Disability Housing Strategy Network on the County Disability Strategy to access and analyse the data required, to help bring together the evidence and jointly assess this important area of the housing market.

➡ More detail is provide in Chapter 35 *Disability and housing issues*.

Rural housing

Although home to the City of Cambridge and many market towns, the Cambridge housing sub-region is essentially very rural in character, with over 250 villages with populations below 5,000. In an area of high demand for housing, where planning policy prescribes that the majority of new development will be in or adjacent to urban areas, there can be acute housing problems facing local people seeking to live in villages. House prices are generally very high, yet wages in many rural industries and occupations can often be lower than average. Traditionally villages have had relatively fewer social rented homes than towns and in recent years many houses – which constitute the bulk of the rural social stock - have been sold under the right to buy and subsequently lost from the affordable housing stock available to let to new households. Many social rented

homes remaining in rural areas are purpose-built bungalows for the elderly.

Chapter 36 looks at the policies for rural housing and evidence of local need. It also looks at what has been achieved in recent years in terms of providing dwellings for local people in rural areas.

Park Homes

A separate section is included on the role and potential of 'park homes' to help meet housing needs. These are often (though not exclusively) located in rural areas. A map is being created to accompany the data, which will soon be added in a future update.

➡ More detail is provided in Chapter 36 *Rural housing*.

Monitoring and development

As a learning process, and as one of the early sub-regions to publish a draft SHMA for consultation, it seemed helpful to identify some learning and some questions about the process and the CLG's methodology. We are also learning from our own experiences and from the methods we have used to comply with the methodology, and have added some early thoughts here on such issues. The list is not exhaustive and will probably grow as the SHMA develops and as we gain responses to consultation on the initial draft. However it does touch upon:

- The scale of the assessment.
- Use of housing needs registers and transfer lists.
- Work linking the Cambridge City and South Cambridgeshire districts housing needs, the effect of choice based lettings, housing policies and development plans.
- Primary research.
- Creating completely new communities.

➡ More detail is provided in Appendix 16, *Summary of learning and plans for new research*.

Where does the SHMA go from here?

As outlined above, the Cambridge sub-region SHMA is a growing, evolving and improving assessment.

By working closely with our partners and updating the information contained in the first iteration of the SHMA, and adding improved information as and when it becomes available, we plan to keep the SHMA alive and relevant to stakeholders, partners, policy makers and planners alike.

To do this, our plan is to:

- Employ a researcher who will update existing information as it becomes available, and gather new data as required and as suggested during consultation on the first SHMA.
- Secure new information under the guidance of the sub-regional housing board.
- Undertake a programme of consultation and discussion on specific housing issues highlighted in the SHMA with partners, via the internet, discussion groups, focused surveys and briefing notes.
- Re-publish the SHMA annually, using the information

and input outlined above.

- Run an annual SHMA event to bring a variety of stakeholders together, to launch the new version of the SHMA and discuss its implications across diverse interest groups.

We have tried to make it clear which version of the SHMA people are reading by clearly labeling each page in each chapter. We will also be issuing a "change log" to help people make sure they are always looking at the most up to date information we have added to the assessment.

At the bottom left of each page will be a note showing Version 1.0 for the first SHMA. Updates and improvements through the year will be labeled 1.1, 1.2 etc, then in 2009 we will consult on and launch our updated Version 2.0.

We will include a change log on the website alongside the SHMA, to make sure version numbers and their dates and status are clear to all readers.

➡ More detail is provided in Appendix 15, *The Change Log*.

Get in touch, find out more...

Interested? Got a view? Want to feedback?

Please contact enquiries@cambridgeshirehorizons.co.uk

If you want to read the whole SHMA, and keep up to date with the latest version, please go to:

www.cambridgeshirehorizons.co.uk/programme_det.asp?id=3678

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Huntingdonshire

All homes

Table 1: Population, households, dwellings, and household types projected to 2021

Factor	2001	2001/06	2006	2006/11	2011	2011/16	2016	2016/21	2021	2001/21
Population	157,191	3,622	160,813	7,320	168,133	-2,639	165,494	156	165,650	8,459
Households	63,100	3,400	66,500	5,200	71,700	1,800	73,500	1,900	75,400	12,300
Household Type										
Couples (with/without children)	35,500	200	35,700	1,400	37,100	-600	36,500	-300	36,200	700
Lone parents	5,200	400	5,600	200	5,800	-300	5,500	-300	5,200	0
Singles	19,000	2,700	21,700	3,400	25,100	2,600	27,700	2,000	29,700	10,700
Other multi adult households	3,400	100	3,500	300	3,800	200	4,000	300	4,300	900

Table 2: Draft RSS: Minimum housing provision (from chapter 21)

Area / District	Minimum Dwelling Provision, 2001 to 2021 (net increase, with annual average rates in brackets ¹)		
	Total to build April 2001 to March 2021	Of which already built April 2001- March 06	Minimum still to build April 2006 - March 2021
Huntingdonshire	11,200	2,890 (580)	8,310 (550)

Table 3: Net additions to stock, 2001/2 to 2006/7, from AMR (from chapter 22)

	2001/02	2002/03	2003/04	2004/05	2005/06	2006/7
Huntingdonshire	326	581	577	698	724	648

Table 4: Past delivery and future plans for affordable homes (from chapter 22)

	Past delivery				Future plans	
	2002/03	2003/04	2004/05	2005/06	2006/07	2007/08
Number of additional local authority dwellings	0	0	0	0	0	0
Number of additional RSL- rented dwellings	80	68	91	98	129	91
Number of additional RSL- shared ownership	8	24	8	47	48	39
Total additional LA/ RSL dwellings	88	92	99	145	177	130
Number of additional affordable 'other private' sector dwellings	0	0	0	12	6	6
Overall Total	88	92	99	157	183	136

¹ Due to rounding adjustments the annual average rates in brackets may not match the totals. Totals take precedence.

Table 5: CLG's housing need formula (from chapter 27)

	Number	Total	Key
Current housing need			
Priority homeless households and in temporary accommodation	72		
Overcrowded and concealed households	1,554		
Other groups total	1,730		
Total current housing need		3,356	
Annual Need to Reduce Backlog over 5 years		671	A
Future housing need per year			
New household formation	579		
Existing households falling into need	520		
Total newly arising need		1,099	B
Total housing need per year		1,770	A + B
Existing supply			
Total affordable dwellings occupied by households in need	43		
Surplus affordable stock	0		
Units to be taken out of management	-1		
Annual supply of social re-lets	513		
Annual supply of intermediate affordable housing available for re-let or resale at sub-market levels	10		
Total existing supply		565	C
Shortfall / surplus			
New supply needed to stop backlog growing		534	B - C
Need for new affordable homes per year		1,205	A + B - C
Projected supply from commitments		154	D
Predicted shortfall		1,051	A + B - C - D

Affordable housing – tenures (from chapter 29)

Backlog: In Huntingdonshire there are currently 1,617 households on the social rented housing needs register and 132 on the shared ownership register. To clear this backlog over 5 five years would require 350 new homes to built in the District each year, of which 92% social rented and 8% other affordable tenures.

Newly Arising Need: The number of households in Huntingdonshire is expected to rise by 1,040 households per year. Of these 24% (250) are unable to afford lower quartile private sector rent and 18% (187) can afford shared ownership, but not lower quartile open market house prices. The required split of affordable tenures to meet all newly arising need is 57% social rented and 43% other affordable tenures.

Overall tenure split: We can summarise that in Huntingdonshire, the need for rented and intermediate tenures is balanced 73% to 27%.

Affordable rented – sizes on housing registers and of lettings**Table 6: Huntingdonshire housing needs register by size over time**

	2001	%	2002	%	2003	%	2004	%	2005	%	1 and 2 beds combined	2006	%	1 and 2 beds combined
1 bedroom	2902	85%	2303	85%	2478	85%	2319	84%	1799	62%	84%	1490	61%	84%
2 bedrooms									635	22%		547	23%	
3 bedrooms	422	12%	335	12%	346	12%	282	10%	288	10%	10%	249	10%	10%
More than 3 bedrooms	92	3%	86	3%	86	3%	171	6%	165	6%	6%	139	6%	6%
Total	3416	100%	2,724	100%	2910	100%	2772	100%	2887	100%	100%	2425	100%	100%

Source: Chapter 26

Table 7: Comparing needs to lets by size

	Number on register in 2006	%	Number of lets in 2006/7	%	% lets represent of registered need
1 bedroom	1490	61%	135	29%	9%
2 bedrooms	547	23%	206	45%	38%
3 bedrooms	249	10%	101	22%	41%
4+ beds	139	6%	18	4%	13%
Total	2425	100%	460	100%	19%

Source: Chapter 26

Intermediate homes

Table 8: Household types on the KHE register

Family type	Assumption re bed size "needed"	Number	Rounded percentage	Rounded % by bed size
Single	1 bed	47	36%	71%
Couple	1 bed	32	24%	
Family / lone 1 child	2 bed	28	21%	16%
Family/ lone 2 children	3 bed	19	14%	9%
Family/ lone 3 children	3+ bed	3	2%	2%
Family/ lone 4 or more children	3+ bed	1	1%	
Sharers	Unspecified	2	2%	2%
Other, don't know	Unspecified	0	0%	
Total		132	100%	100%

Source: Chapter 26

Table 9: Household structure of LCHO Purchasers, 2006/07

Family type - All LCHO	Number	%
Couple	7	22%
Family 1 child	5	16%
Family 2 children	0	0%
Family 3+ children	1	3%
Lone parent 1 child	2	6%
Lone parent 2 children	1	3%
Lone parent 3 children	0	0%
Several adults/sharers	1	3%
Single	15	47%
Not known	0	0%
<i>Shared ownership sub-total</i>	32	100%

Source: Chapter 26

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CABINET 26TH JUNE

DESIGN BRIEF FORMER HEALTH AUTHORITY OFFICES, PRIMROSE LANE, HUNTINGDON (Report by HEAD OF PLANNING SERVICES)

1. INTRODUCTION

- 1.1 The purpose of this report is for the cabinet to consider the representations made during the public consultation on the design brief and adopt this document as interim policy guidance.

2. BACKGROUND

- 2.1 This Design Brief examines the redevelopment opportunities on the former health authority office site to the south of Primrose Lane, Huntingdon. It presents the planning policy context for the redevelopment of this site.
- 2.2 The site has been recently vacated by the local Primary Care Trust after having been used first as an isolation hospital, and then for other medical uses since the late 19th century.
- 2.3 The current owners, the NHS, are in the process of marketing the site for residential development.
- 2.4 The site is now within the Huntingdon Conservation Area, enlarged late last year.
- 2.5 A Tree Preservation Order was confirmed last year protecting all the trees within the site.

3.0 THE DESIGN BRIEF

- 3.1 The purpose of this document is to ensure that a well planned and appropriate development can take place on site, something which contributes to improving the built environment of the town.
- 3.2 The Design Brief sets design parameters for the successful development of the site, ensuring that future proposals achieve imaginative and distinctive solutions. Indicative layouts are shown that illustrate what could be achieved.
- 3.3 A period of public consultation was undertaken between 8th April and 22nd May. This has included consultation with neighbours, a public exhibition held in All Saints Church in April, a presentation to the Town Council, and discussion with relevant bodies such as the Civic Society. The document was also discussed at Development Control Panel on 19th May 2008.
- 3.4 The major issue that needed to be addressed was whether any of the buildings on the site should be retained. The options were to keep both the Primrose Centre (also known as the North building) and the South Building, to keep just the Primrose Centre, or to keep neither.

Both these buildings are attractive late Victorian / Edwardian, but the South Building had been altered and amended more over the decades. It is also considered that the Primrose Centre contributes the most to the character of the conservation area, and also provides an attractive backdrop to the cemetery.

- 3.5 Most of those that attended the public exhibition want to keep at least one of the buildings, to keep some of the historic fabric of the town. The CPRE want to keep both buildings, and the Huntingdon and Godmanchester Civic Society would like to keep the Primrose Centre building. The Town Council would like to see the Primrose Centre building retained (please see schedule of comments). Development Control Panel suggested the following:- **Preference of the panel to retain The Primrose Centre as part of the future development of the site but that consideration should be given to its demolition in the event of the submission of a scheme of high quality.'**
- 3.6 The agent for the landowner has provided a report stating the case why the buildings should not be retained (see appendix 1).

4. RECOMMENDATION

- 4.1 As a way forward it is suggested that the Primrose Centre building is retained, unless a scheme which involves its demolition makes a significantly greater positive contribution to the character and appearance of the area, and outweighs the historic contribution that the existing building makes. The document will be amended to reflect this suggestion.

BACKGROUND INFORMATION

Huntingdonshire Design Guide SPG October 2007

Huntingdonshire Landscape & Townscape Assessment SPG October 2007

Contact Officer: Mike Huntington
☎ 01480 388404

Primrose Lane Design Brief

Schedule of responses

a) **10 residents** commented, précised as follows:-

- 1 – doesn't support proposals - more dwellings = more noise and more pollution
- 2 – concerned about proximity and height of any new development, would like to keep older buildings
- 3 - supports proposals but concerned about parking, congestion, pressure on health services
- 4 – doesn't support proposals – keep buildings, two storeys maximum
- 5 – doesn't support proposals – keep Primrose Centre
- 6 – supports proposals – retain the existing buildings
- 7 – doesn't support proposals – more cars
- 8 – supports proposals – keep at least one of the buildings, keep to two storey, traffic
- 9 – doesn't support proposals
- 10 – supports proposals with reservations, overlooking to properties on Tennis Court Avenue, and concern over boundary to property

b) **Huntingdon Town Council's** précised preference is for option B, retaining the Primrose Centre, and considered worthy of conservation.

c) **Huntingdon and Godmanchester Civic Society** would prefer Option B, as this allows the development at its centre to have a good landmark building tying the new build to the historic past. Retention of this building will also distinguish the site from other developments in the town.

d) The **CPRE** précised comments state that both the two older buildings are of important vernacular character to the area and are of historical importance to the town. They believe that they should be preserved and converted to residential use, and support a medium to high density development.

Mike Huntington
13 June 2008

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CABINET

26TH JUNE 2008

**A141 KINGS RIPTON ROAD
(Report by Head of Planning Services)**

1. INTRODUCTION

- 1.1 Members will be aware that a traffic accident occurred at the junction of the A141 and Kings Ripton Road, Huntingdon, in May 2007. As a result of injuries received in that accident, a 16-year old young man, Warren Hay, tragically died. At the Inquest into that death, the Coroner subsequently wrote to HDC and CCC asking them to review safety measures at the junction.
- 1.2 Since that time, there has been a high profile public campaign on behalf of the Warren Hay Action Group to have additional and improved safety measures, for pedestrians and cyclists, installed at that junction.
- 1.3 Members and Officers of both the County and District Council's, together with Huntingdon Town Council, have also been discussing options to try and find a way forward to deliver a scheme for a new improved crossing facility.

2. BACKGROUND

- 2.1 As part of the County Council's public engagement process, a petition was submitted to the Huntingdonshire Traffic Management Area Joint Committee (AJC) on 3rd September 2007. It was resolved at that meeting to note the contents of the petition and to thereby support a bid to assess the need for improved safe crossing facilities at this junction as part of the Medium Sized Traffic Management and Road Safety Scheme budget (the 'October' list).
- 2.2 While the 'October' list results are yet to be reported to AJC, it is understood that as part of the County Council Accident Site Reporting and assessment mechanism, that apart from two junction locations on the A605 at Haddon, this junction on the A141 receives the next highest priority within Huntingdonshire.
- 2.3 Historically, the site has a recorded accident record associated with right-turning movements from the junction of Kings Ripton Road onto A141. As a result of the pedestrian fatality in May 2007, the County Council have now undertaken preliminary investigations into the implementation of an expanded scheme that addresses both the right-

turn and pedestrian safety issues. Study work is also indicating that the provision of a separate onward footpath between the A141 and Jubilee Park would also be required to ensure pedestrian safety.

- 2.4 Initial estimates indicate that an appropriate scheme would cost in the region of £400K to implement. The County Council have indicated that they have a potential budget of £250K towards the scheme and they are therefore seeking partnership funding of £75K each from both the District and Town Council.

3. FUNDING

- 3.1 If the Council is going to contribute towards meeting the cost of this scheme, funding needs to be found from within existing budgets. Annex A contains a range of suggested funding options for consideration by the Cabinet.

4. CONCLUSIONS

- 4.1 If this scheme is to progress, then it is evident that this will only be possible utilising funding from this Council's existing Medium Term Plan and LPSA reward funding, together with that indicated as being forthcoming from the County and Town Council.
- 4.2 On the basis that the junction in question had an existing accident record prior to the fatality that occurred in May 2007, it is considered that any financial contribution made by the District Council should be on the basis of supporting the additional pedestrian elements now required.

5. RECOMMENDATION

It is

Recommended that the funding options in the table at Annex A be approved.

BACKGROUND INFORMATION

Huntingdonshire Traffic Management Area Joint Committee – Agenda & Minutes
Cambridgeshire County Council Traffic Accident reporting System 2

Contact Officer: **Stuart Bell – Transport Team Leader**

☎ (01480) 388387

ANNEX A

The following list identifies possible funding options to provide a £75K contribution towards a County Council Accident Safety Scheme at A141 Kings Ripton Road, Huntingdon.

Based on the development and delivery of any proposed scheme, funding contributions could be split across two financial years as indicated.

Budget	2008/09	2009/10	Suggested Contribution	Comments
Local Transport Plan (Hunts MTP)	£91K	£91K	08/09 - £15K 09/10 - £15K	08/09 budget can be accommodated in tandem with schemes yet to be programmed. 09/10 programme yet to be determined
Huntingdon Transport Strategy (Hunts MTP)	£78K	-	08/09 - £5K	Can be accommodated within 08/09 budget with minimal impact on schemes currently jointly programmed with CCC.
Cycling (Hunts MTP)	£91K	£91K	08/09 - £10K 09/10 - £10K	08/09 budget will have marginal impact on overall sum available for approved scheme in Yaxley. 09/10 programme yet to be determined
LPSA Reward Funding	£80K	-	08/09 - £20K	Allocation to be considered as part of overall LPSA reward funding
Total Contribution			08/09 - £50K 09/10 - £25K £75K	
TOTAL				
S.106			NIL	S.106 monies are allocated for specific spending within the designated Market Town Transport strategy area. This scheme is located just outside the qualifying area for a funding allocation to be considered.

Note – While it is understood that the Cambridgeshire FA has received a significant grant towards the improvement of facilities at Jubilee Park, it is anticipated that this will be ring-fenced to a series of site-specific measures and unavailable for use in conjunction with this project.

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CABINET

26TH JUNE 2008

PARKING FOR HEAVY GOODS VEHICLES (Report of the Working Group appointed by the Panel)

1. INTRODUCTION

- 1.1 At its meeting held on 12th February 2008, the Overview and Scrutiny Panel (Service Support) decided to establish a working group to review the issue of Heavy Goods Vehicle (HGV) parking throughout the District. The working group comprised Councillors K M Baker, P H Dakers, P M D Godfrey and L W McGuire. This matter had been raised initially by Councillor Dakers in response to the closure of the “Night Owl” lorry parking facility at Alconbury and his concerns relating to a reduction in overnight parking facilities for HGVs in the District.

2. METHODOLOGY

- 2.1 The Working Group met on 25th April 2008 and received information from the Transportation Team Leader relating to:-

- work being undertaken and guidance prepared by the County Council on parking facilities for HGVs;
- the provision and ownership of HGV parking sites;
- the role of local authorities in the allocation and redevelopment of sites;
- Government policy; and
- a 2007 study by the Department for Transport on the development of a policy for service areas and other roadside facilities on motorways and all-purpose trunk roads in England

- 2.2 Information was obtained from similar reviews carried out by other authorities, reports having been obtained from the authorities in question. Of those available, the Working Group considered the detailed studies undertaken by Suffolk and Kent County Councils into the problems of overnight lorry parking in those counties. The Kent investigation had been undertaken in conjunction with a number of District Councils, the Port of Dover, Department for Transport and Highways Agency and had involved the use of external consultants.

- 2.3 The reviews undertaken were extensive, involving

- Gathering of evidence from key stakeholders;
- Consultation with local communities, HGV operators / drivers and key organisations; and
- an audit of HGV parking sites within the County.

Lengthy reports were produced with a series of recommendations relating to the need to provide new HGV parking sites and to influence new parking opportunities through development applications. Other recommendations related to the need to improve signs to existing facilities, together with the quantity, quality and distribution of information provided to drivers and operators and to improve enforcement to reduce illegal HGV overnight parking. It was clear from the reports that the authorities had concluded that there was little direct action that they could take to resolve the problems that they were experiencing and that there were reliant upon trying to apply pressure and influence to encourage commercial operators to provide overnight parking facilities.

- 2.4 The Working Group's attention also was drawn to a position paper on Lorry Parking prepared by the Parking Forum in 2005, an initiative of the British Parking Association (a copy of which is attached at Appendix A). The Forum believes that there is a clear need for intervention at a national level to facilitate the provision of sufficient Truck Stops at strategic points throughout the national road network and to work with the business sector and local authorities to try to resolve the shortfall. The paper also provided information concerning the availability and demand for lorry parking, the cost of providing purpose built Truck Stops and unofficial stopping places.
- 2.5 On the basis of the extensive information and research available on the subject, the Working Group concluded that it would not be necessary to commission or undertake any further investigations.

3. DELIBERATIONS

- 3.1 The Working Group discussed the recent closure of the "Night Owl" lorry parking facility at Alconbury and the impact upon lorry drivers using the A14 and A1 trunk roads passing through the District. It is understood that the present owners of the site might be interested in its development for alternative uses. However the Group was informed that, if any planning application was to be successful, it would be necessary for the owners to demonstrate that there was a lack of demand for a lorry parking facility or that the use was redundant. Having regard to the lack of facilities elsewhere and the number of vehicles parked at the roadside, the Group acknowledged the difficulty that the owners would have in proving that demand did not exist.
- 3.2 The Working Group was apprised of the problems being experienced in South Cambridgeshire, specifically in Bar Hill and Swavesey, from drivers parking HGVs overnight on local roads which was generating substantial complaints from businesses and local residents in the area. This had prompted representations from the local Member of Parliament. Although Members' perception was that HGVs were being

parked overnight in lay-bys on the trunk roads throughout Huntingdonshire, the Group noted that there was little evidence thus far of the problems extending into communities and individual estates in close proximity to the major routes. The only exception is Alconbury where complaints have been received from the Parish Council about the parking of HGVs locally following the closure of the Truck Stop.

- 3.3 In relation to the extent of the problem countywide, the Working Group has been advised that a survey has not been undertaken and the Transportation Team Leader was asked to determine whether similar problems / issues were being encountered in the other Districts. Fenland District Council intends to undertake a study of lorry parking for their Local Development Framework, is aware of the work undertaken by Suffolk County Council and will be discussing the matter with Cambridgeshire County Council. Cambridge City Council officers are not aware of any specific issues within the city but no response has been received to date from either South Cambridgeshire or East Cambridgeshire District Councils.
- 3.4 The Group also was advised of other potential future sites which may provide some scope to expand / provide lorry parking facilities along the A14 corridor. Although this information is not yet in the public domain, the Group was advised that early discussions were taking place on the possibility presented by the A14 realignment scheme and the drawing up of Local Development Frameworks by the local planning authorities in the county.
- 3.5 The Working Group recognised that the lack of HGV parking is a national problem. Driver working time regulations and high HGV flows create a major demand for Truck Stop facilities. There are currently around 1,700 registered goods vehicle operating sites in Cambridgeshire alone and over 1.6 billion tonnes of goods are transported nationwide by road each year. Research has shown that there are insufficient facilities on the trunk road network with those routes that provide access to the east coast ports being particularly affected. Road transport remains the dominant mode for many hauliers and growth in the level of HGV movements, particularly on the A14 looks likely to continue in the future. This will create a rising demand for parking facilities throughout Cambridgeshire, including Huntingdonshire and further afield. This situation will be compounded by current proposals to rationalise lay-by arrangements along the A14 corridor. The Working Group was informed that a survey of facilities and demand within Cambridgeshire had not been undertaken in recent years but that the Department for Transport would shortly be issuing for consultation a review of lorry parking which might provide further impetus for Government action and provide an evidence base concerning the need for additional facilities.

- 3.6 The Working Group has noted some of the difficulties in establishing HGV parking sites in the absence of financial support from Government. The Department for Transport regard HGV parking as a purely commercial venture and it is left to the private sector to bring forward and operate lorry parking facilities without public funding. The construction of a well sited quality truck stop requires substantial capital investment which is only viable if a strong and continuing income stream can be achieved. Indications suggest that many operators and drivers are reluctant to pay more than a minimum for using Truck Stop facilities. As a result profit margins are limited and a high volume of business is necessary to achieve viability. Free market land values also inhibit the commercial provision of sufficient well site truck stops and the Working Group noted, for example, the recent closure of a Truck Stop in Coventry because of the high cost of ground rent.
- 3.7 The Working Group acknowledged that the District Council's principal influence on the provision of lorry parking facilities in Huntingdonshire will be through the Local Development Framework in terms of the identification of sites for HGV parking and the possible redevelopment of closed sites for alternative uses.
- 3.8 The Working Group concluded that there was little that the District Council could do in isolation to tackle a national problem. The need for Government to look at the problem urgently and work with the business sector and local authorities to resolve it was well documented. The Group therefore felt that it was unlikely that a detailed study would result in recommendations which differed from the conclusions reached by other authorities who had already undertaken similar work. A practical solution for Huntingdonshire was unlikely and the outcome would not have justified the considerable time and resource that would have to be committed to undertake a similar exercise. Overall whilst the Group recognised that the Highways Agency did not have a mandate to provide such parking or service areas, Members agreed that they should be taking a greater role in providing facilities and parking provision for the haulage industry.

4. CONCLUSION AND RECOMMENDATIONS

- 4.1 The Working Group recognised that there was a clear need to provide suitable parking facilities on the trunk road network to avoid the problems which arise from a lack of provision for local authorities, local communities and haulage drivers alike. However, the Group also acknowledged that market forces play a predominant role in the location and viability of purpose built truck stops which need to attract sufficient business at a rate which drivers are prepared to park if they are to operate commercially. The Working Group did not explore the

feasibility of a facility being provided or operated by the Council and acknowledged that the Council's primary influence is through the planning system and in lobbying Government.

- 4.2 The Working Group has noted that a growth in the number of HGV movements will make the situation worse over time and felt that there is an urgent need for Government to look at the problem and devise a national strategy to provide a network of truck stops that enables HGV drivers to comply with relevant regulations on driving times. Having regard to issues which were being experienced elsewhere within the County it was agreed that a collaborative approach involving all of local authorities within Cambridgeshire would be the best approach to achieve a positive result.

The Group therefore

RECOMMEND

- a) that the County Council be invited to establish a countywide forum, involving the County Council, District Councils, local Members of Parliament, Cambridgeshire Constabulary and HGV operators to lobby Government to investigate the problem urgently and take steps to resolve it;**
- b) that the matter be raised through the Cambridgeshire Together: Local Area Agreement Board; and**
- c) that the District Council as local planning authority seek to influence the development of suitable HGV parking opportunities adjacent to the trunk roads across the District.**

BACKGROUND DOCUMENTS

Minutes of Overview & Scrutiny Panel (Service Support) on 12th February 2008

Briefing note prepared by the Transportation Team Leader

Lorry Parking: Position Paper 10 produced by the Parking Forum in 2005, an initiative of the British Parking Association

Kent Overnight Lorry Parking Study, July 2005

HGV Parking Study – Report to the Executive Committee, Suffolk County Council, February 2004

Information received from Fenland District Council and Cambridge City Council

**Contact Officer: Mrs C Bulman, Democratic Services Officer
01480 388234**

Lorry parking

INTRODUCTION

There are over 400,000 goods vehicles exceeding 3.5 tonnes registered in the UK and there are 103,000 operators licensed to run these types of vehicles. At any one time there are also many thousands of European registered goods vehicles running on UK roads. All operators seek to achieve high levels of vehicle utilisation.

Regulations* require drivers to stop at defined time intervals whilst traffic congestion can make it impossible to reach planned stopping points within allowed driving times.

There are limited official stopping places suitable for HGVs and this lack makes full compliance with the regulations difficult and may contribute to the volume of theft of loads and vehicles (which averages about 10 per day).

Provision of sufficient good quality stopping places would provide many benefits for drivers, operators, the community and the economy.

* the relevant regulations are EU Drivers Hours Regulations Directive 3820/85 and the Road Transport (Working Time) Regulations 2005.

LORRY PARKING REQUIREMENTS

Satisfactory lorry parking facilities will meet the following criteria:

- Must not obstruct the highway;
- Must have safe exit from and access to the highway;
- Surface must bear the axle, steering and braking loads;
- Area must be of shape and size to minimise manoeuvring to park;
- Minimum nuisance or hazard to third parties;
- Must be sufficient parking space when required;
- Must be on or close to arterial route (to minimise transit times, fuel consumption and environmental impact);
- Provide for drivers' personal needs (food quality/quantity, toilet, showers);
- Provide for operators' needs (security, fuel and basic service needs and cost);
- Be economically viable for private operation (or subsidised from public funds if benefits so justify (S.122 of RTRA 1984));
- Provide a segregated area for hazardous vehicles;
- Simple payment method (so as to avoid exorbitant fines/clamping).

Parking facilities are needed to accommodate the following and, of course, any one site may meet more than one of these needs:

- The home depot facilities;
- For the 45 minute stop on route;
- For the overnight stop, or other longer stop, on route;
- For vehicles delayed by route closure (eg ferries, shuttle, accident, congestion etc.).

Whilst most of the criteria above apply for the first three requirements there are some differences in emphasis.

For instance a longer deviation from route will be more acceptable for an overnight stop than for a 45 minute break and more comprehensive driver facilities (eg canteen and showers) and vehicle security will be sought at the overnight stop.

POSITION PAPER 10



June 2005

- Operation ‘Stack’, which has been developed by Kent Police, is an example of control and management of the rapid build up of HGVs which arises when a major part of the route closes. To date it has been operated with two phases according to the severity of the cross channel delays. Phase 1 can accommodate up to 800 HGVs whilst Phase 2 can accommodate a further 3,000 HGVs. It is understood that Kent police and Kent Highways are now reviewing the operation.

AVAILABILITY OF AND DEMAND FOR LORRY PARKING

Current research

There is no single source of information on the location and scope of all lorry parking facilities. Current availability of, and demand for lorry parking, across England is being researched on behalf of the Highways Agency.

A data base is being developed covering HGV flows (based on DfT and HA data), lorry parking facilities, driver needs and decision making processes, operator requirements and the interests of other stakeholders.

Currently about 300 HGV parking facilities appear on the data base. These include 130 motorway service areas (MSAs) and 170 other facilities. Many other unofficial and unauthorised locations are used for stopovers.

Research is still ‘in process’ but early indications suggest that:

- Overall there are insufficient facilities on the network and there are considerable regional variations;
- In the North West there are high HGV flows and good provision of parking facilities;
- The North West is a node for many long distance HGV flows (eg to and from Scotland, Ireland and Wales);
- In the North East there are high HGV flows and poor provision of parking facilities;
- In Central London and the South East there is very poor provision for lorry parking despite high vehicle through flows to and from Europe.

There is wide variation in demand by day of the week and time of day.

The database will include information on the location, quality, facilities provided and prices of lorry parks.

MOTORWAY SERVICE AREAS

These form an essential part of the ‘national lorry park’ and are, by definition, well sited on

the major routes. However they have several serious drawbacks for HGV drivers:

- They are often full – and utilisation varies by time of day;
- Security cover (eg CCTV) is limited or non existent;
- Coaches also compete for space on the heavy vehicle areas;
- Catering and showering facilities may not be ideal.

OTHER HGV PARKING FACILITIES

HGV drivers generally prefer the facilities offered by dedicated truck stops – but the ‘offer’ at these does vary considerably. Valued features include:

- Appropriate value for money menus;
- Washing and toilet facilities;
- Availability of fuel;
- Security for vehicle (particularly where loads are high value);
- Closeness to route – 50% of drivers are willing to deviate 2-5 miles and a few much further;
- Ability to use Truck Stops as an operational base – which is popular with some owner drivers.

Operators often direct drivers as to where they should stop for reasons of security, cost or route deviation. Others leave the driver to choose.

The Safer Parking Scheme, which is increasingly popular for car parks, is currently being developed to identify and reward best practice in HGV parking facilities.

THE COST OF PROVIDING PURPOSE BUILT TRUCK STOPS

The ideal locations for truck stops are also, by definition, ideal locations for distribution centres. This means that land values are high.

The construction of a large area of hard standing with good quality services and proper security arrangements is also expensive.

Thus creating a well sited quality truck stop requires substantial capital investment and it can only be a proper commercial venture if a strong and continuing income stream can be achieved.

Indications suggest that many operators and drivers are reluctant to pay more than a minimum for using Truck Stop facilities. Thus high margins are not available and a high volume of business will be necessary to achieve viability.

There are examples of some Truck Stops upgrading whilst others are closing and the land use changing.

THE EFFECTS OF LAND DEVELOPMENT AROUND HGV OPERATING SITES

Many HGV operators have long established base sites where there has been little pressure for alternative land use.

Increasingly new local residential development near to existing lorry parks/depots may mean that continuing trucking activities give rise to complaints on safety or nuisance grounds. This is despite the trucking activity having been long established before the residential development was started.

The result may be the application of restrictions to the operator's license - and these restrictions can challenge the viability of the trucking business remaining on that site. Alternative affordable sites may not be available.

Increasing local industrial development can also drive up land values with the same effect on the trucking business. These circumstances are occurring more frequently.

MISCELLANEOUS MATTERS

Signage and Information

Drivers would welcome more comprehensive signage directing them to official Truck Stops and this particularly applies for those unfamiliar with the area in which they are travelling.

The Highways Agency considers signage from their network directing drivers to Truck Stops on a case by case basis whilst signage on Local Authority roads is determined separately.

The presentation of local maps and plans showing the location of facilities are not co-ordinated by any common standard and there are wide and confusing variations of colours, symbols and scales amongst them. Such plans are frequently not updated.

DRIVER MOTIVATION AND UNOFFICIAL STOPPING PLACES

Whilst drivers appreciate the facilities of the better truck stops those who are paid uncontrolled overnight expenses may prefer to avoid the associated parking charges and treat the expenses as an untaxed income – this can easily amount to £4,000 of extra income per year. Acceptable levels of overnight expenses are controlled and agreed annually with the Inland Revenue.

Searching out unofficial stopping places, whether in back streets, quiet roads or

industrial parks, can lead to damage to carriageways and hard shoulders and may lead to restrictive or retaliatory measures from landowners and Local Authorities.

OVERNIGHT PARKING AREAS WITHOUT SPECIAL FACILITIES

Overnight HGV parking can be very difficult to locate.

A number of Local Authorities (including all London Boroughs) have instituted an overnight ban on lorry parking on their roads. This is to prevent HGVs taking up valuable kerb space in residential areas where they could be seen as unsightly and quite out of scale with the surroundings. It is also to prevent drivers from using their HGVs as home to work transport – a role for which they are not suited.

Typically overnight bans may affect vehicles over 7.5 tonnes and extend from 10.00 pm to 6.00 am. Introduction of a ban requires a Traffic Order and the placing of signs on each side of every road in the area covered.

It is good practice for a Local Authority to ensure that suitable off street HGV parking facilities are available in or near areas covered by an overnight ban – but it is not a legal requirement and it is often not provided.

One practical way in which this deficiency might be resolved could be by studying the many parking areas which are heavily used by cars during daytime and empty at night. Examples are commuter rail stations, retail car parks, out of town office sites and park & ride sites.

Some such sites may be able to meet the minimum criteria for over night parking for HGVs with small expenditure but others will not have suitable access or satisfactory paving strength for the purpose.

Some site owners may also be concerned that opening up such sites, by removing height limiters, may lead to 'travellers' moving on to them.

MAKING PROVISION

Driver regulations and high HGV flows create a major demand for Truck Stop facilities but 'free market' land values may inhibit commercial provision of sufficient well sited truck stops.

It is unreasonable to enforce regulations fully when the means of full compliance does not exist.

Thus there is a clear need for intervention at a national and or local government level to facilitate the provision of sufficient Truck Stops at strategic points throughout the national road network.



►► **RECOMMENDATIONS FROM THE FORUM**

- That Government look at this problem urgently and work with the business sector and Local Authorities to resolve it.
- That the present important study of supply and demand for Truck Stops and the services which they provide is completed as a matter of urgency.
- That the existence of the information gathered by the study is publicised and the information made readily available (eg. websites, mobile phone downloads).
- That the business of providing and operating Truck Stops is also studied in depth covering capital and operating costs, services required, volumes and operating margins available and regional characteristics. This study should be completed quickly.
- That the social, economic and environmental benefits which Truck Stops provide are evaluated within the same timescale as 1 and 3 above.
- That a National strategy is then developed which will provide a network of Truck Stops which enables all HGV drivers to comply with regulations in an efficient way.
- That Regional Transport policy and LTPs shall include proper recognition of the need for Truck Stops proportionate to the HGV traffic in the area. This should include the identification of suitable sites near industrial estates and away from residential areas which can be developed in line with the requirements defined above.
- That the policy for signing of truckstops on the strategic network should be reviewed to meet the industries criticisms of inadequacy.
- That the possibility of establishing a form of nationwide site franchising through a public/private partnership should be investigated.
- That the possibility of using some industrial estate roads (which are little used at night) as official overnight stopping places with basic catering, security and toilet facilities provided.
- That Planning Authorities should ensure that any new industrial development should have adequate good quality HGV parking facilities adjacent. If these do not

already exist then new HGV parking should be included as an integral part of the development.

- That new sites should be developed to security standards agreed by the ACPO/BPA Safer Parking Scheme and that existing sites should be encouraged to meet these standards.

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The Parking Forum is an initiative of the British Parking Association and its current members are:

- Automobile Association;
- Association of Chief Police Officers;
- Association of British Drivers
- Association of London Government;
- Association of Town Centre Managers
- Association of Train Operating Companies;
- Bike Parking Security Association;
- British Parking Association;
- British Motorcyclists Federation;
- Confederation of Passenger Transport;
- Department for Transport;
- Disabled Drivers' Association
- Disabled Persons Transport Advisory Committee
- Highways Agency;
- Institution of Highways & Transportation;
- London Transport Users Committee;
- National Federation of Bus Users;
- RAC Foundation;
- Rail Passengers Council;
- Royal Town Planners Institute;
- Road Haulage Association;
- Strategic Rail Authority;
- Transport Research Laboratory.

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