

A meeting of the **CABINET** will be held in **THE AQUARIUS ROOM, ST IVO LEISURE CENTRE, ST IVES** on **THURSDAY, 18 JUNE 2009** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

APOLOGIES


**Contact
(01480)**

1. MINUTES (Pages 1 - 4)

To approve as a correct record the Minutes of the meeting of the Cabinet held on 14th May 2009.

**Mrs H J 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. BUDGET AND MEDIUM TERM PLAN PROCESS 2010-2015
(Pages 5 - 10)

To receive a report by the Head of Financial Services.

**S Couper
388103**

4. TREASURY MANAGEMENT ANNUAL REPORT 2008/09
(Pages 11 - 20)

To consider a report by the Head of Financial Services reviewing the performance of Investment Fund Managers.

**Mrs E Smith
388157**

5. SUSTAINABLE COMMUNITIES ACT (Pages 21 - 28)

To receive a report by the Head of People, Performance and Partnerships and the Head of Democratic and Central Services on the Sustainable Communities Act.

**Mrs C Sides
388495**

6. PERFORMANCE MONITORING (Pages 29 - 52)

To consider a report by the Head of People, Performance & Partnerships containing details of the Council's performance against its priority objectives.

**H Thackray
388035**

7. GRANT AID (Pages 53 - 62)

To consider a report by the Overview and Scrutiny Panel (Service Delivery) on the outcome of a review of capital and

**Miss H Ali
388006**

revenue grant aid schemes operating across the Council.

8. CORPORATE EQUALITY POLICY - PROCESS (Pages 63 - 96)

To consider a report by the Head of People, Performance & Partnerships on progress made to date in respect of the Corporate Equality Policy Action Plan.

Mrs L Sboui
388032

The views of the Overview and Scrutiny (Social Well Being) Panel on the policy are appended also.

9. REGIONAL SPATIAL STRATEGY SINGLE ISSUE REVIEW ACCOMMODATION FOR GYPSY AND TRAVELLERS AND TRAVELLING SHOWPEOPLE IN THE EAST OF ENGLAND - THE SECRETARY OF STATE'S PROPOSED CHANGES MARCH 2009. (Pages 97 - 108)

To receive a report by the Heads of Planning and of Housing Services on the Council's response to the consultation on the Regional Spatial Strategy Single Issue Review – "Accommodation for gypsy And travellers and travelling showpeople in the East of England, the Secretary of State's proposed changes March 2009".

R Probyn
388430
S Plant
388240

10. CARBON MANAGEMENT PLAN (Pages 109 - 186)

To consider a report by the Head of Environmental Management

C Jablonski
388368

11. REPRESENTATIVES ON ORGANISATIONS 2009/10 (Pages 187 - 194)

To consider a report by the Head of Democratic and Central Services in relation to the appointment/nomination of representatives to serve on a variety of organisations.

Mrs H J Taylor
388008

12. EXCLUSION OF THE PRESS AND PUBLIC

that the press and public be excluded from the meeting because the business to be transacted contains exempt information relation to the financial affairs of particular persons (including the authority holding that information).

13. ST. NEOTS LEISURE CENTRE DEVELOPMENT (Pages 195 - 214)

To consider a report by the Leisure Centres General Manager

S Bell

on the development proposals for St Neots Leisure Centre.

388049

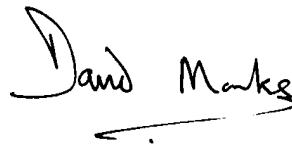
The views of the Overview and Scrutiny (Social Well Being) Panel on the proposals are appended also.

14. TENDER FOR THE EMPLOYMENT OF TEMPORARY MANUAL EMPLOYEES (Pages 215 - 218)

To consider a report by the Head of Operations.

R Ward
388635

Dated this 15 day of June 2009



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.

Agenda Item 1

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the CABINET held in the Corporate training room, Eastfield House, Huntingdon on Thursday, 14 May 2009.

PRESENT: Councillor I C Bates – Chairman.

Councillors K J Churchill, D B Dew, J A Gray, A Hansard, C R Hyams, Mrs D C Reynolds and L M Simpson.

AN APOLOGY: An apology for absence from the meeting was submitted on behalf of Councillor T V Rogers .

1. COUNCILLOR J A GRAY

The Chairman welcomed Councillor J A Gray to his first meeting of the Cabinet.

2. COUNCILLOR P L E BUCKNELL

The Chairman and Executive Councillors expressed their appreciation for the services rendered to the Cabinet as Executive Councillor for Planning Strategy and Transport by Councillor P L E Bucknell.

3. MINUTES

The Minutes of the meeting of the Cabinet held on 30th April 2009 were approved as a correct record and signed by the Chairman.

4. MEMBERS' INTERESTS

No declarations were received.

5. APPOINTMENT OF EXECUTIVE COUNCILLORS

RESOLVED

- (a) that executive responsibilities for the Municipal Year 2009/10 be allocated as follows-

Finance	- Councillor T V Rogers
Planning Strategy and Transport	- Councillor D B Dew
Leisure	- Councillor Mrs D C Reynolds
Resources and Policy	- Councillor A Hansard
Housing and Public Health	- Councillor K Churchill
Environment and Information Technology	- Councillor J A Gray

Operational and
Countryside Services - Councillor C R Hyams

- (b) that the Leader of the Council be appointed to serve as ex-officio Member of the Employment Panel; and
- (c) that Executive Councillors be appointed to serve as ex-officio Members of Panels as follows –

Executive Councillors for – Finance	Ex-Officio for – Corporate Governance
Planning Strategy and Transport	Development Management Panel
Resources and Policy	Corporate Governance Licensing and Protection Panel/Licensing Committee

6. HINCHINGBROOKE COUNTRY PARK JOINT LIAISON GROUP

RESOLVED

that Councillors M G Baker, Mrs M Banerjee, C R Hyams and Mrs M J Thomas be appointed to serve on the Hinchingsbrooke Country Park Joint Liaison Group for the ensuing Municipal Year.

7. HUNTINGDONSHIRE TRAFFIC MANAGEMENT AREA JOINT COMMITTEE

RESOLVED

that Councillors M G Baker, D B Dew, Mrs J Dew, B Farrer, M F Newman and T D Sanderson be appointed to serve on the Huntingdonshire Traffic Management Area Joint Committee for the ensuing the Municipal Year.

8. CUSTOMER FIRST AND ACCOMMODATION ADVISORY GROUP

RESOLVED

that the Customer First and Accommodation Advisory Group be not continued.

9. MEMBERS' ADVISORY GROUP FOR PUBLIC CONVENIENCES

RESOLVED

that the Members' Advisory Group for Public Conveniences be not continued.

10. DEVELOPMENT PLAN POLICY ADVISORY GROUP

RESOLVED

that Councillors I C Bates, W T Clough, D B Dew, P J Downes, P G Mitchell, J M Sadler and P A Swales be appointed to serve on the Development Plan Policy Advisory Group for the ensuing Municipal Year.

11. SAFETY ADVISORY GROUP

RESOLVED

that Councillors Mrs B E Boddington, P H Dakers, J W Davies, Mrs P A Jordan and A Hansard be appointed to serve on the Safety Advisory Group for the ensuing Municipal Year.

12. DEMOCRATIC STRUCTURE WORKING GROUP

RESOLVED

that Councillors Mrs M Banerjee, K J Churchill, W T Clough, S J Criswell, T D Sanderson, Mrs J Thomas, G S E Thorpe and R G Tuplin for the ensuing Municipal Year.

13. ENVIRONMENT STRATEGY WORKING GROUP

RESOLVED

that the Environment Strategy Working Group be not continued.

14. MEMBERS' CAR PARKING WORKING GROUP

RESOLVED

that Councillors K J Churchill, D B Dew, Mrs J A Dew, J E Garner, A Monk, D J Priestman and T D Sanderson be appointed to serve on the Members' Car Parking Working Group for the ensuing Municipal Year.

Chairman

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CABINET

18 JUNE 2009

BUDGET AND MTP PROCESS 2010-2015

(Report by the Head of Financial Services)

1 PURPOSE

1.1 The purpose of this report is to set the scene for this year's review of the financial strategy and the production of the 2010/11 budget and the 2011/15 Medium Term Plan.

2 BACKGROUND

2.1 The Medium Term Plan approved in February 2009 provided a detailed budget for 2009/10 and detailed variations for the following 4 years. The financial strategy, also approved in February, forecast the financial position through to 2023/24.

2.2 Cabinet will recall that capital reserves were expected to run out during this year and that revenue reserves will be used to cover the revenue budget deficit until sufficient spending adjustments can be achieved to bring income and expenditure back into balance. The approved plan was based on raising Council Tax by almost 5% pa in each successive year. The table below shows the key figures as approved in February 2009:

FINANCIAL SUMMARY	BUDGET	MTP			
	2009/10	2010/11	2011/12	2012/13	2013/14
	£000	£000	£000	£000	£000
BUDGET / FORECAST	23,380	25,286	25,687	25,306	23,149
FUNDING					
Use of revenue reserves	-3,758	-4,952	-4,385	-2,999	0
<i>Remaining revenue reserves EOY</i>	15,336	10,384	5,999	3,000	3,000
Government Support	-12,572	-12,939	-13,491	-14,034	-14,384
Collection Fund Deficit	-27	0	0	0	0
Council Tax	-7,022	-7,395	-7,810	-8,274	-8,765
COUNCIL TAX LEVEL	£121.15	£127.20	£133.55	£140.21	£147.21
£ increase	£5.76	£6.05	£6.35	£6.66	£7.00
Forecast Capital Spending	17,796	6,056	4,957	6,666	6,374
Accumulated Borrowing EOY	15,420	20,576	24,833	30,799	36,473
Unidentified Spending Adjustments still required	0	-500	-1,500	-3,238	-6,501

3 SUPPLEMENTARY ESTIMATE

- 3.1 A review of progress with the current budget has highlighted the need to make a supplementary estimate of £115,000. There are a number of service areas where the recession is having a significant impact. The main areas are outlined below together with the implications of not providing additional resources and the estimated cost of those resources for the remainder of the current financial year.

4. PROCESS AND TIMETABLE

- 4.1 As in previous years a report on the Council's longer term financial strategy will be produced during the summer. This will adjust the figures approved by the Council in February for inflation, interest rates, the 2008/09 outturn and any other unavoidable significant issues, some of which are referred to above.
- 4.2 With the financial strategy it is intended to produce an additional set of tables to allow more effective consideration of the base budget position. These will reflect the format used for the monthly budget monitoring process, showing the controllable budgets for each Head of Service with the approved/proposed variations for the MTP period added in at the 2009/10 price base.
- 4.3 The Financial Forecast report will be considered on the following dates:

Scrutiny	Cabinet	Council
10 September	17 September	23 September

- 4.4 The next stage will be to review the service budgets in detail with the consequent report setting out any identified or proposed savings (including efficiencies) to be introduced and any proposals for enhancements to the current level of provision which will require additional funding.
- 4.5 Cabinet Members will be involved in the production of the proposed service budgets and financial plans relating to their portfolios over the August to October period in order that they are able to comment to Cabinet upon their proposed service budgets.
- 4.6 The resulting Draft budget, MTP and Financial Strategy report will be considered on the following dates:

Scrutiny	Cabinet	Council
12 November	19 November	2 December

- 4.7 The final stage will take account of any, hopefully minor, adjustments to the grant settlement figures together with any other necessary final adjustments required. It will show the final budget by service and will allow the Council to formally adopt the budget and set the level of Council Tax for 2009/10.

4.8 This report will be considered on the following dates.

	Scrutiny	Cabinet	Council
5. CONCLUSIONS	4 February	11 February	17 February

5.1 The budget process must provide Members with sufficient opportunity to address savings adjustments anticipated last year and set out in para 2.2, whilst also recognising the new challenges for the Council arising since the last budget was adopted.

5.2 Given the likelihood of no net savings in the budget this year, Annex A outlines the need for a supplementary estimate to preserve services for those most affected by the recession.

6. RECOMMENDATION

The Cabinet is recommended to:

- approve the timetable and stages for considering the financial strategy, budget and MTP.
- approve a supplementary revenue estimate for £115k in the current year as detailed in Annex A.

ACCESS TO INFORMATION ACT 1985

2009/10 Revenue Budget and the 2010/14 MTP

Contact Officer:

Steve Couper, Head of Financial Services ☎ 01480 388103

ANNEX A

IMPACT OF THE RECESSION

Housing Advice/Homelessness

Dealing with homelessness is a statutory responsibility and 'To achieve a low level of homelessness' is a Council objective in 'Growing Success'. Homelessness prevention measures are crucial to avoid actual homelessness and as a consequence an increased use and cost of temporary accommodation and an increased demand for social rented housing.

Preventing homelessness is a very time consuming and detailed activity involving multiple interviews, verifying documentation and liaison with landlords, mortgage companies, courts, other creditors, housing benefits, social services and other agencies. Prevention generates a significant saving to the Council as households would otherwise be placed in temporary housing pending homelessness investigations and, if accepted as homeless, time is spent in temporary accommodation awaiting a permanent home to become available. It also prevents a very stressful and unsettling experience for the family in question.

In Housing Services there are 6 Housing options/homelessness staff including the team Leader. At the beginning of last year an additional temporary officer was employed to assist with the increasing workload and to improve performance on missed turnaround targets for homelessness investigations.

Homelessness decisions increased from 220 in 2007/08 to 262 in 2008/09 (19% increase). At the same time success with preventing homelessness more than doubled in 2008/09 compared to the previous year, from 138 successful preventions to 300 (117% increase). With the addition of the additional temporary officer the team was thus able to cope with the workload but there is insufficient budget to employ this temporary worker for much of the current year.

It is highly likely that presentations and homelessness rates will increase throughout 2009. The Council of Mortgage Lenders predicts that in 2009 there will be 75,000 mortgage repossessions (45,000 in 2008). There are a number of recently introduced initiatives (e.g. Mortgage Rescue Scheme) in place to help households facing repossession and additional capacity is required to work with these households to access them.

Additional funding is therefore requested to maintain the existing temporary worker and employ a further additional temporary officer (to give a team of 8). The required funding being an extra **£70k for 2009/10 and £80k for 2010/11**.

If additional resources are not forthcoming there will be insufficient staff to deal with casework. The likely consequences are that the service will not be as successful in the prevention of homelessness or helping customers find alternative housing options. If customers cannot be seen quickly in order to help them avoid crisis situations, or there is insufficient capacity to then follow through the required in-depth casework with individuals, and interventions for individuals, the likely knock-on affect is that the Council will be faced with more homelessness crisis situations, with higher number of homelessness applications and an increased use of temporary accommodation, against a government target of reduced use of temporary accommodation. Temporary accommodation and in particular the use of B&B has a cost to the Council. Increasing homelessness and increased use of temporary accommodation may then affect judgements, by others, on the Council's performance and any assessment ratings.

Even with the current (mainly unfunded) additional temporary officer, staff will be unable to continue to work at the current levels of intensity. The concern is that work pressures may lead to higher levels of sickness which will further increase the intensity on fewer staff.

Housing and Council Tax Benefits

The benefits caseload is increasing each month, which has a knock on effect to assessment times, customer service (face to face) and telephone enquiries. The longer a case takes to process, the more likely it is that the customer will chase their claim. The DWP has provided funding of £75k for 2009/10, ring fenced specifically for Housing Benefits provision. Two temporary assessment officers are to be recruited and one extra customer service advisor. Recruitment and training times will mean that we won't get the full benefit of these new staff for several months. If the level of claims and enquiries continues to rise, it is expected that a further two temporary staff will need to be taken on, at a cost of £50k. This requirement may be met by additional government funding, and the funding may continue into 2010/11. If there is insufficient government funding a report will be presented later in the year.

National Non Domestic Rates

The Council is able to grant discretionary or hardship relief from business rates, and if it chooses to do so, part of the cost is borne by the council. The Head of Customer Services has delegated authority to grant such relief in consultation with the Executive Councillor for Finance.

Each case is considered on its own merits and in accordance with the relevant legislation. Awards have tended to be made only where some special circumstances apply and where the organisation is relevant to Huntingdonshire.

HDC awarded hardship relief in only five cases between 2004/5 and 2008/9, with amounts varying between £3k and £10k per year. Ten cases were refused. However, in 2009/10, we have already awarded almost £90k in hardship relief (£85k on one case).

Since January 2009, we have seen a significant increase from businesses who are seeking financial assistance. It is likely that this trend will continue as long as the recession does.

As stated above, only part of the cost of granting these reliefs (discretionary and hardship) is borne by the council, and details are shown in the following table.

	Total relief awarded £'000	Cost to HDC £'000	Budget £'000	Over(+) / underspend (-) £'000
2007/8	92	23	27	- 4
2008/9	85	21	27	- 6
2009/10 *	187	47	27	+ 20

*to end of May 2009

The Head of Customer Services already has two more applications to consider, but no budget available should a positive decision be required. In view of the exceptional circumstances relating to 2009/10 and the desire to support businesses that are sustainable and bring a benefit to the local community or economy, a supplementary estimate of **£60k** is requested.

Citizens Advice Bureaux

The authority already commissions services from Huntingdonshire Citizens Advice Bureaux. The commissioning agreement was designed to meet service demand as existed in 2007/08 and included stretch targets requiring an increase of 10% in volume of service provided to customers. Since late 2008 the demands for the service have exceeded this ambitious growth plan and service demand in 2008/09 increased by 91% over the target set. Additional funds of £34k over 2 financial years (**£20k 2009/10 and £14k 2010/11**) will enable the CAB to respond to the increased service demands arising out of the present economic downturn by providing debt, housing and advice services at agreed outreach locations across Huntingdonshire.

Summary	2009/10	2010/11
	£000	£000
Housing Advice/Homelessness	70	80
National Non Domestic Rates	60	
Citizens Advice Bureaux	20	14
	150	94*

*Extra funding requests for 2010/11 will be included in the MTP.

CABINET

18th JUNE 2009

TREASURY MANAGEMENT ANNUAL REPORT 2008/09 (Report by the Head of Financial Services)

1. INTRODUCTION

- 1.1. This report reviews the performance during 2008/9, considers if the strategy that the Council has adopted has been effective, and addresses any issues of risk and compliance with statutory and regulatory requirements.
- 1.2. During 2008/09 the Council borrowed £10m from the PWLB to fund future capital spending. This was matched by temporary investments thus allowing gross investments to rise by £2.2m.

Manager	April 2008 £m	March 2009 £m
City Deposit Cash Managers (CDCM)	26.5	18.0
In-house medium term	12.0	10.0
In-house cash flow	1.8	14.5
Gross investments	40.3	42.5
Borrowing from the PWLB		-10.0
Borrowing for cash flow		-6.0
Net investments	40.3	26.5

- 1.3. Annex A gives details of these totals as at 31 March 2009.

2. PERFORMANCE OF FUNDS

- 2.1. During the year the bank base rate fell from 5.25% at 1 April 2008 to 0.5% on 3 March 2009. Despite this the performance of the fund exceeded the base rate at the start of the year and the budget level.
- 2.2. The table below shows the returns by fund manager. Whilst the benchmark for in-house funds is officially the 7 day rate, a split has also been shown to indicate a comparison for the medium term element against the 3 month rate as used for CDCM:

PERFORMANCE FOR THE YEAR APRIL 2008 – MARCH 2009			
	Performance %	Benchmark %	Variation from benchmark
CDCM	5.4	4.6**	+0.8
In-house	5.5	3.7^^	+1.8
In-house medium term	4.4	2.1**	+2.3
In-house cash flow	5.5	3.8^^	+1.7

** 3 month LIBID ^^ 7 day rate

- 2.3. This very good performance was due to many of the investments being locked into higher rates before the year started or before rates had dropped too far.
- 2.4. The actual net investment interest (after deduction of interest payable on loans) was £2,491k compared with a budget of £2,162k

3. BORROWING IN ADVANCE AND IN-HOUSE INVESTMENT OF FUNDS

- 3.1. The 2008/09 MTP showed that from 2009/10 the Council would need to borrow to finance capital expenditure. Following discussion with our external auditor, it had been agreed that the Council could borrow in anticipation of the need to fund the five year MTP period if it was considered that the rates were attractively low.
- 3.2. In December 2008 the long-term PWLB rates were considered to be very low and so £5m was borrowed for 50 years at 3.90% and £5m for 49 years at 3.91%. This judgement proved to be correct as the 50 year rate bottomed out at 3.86%. It has now risen to 4.8% (26 May).
- 3.3. Due to the interest rate structure available at that time it was decided to invest the sum borrowed for 4 and 5 years pending use for financing capital expenditure.
- 3.4. The remaining investments are 'in-house' funds that are either short term funds that fluctuate on a daily basis due to the volatility of the cash flow to and from the Authority, or invested for up to 15 months to meet cash flow needs in the medium term. The cash position varied from net investments of £8m to £33m

4. STRATEGY

- 4.1. The Council's strategy for 2008/09 was based on using CDCM to manage a reducing value of time deposits with the remainder, mainly cash flow, managed in-house.
- 4.2. The strategy was reviewed on two occasions during the year with the Capital Receipts Advisory Group (CRAG). The first meeting was in response to a number of major Icelandic Banks going into administration in October 2008. Whilst this Council did not have any investments with them at that time other local authorities had nearly £1bn invested. This raised fundamental questions about the value of credit ratings in managing risks and the role of Treasury Management advisors.

- 4.3. CRAG considered the balance of the risk of investments being lost with the investment return and agreed that they still felt safe with investing in building societies and banks with high credit ratings. This Council has never expected its Treasury Investment advisor to take a view on the safety of individual borrowers and so this was not the issue that it subsequently became with some other authorities.
- 4.4. The Annual Treasury Management Strategy includes the mandates for Fund Managers and in-house investments; copies of the mandates, in place as at March 2009, are attached at Annex B. A change was made during the year on the maximum investments with counterparties:

	2008/09 strategy	New limits from Nov 2008
F1+ or have a legal position that guarantees repayment for the period of the investment		£6m
F1		£5m
Building Society with assets over £2bn in top 25 (Currently 16)	£4m	£6m
Building Society with assets over £1bn if in top 25 (Currently 3)	£3m	£5m
Building Society with assets under £1bn in top 25	£2m	£3m

- 4.5 In addition to the above limits a new category was added: each group (or institution if not part of a group) can have an additional limit of £5m for a “liquidity” account which is defined for this purpose as any account where we can recall our funds the same day.

5. RISK IMPLICATIONS

- 5.1 The Treasury Management Policy approved by the Cabinet in 2002, emphasises the importance of controlling risk of which there are three main elements:
- that the borrower will be unable to return the loan when it is due
 - that the Fund Manager/in-house team will take the wrong view on interest rate movements leading to poor returns
 - that the investments are not sufficiently liquid to be able to be returned in time to meet the cash flow needs of the Authority.

5.2 The Authority has minimised these risks in the following ways:

Risk of the borrower being unable to repay the investment

The mandates specifically limit the organisations that can be invested with together with a limit for each counterparty. These restrict lending to the safest categories of bank, based on their credit rating, and UK Building Societies which are considered to have an element of support from the Government.

In that most investments are time deposits the fact that Credit Ratings can change after the investment is made can create a risk. This is mitigated by ensuring that we receive the very latest information on ratings as soon as they are issued.

CDCM are very experienced and able to identify any references in the financial press that may lead to reductions in ratings.

As our reserves fall the duration of time deposits will be reduced.

Experience has shown that building societies are effectively protected by the Government or other building societies. The most recent example was the Dunfermline Building Society which got into difficulties in March. Within a few days the Government organised a rescue package whereby most of the loans and investments were transferred to the Nationwide Building Society, including this Council's £4M investment. Whilst this experience resulted in some concern at the time the result has reinforced the view that building societies will be protected. Building Societies also have guaranteed access to Government loans.

None of the treasury management transactions during the year have compromised the mandate limits.

Risk of the wrong view on interest rates being taken

All CDCM investment recommendations are referred to the Council before the deal is made so the authority can question the proposal if they have any concerns on the rate proposed. Daily market information and periodic reports from the Council's advisers ensure that the Council has the information it needs to take a considered view on future interest rate trends.

The mandates limit the duration of the investments which reduces the impact on the value if the interest rate view turns out to be incorrect.

Risk of the funds not being available to be returned to the Council at the required time

The Council's use of time deposits, which cannot be traded, means that they will only be returned at the end of the agreed period. The Council therefore produces cash flow forecasts that help set the limit on the duration of those investments. The mandates therefore include the dates by which various sums must be available.

In general the Council projections have tended to be pessimistic but, if there was a shortfall, temporary borrowing is straightforward pending the repayment of the investment. Indeed, with the current interest rate structure, any temporary borrowing is likely to be at a lower rate than is being earned on our investments.

Seeking Professional Advice

Sterling Consultancy Services were appointed from 1 January 2008 and they have been pro-active in advising the Authority of changes to the credit ratings of counterparties and providing other relevant information.

Active monitoring

As well as reports to Cabinet, your officers monitor returns each month.

6. COMPLIANCE WITH REGULATIONS AND CODES

- 6.1 All the treasury management transactions have been carried out in accordance with the legislation and regulations concerning treasury management.
- 6.2 The Council met the requirements of the CIPFA Code of Practice on Treasury Management by adopting a Policy Statement in February 2002 and Treasury Management Practices in 2003/04. These assist both Members and Officers in the effective management and control of treasury management activities.
- 6.3 In 2003/04 CIPFA introduced the Prudential Code for Capital Finance and the DCLG brought out new guidance on Local Government investments. Both of these became effective from 1 April 2004. These require the Council to approve Prudential Indicators and an annual Treasury Management Strategy. Those for 2008/09 were approved at the Council meeting on 20th February 2008. Annex C shows the relevant indicators and the actual results.

7 CONCLUSION

- 7.1 The performance of the funds in a year when rates fell drastically was very pleasing, exceeding both the benchmark and the budgeted investment interest
- 7.2 In a year of turmoil in the financial markets which included the collapse of the Icelandic Banks and Dunfermline Building Society getting into difficulties all of the Council's investments were repaid in full and on time.
- 7.3 The Authority borrowed £10m from PWLB in anticipation of its need to fund capital expenditure at a very attractive rate.

7.4 The Authority has carried out its treasury management activities with due regard to minimising risk, and in accordance with legislation. During the year it reviewed its strategy in the light of external events in the markets. It has adopted the CIPFA Code on Treasury Management, the Prudential Code for Capital Finance and the DCLG's guidance on Local Government investments.

8 RECOMMENDATION

8.1 It is recommended that the content of this report be noted

BACKGROUND INFORMATION

2008/09 cash management files and working papers

Reports to the Cabinet and Capital Receipts Advisory Group

CONTACT OFFICER

Mrs Eleanor Smith

Accountancy Manager

Tel. 01480 388157

ANNEX A

BORROWING AND INVESTMENTS AT 31 MARCH 2009

	RATING		DATE	AMOUNT		INTEREST	REPAYMENT	YEAR OF
			INVESTED/ BORROWED	£'000	£'000	RATE %	DATE	MATURITY
HDC LOANS								
SHORT TERM								
			25-Mar-09	- 3,000		0.600	15-Apr-09	2009/10
			30-Mar-09	- 3,000		0.550	16-Apr-09	2009/10
					- 6,000			
LONG TERM								
			19-Dec-08	- 5,000		3.910	19-Dec-57	2057/58
			19-Dec-08	- 5,000		3.900	19-Dec-58	2058/59
					- 10,000			
					- 16,000			
HDC TOTAL LOANS								
HDC INVESTMENTS								
SHORT TERM								
	F1	P1	6-Mar-09	2,000		2.120	08-Jun-09	2009/10
		P2	19-Mar-09	1,000		2.250	21-Sep-09	2009/10
			19-Mar-09	1,000		2.350	21-Sep-09	2009/10
	F2	P2	24-Nov-08	4,000		4.400	24-Feb-10	2009/10
	F1	P1	24-Nov-08	3,000		4.350	24-Feb-10	2009/10
	F1	P2	24-Nov-08	1,000		4.350	24-Feb-10	2009/10
		P2	19-Mar-09	2,500		2.500	18-Mar-10	2009/10
					14,500			
LONG TERM								
	F1+	P1	19-Dec-08	5,000		4.040	19-Dec-12	2012/13
	F1	P1	19-Dec-08	5,000		4.850	19-Dec-13	2013/14
					10,000			
HDC Total								
					24,500			
CDCM								
	F1	P2	24-Nov-08	3,000		4.400	24-Aug-09	2009/10
			15-Sep-07	3,000		5.010	15-Sep-09	2009/10
		P1	09-Jan-09	2,000		3.200	09-Oct-09	2009/10
	F1+	P1	28-Nov-07	2,000		5.780	28-Nov-09	2009/10
			21-Aug-08	3,000		6.150	22-Feb-10	2009/10
		P2	25-Jun-08	2,000		2.209	24-Jun-10	2010/11
		P1	21-Aug-08	3,000		6.100	30-Sep-10	2010/11
					18,000			
TOTAL - INVESTMENTS								
					42,500			
NET - LOANS/INVESTMENTS								
					26,500			

EXTERNAL FUND MANAGER MANDATE

CDCM

Duration of investments	£4.5M must be available at 31 March 2008 £4.5M must be available at 31 March 2009 £6.5M must be available at 31 March 2010 £4.5M must be available at 31 March 2011 £4.5M must be available at 31 March 2012 £3M must be available at 31 March 2013	
Types of investments	Fixed Deposits Deposits at call, two or seven day notice Variable rate investments limited to 50% of the portfolio	
Credit Ratings	F1 by FITCH IBCA or equivalent	
Maximum limits	English and Scottish Clearing Banks and their subsidiaries, and Overseas Banks, per institution or group and Building Societies: F1+ or have a legal position that guarantees repayment for the period of the investment F1 Building Society with assets over £2bn in top 25 (Currently 16) Building Society with assets over £1bn if in top 25 (Currently 3) Building Society with assets under £1bn in top 25	£6m £5m £6m £5m £4m
Benchmark	3	

IN-HOUSE FUND MANAGEMENT

Duration of investments	£8M must be available at 31 March 2008 £12M must be available at 31 March 2009 No investment shall be longer than 3 years.	
Types of investments	Fixed Deposits Deposits at call, two or seven day notice Money Market Funds No variable rate investments	
Credit Ratings	F1+ by FITCH IBCA or equivalent	
Maximum limits	English and Scottish Clearing Banks and their subsidiaries, and Overseas Banks, per institution or group and Building Societies F1+ or have a legal position that guarantees repayment for the period of the investment F1 Building Society with assets over £2bn in top 25 (Currently 16) Building Society with assets over £1bn if in top 25 (Currently 3) Building Society with assets under £1bn in top 25 Additional limit per group for liquidity account	£6m £5m £6m £5m £4m £5m
Benchmark	LGC 7 day rate	

Prudential Indicators for 2008/09 relating to Treasury Management Comparison of actual results with limits

The authorised limit for external debt.

This is the maximum limit for borrowing and is based on a worst-case scenario. This limit, and the operational boundary below, were set to allow up to £26.3m of borrowing in anticipation of need.

2008/9 Limit £000	2008/9 Actual £000
46,300	15,250

The operational boundary for external debt.

This reflects a less extreme position. Although the figure can be exceeded without further approval it represents an early warning monitoring device to ensure that the authorised limit (above) is not exceeded.

2008/9 Limit £000	2008/9 Actual £000
41,300	15,250

Both of these actual results reflect the fact that long term rates were not considered low enough to borrow the maximum possible of long-term loans in anticipation of need.

Adoption of the CIPFA Code

The Prudential Code requires the Authority to have adopted the CIPFA Code of Practice for Treasury Management in the Public Services.

This has been adopted.

Exposure to investments with fixed interest and variable interest.

These limits are given as a percentage of total investments.

	2008/9 Limit	2008/9 Actual
Upper limit on fixed rate exposure	100%	100%
Upper limit on variable rate exposure	50%	12%

This reflects the investments that CDCM had during the year where the rate is revised every half-year. By the year-end these investments had been re-paid and 100% of investments were fixed rate

Borrowing Repayment Profile

The proportion of 2008/9 borrowing that will mature in successive periods.

Cash flow borrowing	Upper limit	Actual	Lower limit
Under 12 months	100%	100%	100%
12 months and within 24 months	0%	0%	0%
24 months and within 5 years	0%	0%	0%
5 years and within 10 years	0%	0%	0%
10 years and above	0%	0%	0%

Funding capital schemes	Upper limit	Actual	Lower limit
Under 12 months	0%	0%	0%
12 months and within 24 months	0%	0%	0%
24 months and within 5 years	0%	0%	0%
5 years and within 10 years	0%	0%	0%
10 years and above	100%	100%	0%

Investment Repayment Profile

Limit on the value of investments that cannot be redeemed within 364 days.

2008/9 Limit £000	2008/9 Actual- maximum £000	2008/9 Actual – 31/3/09 £000
22,500	17,000	10,000

**OVERVIEW AND SCRUTINY PANEL (ECONOMIC
WELLBEING)
CABINET**

11 JUNE 2009

18 JUNE 2009

SUSTAINABLE COMMUNITIES ACT

**(Report by Head of People, Performance and Partnerships and Head of
Democratic and Central Services)**

1. INTRODUCTION

This report provides Members with an outline of the Sustainable Communities Act 2007 and a suggested response for the Council.

2. BACKGROUND

2.1 The Sustainable Communities Act was developed through a five year campaign by a coalition of interest groups called Local Works (now 'Unlock Democracy') aimed at reducing the loss of small local businesses and community facilities in parts of the Country, and the linking this to wider sustainability concerns. It was taken up as a Private Members Bill but during its parliamentary passage (in an amended form), it gained the support of the government. Publicity around the Act, has been generated by the 'Local Works/Unlock Democracy', who have been encouraging Councils to 'opt in'. However, there is no requirement to do this and it is intended that proposals will be invited by the Secretary of State annually.

2.3 The Act now forms part of a package of legislation, regulations and guidance aimed at improving the sustainability and engagement with communities and strengthening democracy. It places a duty on the Secretary of State to invite local authorities (County/Unitary and District Councils) to make proposals that they consider would contribute to promoting the sustainability of local communities. This is defined as improving the economic, social or environmental well-being of local areas. In simple terms, this means asking the Secretary of State to change something that is currently preventing the local authority from doing what it wants to do, either through a change in legislation or by devolving powers.

2.4 In exercising this discretion, the Council must similarly invite local communities to suggest changes and then have a way of consulting on those ideas. Local Works have published on their website examples of Councils who have resolved to use the Act (see www.localworks.org).

3. PROCESS FOR THE FORMULATION AND INVITATION OF PROPOSALS

3.1 At Appendix A is a flow diagram showing the process for formulating and submitting ideas for proposals which includes:-

Invitation

The Secretary of State issued the first invitation on 14th October 2008 for proposals to be submitted by 31st July 2009. There is no indication from

the Secretary of State when the next invitation will be made, but it is expected annually.

Local Spending Reports

To help in this process, the Secretary of State must also produce “Local Spending Reports” detailing how public money is spent in a local area to assist local authorities in drawing up proposals for submission. These reports were published on 29 April 2009 based on financial information available to the Secretary of State. The reports cover a range of functions and are not necessarily broken down to district level or by the boundaries of other organisations. The full report can be viewed on the communities and local government website at <http://www.communities.gov.uk/publications/corporate/statistics/localspendingreports200607>

Local Panels

Local authorities must “*establish or recognise*” a panel of “*representatives of local persons*”, consult the panel about the proposals and try and reach agreement with it on the proposal(s) to be submitted. The guidance says that panels must include under represented groups and local authorities must also work with Third Sector organisations (voluntary and Community groups) and other agencies to determine who these under represented groups are. These panels can be used to generate ideas as well as a means of consultation proposals. Proposals may include a request for a transfer of functions from one person (or organisation) to another but both parties must be consulted first.

- 3.2 Initially, all proposals submitted will be considered and short listed by the Local Government Association before it consults the Secretary of State, who will determine which proposals (if any) can be implemented.
- 3.3 Guidance issued by the government says that proposals will be assessed against criteria which:
 - will improve the sustainability of the local area
 - cannot be achieved through any existing powers (e.g. Well-being powers)
 - could benefit other areas
 - won't require any *new* public money
 - does not conflict with government policy

4. GENERATION AND FORMULATION OF IDEAS

- 4.1 The scope of the Act is very broad. There is a lack of clarity about the process and a lack of guidance about the extent of evidence required to support assumptions of sustainability. Following this first round of proposals it is envisaged that there will be some emerging good practice examples that can be used to model future consultations. Appended to this report at Appendix B is an extract from a leaflet produced by local works with examples of how the Act might be used.
- 4.2 The Act is prescriptive on who should be consulted on proposals. Appendix C sets out diagrammatically a model which represents the range of individuals/organisations who could be involved in generating ideas and formulating proposals in Huntingdonshire. The Act is vague about how and whom ideas can be generated from. Ideas could be invited from local residents, community groups, stakeholders, businesses

etc or the Council itself. A means will need to be developed to review ideas and work up detailed proposals before consulting with the 'panel' and relevant organisations. This work would not present immediate direct costs, but would incur significant resource implications for the Council. At present, the Council does not have a specific existing panel of representatives that would meet the requirements of the Act. Setting up a specific panel for this purpose would have resource implications and is not considered a cost effective way forward and for this reason Working Group and subsequently the Council concluded that any proposals under the Act should be subject to consultation with the proposed neighbourhood forums. It is likely that such forums will become operational during late summer/early autumn. The Model at appendix C suggests an additional meeting allowing the panels to "come together" to consider collectively any proposals.

- 4.3 There are clear links with the statutory Sustainable Community Strategy for Huntingdonshire (SCS) and where appropriate proposals might need to be considered by the Huntingdonshire Strategic Partnership to maintain a clear focus on the achievement of the SCS.
- 4.4 Discussions between local authorities across Cambridgeshire on their response to the Act are ongoing to identify potential areas for collective proposals.

5. RECOMMENDATION

That Members note the content of the report and that procedures and processes to generate and formulate ideas and proposals in relation to the Act will be developed in conjunction with the implementation of neighbourhood panels.

BACKGROUND INFORMATION

Sustainable Communities Act 2007

Sustainable Communities Act 2007: A Guide, Department of Communities and Local Government

Local Spending Reports:

<http://www.communities.gov.uk/publications/corporate/statistics/localspendingreports200607>

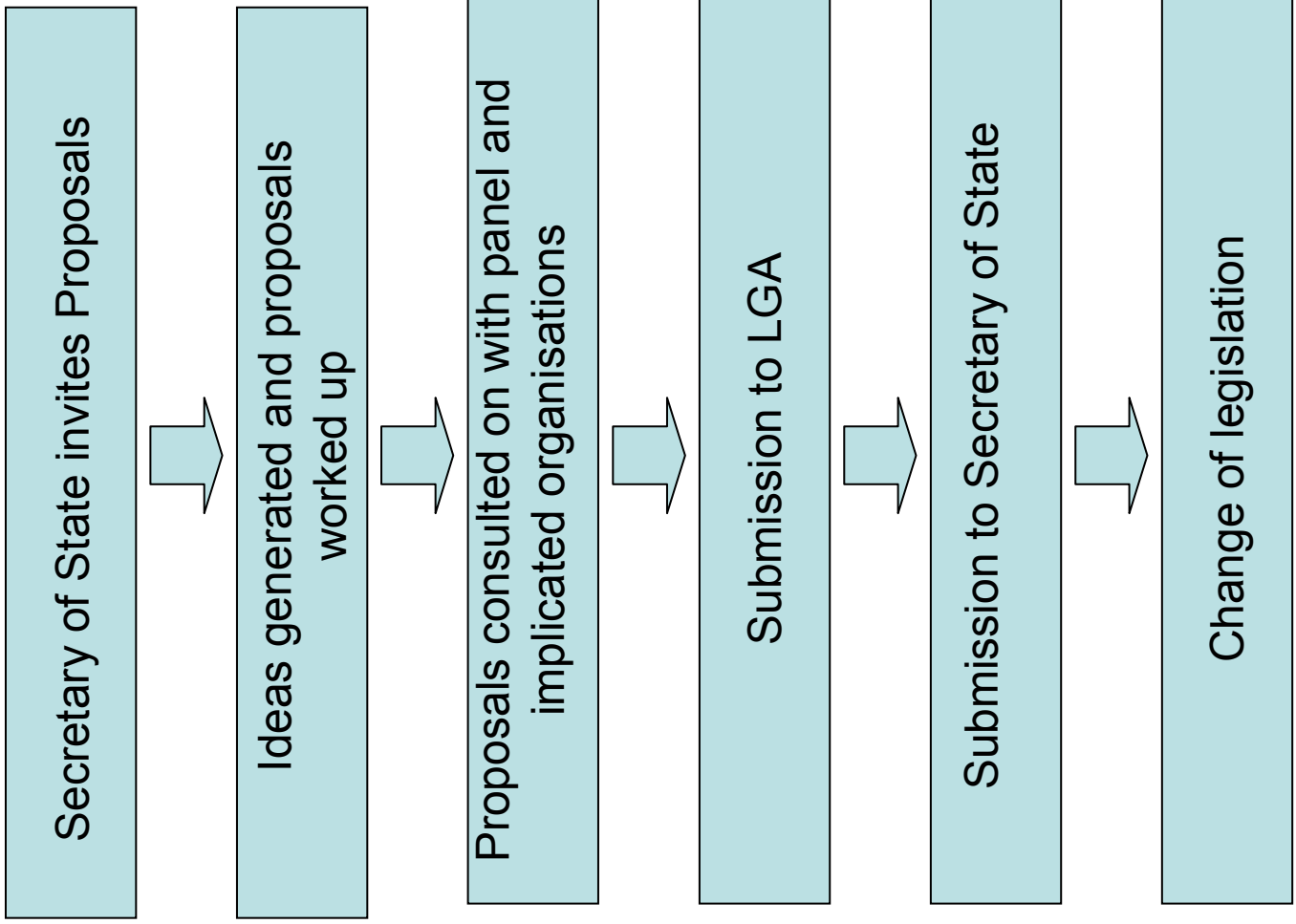
Local Works Website: www.localworks.org

Contact Officer: Claire Sides, Partnership Manager

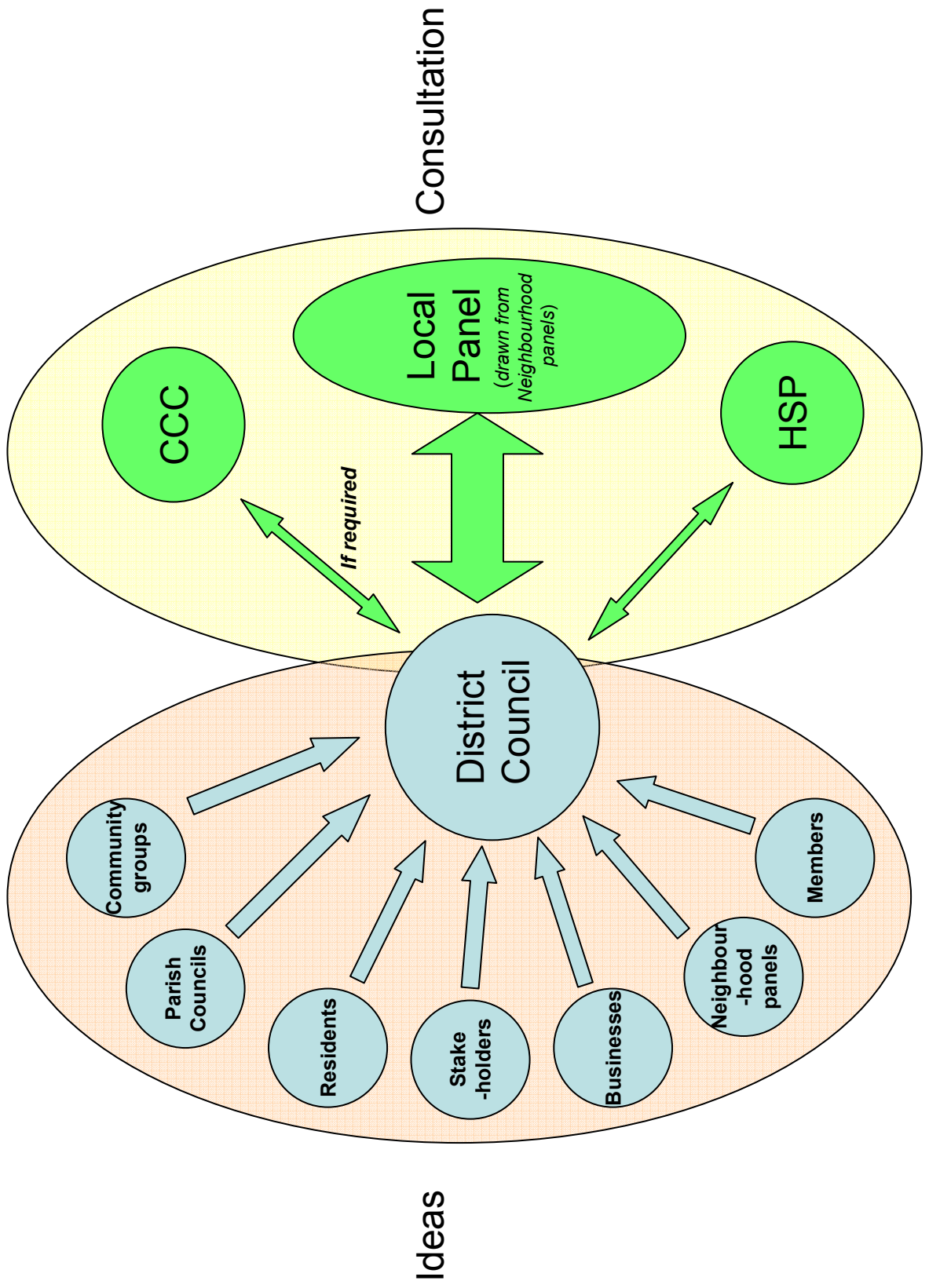


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Sustainable Communities Act – Engagement for generation of ideas and proposals



SO HOW CAN THIS ACT HELP US PROTECT OUR POST OFFICES, SHOPS, PUBS, LOCAL JOBS, HOUSING AND IMPROVE OUR COMMUNITY?

Local jobs and housing

Let's start with two basic issues that, if dealt with, could generate the local activity needed to keep shops, post offices, pubs and other local facilities open.

1. Local jobs and economic activity: How the Act can help.

Here are some ideas you could put to your citizens' panel.

- Somewhere near you there may be a large 'out of town' supermarket (or other superstore) with perhaps 1,000 car parking spaces. Did you know that the store does not have to pay non domestic business rates on those spaces? You could compare this with the position faced by local shops of having their trade affected by yellow lines and parking costs. Point out that this is not a level playing field for trade. So why not suggest the following idea to your local panel, urging them to make it one of the suggestions to be put to the Secretary of State (SoS).

'That the Secretary of State takes the power (or gives local authorities the power) to levy non domestic rates on all those car parking spaces – with a power for the council to allow discounts (perhaps up to 100%) if the supermarket, or other store, sources a stated percentage of goods for sale locally.'

The effect of this could be enormous: a boost for local farms and small businesses creating local jobs and economic activity. If that idea was put to the SoS by a large number of councils the requirement to 'try to seek agreement' would make it even more difficult for the Secretary of State to decline to at least reach a compromise position.

- Or take the situation faced by the growing number of small brewers, in both rural and urban areas. A nearby pub (say half a mile away), that might wish to buy their products might be owned by a pub company (many are) which might require the beer to be transported 50 miles to a depot before being sent back to the pub. So the beer is traveling 100 miles when it should travel less than one. You could point out that this puts up the price of beer, causes noise and environmental damage because of extra traffic, and restricts the possibility of growth (and so jobs) by the brewery. So why not suggest the following idea to your local panel, urging them to make it one of the suggestions to be put to the SoS.

'That the Secretary of State either takes steps to prevent this kind of requirement or gives local authorities the power to take such steps themselves e.g. using the planning system or by charging the

pub company for the environmental damage their practices are causing.'

This could lead to easier expansion by small brewers and more local jobs.

- Another local job creation (and CO₂ reduction!) policy would be to remove the hurdles to local energy generation schemes.
 - Woking Borough Council have managed to do this to an extent – with the result that they have provided cheaper electricity, less CO₂ emissions, local jobs and a 'cash surplus' that has been invested in local projects. But requirements relating to 'private wires' (as distinct from the national grid) still hamper progress.
 - A report (*REvision 2020*) produced for the south-western government region and regional assembly in 2005 shows that local energy generation could produce 7,000 jobs.
 - A report (*Green Alchemy*) produced by the London Development Agency in 2003 showed that local energy generation would produce 7,000 jobs in London.

So why not suggest the following idea to your local panel, urging them to make it one of the suggestions to be put to the SoS.

'That the SoS develops a strategy to enable councils to promote local energy schemes, and in particular reviews the requirements regarding private wire systems.'

- Other ideas, some of which have been suggested by the recent report of the Rural Advocate in 2007, published by the Commission for Rural Communities, are
 - That the Secretary of State should require all Regional Development Agencies to set up a standing recovery fund to help small businesses
 - That the ceiling for rate relief for small businesses is raised by increasing the eligible rateable value
 - That the Secretary of State should help councils' local food strategies, in order to encourage the development of local food industries/ agriculture.
 - That a 'jobs from local waste' strategy should be drawn up by the government in conjunction with local authorities and implemented.

2. Protecting and creating local housing: How the Act can help.

- An idea that came up repeatedly at our public meetings when campaigning for the Act was the issue of second or holiday homes. Time and time again we were told of towns and villages where the high proportion of second homes was destroying their community and causing the decline of local shops, as the areas are, literally, Ghost Towns for most of the year. Indeed this is not only a village or small town problem. A recent survey showed that one fifth of second homes are in London. In order to combat this why not suggest the following idea to your local panel, urging them to make it one of the suggestions to be put to the SoS.

'That local authorities are given the power (e.g. via the planning system or via penal council tax) to prevent further holiday homes, thus making more local housing available for people to live in 12 months per year.'

- Or you could suggest that your local panel suggests in its submission to the Secretary of State that:

- Statutory powers are given to non profit-making Community Land Trusts, which provide low cost housing for local people,
- That the government should remove capital gains tax reduction from the sale of second homes,
- That councils are given the power to create a separate fund for the revenue raised from council tax on second homes to be used for reinvestment in local affordable housing needs.
- That the Secretary of State sets targets for investment in areas where lack of local housing is an issue. The achievement of these targets could be achieved by an increase in the funding allocations made by Regional Assemblies.
- Your local authority is given extra powers to deal with the problem of lack of local affordable housing, as it sees fit.
- Government action to help housing co-ops, self-build schemes and bringing empty property into use.

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**PERFORMANCE MONITORING
(Report by the Head of People, Performance & Partnerships)**

1. INTRODUCTION

- 1.1 The purpose of this report is to present to Members performance management information on "Growing Success" – the Council's Corporate Plan, to Cabinet.

2. BACKGROUND INFORMATION

- 2.1 In September 2008 the Council adopted an updated Plan which includes 37 short, medium and long term objectives to help achieve aims and ambitions for Huntingdonshire's communities and the Council itself. In addition the Council have identified a smaller number (8) of objectives which were considered to be a priority for the immediate future.

3. PERFORMANCE MANAGEMENT

- 3.1 Progress against all 37 objectives are reported to Chief Officer Management Team quarterly on a service basis. A progress report from each Division includes performance data in the form of achievement against a target for each of the objectives that those services contribute towards. This is supported by narrative on achievements, other issues or risks and budgeting information. In addition, a working group jointly appointed by the Overview & Scrutiny Panels continues to meet quarterly to monitor progress in the achievement of the Plan and to consider development issues.
- 3.2 Members of the Overview & Scrutiny Panels have an important role in the Council's Performance Management Framework and the process of regular review of performance data has been established. In adopting the updated version of Growing Success, and in particular in prioritising objectives, it was intended that Members should concentrate their monitoring on a small number of objectives to enable them to adopt a strategic overview while building confidence that the Council priorities are being achieved.
- 3.3 Executive members requested that the Overview and Scrutiny Panel's deliberations were summarised and appended to this report. However, due to the timing of the Overview and Scrutiny Panel's meeting and the distribution of the Cabinet agenda the Panels comments will now be circulated separately.

4. PERFORMANCE MONITORING

- 4.1 The following performance data is appended for consideration:

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

Annex B - Performance data from services which contribute to the Council priority objectives. For each measure there is a target, actual performance against target, forecast performance for the next period and a comments field. The data is colour coded as follows:

- green – achieving target or above;
- amber – between target and an “intervention level (the level at which performance is considered to be unacceptable and action is required);
- red – the intervention level or below; and
- grey - data not available

Annex C – Council Improvement Plan – a rolling plan of actions identified following internal or external reviews such as the Comprehensive Performance Assessment, Use of Resources Assessment and the Annual Governance Statement.

5. RECOMMENDATION

- 5.1 It is recommended that Cabinet consider the results of performance for priority objectives.

BACKGROUND INFORMATION

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

Growing Success: Corporate Plan

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

<p>Objective</p> <p>To promote active lifestyles</p>	<p>Comments from appropriate Head of Service</p> <p>Leisure Centres: an 81,000 admissions increase (+4.8%) from last year. Total 1.74 million. New Huntingdon Fun Zone averages up to 2,000 new visitors per week. Every centre reported increase in swimming admissions (overall 16% up). The average swimmers per pool hour is now up by 3 to 24. In total, 71% of all courts available were booked (68% previous year). There were 267,000 visits to Impressions (256,000 in 07-08). Free swims for over 60's commenced April 1st.</p> <p>Staffing Restructure: Complete staff re-structure. 30 posts re-graded.</p> <p>Renegotiation with Cambs CC on Management agreement: Management Committees terminated in March. Replacement mechanism will be Active Leisure Forum. Formal agreement with County still on-going but school budgets will be delegated from County in September and the secondary and primary schools will book slots and pay hourly for facilities used.</p> <p>Completed Capital Programme: Huntingdon LC redevelopment: Phase 1 completed November 20th – opened Fitness Studio and Kids Fun-zone. Phase 2 opened late Feb – changing rooms. Phase 3 opened April 20th – “Pure” spa facility. New reception works commence April 20th with a temporary reception created.</p> <p>St Neots Synthetic Pitch: Opened October.</p> <p>Huntingdon Synthetic Pitch: Opened February</p> <p>St Ivo Roofs: Completed March</p> <p>Huntingdon Combined Heating and Power Unit: Work complete.</p> <p>St Neots Dry Side Reception refurbishment: Re-opened May. On budget. £250k reception area with auto-access, toilets, offices, corridors.</p> <p>Environmental & Community Health Services:</p> <p>The Leisure development service has for the first time broken through the 30,000 attendances barrier in 2008/9.(this represents a 30% increase on the previous year). In particular, the Holiday Leisure Activity Programme for <17 year olds had 38% more participation than the target (total throughput 4,625) and the physical activity schemes for vulnerable people had 56% more participation than target (total throughput 24,211).</p>
<p>Issues:</p>	<p>Leisure Centres: Late openings of St Neots pool and HLC new facilities were unfortunate but both have performed exceptionally since re-opening enabling anticipated shortfall to be recovered. Synthetic pitches failed to hit target (13%) but St Neots and Huntingdon were both closed for long periods of replacement and this will be rectified next year.</p>
<p>Risks:</p>	<p>Leisure Centres: Functions at all sites still below predictions and future development proposals recognize this.</p> <p>Environmental & Community Health Services:</p> <p>Funding for targeted projects is often short term in nature and therefore an ongoing risk. Community Sports Network funded by Sport England Lottery Fund until spring 2010; changes to national funding policy will mean it is more difficult to extend funding beyond this point. Active at 50 and the Play Project both have approximately 2 years of funding remaining. Partnership projects with PCT agreement lasts 2.5 years with funding.</p>

<p>Objective</p> <p>To achieve a low level of homelessness</p>	<p>Comments from appropriate Head of Service</p> <p><u>Housing Services:</u></p> <ul style="list-style-type: none"> 87 households were prevented from becoming homeless in Q4 of the year, compared to 27 in the same period last year (a total of 300 households where homelessness was prevented in 2008/09 compared to 138 in the previous financial year) 45 households were accepted as homeless in Q4 compared to 41 in the same period last year (total of 173 households accepted as homeless in 2008/09 compared to 146 during the previous year) A reduction in the number of households in temporary accommodation, from 68 households at the start of the quarter to 61 at the end, thereby achieving our reduction target The Home-Link sub regional review concluded and reported to Management Board in March 09. This included a work plan on the development and improvement of the Home-Link scheme. This has been to Scrutiny Panel and Cabinet in April. The multi agency Joint Strategic Needs Assessment on homelessness and the Supporting People needs assessment are progressing. The outcome of both will feed into the review of the Council's Homelessness Strategy.
<p>Issues:</p>	<p><u>Housing Services:</u></p> <ul style="list-style-type: none"> Progress on the work plan that has come out of the Home-Link review - this will continue throughout the financial year and incorporate the Home-Link brand into a wider Enhanced Housing Options Service. The property purchased by Axiom HA with the help of LAA Reward Grant funding will come on line. This is a satellite to Paines Mill Foyer in St Neots and will free up 2 units in the scheme to be used as 'crash pad' emergency beds. Finalise the JSNA on homelessness and Supporting People needs assessment. Support Granta HS with a bid to the HCA to carry out a phased demolition and rebuild of Coneygear Court to provide self contained units. Progress the development of a county-wide supported lodgings scheme for young people threatened with homelessness Participate in the Supporting Review of the remodelling of floating support services.
<p>Risks:</p>	<p><u>Housing Services:</u></p> <ul style="list-style-type: none"> Reduced Housing Benefit levels available to applicants as a result of changes to the Local Housing Allowance rates. This will reduce the council's ability to prevent homelessness by helping HB dependant households into private sector tenancies. National and/or local economic factors have increased demand but demand may increase further. Not delivering increased emergency accommodation facilities at Paines Mill Foyer and Kings Ripton Court in accordance with LAA reward grant. RSL not successful in HCA bid to redevelop its homelessness hostel.
<p>To enable the provision of affordable housing</p>	<p>Achievements:</p> <p><u>Housing Services:</u></p> <ul style="list-style-type: none"> 49 affordable homes were completed in Q4 bringing the year end total to 240. Additional £16,384,411 achieved from HCA to fund tenure switches on current sites where the shared ownership is proving unviable due to the market downturn, plus some new development sites including Loves Farm and Kings Lane St Neots.

Objective	Comments from appropriate Head of Service	
		<ul style="list-style-type: none"> • Sub regional review of S106s for affordable housing underway. • Presentation to Hilton Parish Council on exception site policy • Claimed £1m Housing Growth Fund from Horizons to fund Mayfield Road • Completed on sale of HDC land at Mayfield Road (Exemplar scheme) • Completed on purchase of property funded by LPSA Reward Grant for move-on from Foyer • Note: Orbit announced as new Zone Agent for key worker housing in the Cambridge sub-region
	<p>Issues:</p>	<p>Housing Services:</p> <ul style="list-style-type: none"> • Brookside and Loves Farm extra care – project groups to take schemes forward • Respond to issues affecting affordable housing as a result of a fall in the housing market. • Respond to affordable housing market opportunities from developers and RSLs • Complete spreadsheet for Home & Communities Agency. <p>Planning Services:</p> <p>The most obvious continuing current risk is the potential impacts of a prolonged downturn in the housing/development market. The nature of the risk is that such a longer term downturn will impact upon the local property market knocking back householder and developer confidence and thereby undermining the delivery of new homes, new employment opportunities and community facilities. Direct potential impacts will be upon planning fee income, housing delivery related grant awards and the scale, content and the potential viability and delivery of S106 contributions. However, actual circumstances have resulted in only limited impacts to date – developer interest and related application numbers have remained relatively high, indeed the expected Planning fees budget for 2008/09 was exceeded because of the receipt of several significant proposals; to date there has been only very limited requests to reconsider the financial viability of schemes and Planning services have been positively engaging with the HCA, Cambridgeshire Horizons and other outside agencies to access support for mitigating the impacts of any downturn.</p>
	<p>Risks:</p>	<p>Housing Services:</p> <ul style="list-style-type: none"> • RSLs and developers not performing to timescales. • Availability of Homes and Communities Agency funding via the bidding process.

Community/Council Aim : Developing communities sustainably			
Objective : To enable the provision of affordable housing			
Division : Housing			
Divisional Objective : To enable the provision of affordable housing			
Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual: Forecast: Comments:
By maximising the land available for new affordable housing. By working in partnership with Housing Associations to bid for external funding. By making a financial contribution to pay for affordable homes to be built	(NI 155) Number of new affordable homes built by March 2009 (cumulative quarterly target) (local interim target - awaiting LAA disaggregated target)	175	240 70 Around 60 properties that were originally due to complete in 2008/9 will complete in 2009/2010, due to the current economic climate. 70 properties forecast is the quarter one target for 2009/2010.
Division : Planning			
Divisional Objective : Maximise provision of affordable housing on relevant development sites			
Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual: Forecast: Comments:
Develop Core Strategy and Development Control Policies DPD (to set policy framework)/Adopt Planning Obligations SPD (to set specific targets and thresholds)/Negotiate S106 Agreements (to deliver required amounts of affordable housing)	% of affordable housing (commitments) on qualifying sites	35	82.70 QRT
	% of housing completions on qualifying sites that are affordable in market towns and key settlements	40	New measure, figures for 2009 will not be available until late summer/autumn. YRL
	% of housing completions on qualifying sites that are affordable in smaller settlements	29	New measure, figures for 2009 will not be available until late summer/autumn. YRL
Community/Council Aim : Healthy Living			
Objective : To promote active lifestyles			
Division : Leisure			
Divisional Objective : To increase participation in healthy physical activities			
Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual: Forecast: Comments:
Maintain and improve standard of facilities & match facility provision with usage demand (SCS measure) Promotion and marketing of available activities	Number of admissions/participants in activities provided or promoted by the Council (1.75m per annum) cumulative quarterly target) Number of active card holders by March 09	1.74m 18,800	1.74m 18,999 1.74m 18,999 QRT QRT
Division : Lifestyles			
Divisional Objective : To promote healthy lifestyle choices			
Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual: Forecast: Comments:
Provide a range of accessible leisure opportunities such as: a Holiday Activity Programme for <17 yrs (SCS	Total throughput of school, outreach and holiday activity Programmes	3,350	4,625 QRT

measure)	(cumulative quarterly target)				QRT
Provide and facilitate arts activities directly and in partnership	Throughput of people (target 8500 per ann) experiencing arts interventions as a result of Arts Service and Partner activities during 2008/09 (cumulative quarterly target)	8,500	11,973		QRT
Provide targeted schemes to enable vulnerable people to participate in physical leisure activities (inc Exercise Referral, Community Sports and Recreation Project, Community Sports Network and Active Life scheme.")(SCS measure 2.1.5)	Throughput on identified schemes (cumulative quarterly target)	15,500	24,211		QRT
Provide under-represented groups with the opportunity to participate in sport and active recreation (SCS measure)	Total throughput of activity programme for disabled participants and under-represented groups (cumulative quarterly target)	1,400	2,091		QRT
Support vulnerable people to be more active, Cardiac Rehabilitation programme and Health walks	Total throughput of the Cardiac Rehabilitation programme and Health walks in Huntingdonshire (cumulative quarterly target)	7,200	9,393		QRT
Community/Council Aim : Housing that meets individuals needs					
Objective : To achieve a low level of homelessness					
Division : Housing					
Divisional Objective : To achieve a low level of homelessness					
Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual:	Forecast:	Comments:
By helping to prevent people from becoming homeless by housing homeless people, where appropriate	(NI 156) No. of households living in temporary accommodation	60	61	50	This is a snapshot figure for the end of the quarter. A reduction in the number of households in temporary accommodation, from 68 households at the start of the quarter to 61 at the end. There is a nationally set target for us to reduce this figure to 45 by April 2010. 50 in the forecast field is the figure for Q1, 2009/2010.
	Numbers of households (135) prevented from becoming homeless each year to 2009 (cumulative quarterly target)	135	300	50	87 households were prevented from becoming homeless in Q4 of the year, compared to 27 in the same period last year. The 300 households where homelessness was prevented in 2008/09 compares to 138 in 2007/2008. The forecast figure of 50 is for Q1, 2009/2010. The annual target will be 200 households

<p>Objective To enable effective partnerships</p>	<p>Achievements:</p> <p>Comments from appropriate Head of Service People, Performance & Partnerships: (formerly Policy & Strategic Services): Comprehensive Area Assessment: the Policy team is working with the County Council and other District Councils to coordinate information for the Area Assessment. For the Organisational Assessment, a draft 'Use of Resources' submission is being compiled. Evidence for theme 2 'Governing the Business' has already been sent to the external auditor for initial comments, full submission needs to be sent by the end of May. The Managing Performance Assessment is also being worked up at the moment the deadline for this is again the end of May. A briefing note has been produced and circulated to all Members updating them on the main requirements of the CAA.</p>
	<p>Issues:</p>
	<p>Risks:</p>
<p>To be an employer people want to work for</p>	<p>Achievements:</p> <p>People, Performance & Partnerships: (formerly HR) Review of HR Strategy – a workshop for senior managers was held to outline the parameters of the review and the proposed process. A series of topic based workshops are planned over the next few months to inform the development of the strategy.</p>
	<p>Issues:</p>
	<p>Risks:</p>
<p>To maximise business and income opportunities including extended funding and grants</p>	<p>Achievements:</p> <p>People, Performance & Partnerships: (formerly Policy & Strategic Services): A Funding Fair was held on 25th April at the Maple Centre, Huntingdon to promote play funding for community projects.</p> <p>Leisure Centres: The interim figures are extremely encouraging with income fractionally under target and expenditure currently showing a near £1/4 million saving. Impressions, however, finished the year 4% down on income – late opening of HLC, and St Ivo and St Neots both experiencing capacity and retention issues. Swim lessons continued to flourish (12% increase) as did public swims (5% increase) and indoor sports (notably through increased revenue at HLC from the Kids zone). Hospitality continues to show a decline, 12% in total, (except at Huntingdon where there was a 15% increase) as traditional bar trade suffers. Synthetic pitches failed to hit target (13%) but St Neots and Huntingdon were both closed for long periods of replacement and this will be rectified next year. Employee expenditure (£4m + for the first time) outturned almost 200k better than target with Impressions, where a comprehensive staff review took place, registering no increase in staff costs at all. There are savings on both premises and operations but the extent of these will be clarified in due course as final end of year accounts are included.</p>
	<p>Issues:</p>
	<p>Risks:</p>

Community/Council Aim : To improve our systems and practices					
Objective : Effective partnership					
Division : Policy and Strategic Services					
Divisional Objective : Develop and adopt a sustainable community strategy					
Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual:	Forecast:	Comments:
Deliver and measure performance against action plans for 09/10	% of SCS themed group action plans on target to be delivered in 2009/10	70			Systems will be in place to measure performance from HSP Board/Executive meetings in June/July. The Policy & Research team will be responsible for ensuring that performance is measured and managed but the HSP Board is ultimately responsible for delivery by partners.
Develop and refine SCS action plans by March 09	On target (1=Yes, 0 = No)	1	0.50		Thematic groups are currently reviewing existing action plans to ensure the actions and the measures are appropriate for 2009/10.
37					
Divisional Objective : Effective partnership framework					
Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual:	Forecast:	Comments:
Develop, implement and monitor strategic/operational partnership review programme	Partnership review programme on target (1=yes, 0=No)	1	1	1	
Community/Council Aim : To learn and develop					
Objective : To be an Employer People Want to Work For					
Division : HR					
Divisional Objective : To attract and retain staff					
Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual:	Forecast:	Comments:
Policies and procedures that keep up to date with modern working patterns	Review programme on target for adoption by Dec 2008 (1 = Yes, 0 = No)	1	1		Adopted in December 2008
Recruitment package	% of filled posts (for permanent staff) at anyone time	97	98.90		7 out of 628 permanent posts were vacant during this period. Of these, six have been filled and one is still vacant.

	% of posts filled within one round of recruitment	90	85.70		Six out of seven posts advertised were filled first time round. One post had to be re-advertised and this post is still vacant.	QRT
	Biennial staff survey – % level of satisfaction	80			Survey due to be undertaken Summer 2009.	YRL
Community/Council Aim : To maintain sound finances						
Objective : Maximise business and income opportunities including external funding and grants						
Division : Leisure						
Divisional Objective : Maximise leisure centre income						
Key Activity(s) only to deliver service objective:						
Maintain expenditure within budget	Key Measure: Actual expenditure compared to budget (cumulative quarterly target)	Target: £6.58m	Actual: £6.10m	Forecast: £6.10m	Comments: 7% saved. Figures are provisional and may change slightly as accruals are entered.	QRT
Maximise leisure centre income	Key Measure: Actual income received compared to budget (cumulative quarterly target)	Target: £4.79m	Actual: £4.70m	Forecast: £4.70m	Comments: 2% down. Late opening HLC and SNLC. Figures are provisional and may change slightly as accruals are entered.	QRT
Division : Policy and Strategic Services						
Divisional Objective : To be aware of appropriate funding opportunities and communicate to the appropriate service						
Key Activity(s) only to deliver service objective:						
Co ordinate and maintain a system of internal control via funding Database, liaise with appropriate officers, provide funding advice and assistance in compilation of bids, as required	Key Measure: % of bids which attract funding (year to date)	Target: 60	Actual: 91.70	Forecast:	Comments: 18 bids were submitted during 2008/9, although six of these are still pending a decision. 11 out of 12 bids with a decision made were successful. In addition, two bids submitted during 2007/8 have received approval during 2008/9.	QRT
	Key Measure: External Funding strategy on target to be completed by March 2009 (1=Yes, 0=No)	Target: 1	Actual: 0.50	Forecast:	Comments: Strategy - will be completed by June 2009, but good progress is being made. Internal audit action dates have been updated to reflect this.	QRT

<p>Objective To help to mitigate and adapt to climate change</p>	<p>Comments from appropriate Head of Service</p> <p>Environmental Management: Energy efficiency:</p> <ul style="list-style-type: none"> • Local energy efficiency events/promotions ongoing: including Watts going down in Warboys. • Caxton Road Enterprise Centre/units Project funding shortfall being investigated to find funds to fill gap. Design incorporates a range of green measures including a green roof and innovative energy efficient lighting measures. • Extensive data collection work in relation to key indicators ongoing (eg NI 187: fuel poverty) <p>Renewable energy</p> <ul style="list-style-type: none"> • HDC Solar grants scheme uptake continues. • Travel and emissions to air • Huntingdon Mill Common: design started on cycleway • Yaxley cycleway and Sallowbush to Oxmoor Lane cycleway works starting. • St Neots, Barford Rd: design started on cycleway. • Huntingdon bus station design progressing <p>Adapting to climate change</p> <ul style="list-style-type: none"> • Development of climate change adaptation work with Environment Agency and County (NI 188). A Local Climate Impact Profile is being developed and will help define cost of climate change threats to HDC services. <p>Planning Services: The Local Development Framework preparation process has progressed significantly – with the Core Strategy Examination, which lasted for three weeks in March and April, now completed and the Inspectors binding report anticipated by the end of July. Should he find the Submitted Core Strategy to be sound then that outcome will need to be formally reported to Council (so that they can adopt the Core Strategy). The preparation of other related Development Plan Documents is on-going with the Huntingdon West AAP now at the 'preferred approach' stage.</p>
<p>Achievements:</p>	<p>Environmental Management:</p> <ul style="list-style-type: none"> • Initiation of St Neots energy decentralised and renewable energy study with Renewables East and Cambridgeshire Horizons. 27 tenders received for review. • Finalise input to Strategic Flood Risk Assessment and enhance input to Draft Huntingdonshire water cycle strategy. • Input to strategic facilities management policy. • Shared services opportunity for Building Control to work on schools refurbishment programme being developed. • 'Structural calculation checking agreement' being re-tendered with a possibility of joint working contract with Fenland DC • Potential EERA allocation for retrofit funding to be investigated. • Implications of Pitt (flooding) Review and Water Framework Directive require examination. Close working required with the Environment Agency at a project and policy level essential.
<p>Issues:</p>	<p>Environmental Management:</p> <ul style="list-style-type: none"> • Initiation of St Neots energy decentralised and renewable energy study with Renewables East and Cambridgeshire Horizons. 27 tenders received for review. • Finalise input to Strategic Flood Risk Assessment and enhance input to Draft Huntingdonshire water cycle strategy. • Input to strategic facilities management policy. • Shared services opportunity for Building Control to work on schools refurbishment programme being developed. • 'Structural calculation checking agreement' being re-tendered with a possibility of joint working contract with Fenland DC • Potential EERA allocation for retrofit funding to be investigated. • Implications of Pitt (flooding) Review and Water Framework Directive require examination. Close working required with the Environment Agency at a project and policy level essential.

<p>Objective</p>	<p>Risks:</p>	<p>Comments from appropriate Head of Service</p> <p>Environmental Management:</p> <ul style="list-style-type: none"> Any reduction in capital programme could affect design staff requirements. Closer integration of key findings of the Carbon appraisal of the Cambridge sub region LTDP and HDC LIF continue to be critical to the delivery of long term carbon reduction measures to meet targets for: energy saving, combating climate change and meeting government targets NI 186 and 188. St Neots energy study should contribute in this area. Ongoing lack of guidance from DEFRA means potential failure to report on NI 187 (fuel poverty). Failure to gain planning permission for 2-storey extension at St Ives retrofit property. Risk management approach for climate change activities not fully developed. Close working with Environment Agency required, fails to materialise. Failure to find funds to meet Caxton Rd Project shortfall.
<p>To promote development opportunities in and around the market towns</p>	<p>Achievements:</p>	<p>Planning Services:</p> <ul style="list-style-type: none"> Our specialist retained planning, engineering and property consultants (EDAW + Faber Maunsell + Drivers Jonas) have completed work on the Huntingdonshire Local Investment Framework and are making good progress in respect of completing other projects i.e. the Huntingdon West Link Road; the St Neots Healthcheck; and the Huntingdonshire Water Cycle Strategy.
	<p>Issues:</p>	<p>People, Performance & Partnerships: (formerly Policy & Strategic Services):</p> <p>The Integrated Development Plan for Cambridgeshire is currently being circulated for consultation with partners. The document assesses and sets out how spatial policy and economic development packages and key projects will deliver the required levels of growth for the County. It is crucial that the plan reflects all Huntingdonshire's development aspirations and challenges. A coordinated response is being put together for the Council and will be fed back through the planning and economic development channels.</p>
	<p>Risks:</p>	<p>People, Performance & Partnerships: (formerly Policy & Strategic Services):</p> <p>The development of a viable Community Workspace facility in Oxmoor may be compromised due to current market conditions and external funding availability. The £385k 'Investing in Communities' funding has been provisionally offered to the Council on the condition that partners match funding can be guaranteed and we can demonstrate intent that the project will be delivered by the end of the financial year or soon after.</p>

Community/Council Aim : A Clean, Green and Attractive Place					
Objective : To help mitigate and adapt to climate change					
Division : Environmental Management					
Divisional Objective : To help mitigate and adapt to climate change					
Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual:	Forecast:	Comments:
(NI186) Promote energy efficiency and use of renewable energy to householders	Number of tonnes of CO2 saved through installation of energy efficiency measures and renewables in domestic properties (cumulative quarterly measure)	50	381		Contributing schemes include: Warmer Homes for Life, British Gas Rebate scheme, Solar Hot Water Scheme Free insulation for Pensioners Cumulative figures to date for financial year 2008/09: 61 Homes with cavity wall insulation 118 Homes with loft insulation 84 Homes with heating Controls 7 Homes with solar hot water and a total of 234 homes in the district were improved by these measures This saved 381 Tonnes of CO2 saved
(NI 185) Identify opportunities to reduce CO2 emissions from the Council's own operations	Achieve a 6% carbon saving from council estate.(cumulative quarterly measure)	1	1		Baseline CO2 production for 2007 has been established, Carbon Management Plan now in place which includes a target for reducing the Council's Carbon emissions by 30% over five years, with the necessary year on year reductions identified.
	Production of HDC Carbon Management Plan by 31st March 2009 (on target)	1	1		Final Carbon Management Plan completed in March 2009. The plan will now be presented to Overview and Scrutiny and

<p>(NI 188) Undertake risk-based assessment of current vulnerabilities to weather and climate changes and identify adaptation responses</p>	<p>1=Yes, 0 = No)</p> <p>Local risk based assessment complete by Sept 09 to achieve level 1 of NI188 on target (1=Yes, 0 = No)</p>	<p>1</p>	<p>1</p>	<p>to Cabinet in June 2009 before final submission to the Carbon Trust.</p> <p>Huntingdonshire District Council in conjunction with the Cambridgeshire Climate Change Partnership is currently conducting research to establish how severe weather events have affected the district over the past 10 years. By examining media articles to assess the impacts of severe weather, the Council along with key partners will plan for the risks associated with climate change in the district and adapt to them.</p> <p>This initial report and the work completed so far, focuses on phase one of NI 188 (Adaptation to Climate Change).</p>	<p>QRT</p>
<p>(NI186) Promote Energy Efficiency to householders through the Warmer Homes For Life Scheme</p>	<p>% of applications for loft and Cavity Wall Insulation received under the scheme replied to within 5 working days</p>	<p>95</p>	<p>98</p>	<p>54 requests received only one not dealt with within 5 working days (6 days taken)</p>	<p>QRT</p>
<p>(NI186) Retro fit project - procurement of Housing stock</p>	<p>Retro fit project - procurement of Housing stock by March 09 (on target 1 = Yes, 0 = No)</p>	<p>1</p>	<p>1</p>	<p>Both properties now purchased (a two bedroom 1970s detached in St Ives and a 3 bedroom semi-detached in St Neots). Thermal and acoustic testing undertaken at both properties and tender specification for refurbishment being finalised for a proposed start on site in summer 2009</p> <p>Regular monthly project meetings throughout 2009 to ensure project remains on track.</p>	<p>QRT</p>

<p>(N1186) Update existing and extend Travel Plans to all of the Council's employment sites and implement to achieve a modal shift away from single occupant car use</p>	<p>% of council employees travelling alone to work by car (previously 65%)</p>	<p>65</p>	<p>65</p>	<p>Working in partnership with the Buildings Research Establishment (BRE) to deliver the project. Annual measure monitored through the Cambridgeshire Travel to Work survey which provides a breakdown of HDC employees travel to work habits by mode.</p>	<p>YRL</p>
<p>Complete an annual review & update of Growing Awareness a plan for our environment & ensure that the MTP funding is committed by the Council to deliver on going carbon dioxide reduction</p>	<p>Year 1 actions identified in Environment Strategy on target (1=Yes, 0=No)</p>	<p>1</p>	<p>1</p>	<p>Year one funded Environment Strategy Projects eight out of nine on track - Performance against the first year targets will be published in the first annual review of the strategy which will be published in autumn 2009.</p>	<p>QRT</p>
<p>Identify areas of joint working with stakeholders to help deliver aims of Growing Awareness.</p>	<p>HSP Environment Forum to meet at least twice annually (1=Yes, 0 = No)</p>	<p>1</p>	<p>1</p>	<p>Environment Forum meetings held on 27.01.09 & 31.03.09. Further dates agreed for the coming financial year, 09.06.09, 22.09.09 & 01.12.09</p>	<p>QRT</p>
<p>Oversee the implementation of the Environment Strategy projects</p>	<p>% of Environment Strategy Year 1 projects on target</p>	<p>75</p>	<p>89</p>	<p>Year one funded Environment Strategy Projects eight out of nine on track - Mayfield Road Showcase Eco-homes (On track) Sustainable Homes Retro-fit Project (on track) Godmanchester Nursery - Renewables (on track) Renewables at HDC owned Sites (on track) Schools Recycling Scheme (on track) River Clean-up work (on track) Local Food & Countryside Event (on track) Smart Metering (on track) Battery Recycling (re-evaluating)</p>	<p>QRT</p>

Division : Planning				
Divisional Objective : To encourage sustainable forms of development				
Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual:	Forecast: Comments:
Include sustainable policies within LDF (to set a sustainable policy framework)	Core Strategy – Adherence to LDF timetable, on target to be adopted by August 2009 (1=Yes, 0=No)	1	1	
Community/Council Aim : Developing communities sustainably				
Objective : To promote development opportunities in and around the market towns				
Division : Planning				
Divisional Objective : To promote development opportunities in and around the market towns				
Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual:	Forecast: Comments:
Develop strategic policy to promote well being of our market towns	Adoption of Core Strategy on target to be adopted by August 2009 (1=Yes, 0=No)	1	1	
Division : Policy and Strategic Services				
Divisional Objective : To promote development opportunities in and around the market towns				
Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual:	Forecast: Comments:
Review the Local Economy strategy & identify priorities	% of LES actions/milestones on track	90	100	Local Economy Strategy adopted. Action plans have been developed and are on target.
Divisional Objective : To support town centres to be economically viable and vibrant				
Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual:	Forecast: Comments:
Support the sustainable development of Town Centre Partnerships	% of town centre projects on track as specified in their annual action plans	90	96.90	09/10 Service Level Agreements are in the process of being agreed. We are undertaking retail marketing work to support our town centres.

Improvement Plan

Annex C

(Note: the Council's Improvement Plan is updated and monitored frequently to reflect the development areas adopted through external inspection and compliance with statutory guidance.)

In progress

Completed

Subject	Area of Focus	Reference	Proposed Action	Outcome	Lead Members and Officer	Progress March 2009
Learning & Knowledge	Learning across the Council and making the most of learning opportunities to use research, consultation and knowledge to plan services.	CPA	Adopt systematic approaches to learning and sharing knowledge via the Council's intranet.	Council uses learning and knowledge and research effectively across the organisation to improve the delivery of services and achievement of priorities.	Member: Mike Simpson Officer: Dir Commerce & Technology support Head of IMD	All SharePoint sites have been set-up/migrated to latest version of SharePoint and search facility re-instated. Encouraging the use of WIKIs to aid the sharing of knowledge & experience within teams. A good example is in use at the Call Centre.
Capacity and Resources	Sustainability of spending plans, employee capacity, staff turnover.	CPA	Delivery of People Strategy	The Council has the right number of employees with the right skills to meet its priorities and objectives.	Member: Andrew Hansard Officer: Dir Central Services Support: Head of Personnel	A new People Strategy is being developed. This will go to Employment Panel in Sept 2009 and thereafter an action plan will be implemented to deliver the strategy

Subject	Area of Focus	Reference	Proposed Action	Outcome	Lead Members and Officer	Progress March 2009
Financial Management - The Council manages performance against budgets	The Council should continue to develop its budget monitoring processes to ensure that it is appropriate for the Council and it meets the requirements of the UoR criteria which include the need to ensure monitoring is informed by a risk assessment.	Use of Resources 2007/08	Significant progress has been made but a formal risk assessment will be carried out to focus further developments. (by 31 March 08)			This action has already been completed, and will be removed from the report.
Internal Control - Risk Management	Risk management training should be delivered to appropriate officers and members prior to 31 March 2008.	Use of Resources 2007/08	All Heads of Service have received training. Further Member training provided in December 2007. Any Members who missed both training sessions will be briefed individually. (by 31 March 08)	Raise awareness of risk and risk management		This action has already been completed and will be removed from the report. JDH 24/02/09
Systems of Internal Control	The Council should develop and implement an assurance framework. Once implemented, processes need to be put in place to ensure that this a fluid living document that is updated constantly for any changes in objectives,	Use of Resources 2007/08	An assurance framework will be developed and agreed by the Corporate Governance Panel on 26 March 2008. (by 31 March 08)	Agreed systems/process in place to provide assurance that the council undertakes it's functions and responsibilities with integrity, openness and accountability.		The report to Governance Panel on 25 th March 2009 will address this item. Reports dealing with Risk Assurance will be sent to the Panel on a six monthly basis

Subject	Area of Focus	Reference	Proposed Action	Outcome	Lead Members and Officer	Progress March 2009
	risks and assurances. Internal Audit Managers opinion on the internal control environment.	Governance Assurance framework	Actions identified in the internal audit action plan are implemented as per the agreed audit timetable.	Improve the overall assurance opinion on the system of internal control.		See above. Also Monitored via Performance Management Framework and reported Quarterly to COMT
Governance	Equalities.	Governance Assurance framework	Implement and monitor Corporate Equality Action Plan.	Facilitate progress in relation to the Local Government Standard for Equalities.		Level 2 of the standard achieved. Progress to level 3 (by 2010) on target. CEP action plan, 7 out of 9 action are on target.
	Consultation.	Governance Assurance framework	Adopt and implement consultation and engagement strategy.	Developing consultation and engagement with local communities.		Strategy adopted in Spring 08 Progress being made to deliver the action plan
	Complaints System.	Governance Assurance framework	Review existing mechanisms for responding to harassment e.g. Open Out, corporate complaints procedure, grievance procedure and Dignity at Work Policy.	A corporate complaints system that will enable transparent non-discriminatory reporting.		The corporate complaints system has been recast as part of a wider Feedback system, which has been approved by Management Team and endorsed by the Corporate Governance Panel.
	Sustainable	Governance	Working to develop a	Delivery of the outcomes		SCS adopted by

Subject	Area of Focus	Reference	Proposed Action	Outcome	Lead Members and Officer	Progress March 2009
	Community Strategy.	Assurance framework	Sustainable Community Strategy (SCS).	Identified in the SCS via the Huntingdonshire Strategic Partnership.		Council in Sept 08. Work underway to develop and monitor partner actions
Data Quality	Data Quality	Use of Resources/VF M	Action identified in the Data Quality action plan are implemented as per the agreed timetable	To provide reliable, accurate and timely performance information with which to manage services, inform users and account for our performance		Data measure templates, in part updated by services to reflect changes to corporate plan.

PERFORMANCE MONITORING
(Report by the Overview and Scrutiny Panels)

1. INTRODUCTION

- 1.1 The Overview and Scrutiny Panels for Social Well-Being, Environmental Well-Being and Economic Well-Being meetings on 2nd, 9th and 11th June 2009 respectively considered a report by the Head of People, Performance and Partnerships on the Council's performance against its priority objectives. This report sets out the Panels' views on the performance levels achieved.

2. COMMENTS

- 2.1 The Overview and Scrutiny Panels have endorsed the comments of the Corporate Plan Working Group (**Appendix A**). Members' attention has been drawn to the 8 priority objectives which have been allocated between the three new Overview and Scrutiny Panels in accordance with their respective remits.

Social Well-Being

- 2.2 The Panel has discussed trends in demand for housing services in the District. The number of households living in temporary accommodation is close to achieving the target, with 61 households living in temporary accommodation. At the same time there has been a significant increase in the number of households that have been prevented from becoming homeless. Comment has been made on the fact that economic conditions have required a level of performance considerably above the target for this indicator and that, in these circumstances, the use of temporary accommodation is preferable to homelessness. Furthermore, Members have noted that there is a national target to reduce to 45 the number of households living in temporary accommodation by April 2010, which should be achievable by the Council.
- 2.3 The Panel has questioned the performance data reported under the key measure relating to the percentage of affordable housing (commitments) on qualifying sites. The variation in performance compared with the target has been attributed to the decline in the demand for private housing, which has promoted the construction of affordable housing.

Environmental Well-Being

- 2.5 The Overview and Scrutiny Panel (Environmental Well-Being) has questioned whether targets are sufficiently stretching, as all targets

presented had been met or exceeded. The Panel has also asked for early sight of the targets set for 2009/10.

Economic Well-Being

- 2.6 The Overview and Scrutiny Panel (Economic Well-Being) has the Panel has noted that income from hospitality at leisure centres continues to decline as bar trade suffers. The Corporate Plan Working Group has suggested that as Huntingdon Leisure Centre has seen an increase of 15% in this area, similar techniques to those used at Huntingdon should be implemented at the other leisure centres.
- 2.7 The percentage of bids which have successfully attracted external funding has significantly exceeded the target of 60%, yet the target for producing an External Funding Strategy has only been partially met owing to redeployment of officer resources to work on a major funding bid. Although Members have discussed amending the target on obtaining external funding, in order effectively to monitor performance in this respect, it is considered to be preferable to retain the original target.

3. CONCLUSION

- 3.1 The Cabinet is invited to consider the comments of the Overview and Scrutiny Panels as part of its deliberations on the report by the Head of People, Performance and Partnerships.

BACKGROUND INFORMATION

Corporate Plan Working Group Notes of the meeting held on 28th May 2009.

Minutes and Reports of the meetings of the Overview and Scrutiny Panel (Social Well-Being) on 2nd June 2009, Overview and Scrutiny Panel (Environmental Well-Being) on 9th June 2009 and the Overview and Scrutiny Panel (Economic Well-Being) on 11th June 2009.

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CORPORATE PLAN WORKING GROUP

NOTES OF MEETING HELD ON 28TH MAY 2009

1. INTRODUCTION

1.1 The Corporate Plan Working Group met on 28th May 2009 when Councillors J D Ablewhite, S J Criswell, P M D Godfrey, D Harty, G S E Thorpe and R J West were present.

1.2 D Buckridge, A Roberts and Mrs J Walker were in attendance.

2. BACKGROUND

2.1 The Working Group were reminded that the Council had adopted 37 corporate objectives, 8 of which had been considered to be a priority for the immediate future. The 8 priority objectives had been split between the Overview and Scrutiny Panels (Social Well-being, Environmental Well-being and Economic Well-being) accordingly.

3. WORKING GROUP COMMENTS

Social Well-Being

3.1 Members discussed the trend in demand for housing services in the District and the implications this had for a number of the Council's objectives. The number of households living in temporary accommodation was close to achieving the target, with 61 households living in temporary accommodation. The Working Group were informed that there was a nationally set target to reduce this figure to 45 by April 2010. At the same time there had been a significant increase in the number of households that had been prevented from becoming homeless. Comment was made on the fact that economic conditions had required a level of performance considerably above the target for this indicator and that, in these circumstances, the use of temporary accommodation was preferable to homelessness.

Environmental Well-Being

3.2 The Working Group drew attention to the difference between the target for the number of tonnes of CO2 saved through installation of energy efficiency measures and renewables in domestic properties (cumulative quarterly measure) which was 50, and the actual stood at 381 tonnes. It was agreed that this discrepancy would be investigated further at the meeting of the Overview & Scrutiny (Environmental Wellbeing) Panel.

- 3.3 Members suggested that the target for the percentage of council employees travelling alone to work by car should have been reduced from 65% as it did not represent an improvement in performance compared with the previous year.

Economic Well-Being

- 3.4 The Working Group noted that income from hospitality at leisure centres continued to decline as the bar trade continued to suffer. However, Huntingdon Leisure Centre had seen an increase of 15%. Members suggested that similar techniques to those used at Huntingdon should be implemented at the other leisure centres.
- 3.5 Members were encouraged to note that the percentage of bids which had successfully attracted external funding had significantly exceeded the target of 60%. However, Members felt that the level of resources dedicated to obtaining external funding needed to be monitored. The ability to secure funding was deemed to be essential.

4. THE WORKING GROUP'S WORK PROGRAMME

- 4.1 The Working Group is to pursue its investigations into the budget associated with each of the Council's objectives. On receipt of this information Members will then consider whether to instigate a programme of discussions with Heads of Service on how their service areas contribute to the achievement of the Council's objectives.
- 4.2 In addition to data on the Council's priorities, the Working Group has requested that they receive information on any of the Community and Council aims where targets were not being achieved.

Contact Officer: **Mrs J Walker, Democratic Services Officer**
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GRANT AID
(Report by the Overview and Scrutiny Panel (Service Delivery))

1. INTRODUCTION

- 1.1 The Overview and Scrutiny Panel (Service Delivery), 3rd April 2007, decided to undertake a study on capital and revenue grant aid schemes operating across the Council. The suggestion for the study emerged from the Panel's previous investigations into the Small Scale Environmental Improvements Schemes, where the recommendations arising from the study had been endorsed by the Cabinet and implemented by the Council.
- 1.2 Members of the Small Scale Environmental Improvements Working Group were therefore re-appointed to undertake the study on grant aid; that is Councillors Mrs M Banerjee, P G Mitchell and J S Watt. In addition, former District Councillor D A Giles was appointed on to the Working Group and assisted with the investigations until April 2008. Councillor P G Mitchell was nominated *rapporteur* for the Working Group.
- 1.3 Discussions have been held with a number of relevant District Council Officers and the Working Group is grateful to them for the support provided during the course of their investigations.

2. AIMS OF THE WORKING GROUP

- 2.1 The Working Group was tasked with examining the following:-
- the purpose of the scheme having regard to the Council's priorities contained in Growing Success;
 - the criteria for assessing applicants' eligibility under each scheme;
 - the methods adopted to publicise the availability of grant funding;
 - the application process; and
 - Officer / Member involvement during the approval process.
- 2.2 In addition to the above, the Working Group decided to investigate external sources of funding, specifically, the level of funding attracted by the Council and the application procedure. Further information on this is included within the Appendix.
- 2.3 One of the main objectives of the study at the outset was to develop a single website area for all grant applications offered by the Council. At present the different grant application schemes are listed on separate sections of the Council's website.

3. WORKING GROUP ACTIVITIES

- 3.1 The Working Group met on a number of occasions over the ensuing months and interviewed the following District Council Officers:-

Mr Steve Plant – Head of Housing Services
Mr Frank Mastrandrea - Policy and Enabling Officer
Mr Keith Tayler – Private Sector Housing Officer
Mr Steve Ingram – Head of Planning Services
Mr Richard Probyn – Planning Policy Manager
Mr I Leatherbarrow – Head of Policy and Strategic Services
Dr Sue Lammin – Head of Environmental and Community Health Services
Mr Dan Smith – Community Team Manager
Mrs Kathy Shaw – External Funding Officer

- 3.2 The Working Group based their deliberations on the evidence gathered from their investigations. The section below summarises the Working Group's findings.

4. WORKING GROUP FINDINGS

- 4.1 The District Council operates a number of capital and revenue grant aid initiatives, which are available to a wide range of stakeholders across the District. These include small voluntary community groups / organisations right through to large organisations who employ their own staff. Additionally, under some schemes individuals seeking support and assistance have the opportunity to apply for grant aid.

- 4.2 Further details of the types of capital and revenue grant aid schemes offered by the Council are attached as an Appendix hereto. The Appendix indicates the budget for the 2008/09 financial year, the objectives of each scheme, how each scheme is funded and the application and approval process.

- 4.3 The following sections identify a number of issues that arose in the course of the study.

(a) The Council's Corporate Priorities

The Working Group is satisfied that each of the schemes referred to within the Appendix has clear links to one or more of the Council's priorities identified in Growing Success. Members have, therefore, concluded that all grant aid schemes contribute towards the achievement of the Council's Corporate Plan.

(b) The Criteria for Each Scheme

- 4.4 The Working Group has reviewed all the schemes' criteria. Members have concluded that in general terms, the specified criteria for each of the schemes available is clear for the type of grant that is available. The Working Group is, therefore, satisfied with the criteria specified for each scheme.

- 4.5 In addition, Members of the Working Group have noted the statutory obligations placed upon the Council to offer Disabled Facilities Grants / Loans to residents within Huntingdonshire.

(c) Methods Adopted to Publicise the Availability of Grant Funding

4.6 On the whole, the Working Group is satisfied that all grant aid schemes are appropriately publicised via a number of means, including:-

- District Council's Website
- Local Press
- District Wide Publication
- Council Tax Leaflet
- Mailings to Town and Parish Councils and Community Groups / Organisations
- General Advice from District Council Officers

Those identified by the Working Group are listed in Appendix A. Others may be in existence and need to be recorded

4.7 The Working Group has identified a need to generate more awareness on the availability of the grants, particularly, amongst Ward Members. It was felt that this knowledge would help Members in their role as Ward Councillors. As highlighted previously within the report, this may be achieved through the designation of a single area on the Council's website where details of all grant schemes are made available.

4.8 The Working Group has discussed the range of services offered by the Voluntary Sector. Whilst not directly related to the Working Group's studies, a consensus amongst the Working Group was that Members are unaware of the range of work being undertaken by the Voluntary Sector. As a result a suggestion has been made that this information should be circulated to all Members.

(d) The Application Process

4.9 The Working Group has been advised that three processes exist by which funding is allocated to other organisations. It is by application, commissioning or automatically rolled over by the Council. Each of these now is discussed.

4.10 The Working Group has been provided with details of the recent introduction by the Cabinet of Voluntary Sector Commissioning (Minute No. 07/59 refers). This dispensed with much of the traditional discretionary grant aid schemes (revenue) and replaced them with five year commissioning agreements with the following organisations :-

- Hunts Forum of Voluntary Organisations
- Hunts Federation of Volunteer Bureaux
- Huntingdonshire Citizens Advice Bureaux
- Huntingdon Shopmobility
- Bedford Pilgrims Housing Association

A Service Level Agreement between the District Council and each of the above currently is in place. A traditional grant scheme still exists for capital projects.

4.11 The Working Group has examined the effects of the decision to terminate discretionary revenue grants in the form of the Leisure Grants and Other

Community Grants, which previously were available to the local community. While the budget provision still exists, it is now used to commission organisations to carry out activities that meet the Council's objectives via service level agreements. Members are of the view that there needs to be greater transparency in the way these service level agreements operate. This could be achieved if Members are able to review the returns submitted by the organisations covered by the service level agreements. The Working Group is willing to undertake this work as part of its follow up work on this study. Members also have registered concern that discretionary revenue funding is no longer available to local organisations (including parish councils) operating in parishes but they would like to review the position in light of evidence on the way the service level agreements have worked.

4.12 Having regard to the capital grant aid that is available for Local Leisure Projects, the Working Group has concluded that the time period of two months is not sufficient for applicants to submit their proposals to the District Council. A suggestion has, therefore, been made to extend this time period to three months.

4.13 In terms of the grants that are automatically rolled over (with inflation), the Working Group has revealed that, for example, applications for new transportation schemes are made in writing to the Head of Planning Services, who is responsible overall for determining their outcome. These schemes have an historical basis and, to date, have not been subject to review. It is suggested that the Working Group should extend its work and carry out a thorough review of these. The Head of Planning Services has concurred with this suggestion in respect of transportation grants, as there is currently no formal application process or scoring criteria. The Working Group is of the view that these should form parts of any grant scheme.

4.14 A study on Town Centre Partnerships was completed by the Overview and Scrutiny Panel (Service Support) in March 2008. As a result of their investigations, the District Council has now entered into a three year funding arrangement with each of the Partnerships. Prior to the study, funding towards the Partnerships had been agreed on an annual basis.

(e) Officer / Member Involvement in the Approval Process

4.15 With the exception of Local Leisure Project Grants, which are determined by the relevant Executive Councillors, all other application based schemes are predominantly approved by Officers, often after consultation with the relevant Executive Councillor. The Working Group has been advised that, dependant on the scheme in question, applications are either assessed against selection criteria or through a points scoring system. Applicants for housing grants may undergo a means tested assessment and / or an Occupational Therapy assessment as part of the approval process.

(f) External Funding

4.16 In terms of external funding, the Working Group has examined the level of funding attracted into the District, which has been achieved through the Greater Cambridgeshire Partnership and the District Council's External Funding Officer. Having regard to the former, it has been stressed that the funding attracted has been used for a variety of District-wide and County-wide

projects. Recent local examples include funding for the St Neots Creative Enterprise Centre and the Saxongate Community Learning Centre.

4.17 In terms of external funding generated by the External Funding Officer, the Working Group has noted the extensive work undertaken with a number of community groups and outside organisations to target sources of funding for small local leisure based projects. Members are of the view that this work should be fully recognised. It has further been noted that responsibility for assisting outside groups / organisations currently is divided between the District Council's Service Development and Community Development Teams. The Working Group suggests that these areas of activity should be co-ordinated under a single Head of Service. While Members would wish to publicise the Council's success in obtaining significant levels of funding both for the Council and for outside groups / organisations, they are mindful that the External Funding Officer is operating at maximum capacity and that such an action is likely to create extra demand for her assistance. Moreover, under the Financial Strategy, her role in obtaining external income for the Council will become increasingly important. The Working Group is conscious of the Council's current financial position and so cannot make a definite recommendation on this point but, should future circumstances permit, it would be of considerable benefit to the District if the Council could dedicate more resources to assisting outside groups / organisations to obtain external funding.

4.18 The Working Group has been made aware that there are other opportunities to obtain funding to support the Council's current activities. Two are referred to in the table attached to this report. Funding is available from the East of England Regional Assembly to help the Council meet the cost of its Housing Repairs Assistance grants. A separate fund is available from the East of England Regional Assembly to contribute towards the cost of setting up and refurbishing gypsy and traveller sites in the District. Members are of the view that these opportunities should be investigated.

5. CONCLUSIONS

5.1 The Working Group has undertaken a thorough review of all grant aid schemes operating within the Council and has concluded that overall, the process is working well, with some areas requiring further investigation. A number of recommendations have been made to improve the current processes. The recommendations have been endorsed by the Overview and Scrutiny Panel (Service Delivery) and they are set out in the section below.

6. RECOMMENDATIONS

It is

RECOMMENDED

- (a) that the availability of all grants be publicised more extensively, particularly to all District Councillors (see Para. 4.7); they should be listed on a single section of the Council's website and regularly updated

- (b) that the Working Group be requested to review the returns submitted by organisations covered by service level agreements as a way of achieving greater transparency in the service level agreement process (para. 4.13);
- (c) External Funding: That work with community groups / organisations to obtain funding and community development work be co-ordinated under a single Head of Service (para. 4.17); and that consideration be given to expanding this service.
- (d) that consideration be given in the future to providing greater assistance for local communities in applying for grant aid for local projects (para. 4.18);
- (e) that further investigations be carried out into the availability of funding from the East of England Regional Assembly, for example, to contribute towards Housing and gypsy and traveller sites in the District (para. 4.18); and
- (f) that the Council's grant schemes be reviewed again in a year's time.

BACKGROUND DOCUMENTS

Notes of Meetings of the Grant Aid Working Group

Report and Minutes of the meeting of the Overview and Scrutiny Panel (Service Delivery) on 4th November 2008.

Contact Officer: Miss Habbiba Ali, Democratic Services Officer - (01480) 388006

Department	Description	2008/09 Budget	Actual to Date	Objectives / Type	Status / Funded by	Application	Selection	Approval
CAPITAL								
SP	Disabled Facilities Grants/Loans	1,284,000	0	Statutory - to help disabled people in their own home.	Annual. £335k Gov't funded (around 30%) with the remainder funded through HDC sources. Annual bid system. Annual 100% HDC.	All applicants are means tested and require an Occupational Therapy Assessment.	Selection criteria and means tested.	By Officers – HDC's Home Improvement Agency Team.
SP	Housing Repairs Assistance Grants/Loans	200,000	0	Not a statutory requirement. Made available to improve the standard of the District's housing.	Funds available from EERA via a bid scheme.	Via application to HDC. Anyone over 18, in social or market housing that meets the selection criteria.	Selection criteria and means tested.	By Officers – HDC's Home Improvement Agency Team.
SP	Social Housing Grant	1,834,000	0	Not a statutory requirement. The District Council has an obligation to meet the needs of the District.	Annual 100% HDC.	Schemes that have been agreed in the past. Rolled over automatically until funding has been used.	Varies from scheme to scheme.	By Officers and Portfolio Holders – Clirs Mrs Reynolds and Rogers.
SI	Rural Renewal - Pump Priming	27,000	0	Ramsey Renewal	Finished this year. Now administered by Neighbourhood Management Groups.	Via application to HDC.	Local businesses who wish to improve their shop fronts in accordance with the Conservation Policy for the Town Centre.	HDC's Conservation Team.
SI	Ramsey Shop Fronts	0	0	Capital Grant to community Groups who's aim is to provide leisure facilities	2 year project which has now been completed.	March each year	Dan Smith	Portfolio Holders – Clirs Mrs Reynolds and Rogers
SL	Local Leisure Project Grants	162,000	0	To improve disabled persons mobility	Annual 100% HDC			
SL	Shop Mobility	0	0		Capital Finished			
	TOTAL	3,507,000	0					
Department	Description	2008/09 Budget	Actual	Objectives / Type	Status / Funded by	Application	Selection	Approval
REVENUE								
SI	Planning Listed Buildings Grants	54,243	0	Survival of Listed buildings at risk	Annual 100% HDC	Rolling, reviewed quarterly, grants in the range of £5k to £10k	Points system, administered by the Conservation Team	By Officers after consultation with the Portfolio Holder- Clir Bucknell.

SI	Ramsey Rural Renewal	0	0	Ramsey Renewal	Finished this year. Now administered by Neighbourhood Management Groups.			
SI	Community Transport Grants	89,709	0	Contributes to a range of community transport schemes/organisations.	Historical – automatically rolled over.			
SI	Rural Transport Grants	0	0	To assist rural transport schemes.	Annual 100% HDC.			
SI	Cambes ACRE	0	0	To support the Rural Transport Officer post.	Now finished. No longer in existence.			
Department	Description	2008/09 Budget	Actual	Objectives / Type	Status / Funded by	Application	Selection	Approval
IL	Town Centre Partnership Grants	79,032	0	Contribution to the Council's Local Economy Strategy	100% HDC. 3 year funding agreement to be introduced.	Historical – automatically rolled over.		
IL	Economic Development Grants	41,081	0	Contributes to the Huntingdonshire Enterprise Agency, East of England International and Greater Cambridgeshire Partnership.	Annual 100% HDC.	Historical – automatically rolled over.		
RW	Contribution to Waste PFI Team	9,583	0	Contribution to County to develop a County wide waste scheme	Annual 100% HDC	Historical – automatically rolled over.		
SL	Citizens Advice Bureau	145,580	0	Contribution to CAB to maintain the CAB	Annual 100% HDC	Historical – automatically rolled over.		
SL	Hunts Forum of Voluntary Organisations	39,989	0	Contribution to Hunts Forum To help all Volunteer organizations	Annual 100% HDC	Historical – automatically rolled over.		
SL	Hunts Federation of Volunteer Bureau	36,053	0	Contribution to Hunts Fed'n to help all Volunteer Groups.	Annual 100% HDC	Historical – automatically rolled over.		
SL	Shop Mobility	20,992	0	Contribution to Shop Mobility	Annual 100% HDC	Historical		
SL	Other Community Grants (See report para. 4.12)	29,674	0	Now amalgamated with Leisure Grants	Rolled up into the above 4 grants.			
SL	Leisure Grants (See report para. 4.12)	29,998	0	Community and charity projects such as Natural High, Moor Community Group & Cambridgeshire ACRE. Now amalgamated with Other Community Grants.	Rolled up into the above 4 grants.	Revenue funding – commissioning basis for 5 years. Capital funding – by application every year.	By Environmental and Community Health Services Division.	
	TOTAL	575,934	0					

EXTERNAL FUNDING SOURCES									
Department	Description	Budget Set?	Actual Attracted	Objectives/Type	Status/Funded By	Application	Selection	Approval	
IL	Greater Cambridgeshire Partnership (See report para. 4.18)	No Budget Set	Since the P'ship's existence £2,532m	The GCP is the sub-regional economic partnership covering a 25-mile radius around Cambridge. Enables access to funding streams that the District Council would otherwise not have access to. Funding used for a variety of both District-wide and County-wide projects.	The relevant external grant funder.	Via application – joint application with relevant parties.	Selection criteria – varies from project to project.	By the relevant grant funder.	
IL	External Funding Officer (See report para. 4.18)	No Budget Set	Over 2007/08 year £3.5m	To assist community groups and external organisations with help in attracting external funding in to the District. Predominantly used for local projects. Service often used internally within the organisation.	The relevant external grant funder.	Via application – joint application with relevant parties.	Selection criteria – varies from project to project.	By the relevant grant funder.	
SP	Regional Assembly fund to assist councils to establish locations for gypsy and traveler sites. (See report para. 4.19)				£9m grant money available via a bid system.				

RW Robert Ward
 IL Ian Leatherbarrow
 SP Steve Plant
 SI Steve Ingram

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CABINET

18th June 2009

CORPORATE EQUALITY POLICY – Progress (Report by the Head of People, Performance and Partnerships)

1. INTRODUCTION

- 1.1 The purpose of this report is to inform the Cabinet of progress with the council's Corporate Equality Policy (CEP) Action Plan.

2. BACKGROUND

- 2.1 The CEP sets out the Council's aim and objectives for equality and the accompanying action plan sets out the corporate and directorate actions and targets. It is supported by three equality schemes (Race, Disability and Gender). The action plan combines activities which are compatible with the Council's achievement of Level 2 of the Equality Standard for Local Government (the Equality Standard) and the statutory requirements contained within the three equality schemes.

- 2.2 The CEP and action plan shows how the Council will translate its statutory responsibilities into objectives and actions and in particular takes account of:

- Equalities legislation relating to race, disability and gender
- The achievement against the Equality Standard

- 2.3 In working towards achieving Level 3 of the Equality Standard, the Council is in a process of assessing the impact of all services in terms of the needs of service users. A three year timetable was adopted with those services with a more 'public facing' role placed in years 1 and 2. Equality Impact Assessments are a statutory requirement and they are the primary method by which the Council can assess whether it is providing equal access to services in terms race, disability and gender. Many of the equality impact assessments have also considered other issues such as sexuality, religious belief and age.

3. Equality Framework for Local Government

- 3.1 The Equality Framework for Local Government was introduced in April 2009 to replace the Equality Standard for Local government. The new Framework has fewer indicators and an emphasis on self assessment and peer challenge. It relates better to the performance framework for local government and uses a broader definition of equality.

- 3.2 The Framework will consist of 3 levels; 'Developing', 'Achieving' and 'Excellent' (the Equality Standard had 5); all councils at Level 3 of the Standard will automatically transfer over to the Achieving level within the new Framework.

- 3.3 The Council will be undergoing an external assessment for validation of achievement against Level 3 of the Equality Standard in July. If councils can achieve Level 3 before September 2009 they automatically transfer over to the Achieving level within the new Framework. If we can do this it will demonstrate considerable achievement made by the Council and it will reduce the burden of additional assessment in the future.

4. PROGRESS

- 4.1 The Corporate Equality Policy identified two outcomes and two measures that will tell us how successful we have been in terms of understanding the diverse needs of local people, that our services meet those needs and that they are provided in a fair and accessible way. These outcomes and measures are:

Outcome	Measure	2006/07	Target (2007/8)	Actual 2007/08	Target for 2008/09
That our services are provided in ways that meet diverse local needs	% of local people who believe that Council services meet their needs	* baseline not available	*75%	84%	85 %
That the Council is recognised for promoting equality and inclusion in communities	% of local people who believe that the Council promotes equality and inclusion in their community	64%	70%	83%	85%

- 4.2 Residents' perception of how well we are doing in this area are usually measured through an annual survey. However in 2008/09 the Council was required to carry out a Place Survey and it was decided not to carry out a separate survey on the grounds of additional cost and potential duplication.
- 4.3 There were two questions within the Place Survey, included in the table below. We need to consider how to measure progress in the future; we will amend the corporate equality policy to reflect any changes.

2008/09 Place Survey	Actual
To what extent do you agree or disagree that your local area is a place where people from different backgrounds get on well together	79.4% (77% in 06/07)
In the last year would you say that you have been treated with respect and consideration by your local public services	78.9%

- 4.4 The appended progress report covers:

- the achievement made against the actions and targets set in March 2008 (appendix 1)
- an action plan for 2009/10 (appendix 2)
- results from equality impact assessments conducted over the last 12 months (appendix 3)
- revised timetable for equality impact assessments during 2009/10 (appendix 4)

4.5 The Corporate Equality Policy Action Plan for 2008/09 contained 26 actions, of which

- 15 have been fully completed
- 11 are on-going

4.6 Twenty seven individual services were selected to undertake equality impact assessments (EIA's) during 2008/09. 17 services completed all of their EIA's; 4 services completed some of their EIA's and 6 services didn't complete any of their EIA's. Those not completed on time have been re-scheduled for completion during 2009/10. A list of outcomes/actions arising out of completed equality impact assessments is contained in Appendix 3. A revised timetable for equality impact assessments during 2009/10 is set out in Appendix 4.

4.7 The Corporate Equality Steering Group (comprising officers from all three directorates plus an employee representative) is responsible for overseeing progress with the equality standard and equality impact assessments. Actions that come out of equality impact assessments will be delivered through individual services however, the steering group takes an overview and co-ordinates activity to ensure there is no duplication of work.

4.8 An initial equality impact assessment establishes how the policy or service meets different needs and also examines whether there are any obvious barriers and if any improvements can be made. All of the assessments conducted over the last 12 months needed only an initial assessment; a full assessment is required if areas of concern are identified.

4.9 The Council has a statutory responsibility to report findings from progress made with the equality schemes, as set out in Appendix 1.

5. **RESOURCE IMPLICATIONS**

5.1 The Council has a revenue budget of £11.400 to meet the direct cost of the corporate equality policy – mainly training and assessment. In response to financial pressures this budget was reduced by 10% last year; otherwise costs involved are – the time taken to review and make changes to services/policies in response to assessment of residents needs. This also helps to achieve our statutory responsibilities. The assessments undertaken have not results in any significant expenditure and the Council is making a proportionate but effective response to statutory and business requirements.

6. **RECOMMENDATIONS**

6.1 Cabinet is asked:

- to note progress made with the corporate equality policy action plan (Appendix 1)
- endorse the new corporate equality action plan (Appendix 2)
- to note the findings from equality impact assessments conducted during 2007/08 (Appendix 3)
- endorse the revised equality impact assessment timetable set out in Appendix 4.

Background Papers

Corporate Equality Policy

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Corporate Equality Policy - Action Plan progress 2008/09

Action	Progress	Further or continuing work
Annual review of equality training <ul style="list-style-type: none"> • Evaluate training to date • Consider linking with training plan for employees • Assess service specific equality training through PDR's 	Achieved	This action will be reviewed annually
Services to consider whether actions arising out of EIA's can be met within existing resources	Achieved So far all have been met through existing resources	Complete
Keep Recruitment Policy under review to align with roll out of Resource Link. Ensure introduction of competencies	On going	Recruitment Policy to be adopted by summer 2009 EIA of Recruitment Policy needed prior to approval
Examination of previous years (equality monitoring) data. Monitoring and analysis of workforce profiles by equality categories for : <ul style="list-style-type: none"> • Applicants for employment, training and promotion • Those who receive training • Those who benefit or suffer detriment as a result of performance assessment procedures • Those involved in grievance procedures • Those who are the subject of disciplinary procedures • Those who leave the council's employment 	HR to provide by May 2009	This action will be reviewed annually
Ongoing review of employment equality assessment of local labour market (LLMA)	On going	This action will be reviewed annually
Complete HR Equality Policy	Achieved	Complete

Appendix 1

Action	Progress	Further or continuing work
Complete EIA of Recruitment policy	On going	EIA to be completed June 2009
Further to analysis of employment monitoring data, more research in terms of: <ul style="list-style-type: none"> • Pay gap • Imported discrimination • females into high grades • males into positions graded 8-13 	On going, will report with equality monitoring	On going
Ensure gender equality, equal pay and under representation are consider as part of the review of HR policies	On going, part of 3 year rolling programme of review of HR policies	On going
Raise general awareness/monitor/evaluate different working patterns and work life balance options available to both male and female employees	Achieved (flexible working EIA and work life balance training)	Complete
Undertake further work to consider why employees do not feel confident reporting gender discrimination	Achieved (dignity at Work training and availability of First contact)	Complete
Undertake further work to explore the reasons why people feel they have been discriminated against	Partial achievement as there are plans to increase the monitoring of appraisals	On going
Ensure any future employee surveys consider the difficulties in obtaining a representative sample from across the whole of the council	Next survey in 2009/10	On going
Review corporate equality policy: <ul style="list-style-type: none"> • Annual review of action plan (March 2009) • Review corporate equality policy (March 2010) • Develop single equality scheme (March 2010) 	Achieved	This action will be reviewed annually
Complete corporate monitoring research	Achieved	Further work to ensure that this is fully adopted

Appendix 1

Action	Progress	Further or continuing work across the council
Complete EIA of: <ul style="list-style-type: none"> • Corporate complaints policy and procedure • Dignity at Work Policy • Grievance and Disciplinary Policy • Open Out 	Achieved On going On going Achieved as part of EIA of Huntingdonshire Community Safety Strategy	March 2010 March 2010
Further work to deliver actions within the consultation & engagement strategy	Partial achievement	Further work required
Report on progress with race/disability/gender equality schemes and corporate equality policy action plan to chief officers, Overview & Scrutiny and Cabinet	Achieved	This action will be reviewed annually
Publication of race/disability/gender equality schemes	Achieved	This action will be reviewed annually
Assessment and publication of results of equality impact assessments	Achieved	This action will be reviewed annually
Consider findings from Disability Equality Scheme consultation	Action replaced by work on disability focus groups for Place Survey	Findings and recommendations from focus group need to be agreed and published
Improved access and support available at leisure centres	Achieved – see EIA of Leisure Services Customer Care Policy. Also: <ul style="list-style-type: none"> • Reception area at St Neots has been improved (lower desks) 	Complete

Appendix 1

Action	Progress	Further or continuing work
	<ul style="list-style-type: none"> Fitness classes aimed at less mobile customers 	
<p>Greater access to ICT for dissemination of information. council to consider how access to services or information about services can be improved by using the Intranet/Internet</p>	Achieved	Complete
<p>Long term involvement with disability support groups and individuals to improve consultation and engagement</p> <ul style="list-style-type: none"> Commit to consultation and engagement with disability support groups and individuals Ensure groups/individuals representing the needs of learning disabled are included in the above 	<p>Achieved</p> <p>Not achieved</p>	This action will be reviewed annually
<p>Consider Level 3 of the Equality Standard for Local Government self assessment. Produce action plan</p>	Achieved	If Level 3 achieved in Summer 2009 this action will be replaced with actions relating to the Achieving level within the new Equality Framework for Local Government
<p>Establish whether further detail required within the performance management system</p>	Achieved	Complete

Corporate Equality Policy - Action Plan 2009/10

Action	Responsibility	Target
Annual review of equality training <ul style="list-style-type: none"> • Evaluate training to date • Consider linking with training plan for employees • Assess service specific equality training through PDR's 	HR and Policy	March 2010
Examination of previous years (equality monitoring) data. Monitoring and analysis of workforce profiles by equality categories for : <ul style="list-style-type: none"> • Applicants for employment, training and promotion • Those who receive training • Those who benefit or suffer detriment as a result of performance assessment procedures • Those involved in grievance procedures • Those who are the subject of disciplinary procedures • Those who leave the council's employment 	HR	March 2010
Further to analysis of employment monitoring data, more research in terms of: <ul style="list-style-type: none"> • Pay gap • females into high grades • males into positions graded 8-13 	HR	March 2010
Annual review of employment equality assessment of local labour market (LLMA)	HR	March 2010
Complete EIA of Recruitment Policy Complete EIA of Dignity at Work Policy	HR	June 2009 March 2010
Undertake further work to explore the reasons why people feel they have been discriminated against	HR	March 2010
Ensure employee surveys consider the difficulties in obtaining a representative sample from across the whole of the council	Policy	Spring 2009

Appendix 2

Action	Responsibility	Target
Review corporate equality policy: <ul style="list-style-type: none"> • Annual review of action plan • Review corporate equality policy • Develop single equality scheme (which includes age, disability, ethnicity, gender, religious belief and sexual orientation) 	Policy	March 2010 March 2010 March 2010
Produce further guidance on corporate monitoring	Policy	March 2010
Further work to deliver actions within the consultation & engagement strategy	Policy	March 2010
Report on progress with race/disability/gender equality schemes and corporate equality policy action plan to chief officers, Overview & Scrutiny and Cabinet	Policy	March 2010
Review race/disability/gender equality schemes	Policy	Spring 2010
Assessment and publication of results of equality impact assessments	Policy	Spring 2010
Findings from Place survey disability focus groups need to be agreed and published	Policy	September 2010
Continue to involve disability support groups and individuals in consultation and engagement and work towards including groups/individuals representing the needs of learning disabled	Policy	March 2010
Review Living & Working in Huntingdonshire booklet	Community Initiatives	March 2010
Achieve Level 3 of Equality Standard for Local Government	Policy	September 2010

Equality Impact Assessments conducted 2007/08 – actions or issues arising

Name of policy or service area	Actions/issues arising out of assessment	Target/date for completion
Abandoned vehicles	<p>Address issues relating to language regarding notifications placed on cars parked on grass verges etc</p> <ul style="list-style-type: none"> • Information now been added to the stickers placed on vehicles for sale and vehicles parked on grass verges – if you need a translation of this notice please call 01480 388388 	Complete
Bailiff contract	<p>Whilst no concerns were raised that the contract could have a differential impact on any groups (or individuals) as the contract specifically complies with legislation and HDC equality policy. The service will:</p> <ul style="list-style-type: none"> • Continue to check all current forms used by the bailiff company and ensure that contract, legislation, and HDC policy requirements are upheld, and that they comply with expected equality standards. • Encourage bailiffs to refer customers to the District Council, and advice agencies, where they identify a vulnerable person, or a customer who may be entitled to benefit, exemption, or discount • A statement regarding the availability of large format documents, and the translation service could be added to all documents. • Customer survey could be sent on a six monthly basis to a random sample of cases passed to bailiffs for collection • Review staff awareness on equality and diversity issues and consider appropriate training or information as part of any annual appraisal • To review whether additional information is required from the 	On-going
Building control		On-going
		March 2010
		April 2010
		Spring 2010
		Spring 2009

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	<p>customer survey questionnaire relating to equality matters on the building control service</p> <ul style="list-style-type: none"> Review staff awareness on equality and diversity issues and consider appropriate training or information as part of annual appraisal process and PDP's. 	Spring 2009
Caravan and camping	<p>Overall this initial equality impact assessment showed that there continues to be comprehensive measures in place to ensure the services delivered by the specialist Environmental Health Officer are inclusive and accessible to all service users. There is no evidence of disadvantage and no action plan is necessary for this service function</p>	
Chartered markets	<ul style="list-style-type: none"> Equality monitor market traders and add equality monitoring data to the application form Draw up balanced market guide 	<p>May 2009</p> <p>May 2009</p>
Customer Feedback Procedure (Complaints)	<ul style="list-style-type: none"> Develop monitoring procedure for customer feedback procedure Introduce an equalities monitoring form when sending out formal complaints information. Ensure equality monitoring is improved across the board and includes all 6 categories Review new procedures in 12 months e.g. annual customer feedback satisfaction survey that targets those people who have submitted feedback over the previous 12 months Develop new computer recording systems Ensure new complaints forms are in Plain English and can be made available in different formats e.g. large print etc. Develop opportunities to publicise and promote the procedure. Ensure complaints data is monitored and analysed and information reports are presented to DMTs. Introduce and promote guidance for officers and customers on 	<p>Summer 2009</p> <p>May 2009</p> <p>May 2009</p> <p>December 2009</p> <p>May 2009</p> <p>May 2009</p> <p>May 2009</p>

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Customer services	<p>a revised customer feedback procedure.</p> <ul style="list-style-type: none"> Establish links between the complaints system and Open out <p>To identify whether any customers have been treated unfairly because of equality issues:</p> <ul style="list-style-type: none"> To report any incidents where customers feel they have been treated unfairly and share these with the steering group. If any corporate decisions need to be made they will be done via the steering group. Customer satisfaction surveys to include the statement regarding if you require this in another format. Ongoing monitoring, feedback and analyse customer comments and take appropriate action. <p>Improve research to enable Customer Services to meet equality issues:</p> <ul style="list-style-type: none"> Determine if there is sufficient support for the deaf, hard of hearing and visually impaired. Also those with mobility issues & language barriers. Using customer survey data, cross reference ethnicity, disability, age and gender (where applicable) with measure of level of satisfaction with customer service within the Customer services centres. <p>Improve accessibility to Customer services:</p> <ul style="list-style-type: none"> Introduce on-line payments. Train staff and raise awareness in dealing with all equality and diverse groups. All new starters to attend the ½ day Equality & Diversity course. All staff to complete the on-line Equality & Diversity training annually. 	<p>May 2009 September 2009</p> <p>On going</p> <p>April 2009</p> <p>On going</p> <p>December 2009</p> <p>May 2009</p> <p>March 2009 December 2009</p> <p>On going December 2009 (once set up)</p>
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	<ul style="list-style-type: none"> • Train staff on corporate guidance for translation of written materials. <p>Ensure appropriate literature and information is available for customers and staff:</p> <ul style="list-style-type: none"> • Highlight signage and improve on existing signage for the new customer service centre. Especially targeting those who are blind or partially sighted. Use this to role out the changes to St Ives and St Neots. Ensure the new customer service centres are DDA compliant. • Improve Customer services web page that is fully compliant to enable access for people with a disability. • Display clear signage encouraging customers to ask for assistance if they have special requirements. <p>Further develop staff awareness and knowledge:</p> <ul style="list-style-type: none"> • Introduce equality and diversity issues through team meetings using games and activities. • Representative for Customer Services Managers to attend regular Equality and Diversity awareness training. Michelle to attend updates. • Train staff to identify, acknowledge and action their own concerns. 	<p>July 2009</p> <p>July 2010</p> <p>July 2009</p> <p>April 2009</p> <p>July 2009</p> <p>On going</p> <p>December 2009</p>
<p>External Funding</p>	<ul style="list-style-type: none"> • To ensure funding applications submitted by HDC staff and partnership take into account potential beneficiaries from the 6 Equality strands - Review all funding applications before submission • To ensure local funding advice organisations and HDC officers give advice to organisation across the 6 equality strands and take into account any additional needs - To encourage monitoring by organisations by External Funding 	<p>On going from April 2009</p> <p>Quarterly meetings from July 2009</p>

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Growing Success	Officer as part of the External Funding Action Plan	
Housing & Council Tax Benefit Intervention Strategy	<ul style="list-style-type: none"> • Ensure future revisions include a statement regarding the availability of the plan in alternative formats • Improve and promote consultation & engagement database • Produce further guidance on corporate monitoring • To review interventions against the caseload mix and risk profiling - compare the interventions already undertaken in a period against equality data • Improve and monitor delivery of the benefit service - set up communications channels with Customer Services Managers for regular feedback on the outcomes of the items in the Customer Services EIA action plan. • To ensure staff are aware and trained on equality and diversity issues - annually review staff awareness on equality and diversity issues and ensure all members of the team attend training. 	<p>Immediately</p> <p>March 2010 March 2010</p> <p>December 2009</p> <p>June 2009</p> <p>March 2010</p>
Housing & Council Tax Benefits Take Up Strategy	<ul style="list-style-type: none"> • To review our caseload against the 'make up' of the district - compare the data we hold on equality categories • Improve and monitor accessibility to service - set up communications channels with Customer Services Managers for regular feedback on the outcomes of the items in the Customer Services EIA action plan. • To ensure customers not currently claiming benefit are targeted on grounds of need/ability to pay - use Mosaic dataset and the current caseload data to identify vulnerable and hard to reach groups and those most likely to have an entitlement to benefit • To ensure staff are aware and trained on equality and diversity issues - annually review staff awareness on equality 	<p>March 2010</p> <p>June 2009</p> <p>September 2009</p> <p>March 2010</p>

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	and diversity issues and ensure all members of the team attend training.	
Planning Appeals	<ul style="list-style-type: none"> • Make sure all staff involved with appeals are aware of equality / diversity issues that affect their work through research / training • Establish if BME's feel adversely impacted against in accessing the service. • Invite other people's perspectives of this assessment. 	<p>By 2010</p> <p>February 2010</p> <p>Spring 2009</p>
Planning Application Consultations and Notifications	<ul style="list-style-type: none"> • Ensure all staff are aware of equality and discrimination issues that effect their work • Review font size and style of documents especially press notices • Consider amending consultation/notification letters and site/press notices to offer to provide in other formats • Review if a consultee or third party survey is required to assess if they are content that discrimination has been avoided and/or include equality questions in next customer satisfaction survey, particularly by race/age/disability. • Consider if a statement is required from the LPA about how a person's disability will be taken into account and weighed up in consideration of planning applications 	<p>By 2010</p> <p>February 2010</p> <p>February 2010</p> <p>February 2010</p> <p>February 2010</p>
Planning Enforcement	<ul style="list-style-type: none"> • Make sure all enforcement staff are aware of equality / diversity issues that affect their work through research / training. • Establish if BME's feel adversely impacted against in accessing the service. • Assess whether complaints from District Councillors would be investigated if judged against the 'harm score'. 	<p>March 2010</p> <p>February 2010</p> <p>April 2010</p>

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	<ul style="list-style-type: none"> • Establish if the 'harm score' needs to be made public. • Invite other people's perspectives of this assessment. • Ensure all planning staff are aware of equality / diversity issues that affect their work through research / training. • Update SCI • Ensure those working on the Gypsy and Traveller Sites DPD are aware of relevant issues regarding race. • Improved monitoring of respondents to planning documents • Better involvement of young people in plan-making • Better use libraries to encourage involvement of younger and older people • All reasonable communication methods are available • Invite other people's perspectives of this assessment. 	<p>By October 2009 Spring 2009</p> <p>By March 2010</p> <p>Prepare timetable by December 2009</p> <p>On going over timeframe for this work</p> <p>Decision by July 2009</p> <p>July 2009</p> <p>July 2009</p> <p>March 2010</p> <p>Spring 2010</p>
<p>Preliminary enquiries about development (PENQ)</p>	<ul style="list-style-type: none"> • Ensure all staff are aware of equality and discrimination issues that effect their work • Consider if all preliminary enquiries ought to be recorded • Improve record keeping on preliminary advice given in phone calls, emails and meetings so officers from one team can trace another's records. • Planning staff to be encouraged to use clear, jargon-free language. • Consider amending some forms and correspondence to offer I alternative formats • Consider if Development Control's PENQ service should be promoted further to third parties • Review if an enquirer survey is required to assess if enquirers are content that discrimination has been avoided 	<p>By March 2010</p> <p>September 2009</p> <p>September 2009</p> <p>On going</p> <p>February 2010</p> <p>February 2010</p> <p>February 2010</p>

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	<ul style="list-style-type: none"> Consider if a statement is required from the LPA about how a person's disability will be taken into account and weighed up in advice on preliminary enquiries. 	February 2010
Management of industrial and commercial properties and	<ul style="list-style-type: none"> Ensuring all relevant staff are aware of the policy Whenever tenant consultations are carried out, include questions on equality A tenant vacation questionnaire to be introduced which will also invite comments on equality issues Provide and regularly update information to business tenants in plain English Advertise vacant property on the Council's website Investigate the use of plain English leases and generally consider simplifying documentation Whenever any properties are upgraded by the Council, or improvements are carried out by tenants, ensure that DDA issues are fully considered 	<p>April 2009 April 2010 April 2010 April 2010 April 2009 October 2009 April 2009</p>
Benefit Fraud Prosecution Policy	<ul style="list-style-type: none"> To review investigations undertaken and the outcomes of these against the caseload mix and risk profiling. Improve and monitor delivery of the benefit service. To ensure staff are aware and trained on equality and diversity issues 	
Home energy	<ul style="list-style-type: none"> To ensure that equalities information is logged on access database for easy Interrogation To compare equalities information gathered with proportions of overall population to check for discrepancies Based on feedback consider whether there are any equalities groups which need to be specifically targeted to take advantage of the service Customer satisfaction survey produced for all residents 	<p>Complete 2009 2009/2010 2009</p>

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	<p>receiving service</p> <ul style="list-style-type: none"> • Monitor feedback and % of returns and act on feedback • Review current publicity media to consider any necessary changes to make service more accessible • Review staff awareness on equality and diversity issues and ensure all members of the Environment Team attend training 	<p>2009 2009 2009/2010</p>
Flexible working	<ul style="list-style-type: none"> • Initiatives to raise awareness of flexible working policies across organisations, such as an awareness week or leaflets, updates in handbooks, staff magazines etc. Awareness initiatives will also include training for line managers. • Promotion of other forms of flexible working e.g. term time or compressed hours, job sharing home working etc and consideration of including term time/compressed house into the flexible working hours framework. • Introduction of a formal monitoring system for measuring applications for and uptake of flexible working policies e.g. equality monitoring of applications for flexible working e.g. home working, part time, job share, term time or compressed hours. • Encourage as many employees as possible to complete the annual staff survey, to improve the validity of the results in relation to flexible working. • Emphasising the opportunity that flexible working policy presents to employees and managers to demonstrate how it promotes equality, diversity and human rights. 	<p>Through Leadership Development Programme – from July 2009</p> <p>On demand</p> <p>May 2009</p> <p>May/June 2009</p> <p>Through Leadership Development Programme – from July 2009</p>
Grievance procedure	<ul style="list-style-type: none"> • Grievances should be recorded in terms of Gender / Race / Disability from 1st April 2009. • Statistics need to be kept in terms of the type of grievances being raised / what areas of the organisation? / are there any 	<p>April 2009</p> <p>May 2009</p>

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	<p>patterns that could be recognised?</p> <ul style="list-style-type: none"> • Look at reasons on Exit Questionnaires to highlight leavers who potentially had a grievance in the workplace • Review the grievance policy in line with the changes / actions recorded above • Consult with ELAG / Unison with regard to the policy (what improvements could be made in the process?) • Clarify what stage the process is classed as a Grievance – initial discussion with Manager? How is this recorded/highlighted to HR • Assess whether employees are fully aware of the procedure • Ensure Grievance policy forms part of the new directory handbook to improve accessibility for employees. 	<p>As and when required</p> <p>September 2009</p> <p>September 2009</p> <p>October/November 2009</p> <p>October 2009</p> <p>October 2009</p>
<p>Performance development reviews</p>	<ul style="list-style-type: none"> • Equality training – to ensure employees are aware of equality issues and any potential discrimination individual employees could face during the PDR process. • PDR process to be evaluated to ensure that it is fair and equitable. • HR to collect stats on how many employees receive a PDR / how many people have attended appraisal training? • Information collected on the use of appraisal and is to be analysed by occupational group, pay scale, ethnicity, disability gender and age for both full-time and part-time staff. 	<p>April 2009 and ongoing as part of the Learning and Development Programme</p> <p>July 2009 based on score analysis</p> <p>July 2009</p> <p>August 2009</p>
<p>Redundancy policy</p>	<ul style="list-style-type: none"> • Ensure managers consider skills rather than age and experience when creating selection criteria. • Monitor redundancy and redeployment by equality strands and consider additional action for groups who may experience 	<p>As and when redundancy situations arise</p> <p>May 2009</p>

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	<p>higher levels of unemployment.</p> <ul style="list-style-type: none"> • Continue training • Collect data via exit interviews on satisfaction with process and any equalities issues • Make procedures for redundancy and redeployment clear and accessible for all staff. • Make clear in the policy wording who it applies to (i.e. not apprentices etc • Needs Updating / Reviewing 	<p>June 2009 On a weekly basis as Exit Questionnaires are returned to the HR Section</p> <p>February 2010</p> <p>February 2010</p> <p>February 2010</p>
<p>Performance related pay</p>	<ul style="list-style-type: none"> • Research whether there is a problem at HDC by looking at the amount paid in performance related pay, to men and women, by race, disability etc over the past year. Examine each grade and the distribution of performance pay within each grade. • Find out whether employees understand the system and how the amount they are paid is arrived at following their PDR. • Managers need training and guidance to ensure they understand how to avoid equality bias. Where high scores are given a group of managers should agree thereby reducing individual bias. • Ensure the criteria for rewarding performance are clearly defined and achievable and targets are equal across departments within HDC • Ensure all decisions on pay are properly documented? • Properly documented decisions will enable the employer to explain the reasoning behind the pay difference not only records of the payments, but also of the evidence used to determine the level. 	<p>January 2010</p> <p>Appraiser/appraisee training annually</p> <p>Review Panel to be introduced April 2010</p> <p>Appraiser /Appraiser Training – annually.</p> <p>Review Panel to be introduced April 2010</p> <p>Personal Development Reviews - annually</p>

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<p>Joint waste strategy (JWOG)</p>	<ul style="list-style-type: none"> • Encourage JWOG to undertake target group consultation when the strategy is implemented on the ground • Take results of this overview EIA to the JWOG for their comments • Where HDC has specific actions within the strategy – these need to be equality impact assessed • Get agreement from JWOG to get actions that each partner is responsible for an EIA on their areas of responsibility. 	<p>September 2009 September 2009 March 2010 September 2009</p>
<p>Leisure services customer care policy</p>	<p>To identify whether any customers have been treated unfairly because of equality issues:</p> <ul style="list-style-type: none"> • Establish liaison arrangements with; community organisations, area, district and regional boards. Advisory boards. HDC Policy division. Through these liaisons determine needs based on race, religion, language, disability and age. • Activity and service surveys to include a question about equality issues. • User survey to include a question about equality issues. • Monitor feedback and analyse customer comments and take appropriate action. <p>Improve Health & Safety of customers:</p> <ul style="list-style-type: none"> • Improve Emergency Evacuation Procedures (EAP) for customers who are mobility or visually impaired. • Establish liaison arrangements with HDC Policy division to identify any changes in local demographics. • Determine if there is sufficient support for the deaf and hard of hearing • Consultation with different age groups to identify preferred method of communication. 	<p>April 2009 April 2009 December 2009 April 2009 September 2009 April 2009 December 2009 June 2009</p>

	<ul style="list-style-type: none"> • Using customer survey data, cross reference ethnicity, disability, age and gender with measure of level of satisfaction with customer service within HDC Leisure Centres. <p>Improve accessibility to HDC Leisure Centres:</p> <ul style="list-style-type: none"> • Introduce on-line payments. • Train staff to assist customers who are in a wheelchair. <p>Ensure appropriate literature and information is available for customers and staff:</p> <ul style="list-style-type: none"> • Train staff on corporate guidance for translation of written materials. • Using the corporate guidance on the translation of written material, and dependant upon request, consider literature, in particular, concerning terms and conditions of use, facilities and courses in different formats e.g. large print, Braille, foreign languages. • Improve clarity and promotion for customers and staff concerning help available for people with a disability e.g. posters, signage and staff training. • Introduce 'Customer Care' web page for Leisure Centres that is fully compliant to enable access for people with a disability. • Display clear signage encouraging customers to ask for assistance if they have special requirements. <p>Further develop staff awareness and knowledge:</p> <ul style="list-style-type: none"> • Include question in staff survey on equality and diversity to assess staff awareness. • Review staff awareness on equality and diversity issues through PDR and consider appropriate training. • Representative for Leisure Centre Managers to attend Equality and Diversity awareness training (corporately 	<p>May 2009</p> <p>April 2009 December 2009</p> <p>July 2009</p> <p>Subject to appropriate staff and financial resources, commence</p> <p>July 2009</p> <p>April 2009</p> <p>April 2009</p> <p>April 2009</p> <p>March 2009.</p> <p>May 2009.</p>
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	<p>arranged and funded by Policy) and feed back to rest of team.</p> <ul style="list-style-type: none"> • Train staff to understand the needs of different groups and where staff can get help to better understand those needs. • Train staff to enable them to give assistance to customers with a disability. • Train staff to identify, acknowledge and action their own concerns. 	<p>Subject to appropriate staff resources, commence April 2009.</p> <p>December 2009</p> <p>December 2009</p> <p>December 2009</p>
Local Housing Allowance Vulnerability & Safeguard Policy	<ul style="list-style-type: none"> • To review our LHA caseload against safeguard applications received - compare the data we hold on equality categories • Improve and monitor delivery of the benefit service - Set up communications channels with Customer Services Managers for regular feedback on the outcomes of the items in the Customer Services EIA action plan. • To ensure staff are aware and trained on equality and diversity issues - annually review staff awareness on equality and diversity issues and ensure all members of the team attend training. • Check all current forms and procedures to ensure they comply with expected standards and that they do not discriminate. • A statement regarding the availability of large format documents, and the translation service could be added to all documents, not just bills and reminders. • Equality questions could be included on all application forms 	<p>March 2010</p> <p>June 2009</p> <p>March 2010</p>
Local taxation		<p>On going</p> <p>Review over next 6 months</p>

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	<p>for discretionary reductions. The same questions could be inserted into on-line forms.</p> <ul style="list-style-type: none"> • A general customer satisfaction survey could be included on the HDC website, to include equality questions. • Customer survey could be sent on a six monthly basis to a random sample of cases at all enforcement stages • Review staff awareness on equality and diversity issues and consider appropriate training or information as part of annual appraisal process and PDP 	<p>Review over next 12 months</p> <p>Over next 12 months</p> <p>Over next 12 months</p> <p>On going</p>
<p>Oxmoor Neighbourhood Management area (external EIA)</p>	<ul style="list-style-type: none"> • Consideration of how the Pakistani community are represented on the NM Board. • more co-ordination of how to address the needs of migrant workers and integration with wider community • more work to address the needs of LGBT community e.g. via dHIVerse and Encompass. • Consideration of how gender issues - more work could be done to be inclusive within this sector • Must ensure marketing materials are Easy Read and internet-based documents are JAWS-proof. • Need to start to build intergenerational links. • The future Board membership will need to be monitored for ethnic background (gender and disability too) possibly along with the membership/attendance of representative groups 	<p>No targets available yet.</p>
<p>Press releases</p>	<ul style="list-style-type: none"> • Press release aid memoire and protocols to include a note about equality issues. • Review team awareness on equality and diversity issues and 	<p>September 2009</p> <p>May 2009</p>

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	<p>consider appropriate training or information as part of annual appraisal process and PDP.</p> <ul style="list-style-type: none"> • Consider EIA issues as part of management processes. • Target a more diverse range of local and regional community media – a database of community and voluntary organisations should ensure greater contact with diverse communities. • The communications and marketing team has a media monitoring database. When recording press cuttings, details need to be logged if press releases relate to equality issues. • Promoting the council's policy on equality • Publicising council initiatives and services relating to diversity and inclusion. 	<p>September 2009 December 2009</p> <p>On going On going On going</p>
Private sector housing	<p>There is no evidence of disadvantage and no action plan is necessary for this service function</p>	
Professional design services	<ul style="list-style-type: none"> • To reassess the equality assessment with the staff that provide the service - hold surgery with staff to discuss the report. • Discuss each scheme with the client to assess any special requirements for equality during the design process - Make staff aware of need for equality assessment for each scheme • To make consultation accessible to wide audience and ensure minorities or hard to reach have opportunity to comment - For each scheme to assess audience and aim to reach them • To analyse who responds to consultation to assess equality. This might be the usual equality groups, but could be specifics for each scheme - Add appropriate questions to consultation document to assess responses 	<p>July 2009</p> <p>On going On going On going</p>
Parks, open space & Countryside Services	<ul style="list-style-type: none"> • Public/Green Space strategy required • Culturally Sensitive marketing and Publicity when considering 	<p>On going On going</p>

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	<p>how to promote the Service/facilities</p> <ul style="list-style-type: none"> • Consider how best to consult/engage with different equality groups • Review staff awareness on equality issues. • Review information sources and ensure compliance with council policy (information in alternative formats) 	<p>On going</p> <p>March 2010</p> <p>March 2010</p>
Waste collection	<ul style="list-style-type: none"> • Ensure new assisted collection form includes monitoring questions • Review staff awareness on equality issues. • Review information sources and ensure compliance with council policy 	<p>Immediate on commencement of use</p> <p>March 2010</p> <p>March 2010</p>
Whistle blowing policy	<p>Improving access to internet forms by people who have reading difficulties - request IMD to make the interactive internet pages readable by the Read Speaker software.</p>	<p>On going</p>

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EIA's brought over from 08/09 highlighted in red

Function/policy/procedure	Existing/proposed policy related to function	Priority
Central Services		
HR Responsible for pay & performance, recruitment & selection, good employment & foster a culture of innovation in service delivery	Dignity at work Employee code of conduct Framework for salaries Incremental progression for exam success Disciplinary & capability procedures Joint Consultation (ELAG) Mobile & home working People Strategy Recruitment Strategy Management Development	2009/10
Sustainable Economic development	Local economy strategy Tourism	2009/10
Political management structures & support		2009/10
Electoral Services		2009/10
Licensing Services		2009/10
Local Land Charges To maintain a register of local land charges and deal with local land charge searches		2009/10
Printing Services To provide a high quality printing and reprographic service and enhance the Council's image		2009/10
Asset Management Plan A strategic planning document with the aim of ensuring efficient, effective and sustainable use of land and buildings		2009/10
Legal Service To ensure the Council acts within its statutory powers and its interests are properly protected		2009/10
Commerce & Technology		
Leisure Centres	Impressions Marketing Plan (March 2010) Junior activities & crèche facilities (June 09) NOP & EAP policies (March 2010) Leisure Strategy (September 09)	2009/10

EIA's brought over from 08/09 highlighted in red

Function/policy/procedure	Existing/proposed policy related to function	Priority
Financial Services Including creditor payments, financial management, financial strategy, income generation, insurance & risk management, internal audit, payroll, & treasury management.	Leisure centre business/service plans removed as these will be covered by Leisure Strategy EIA Employee & recruitment policy not required as covered by corporate policy currently being written. Debt recovery Strategy Income – staff procedures/guidance	2009/10
Information Communication Technology Participate in the development of a corporate Information Strategy, provision of an IT service and ensure the Council makes best use of new technology		2009/10
Environmental & Community Services Community Initiatives		
Air Quality To review and assess local air quality	No policies – will assess the neighbourhood management plans (Ramsey, Oxmoor and St Neots)	2009/10
Pest control		
Contaminated Land To deal with land which is contaminated		2009/10
Health Promotion		2009/10?
Infectious Diseases Control the spread of infectious diseases		2009/10
Car Parks (strategy) To compliment the Transportation Plan		2009/10
Drainage To advise on location of sewers, ensure sewerage maps are available and assess the need for sewerage schemes for unsewered villages		2009/10
Car Parks Management To provide secure car parking spaces to meet demand and		2009/10

Year 3

EIA's brought over from 08/09 highlighted in red

Function/policy/procedure	Existing/proposed policy related to function	Priority
reduce crime and nuisance in car parks		
Grounds Maintenance To keep amenity areas well maintained and safe		2009/10
Street Cleaning To keep the district clean and free from litter		2009/10
Policy & Technical Support To influence the future pattern of development in the district		2009/10
Planning	Public/Member presentation Assessing grant requests	2009/10

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**CORPORATE EQUALITY POLICY – ACTION PLAN PROGRESS
(Report by the Overview and Scrutiny Panel (Social Well-Being))**

1. INTRODUCTION

- 1.1 At its meeting held on 2nd June 2009, the Overview and Scrutiny Panel (Social Well-Being) considered a report by the Head of People, Performance and Partnerships, which outlined the progress made to date in respect of the Council's Corporate Equality Policy Action Plan.

2. COMMENTS

- 2.1 The Panel has been informed by the Executive Councillor for Resources and Policy of the background to the Plan, together with details of the achievements made by the Council in this respect over the previous year. Having been reminded that the Council has attained Level 2 of the Equality Standard for Local Government, Members have been advised that the Council is now working towards achieving Level 3 of the Standard. A prerequisite of this is the completion of a series of evidence based Equality Impact Assessments. External assessment for validation is due to be undertaken in July 2009 and Officers are optimistic about the outcome. Should the Council be successful this will be significant for Huntingdonshire's classification under the new Equality Framework, which replaces the Equality Standard. While the Appendices to the report by the Head of People, Performance and Partnerships contain details of work that still needs to be completed, it is emphasised that this work does not need to have been completed but the Council does need to be able to demonstrate that it is making progress towards finishing this work.
- 2.2 The Panel has been advised that an annual random sample survey is usually conducted by the Council to ascertain residents' perceptions of Council services including their views on how the Council rates on equalities matters. This year, however, these views have been sought via the Place Survey, though it is stressed that the questions asked differ from those previously employed, which accounts for the change in response rates. The survey will be repeated at least every two years.
- 2.3 In noting that the Action Plan is intended to address equalities relating to race, disability and gender, the Panel has commented that rurality and, specifically, access to services in rural areas should be regarded as an equality issue. While Members have been assured that the Council is addressing the particular requirements of customers in rural areas, they have suggested that this should be made more overt, by incorporating it within the Action Plan.
- 2.4 The Panel has discussed the training on equality and diversity that is provided for employees and the introduction of a new e-learning course. The theme of equality is also included within the Council's Corporate Induction Programme and sessions on equalities are offered to all Managers to enable them to ensure front-line Officers use acceptable behaviour. In addition, the Corporate

Officer Group has responsibilities in this area and the Council's corporate feedback procedure is monitored for equalities implications of complaints.

- 2.5 The Panel has expressed some concern at the 10% reduction in the budget set aside by the Council to deliver the Action Plan, but Members have received assurances that the work required to complete Equality Impact Assessments can be undertaken within the allocated budget in the forthcoming year.

3. CONCLUSION

- 3.1 The Cabinet is invited to consider the comments of the Overview and Scrutiny Panel (Social Well-Being) as part of its deliberations on the report by the Head of People, Performance and Partnerships.

BACKGROUND INFORMATION

Minutes and Report of the meeting of the Overview and Scrutiny Panel (Social Well-Being) on 2nd June 2009.

**Contact Officers: Miss H Ali
(01480) 388006**

CABINET

18 JUNE 2009

**REGIONAL SPATIAL STRATEGY
SINGLE ISSUE REVIEW
ACCOMMODATION FOR GYPSY AND TRAVELLERS AND TRAVELLING
SHOWPEOPLE IN THE EAST OF ENGLAND
THE SECRETARY OF STATE'S PROPOSED CHANGES MARCH 2009**

(Joint Report by Head of Planning Services and Head of Housing Services)

1. Introduction

- 1.1 This report considers the Council's response to the Government's Proposed Changes to the Draft Policy put forward by the East of England Regional Assembly (EERA) for Gypsy and Traveller accommodation.
- 1.2 This matter was considered by the Gypsy & Traveller DPD Officer Steering Group on 29th April 2009. It was agreed that this report should be circulated to all Members of the Overview and Scrutiny Committee and Cabinet, so that their comments could be available for a meeting with the Executive Member for Planning Strategy and Transport. This enabled the Council's views to be sent to GO-East before the end of the consultation period with ratification by Cabinet on the 18th June. A copy of that response to GO-East is copied at Appendix 1.

2. Background

- 2.1 EERA submitted the Draft Policy to the Secretary of State in February 2008 and it was the subject of 12 weeks public consultation. An independent panel of inspectors held an Examination in Public to test the soundness of the draft policy in October 2008. The Panel submitted their Report to the Secretary of State in December 2008.
- 2.2 The consultation on the Proposed Changes runs from 27th March to 22nd May 2009 (and it is confirmed that the Council did submit its response to the consultation by the closing date of 22nd May).
- 2.3 This Council is preparing a Development Plan Document (DPD) for Sites for Gypsies and Travellers. It will be important to ensure that the DPD is consistent with the RSS policy and policies in the Council's Core Strategy.

- 2.4 The Hearings for the Examination into the Huntingdonshire Core Strategy have now closed. Policy CS6, which sets out criteria for the location of sites for Gypsies, Travellers and Travelling Showpeople was not a matter on which the Inspector sought additional information through the Hearings.
- 2.5 The District Council published an Issues Consultation document in January 2009 which was subject to public participation. The results of this participation will be reported to Members and will inform the next stages in the production of the DPD.

3. The Draft Policy

- 3.1 With regard to Huntingdonshire the Draft East of England Policy proposed that the existing 20 permanent residential pitches (as at 2006) should increase by 20 pitches to 40 pitches by 2011. For the longer period, the draft policy proposed that provision should be made on the basis of an annual 3% increase on the overall planned provision in 2011. Huntingdonshire's share based on the increase required between 2006-2011, would translate into a further 18 pitches being required for the period 2011-21 with the total additional pitches therefore being 38 pitches for the period 2006-2021.
- 3.2 The Draft Policy did not include provision for either Transit Sites nor for Travelling Showpeople. It simply stated that this is the subject of "ongoing research".

4. The Proposed Changes

- 4.1 Having taken the Panel's report into consideration, GO-East has now published Proposed Changes to the Draft Policy; the main matters for Huntingdonshire are as follows.

General

- 4.2 The Panel recommended that the next round of GTAAs should give more emphasis to investigating the preferences of Gypsies and Travellers living in bricks and mortar to return to living on caravan sites, and include a fuller investigation of the needs of New Travellers. This has been accepted by the Government, although it does not form part of the Policy.

Comment:

This will be noted in respect of the review of the Cambridgeshire Sub-Region GTAA which is due to be prepared in 2011.

Provision of permanent residential pitches

- 4.3 The Proposed Changes include the provision of permanent residential pitches to be on the basis of an “at least” requirement in exactly the same way as the RSS does for housing. The Policy makes it clear that such provision counts towards meeting housing requirement targets set out in the RSS and to affordable housing targets.
- 4.4 The number of permanent residential pitches which Huntingdonshire would have to provide rises from +20 to +25 by 2011. This change is based on the Panel’s assessment that Huntingdonshire had potential “to increase local opportunity in an area convenient to sub-regional need” (Panel’s report paragraph 4.77).
- 4.5 This modest increase is still within the range suggested by the Cambridgeshire Gypsy & Traveller Accommodation Assessment of 2005, which suggested provision of a range of 20-25 additional pitches.
- 4.6 There is no Proposed Change to the approach to the longer term (which is based on 3%), so for the period to 2021 (the plan period for the DPD), a further 21 pitches would be required compared with a further 18 pitches in the Draft Policy. This Council expressed concerns at the earlier stage that the 3% annual compound increase in provision appeared to be based on inadequate evidence. Although this matter was examined by the Panel of Inspectors and they concluded that it is robust, it is recommended that reference be made to the potential for Gypsy and Traveller Accommodation Assessments (GTAA’s) to arrive at more robust figures.

Comment & Recommended Response:

The addition of the “at least” requirement has implications for the Council’s DPD but is consistent with the RSS approach for housing for the settled community and therefore would be difficult to challenge. No response on this is proposed.

The increase in the requirement of permanent residential pitches by 5 for the period up to 2011 is still consistent with the findings of the GTAA.

Recommended Response 1: The District Council accepts the Proposed Change to the requirement for permanent residential pitches from 20 to 25 by 2011 as this is the upper limit of the range suggested by the Cambridgeshire Sub-Region GTAA.

The consequential increase for the post 2011 period is consistent with the approach in the Draft Policy. This is a matter that we previously objected to on the basis that a 3% increase was not based on thorough research. It is recommended that an opposing stance on this is maintained.

Recommended Response 2: The Council has previously expressed concerns about the approach taken to calculate longer term need beyond 2011. The 3% annual compound growth rate for permanent pitch provision is not strongly based on evidence as there are difficulties of establishing longer-term needs. The Council considers that GTAAs will be better placed to establish the level of longer term need and reference should be made to them in the policy.

Provision of Transit Pitches

- 4.7 The Panel recommended that Transit provision should be a requirement of the Policy because:
- There is evidence from across the region both confirming that there is a need for some transit provision and indicating where this should be provided.
 - Unauthorised encampment is extremely undesirable and the benefits of providing an alternative should be given considerable weight.
 - Although there is an understandable concern about the pressure there may be for transit sites to become used to make up the shortfall of residential provision, the Panel did not believe these are insurmountable difficulties, as is indicated by the continued operation of two transit sites in the region.
- 4.8 Further, the Panel's report at paragraph 5.13 notes, *"Cambridgeshire Constabulary reported that there are frequently summer encampments for about 2 months in the Peterborough and Huntingdonshire areas. Peterborough City Council accepted that there is a need which it intends to meet, although the precise figure is difficult to quantify. Huntingdonshire DC suggested that an emergency stopping place might be necessary but that this should be investigated locally. FFT argued for a network of provision, including a site in the vicinity of Cambridge. Fenland DC is progressing the provision of a 9 pitch site. The need for this has been established from the work of the Gypsy Liaison Officer, and is intended to accommodate seasonal workers."*
- 4.9 Paragraph 5.14 of the Panel's report states *"Calculations based on the Caravan Count data produce a range of 6-33 pitches. FFT argues for four sites (40 pitches) spread around the virtual county in Cambridge, East Cambridgeshire, Fenland and Peterborough."*
- 4.10 The Proposed Changes put forward a requirement to provide 40 Transit pitches across Cambridgeshire and Peterborough by 2011 but give very limited locational guidance as to how these might be distributed, simply referring to the "Cambridge area, Fenland, Huntingdonshire and Peterborough". The 9 pitches referred to in the Panel's Report in Fenland

District have now been granted planning permission and therefore it can be assumed that this counts towards the requirement.

- 4.11 The Policy as now proposed to be changed requires local authorities to work together to establish a network of Transit pitches, with location and size defined by local studies. Given the evidence from the Examination presented by the Cambridgeshire Constabulary, there will be some pressure for at least some of this provision to be made in the A1/A1(M) corridor.

Comment & Recommended Response:

This is a significant new requirement which is likely to result in the need for a transit site with several pitches in Huntingdonshire. The evidence base for including specific pitch requirements in the Policy is not robust and is open to challenge. Also, given the general need for permanent accommodation, and the pressure on existing sites, it is possible that Transit sites would simply be occupied as permanent residential sites, particularly until sufficient permanent sites are established across the region. This, in turn, could create significant management difficulties.

The Proposed Change would require the network of transit sites to be delivered in less than 2 years. This is not realistic or appropriate in all areas, including in Cambridgeshire and Peterborough where additional studies are needed to give further locational guidance and to disaggregate the figures to a District level to inform DPDs. A degree of flexibility should be included in the policy, to enable Transit provision to be delivered in the subsequent 5 year period if local circumstances mean this is a more appropriate approach.

A further problem is that work to inform DPDs on Transit pitches could delay the production of those documents and consequent delay to the provision of permanent residential pitches. If the Policy remains as proposed to be changed and DPDs do not include Transit pitch provision, there would be a real danger of them being found unsound.

Recommended Response 3: The Council has grave concerns regarding the Proposed Change to introduce County requirements for Transit provision by 2011. These figures have been introduced at a late stage in the process on the basis of limited evidence which has not been subject to full participation and scrutiny and this runs the risk of the Policy being unsound. Furthermore, the Proposed Changes would require the network of transit sites to be delivered in less than 2 years. This is not realistic or appropriate in all areas, including in Cambridgeshire and Peterborough where additional studies are needed to give further locational guidance and to disaggregate the figures to a District level to inform DPDs. A

degree of flexibility should be included in the policy to enable Transit provision to be delivered in the subsequent 5-year period if local circumstances mean this is a more appropriate approach.

Provision for Travelling Showpeople

- 4.12 The Proposed Changes also add a specific figure for provision for Travelling Showpeople. The Draft Policy did not include a specific figure, indicating that it was the subject of on-going research. At the Examination evidence was submitted by the Showmen's Guild of need in each district. This was subject to comment by the participants, but it was acknowledged by the Panel that local authority members had not had the opportunity to consider the subject. The Panel's Report recommended an interim plot requirement by County be added to the policy.
- 4.13 The Proposed Changes accord with this, noting that there is existing provision for 54 families of Travelling Showpeople in Cambridgeshire and Peterborough and requiring 18 additional plots in "East Cambridgeshire and elsewhere" by 2011, with a 1.5% per annum allowance for household growth beyond 2011.
- 4.14 Most of the existing provision is in East Cambridgeshire, and the evidence presented by the Showmen's Guild to the Examination in Public did not suggest any need in Huntingdonshire.

Comment & Recommended Response:

Although there is no direct suggestion that Huntingdonshire should provide plots for Travelling Showpeople, this raises similar concerns to those raised by Transit provision. The needs of Travelling Showpeople across the region should be the subject of further research, as there is currently insufficient information to make specific district or county based requirements. Evidence from the Showmen's Guild which led to the requirements was introduced at a very late stage in the plan making process, during the Examination in Public. It did not form part of the evidence base for the consultation process, and the appropriateness of the evidence and potential options for distribution of provision have not been subject to options testing or wider consultation. The figure included is considerably higher than the need identified through the Cambridgeshire GTAA, which indicated a need of only 5 plots.

Again, as with Transit pitch provision, the introduction of a county-based requirement at this late stage could also delay planning for permanent pitches, if DPDs are delayed to account for this.

The requirement for a 1.5% annual compound increase in plots is not well based in evidence, in the same manner as the 3% requirement is not for permanent residential pitches.

Recommended Response 4: The Council is also concerned at the Proposed Change to introduce County requirements for plots for Travelling Showpeople. The needs of Travelling Showpeople across the region should be the subject of further research, as there is currently insufficient information to make specific district or county based requirements for 2011 followed by an annual compound increase requirement. Evidence from the Showmen's Guild which led to the requirements was introduced at a very late stage in the plan making process, during the Examination in Public. It did not form part of the evidence base for the consultation process, and the appropriateness of the evidence and potential options for distribution of provision have not been subject to options testing or wider consultation. The figure included is considerably higher than the need identified through the Cambridgeshire GTAA, which indicated a need of only 5 plots. For these reasons, this Proposed Change should be rejected and instead the Policy should refer to the need for further work to be undertaken to inform a subsequent review of the Policy.

5. Cambridgeshire & Peterborough Joint Response

- 5.1 Work at Officer level has been undertaken by the councils to agree a broad approach which can be sent to GO-East. There is general agreement about the problems which would accrue if the Proposed Changes on Transit and Travelling Showpeople were to be included in the final policy. The Draft Joint Statement is attached as Appendix 2.

6. Recommendations

- 6.1 It is recommended that Cabinet makes the following representations to GO-East, based on the comments and proposed responses above, together with an additional recommended response which emphasises the potential for DPD provision to be delayed as a result of these Proposed Changes:
- 1. The District Council accepts the Proposed Change to the requirement for permanent residential pitches from 20 to 25 by 2011 as this is the upper limit of the range suggested by the Cambridgeshire Sub-Region GTAA.**
 - 2. The Council considers that GTAAs will be better placed to establish the level of longer term need and reference should be made to them in the policy.**

- 3. A degree of flexibility should be included to enable Transit provision to be delivered in the subsequent 5-year period if local circumstances mean this is a more appropriate approach.**
- 4. The Proposed Change on Travelling Showpeople should be rejected and instead the Policy should refer to the need for further work to be undertaken to inform a subsequent review of the Policy.**
- 5. The Council considers that without the changes suggested in these representations, there is a danger that the production of DPDs in Cambridgeshire and Peterborough allocating much needed permanent pitches will be delayed.**

CONTACT OFFICER - enquiries about this report to Richard Probyn (Planning Policy Manager), on 01480 388430 or Steve Plant (Head of Housing Services) on 01480 388240

APPENDIX 1

Regional Planning Team,
GO-East,
Eastbrook,
Shaftesbury Road,
Cambridge.
CB2 8DF

20th May 2009

Dear Sir

EAST OF ENGLAND RSS GYPSY AND TRAVELLER REVIEW: DECISIONS ON THE RECOMMENDATIONS OF THE EXAMINATION PANEL AND PROPOSED CHANGES

Please find below comments from Huntingdonshire District Council on the Proposed Changes to the Draft Policy in the East of England Plan on Gypsy and Traveller accommodation:

The District Council accepts the Proposed Change to the requirement for permanent residential pitches from 20 to 25 by 2011 as this is within the upper limit of the range suggested by the Cambridgeshire Sub-Region GTAA.

The Council has previously expressed concerns about the approach taken to calculate longer term need beyond 2011. The 3% annual compound growth rate for permanent pitch provision is not strongly based on evidence as there are difficulties of establishing longer-term needs. The Council considers that GTAAs will be better placed to establish the level of longer term need and reference should be made to them in the policy.

The Council has grave concerns regarding the Proposed Change to introduce County requirements for Transit provision by 2011. These figures have been introduced at a late stage in the process on the basis of limited evidence which has not been subject to full participation and scrutiny and this runs the risk of the Policy being unsound. Furthermore, the Proposed Changes would require the network of transit sites to be delivered in less than 2 years. This is not realistic or appropriate in all areas, including in Cambridgeshire and Peterborough where additional studies are needed to give further locational guidance and to disaggregate the figures to a District level to inform DPDs. A further problem is that work to inform DPDs on Transit pitches could delay the production of those documents and consequent delay to the provision of permanent residential pitches. A degree of flexibility should be included in the policy to enable Transit

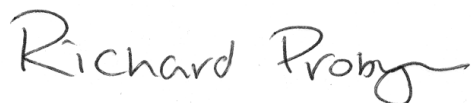
provision to be delivered in the subsequent 5-year period if local circumstances mean this is a more appropriate approach.

2.

The Council is also concerned at the Proposed Change to introduce County requirements for plots for Travelling Showpeople. The needs of Travelling Showpeople across the region should be the subject of further research, as there is currently insufficient information to make specific district or county based requirements for 2011 followed by an annual compound increase requirement. Evidence from the Showmen's Guild which led to the requirements was introduced at a very late stage in the plan making process, during the Examination in Public. It did not form part of the evidence base for the consultation process, and the appropriateness of the evidence and potential options for distribution of provision have not been subject to options testing or wider consultation. The figure included is considerably higher than the need identified through the Cambridgeshire GTAA, which indicated a need of only 5 plots. For these reasons, this Proposed Change should be rejected and instead the Policy should refer to the need for further work to be undertaken to inform a subsequent review of the Policy.

The Council considers that without the changes suggested in these representations, there is a danger that the production of DPDs in Cambridgeshire and Peterborough allocating much needed permanent pitches will be delayed.

Yours faithfully,

A handwritten signature in black ink that reads "Richard Probyn". The signature is written in a cursive, flowing style.

Richard Probyn
Planning Policy Manager

APPENDIX 2

JOINT STATEMENT ON BEHALF OF CAMBRIDGESHIRE LOCAL AUTHORITIES RELATING TO GOVERNMENT PROPOSED CHANGES TO THE SINGLE ISSUE REVIEW: TO GYSPY, TRAVELLER AND TRAVELLING SHOWPEOPLE ACCOMMODATION

Inclusion of Transit sites in Policy H3 – Provision for Gypsies and Travellers

It is accepted that the creation of a network of transit sites for Gypsies and Travellers within the East of England region would be beneficial. However the Cambridgeshire and Peterborough Authorities consider that the immediate need for provision within this area is for permanent residential Gypsy and Traveller sites rather than additional transit sites based upon the evidence provided by the Cambridge Sub Region Travellers Needs Assessment (paragraph 3.9.3 of the Assessment).

This policy requires that the Cambridgeshire Authorities will work together to identify an agreed distribution of transit pitches based upon additional technical work and that sites will be brought forward by 2011 at the latest.

This presents significant difficulties for the Local Planning Authorities in that it could delay the preparation of Development Plan Documents within Cambridgeshire relating to the provision of Gypsy and Traveller accommodation.

This would have a negative impact on the delivery of permanent residential sites for the Gypsy and Traveller community within Cambridgeshire.

It is therefore suggested that this policy should be amended to allow for greater flexibility in relation to the timing of the provision of transit sites within Cambridgeshire.

Policy H4 -Travelling Showpeople plots

The Cambridgeshire and Peterborough Authorities recognise that there is a need for additional travelling showpeople plots within the area based upon the evidence provided by the Cambridge Sub Region Travellers Needs Assessment.

However it is important to emphasize that the evidence provided in support of this policy has not been subject to any independent testing and is weaker in comparison to that which has been used to support the proposed scale and distribution of residential pitches for Gypsies and Travellers within the East of England region.

This policy requires that the Cambridgeshire Authorities will work together to identify an agreed distribution of sites for Travelling Showpeople plots based upon additional technical work and that sites will be brought forward by 2011 at the latest.

As is the case of transit sites this requirement has the potential to delay the preparation of Development Plan Documents within Cambridgeshire.

**OVERVIEW & SCRUTINY PANEL
(ENVIRONMENTAL WELLBEING)
CABINET
COUNCIL**

09 JUNE 2009

18 JUNE 2009

24 JUNE 2009

CARBON MANAGEMENT PLAN (Report by Head of Environmental Management)

1. INTRODUCTION

- 1.1 As a signatory to the Nottingham Declaration on Climate Change, the Council is committed to reducing the greenhouse gas emissions from its own estate, as monitored by National Indicator 185.
- 1.2 Since May 2008 the Council in partnership with Fenland District Council has been participating in The Local Authority Carbon Management Programme run by the Carbon Trust. The programme has provided free technical support to the Council, to assist in auditing its use of resources, taking into account energy use in buildings, vehicle fleet emissions and employee business travel.
- 1.3 From this the Council has identified an aspirational target of reducing carbon dioxide emissions by 30% over the next 5 years. In order to achieve this we have quantified a series of projects with short payback periods that will enable the council to make energy and efficiency savings.
- 1.4 Accompanying this report is the final draft of the 5 year Carbon Management Plan for the Council (appendix A), for consideration and approval prior to adoption by the Council and final submission to the Carbon Trust.

2. BACKGROUND

- 2.1 At a time of economic uncertainty, the need to reduce energy consumption has never been so pressing. Fluctuating energy and fuel prices are causing great concern for local authorities, so too are uncertain fuel supplies and the need to deliver efficiency savings. In aiming to use public funds wisely, whilst making cost savings; low carbon operations are becoming increasingly important.
- 2.2 The Plan sets out the Council's baseline carbon dioxide emissions for 2007 and identifies opportunities to reduce emissions. In the baseline year, 5915 tonnes of carbon dioxide were emitted from Council operations. To achieve a 30% reduction in emissions, projects must be identified which will deliver carbon dioxide savings of 1774 tonnes over the next five years
- 2.3 The draft plan identifies 39 carbon reduction projects falling into the following categories:
 - existing projects with approved funding (e.g. printer rationalisation/multi-functional devices)

- low cost or nil cost measures to encourage behavioural change (e.g. Corporate Travel Plan and Green Champions Project)
- significant 'invest to save' initiatives (e.g. combined heat and power systems at Council Leisure Centres)

3. FINANCIAL/RESOURCE IMPLICATIONS

- 3.1 The Carbon Management Plan recommends that the Council reduce its carbon emissions by 30% between now and 2012 and in doing so reverse the trend of increasing energy use by the Council and save £2.2 million in energy costs over the five life of the Plan.
- 3.2 Of the projects identified within the plan some have received funding through the Council's Medium Term Plan (MTP) process, whilst others require funding and will be subject to the usual budgetary process. There is also the opportunity to attract significant external funding for implementing energy efficiency and renewable technology projects, which will reduce reliance on the Council's own resources.
- 3.3 Funding sources that are being pursued include the Governments Low Carbon Buildings Programme which has already yielded £71k towards a renewable energy project included within the plan and also the Salix Invest to Save Fund which could potentially yield an additional £75k which is not repayable providing the money is reinvested in projects at least three times over a 15 year period.
- 3.4 The carbon reduction opportunities identified to date will deliver just over two thirds of the savings required to reduce Council emissions by 30%. It will be necessary to identify a significant number of additional carbon saving opportunities during the course of the next five years, if the overall target is to be achieved.
- 3.5 Successful delivery of the Carbon Management Plan will require continued support and commitment from the Council's Environmental Management Division. It is anticipated that the equivalent of 2 days per week will be required within the Council's Environment Team to coordinate implementation, monitor and record progress, secure funding and manage an invest to save budget. This level of commitment will be required throughout the five year programme.

4. CONCLUSIONS

- 4.1 The draft Carbon Management Plan presents a compelling case for action on both environmental and financial grounds. Failing to act will result in an additional 2000 tonnes of carbon dioxide being produced from Council operations by 2012 and an increased financial cost to the Council of almost £800,000 per annum.
- 4.2 It is important that the capital projects included within the Carbon Management Plan are accompanied by behavioural change. The Green Force employee awareness initiative will be the means to achieve this and it is important that the campaign is endorsed by Members and corporate management.
- 4.3 As a leader in the community the lessons learnt in implementing the Carbon Management Plan will be widely disseminated to businesses

and partners through the Environment Forum of the Huntingdonshire Strategic Partnership and through the Councils Business Environmental Pledge Scheme.

- 4.4 Resource levels within the Council's Environment Team will need to be reviewed as the programme develops to ensure that the Council is able to deliver the plan and also meet the statutory requirement to monitor the environmental suite of related National Indicators 185, 186, 187, 188, 193.

5. RECOMMENDATIONS

- 5.1 The Cabinet are recommended to endorse the Carbon Management Plan prior to submission to Council for final approval.

BACKGROUND INFORMATION

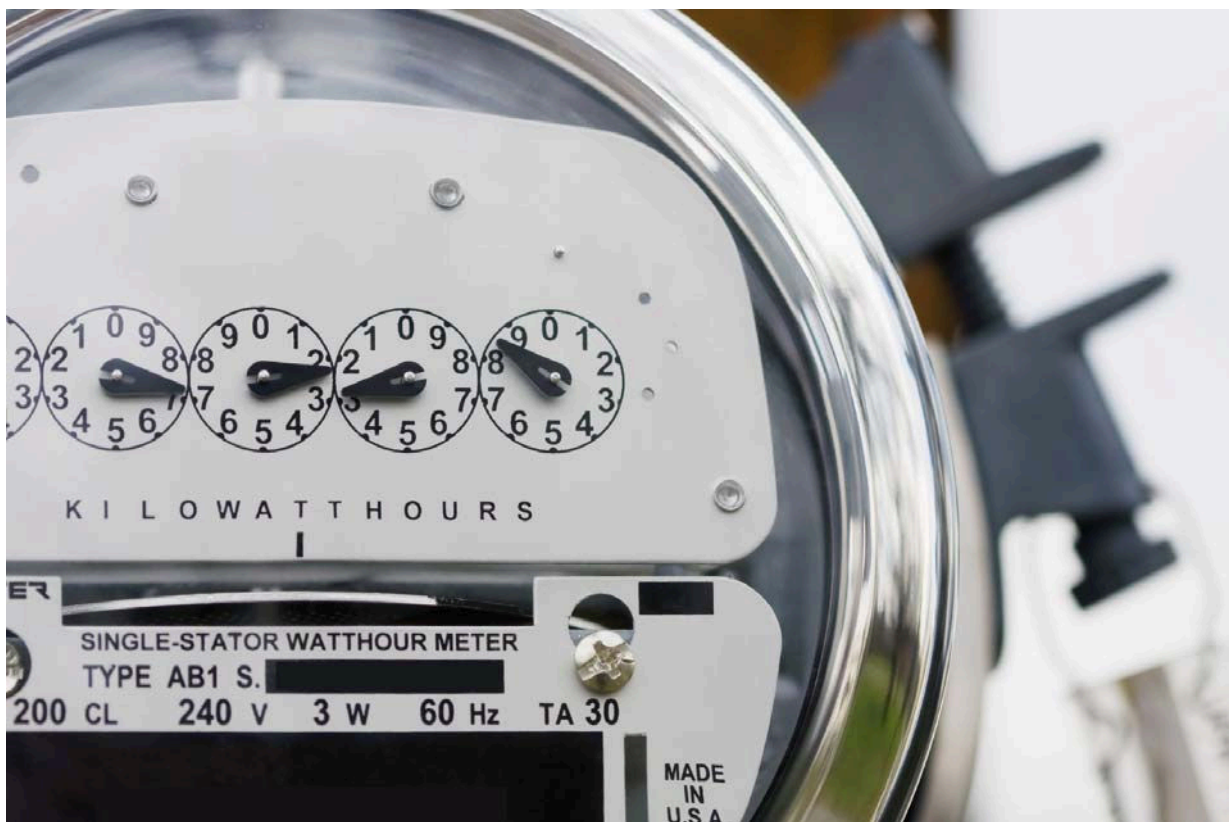
See Appendix 1: Carbon Management Plan

Contact Officer: Chris Jablonski (Environment Team Leader)
☎ Ext. 8368

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Huntingdonshire District Council Carbon Management Programme

Carbon Management Plan (CMP)



Date: 29.04.09

Version number: Final Draft

Owner: Samantha King/Chris Jablonski

Approval route: COMT/Carbon Trust for review

Approval status: N/A

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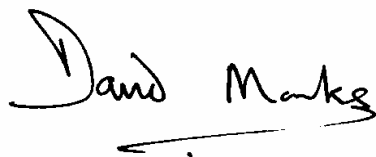
Foreword from Huntingdonshire District Council

In April 2008 Huntingdonshire District Council was selected to join Phase 6 of the Carbon Trust's Local Authority Carbon Management Programme, in partnership with Fenland District Council. Throughout the year, officers within the Council's Environment Team have met ambitious deadlines in assessing the Authority's baseline carbon dioxide emissions and in developing a plan for carbon reduction across the Council's estates and operations.

This Carbon Management Plan has been developed to enable the delivery of projects to reduce carbon dioxide emissions as part on an ongoing programme, which supports the Councils commitment to the nationally recognised Nottingham Declaration on Climate Change and which compliments its wider Environment Strategy "*Growing Awareness – A Plan for Our Environment*".

Huntingdonshire District Council is committed to reducing its carbon footprint through energy management, improved energy efficiency and the installation of renewable technologies to mitigate climate change and counteract the trend of increasing energy prices.

The council has benefited through support for this project from the Carbon Trust and from their consultants Hitachi Consulting UK Ltd.



David Monks
Chief Executive
Huntingdonshire District Council



Cllr Terry Rodgers
Executive Councillor
Finance & Environment

Foreword from the Carbon Trust

Cutting carbon emissions as part of the fight against climate change should be a key priority for local authorities - it's all about getting your own house in order and leading by example. The UK government has identified the local authority sector as key to delivering carbon reduction across the UK in line with its Kyoto commitments and the Local Authority Carbon Management programme is designed in response to this. It assists councils in saving money on energy and putting it to good use in other areas, whilst making a positive contribution to the environment by lowering their carbon emissions.

Huntingdonshire District Council was selected in 2008, amidst strong competition, to take part in this ambitious programme. Huntingdonshire District Council partnered with the Carbon Trust on this programme in order to realise vast carbon and cost savings. This Carbon Management Plan commits the council to a target of reducing CO₂ by 30% by 2012 and underpins potential financial savings to the council of around £2.2 million.

There are those that can and those that do. Local authorities can contribute significantly to reducing CO₂ emissions. The Carbon Trust is very proud to support Huntingdonshire District Council in their ongoing implementation of carbon management.



Richard Rugg
Head of Public Sector, Carbon Trust



Management Summary

Background

In February 2007 Huntingdonshire District Council signed the Nottingham Declaration on Climate Change. As a signatory, the council pledged to significantly reduce greenhouse gas emissions arising from council operations. The Councils' commitment to the declaration was reiterated in June 2008 when "Growing Awareness- A Plan for our Environment", a new environment strategy with a five year action plan designed to tackle climate impacts, was launched. The action plan outlines targets to reduce carbon dioxide (CO₂) emissions by:

- Adopting an energy policy to reduce the council's energy use in all its buildings and activities.
- Installing, where appropriate, renewable energy technologies at new Council buildings and when replacing systems in existing buildings.
- Developing and implementing site specific travel plans for the Council's main sites and reducing CO₂ emissions from leased and employee owned vehicles.
- Effectively managing the Council's own vehicle fleet.

To facilitate the councils commitment to the Nottingham Declaration and Growing Awareness' together with the Corporate Vision, Huntingdonshire District Council is participating in the sixth phase of the Carbon Trust's Local Authority Carbon Management Programme (LACMP). The programme has allowed Huntingdonshire District Council to develop baseline figures and helped measure improvements towards a 30% carbon dioxide reduction target in its own operations over the next five years from baseline 2007. Additionally, it has demonstrated the feasibility of low carbon solutions district wide.

Following 9 months work with the Carbon Trust, the Carbon Management Plan (CMP) is the main output from the programme. The CMP takes a systematic approach to reduce greenhouse gas emissions over a five year period. It examines current emissions, and projected emissions, and outlines the carbon management projects identified in response. To produce the CMP, a carbon management team was established. The team, consisting of both members and officers were consulted at each stage of the programme to gain their commitment to the delivery of the CMP.

Emissions Baseline and Projections

The CMP identifies that Huntingdonshire District Council currently emits 5,959t CO₂ from buildings and transport. 62% of all emissions originate from buildings, 29% from fleet transport, 3% business mileage and 6% staff commuting (See Figure 1.0). Collectively, emissions arising from buildings and transport cost the council £1,569,480 per annum and this is continuing to rise. Cost projections, allowing for a modest 8.4%¹ business as usual increase in energy prices, suggest that if the council fails to reduce its carbon emissions, the financial value at stake (the cumulative additional cost incurred by the council over the five year life of the programme from failing to act and reduce its energy consumption) will equate to £2,214,969. This clearly highlights that doing nothing is not an option.

¹ Business-as-Usual cost increase provided by the Carbon Trust, based upon <http://www.berr.gov.uk/files/file46071.pdf>.

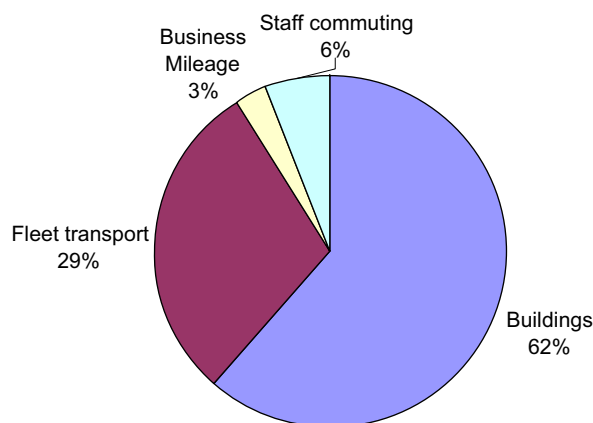


Figure 1.0. Breakdown of baseline CO₂ emissions of 5,959 tonnes.

In CO₂ terms, the cumulative additional tonnage produced by Council operations if nothing is done to reduce energy consumption will be 6,249 tonnes. To demonstrate how we intend to achieve a 30% reduction in CO₂, a series of low carbon projects have been identified through the LACMP. To date, several quick wins have already been implemented, whilst other long term projects have been identified and wait funding.

Cost and Savings

The total expenditure required to implement the projects identified to date is shown in Table 1.0 below. The table also shows the cumulative carbon and financial savings resulting from the successful implementation of these projects and thus the Council achieving a 30% reduction in CO₂ emissions.

Table 1.0. The annual cost and CO₂ savings associated with the carbon management programme

	2008	2009	2010	2011	2012	TOTAL
Net present cost (£000's) of projects identified to date	169	331	259	200	100	£1.1m
Annual cumulative target CO₂ savings (tonnes)	452	1,328	2,602	4,250	6,249	6,249
Cumulative annual savings (£000's) against business as usual usage	129	400	828	1427	2214	£2.2m

NB. The figure of £1.1m shown in the first row of the table is the cost of implementing the carbon reduction projects identified to date (only). Together these projects contribute 81% of our carbon reduction target. It will therefore be necessary to identify further carbon reduction opportunities and further investment will be required if a 30% reduction target is to be successfully achieved.

Prioritisation of Carbon Reduction Opportunities

The carbon reduction opportunities identified to date are sufficient to achieve around 81% of the overall carbon reduction required. Some projects have longer payback periods than others, but all are subject to feasibility assessments and if these are acceptable, it is envisaged that all will be taken forward within the five year life of the plan. It will also be necessary to identify a significant number of additional carbon saving opportunities to ensure that the 30% overall reduction target is achieved.

This Carbon Management plan will be a working document. Evaluation of carbon reduction opportunities will take place on an ongoing basis and new projects will be included in the plan, which will be updated on an annual basis. To assist in the identification and implementation of projects, strategic direction will be maintained through regular meetings of the Carbon Management Team and future Opportunities Workshops will be held to inform key officers of progress and capture new carbon reduction opportunities.

1. Introduction

1.1 Background

Huntingdonshire District Council secured a place on the Carbon Trust's Local Authority Carbon Management Programme (LACMP) in April 2008. The programme has supported a newly adopted environment strategy, as well as the corporate vision, by facilitating the in-depth look at operations to allow the council to quantify, and reduce, its energy usage and carbon emissions. Huntingdonshire District Council is committed as a signatory to the Nottingham Declaration to putting plans in place to address the causes and impacts of climate change. Carbon reduction both from local authority operations and on a per capita basis in Huntingdonshire are also national priorities (National Indicators (NI) 185 and 186²).

By participating in the programme, Huntingdonshire District Council has been given the opportunity to work closely with, and learn from, other local authorities specifically by working in collaboration with Fenland District Council. Partnership working has allowed the council to develop a feasible, practical strategy in response to the challenge of climate change. It has also allowed the council to investigate how it can become more financially sustainable through implementing low carbon projects, at a time when increasing energy prices and uncertain energy supplies are placing an increasing burden upon local authority resources. In 2007 alone, the energy consumed by council buildings and transport resulted in 5,959 tonnes of carbon dioxide being emitted into the atmosphere. Collectively this cost the council a total of £1,569,480, illustrating that carbon management is therefore not just of environmental importance, but also of financial significance.

The purpose of this document, which has been produced following 9 months work with the Carbon Trust, is to demonstrate how Huntingdonshire District Council will reduce its emissions by 30% over the next five years. The CMP outlines the following:

- *Baseline 2007:* This establishes the local authority's current carbon emissions. It is against this baseline that all projects aiming to reduce consumption will be measured and the success of the CMP will be judged.
- *Future projections:* Based upon data provided by Defra, this section illustrates the environmental and financial implications of the council failing to reduce its current consumption over the next five years. The difference between the business as usual scenario and the reduced emissions scenario demonstrates a clear case for action.
- *Carbon reduction measures:* This part of the plan outlines those projects which have identified, approved or implemented by officers within the council. The contribution these measures make towards achieving the councils target is explained.
- *Carbon management financing:* This section summarises the overall cost of the programme to the local authority and the savings that it will deliver.
- *Programme implementation and management:* Finally, the manner in which carbon management will be embedded within the organisation and how the five year programme will be managed is demonstrated.

1.2 Carbon Management Timescale

The CMP outlines key deliverables over five years. Several quick wins have already been identified and implemented; however other projects are awaiting implementation. To ensure the projects are progressing sufficiently, the CMP will be monitored annually as part of the environment strategy review and progress will be published.

² NI 185- Percentage CO₂ reduction from Local Authority operations.

NI 186- Per capita CO₂ emissions in the Local Authority area.

<http://www.communities.gov.uk/documents/localgovernment/pdf/542437.pdf>

2. Carbon Management Strategy

2.1 Context and drivers for Carbon Management

It is now widely accepted that climate change is driven by anthropogenic (human derived) greenhouse gas emissions. Illustrated by the Intergovernmental Panel on Climate Change's (IPCC) Fourth Assessment Report, natural forces alone cannot account for the changes in our climate. Consensus on our influence has resulted in national, regional and local regulation of greenhouse gas emissions. Legislation and guidance is now encouraging organisations to investigate their impact on the environment and ultimately reduce their footprint in response. In a time of economic uncertainty, the need to reduce energy consumption has never been so pressing. Increasing energy and fuel prices are causing great concern for local authorities, so too are uncertain fuel supplies. Aiming to use public funds efficiently, whilst making cost savings; low carbon operations are becoming increasingly important.

On the 2nd February 2007, the council made a commitment to tackle the causes and effects of climate change by signing the Nottingham Declaration. In making this pledge the council recognised that environmental issues must be fundamental to all council policies and procedures if it is to reduce its environmental footprint; reflected in the Councils Corporate Plan 'Growing Success'. In June 2008 this recognition was reinforced when "Growing Awareness", the council's newly adopted environment strategy, was published. The five-year strategy sets out a plan for the council to make continual, measurable progress in its environmental performance by integrating environmental issues into all aspects of council operations. The strategy action plan outlines targets to reduce carbon dioxide (CO₂) emissions by:

- Adopting an energy policy to reduce the council's energy use in all its buildings and activities.
- Installing, where appropriate, renewable energy technologies at new Council buildings and when replacing systems in existing buildings.
- Developing and implementing site specific travel plans for the Council's main sites and reducing CO₂ emissions from leased and employee owned vehicles.
- Effectively managing the Council's own vehicle fleet.

It is these objectives that the LACMP has supported and contributed to. It has allowed Huntingdonshire District Council to lead by example by examining its own environmental impact, and encourage similar good practise in households and businesses in the district; thereby contributing to national priorities (National Indicators 185 and 186).

In addition to meeting strategic aims and objectives, the CMP has been developed in response to a number of other key drivers:

- Display Energy Certificates legally required under the EU Energy Performance of Buildings Directive (EPBD) for all public sector buildings with a useful floor space of over 1,000m².
- Public interest in environmental issues, which has grown in recent years due to increasing media attention. As a leader for the local community, Huntingdonshire District Council recognises the important role it has to play demonstrating good practise in relation to low carbon solutions and behavioural change within the district.
- The need for officer and member commitment to carbon management. In order for the authority to reduce emissions, it is vital that officers and members understand how their behaviour within the workplace impacts upon the environment.

2.2 Our low carbon vision

Huntingdonshire District Council's vision for carbon management is as follows:

The Council, recognising the need to mitigate and adapt to climate change, commits to reduce its CO₂ emissions through the implementation of a Carbon Management Plan.

Through the Plan the Council will promote behavioural change within the organisation, whilst simultaneously implementing low carbon projects to reduce consumption.

The council will encourage similar best practise in households and businesses district wide to ensure Huntingdonshire's environment is protected and improved.

2.3 Objectives and Targets

2.3.1 Strategic objectives

- To reduce carbon dioxide (CO₂) emissions generated from transport and buildings operated by the council through implementing ambitious, tangible measures.
- To increase the amount of waste that is diverted away from landfill and is recycled.
- To encourage behavioural change both within the Council and district wide through environmental awareness campaigns.
- To lead by example, demonstrating good practise both within the district and nation wide.
- To integrate carbon management into council policies and procedures.
- To deliver long term cost savings through carbon management projects

2.3.2. Targets

Huntingdonshire District Council will reduce CO₂ emissions from Council Operations by 30% by 2012 from 2007 levels.

3. Emissions Baseline and Projections

The baseline data defined in this section will form the basis of the CMP. This section projects how future trends will impact upon the council's energy consumption, and carbon emissions; demonstrating the challenge facing the council in its endeavour to achieve a 30% reduction in CO₂ emissions.

3.1 Scope

When calculating Huntingdonshire District Council's emissions baseline, the following were considered:

- Energy consumption in council-owned buildings (electricity, gas etc).
- Fuel consumption by fleet travel.
- Staff business travel.
- Staff commuting to and from work.

The factors considered are in accordance with the requirements of National Indicator 185; including all CO₂ emissions from the delivery of local authority functions.

3.2 Baseline

The baseline year chosen to calculate projections is 2007 (calendar year). To achieve an accurate, representative record of carbon emissions, data was collected in the following ways:

- Gas and electricity bills, based upon actual meter readings, allowed for the calculation of the total amount of energy consumed by council-owned buildings.
- Fuel data, relating specifically to fleet travel, was assessed by examining fuel invoices.
- Business mileage was recorded through analysing rail and car mileage claims. Due to the complexities of the car data available, an average car emissions value³ provided by Defra was utilised. The overall effect of this will be minimal. Pool car usage was also determined, broken down by fuel type and engine size.
- Staff mileage arising from commuting to and from work was calculated through the annual Travel for Work Survey. This was broken down into the various modes of transport to get an accurate emissions value for staff travel.

All data recorded was done so using the NI 185 tool developed by Defra. A summary of emissions for baseline year 2007 is shown below (Table 2.0).

	CO ₂ emissions (tonnes)	% CO ₂ emissions	Cost (£)	% Cost
Buildings	3,682	62	585,079	37
Fleet transport	1,745	29	783,535	50
Business Mileage	180	3	67,282	4
Staff commuting	352	6	133,584	9

Table 2.0 Summary table for baseline year 2007.

³ Average petrol car emissions based upon 0.21kg CO₂/km, provided by Defra:
<http://www.defra.gov.uk/environment/business/envrp/pdf/ghg-cf-guidelines-annexes2008.pdf>

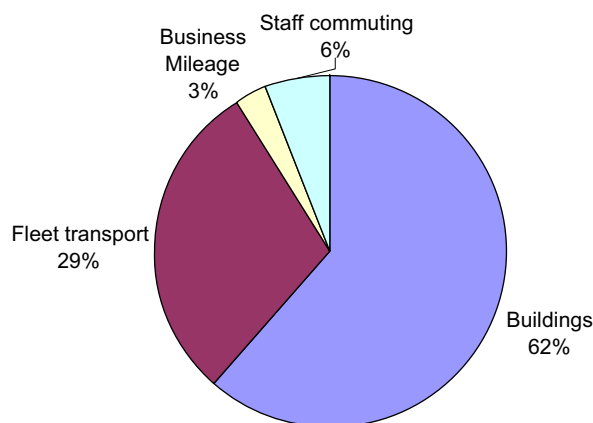


Figure 2.0 Breakdown of baseline CO₂ emissions of 5,959 tonnes.

Data shows that for baseline year 2007, a total of 5,959 tonnes of CO₂ was emitted from council operations into the atmosphere. The largest single emission source was that of buildings (See Figure 2.0). Of the 3,682 tonnes of CO₂ which was emitted from buildings, 70% of that was done so by leisure centres, illustrating the potential savings which could result by focussing resources in this area (Figure 2.1). Another significant source, which must not be overlooked, is that of offices. 21% of all emissions originated from council offices, which again highlights an area with carbon saving opportunities.

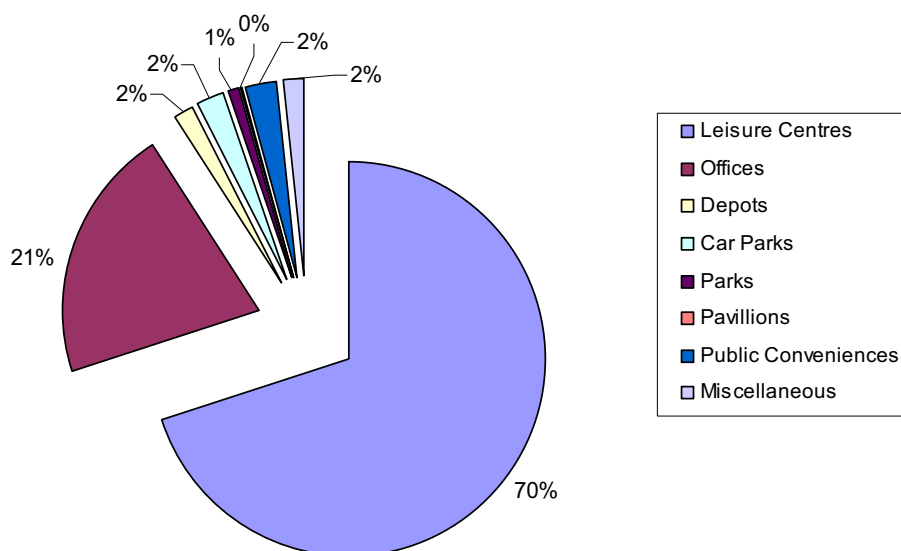


Figure 3.0 Breakdown of CO₂ emissions from Council buildings.

The remaining 2,277 tonnes of CO₂ generated was done so through council related travel. Approximately 77% of total transport emissions originated from fleet travel, whereas 15% resulted from staff commuting to and from work and 8% from business mileage. Despite being relatively small emission sources, it must be noted that commuting and business related travel are areas where simple measures could be implemented to make significant carbon savings.

3.3 Projections and Value at Stake

3.3.1 Business-as-Usual (BAU) Scenario

The BAU scenario assumes the council will fail to reduce existing trends in energy consumption (0.7% increase pa⁴) and therefore incur substantial costs due to an expected increase in energy prices (8.4% pa). By the year 2012, CO₂ emissions resulting from council operations are estimated to reach 6,170 tonnes, whilst a total cost of £2,432,482 is expected to be incurred (Figure 4.0 & Figure 5.0). This clearly highlights that doing nothing is simply not an option.

3.3.2 Reduced Emissions Scenario (RES)

The RES demonstrates the carbon and financial savings associated with Huntingdonshire District Council reducing its baseline CO₂ emissions by 30% over the next five years. By the year 2012, the RES results in the council emitting 4,171 tonnes CO₂ and incurring a total cost of £1,644,373. These savings, against BAU projections demonstrates a clear case for action (Figure 4.0 & Figure 5.0).

3.3.3 Value at stake (VAS)

The VAS refers to the difference between the BAU scenario and the RES over the entire lifetime of the carbon management programme. It is used to explain the carbon value and financial cost at stake if the council makes no attempt to reduce its energy consumption.

3.3.1 Carbon Value at Stake

It is estimated that the total carbon value at stake over the next five years is 6,249 tonnes (See Figure 4.0.).

3.3.2 Financial Value at Stake

Due to increasing energy prices, the costs incurred by the council if its energy usage continues to rise will dramatically increase. It is estimated that the financial value at stake to the council over the next five years is £2,214,969 (See Figure 5.0.).

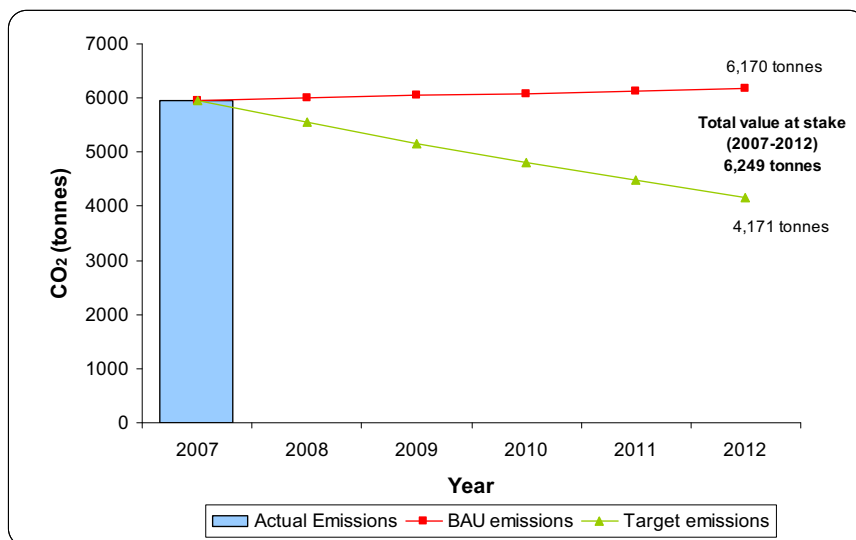


Figure 4.0. Comparison of CO₂ related emissions scenarios: BAU increases versus achieving reduction targets.

⁴ Business-as-Usual demand increase value based on DTI (now DBERR) figures in EP68: <http://www.berr.gov.uk/files/file11257.pdf>

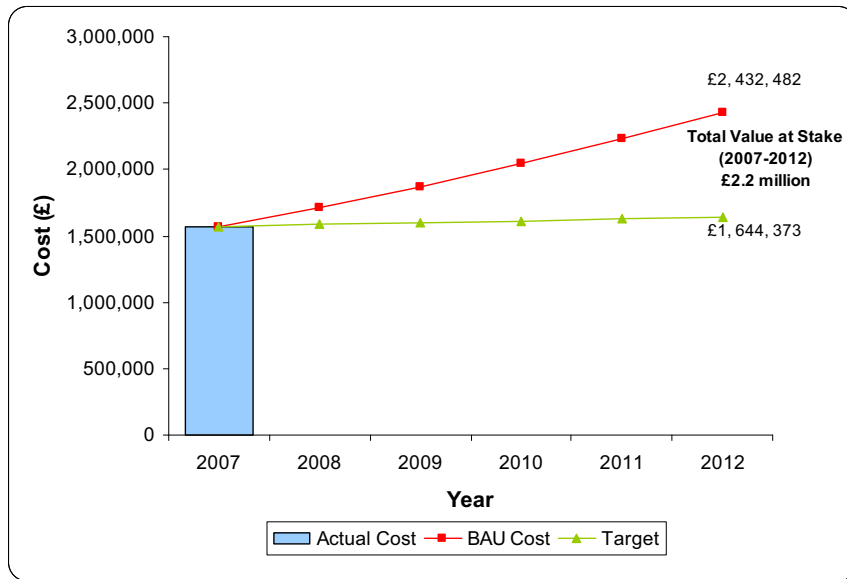


Figure 5.0. Comparison of CO₂ related cost scenarios: BAU increases versus achieving reduction targets.

4. Carbon Management Projects

This section outlines those projects that have been identified through the LACMP. Workshops were held with key stakeholders across both Huntingdonshire District Council and Fenland District Council to share best practise and engage officers in the production and the delivery of the CMP.

Several criteria were used to examine the feasibility of projects proposed. These included:

- Potential for carbon savings.
- Financial investment required.
- Staff resource/support required.
- Technical practicality.

As many of the projects identified have only just been implemented, are in the process of being implemented or still require feasibility studies, some of the figures given in the tables below at this stage are only indicative. Please see each project definition template in Appendix B for more information.

4.1 Existing projects

Please note: Combined Heat and Power is referred to as CHP.

Ref	Project	Lead	Implementation Cost (£)	Annual Saving		Pay back (years)	Year
				Fin (£)	CO ₂ (tonnes)		
1.	Multifunctional Device Project	Andy Lusha	42,261	10,781	67	4	2008
2.	Pool Cars	Chris Jablonski	11,000	2,602	6	4	2008
3.	PIR sensors at Sawtry Leisure Centre	Pete Corley	600	582	4	1	2008
4.	CHP at Huntingdon Leisure Centre Site1 (wet)	Pete Corley	103,018	26,585	166	4	2008
5.	Travel plans	Chris Jablonski	12,500	29,000	65	0	2008

4.2 Planned / funded projects

Ref	Project	Lead	Implementation Cost (£)	Annual Saving		Pay back (years)	Year
				Fin (£)	CO ₂ (tonnes)		
6.	Re-commission of 2006 radiators at Sawtry Leisure Centre	Pete Corley	0	217	1	0	2008
7.	Re-commission AHU's in 2006 build at Sawtry Leisure Centre	Pete Corley	0	2,896	19	0	2008
8.	Green Force scheme ⁵	Tracy Martin	5,000	5,810	49	0.9	2009
9.	Wind Power at St Ivo Leisure Centre	Env Man	61,320	7,377	46	8	2009

⁵ A 10% CO₂ saving, based upon calculations using only electricity data in buildings, has been claimed for the Green Force awareness campaign in accordance with guidance provided by the Carbon Trust. By establishing a network of Green Force Reps across directorates to build capacity and engagement at the local level, the longevity and effectiveness of standalone awareness campaigns is thought to increase.

4.3 Near term projects⁶

Please note: Variable speed drives are referred to as VSD and Passive Infra-Red sensors as PIR's.

Ref	Project	Lead	Implementation Cost (£)	Annual Saving		Pay back (years)	Year
				Fin (£)	CO ₂ (tonnes)		
10.	Server Virtualisation	Simon Cunnell	220,000	59,072	88	4	2009
11.	St Ives Enterprise Centre	Barry LeBailly	TBC	TBC	TBC	TBC	TBC
12.	VSD to supply motors at Sawtry Leisure Centre	Pete Corley	4,000	2,616	16	1.5	2010
13.	VSD to supply motors at Ramsey Leisure Centre	Pete Corley	4,000	2,616	16	1.5	2010
14.	VSD to supply motors at Huntingdon Leisure Centre Site1 (wet)	Pete Corley	4,000	2,616	16	1.5	2010
15.	VSD to supply motors at Huntingdon Leisure Centre Site2 (dry)	Pete Corley	4,000	2,616	16	1.5	2010
16.	VSD at St Neots Leisure Centre	Pete Corley	4,000	2,616	16	1.5	2010
17.	VSD at St Ivo Leisure Centre (Indoor)	Pete Corley	4,000	2,616	16	1.5	2010
18.	PIR sensors at Ramsey Leisure Centre	Pete Corley	600	582	4	1	2010
19.	PIR sensors at Huntingdon Leisure Centre Site1 (wet)	Pete Corley	600	582	4	1	2010
20.	PIR sensors at Huntingdon Leisure Centre Site2 (dry)	Pete Corley	600	582	4	1	2010
21.	PIR sensors at St Neots Leisure Centre	Pete Corley	600	582	4	1	2010
22.	PIR sensors at St Ivo Leisure Centre (Indoor)	Pete Corley	600	582	4	1	2010
23.	Voltage reduction devices at Sawtry Leisure Centre	Pete Corley	1,357	932	6	1.5	2010
24.	Voltage reduction devices at Ramsey Leisure Centre	Pete Corley	1,357	932	6	1.5	2010
25.	Voltage reduction devices at Huntingdon Leisure Centre Site1 (wet)	Pete Corley	1,357	932	6	1.5	2010
26.	Voltage reduction devices at Huntingdon Leisure Centre Site2 (dry)	Pete Corley	1,357	932	6	1.5	2010
27.	Voltage reduction devices at St Neots Leisure Centre	Pete Corley	1,357	932	6	1.5	2010
28.	Voltage reduction devices at St Ivo Leisure Centre	Pete Corley	1,357	932	6	1.5	2010
29.	Install timers on vending machines, water coolers and other relevant equipment.	TBC	TBC	TBC	TBC	TBC	TBC

⁶ Please note the savings claimed for VSD, PIR and voltage reduction leisure projects are all based upon figures provided by the Carbon Trust for Sawtry Leisure Centre. Some sites will result in greater CO₂ and financial savings, whilst others will be somewhat less. At this early stage these figures give us a good indication of the savings which we hope will be achieved. Projects will be updated as and when actual information becomes available.

30.	Install Cavity Wall Insulation at Ramsey Leisure Centre	Pete Corley	4,030	2,161	40	2	2010
31.	Install Cavity Wall Insulation at Huntingdon Leisure Centre Site1 (wet)	Pete Corley	1,674	894	55	2	2010
32.	Install Cavity Wall Insulation at Sawtry Leisure Centre	Pete Corley	4,960	2,666	17	2	2010
33.	Install Cavity Wall Insulation at Huntingdon Leisure Centre Site2 (dry)	Pete Corley	5,518	2,946	17	2	2010
34.	Install Cavity Wall Insulation at St Neots Leisure Centre	Pete Corley	6,510	3,500	22	2	2010
35.	Install Cavity Wall insulation at St Ivo Leisure Centre (indoor)	Pete Corley	1,550	834	5	2	2010

4.4 Medium to long term projects⁷

Please note: Combined Heat and Power is referred to as CHP.

Ref	Project	Lead	Implementation Cost (£)	Annual Saving		Pay back (years)	Year
				Fin (£)	CO ₂ (tonnes)		
36.	CHP at Ramsey Leisure Centre	Env Man	100,024	26,585	166	4	2010
37.	CHP at St Ivo Leisure Centre (Indoor)	Env Man	100,024	27,548	172	4	2011
38.	CHP at Sawtry Leisure Centre	Env Man	100,024	26,585	166	4	2011
39.	CHP at St Neots Leisure Centre	Env Man	100,024	26,585	166	4	2012

A study to identify opportunities for zero carbon decentralised energy within the housing stock of the district will be undertaken in 2009. Historically the biggest barrier to low carbon development has been the funding of new infrastructure. It is intended that the study will identify and investigate the potential costs of this infrastructure and indicate how this barrier can be overcome including the identification of potential deliver mechanisms.

The study will initially focus on a planned urban extension in the town of St Neots which will be promoted as an 'eco-quarter'. In the longer term the initial study will form part of a wider evaluation of decentralised and renewable energy options for the district as a whole.

⁷ Please note the savings claimed for CHP at Huntingdon Leisure Centre (Site2), Ramsey Leisure Centre, Sawtry Leisure Centre and St Neots Leisure Centre are based upon figures provided for Huntingdon Leisure Centre (Site1) and St Ivo Leisure Centre (Indoor). Projects will be updated as and when actual information becomes available.

4.5 Non-Capital projects

- **Incorporate the Council's vision for carbon management within the staff induction programme.** By ensuring staff are aware of the Council's approach to carbon management from the outset, it is hoped that staff will modify their behaviour in response. The Council's Environment Strategy and wider approach to environmental issues will be outlined to increase staff awareness.
- **All staff annual Travel 4 Work Survey and Staff Environment Survey.** An annual survey will allow the Council to assess whether awareness campaigns are effective and also to continue to monitor emissions associated with staff travel.
- **Develop and implement guidance to ensure sustainable and ethical purchasing within the organisation.**

4.6 Projected achievement towards target

By implementing the projects currently identified through the LACMP, Huntingdonshire District Council will achieve a 24% reduction in CO₂ emissions. Due to the nature of carbon management, the projects identified within this document are not absolute and new, innovative projects are continually being identified and implemented which will contribute to the 30% reduction target. It is vital that the CMP is continually reviewed and updated to reflect the Council's overall achievement towards the target set. It is also vital to acknowledge that to be truly sustainable, carbon management will not cease once the programme ends, but rather will remain an ongoing process.

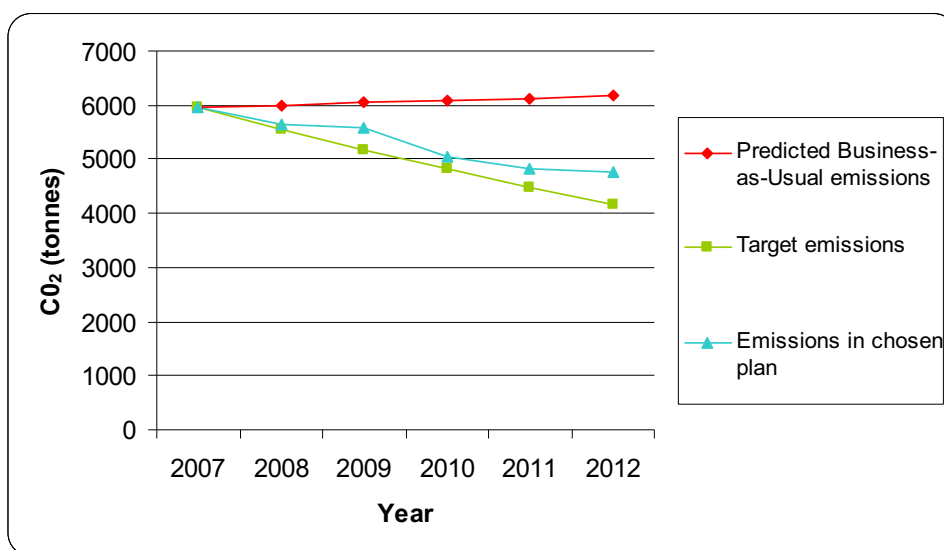


Figure 5.0. Projected achievement towards 30% reduction target.

4.7 Unquantified benefits

Carbon and financial savings will have significant unquantifiable benefits:

- Enhance the Council's reputation and public image on green issues.
- Ensure the Council is leading by example by influencing business and community.
- Improve the Council's performance against the national indicator set, especially NI 185.

5. Carbon Management Plan Financing

The primary focus of the Carbon Management Plan, the Council's Environment Strategy *Growing Awareness; A Plan for our Environment* and its commitment to the Nottingham Declaration on Climate Change is to reduce carbon emissions and mitigate and adapt to climate change. However, reducing carbon emissions will also realise significant financial benefits for the authority at a time when increasing energy and fuel prices are causing great concern. In aiming to use public funds efficiently, whilst making cost savings; low carbon operations are becoming increasingly important.

5.1 Assumptions

In developing the Carbon Management Plan with the baseline year 2007 as the starting point, officers have looked at a number of scenarios. The Business as Usual (BAU) scenario assumes the Authority does nothing to reduce energy consumption and reflects actions already taken to reduce emissions. The projected carbon emissions have been calculated with the aid of the Carbon Trust's Baseline Toolkit and show expected emissions up to 2012. The financial cost for energy expenditure in the baseline year 2007 was approximately £1.6 million. Under the BAU scenario in 2012 energy expenditure is predicted to increase to £2.4 million due to predicted energy consumption and energy cost increases.

The Carbon management plan identifies a Reduced Emissions scenario (RES) under which emissions contract by 6% year on year with a 30% emissions reduction against the baseline year achieved in 2012. By comparing the Business as Usual scenario (BAU) against the Reduced Emissions scenario achieved through successfully implementing the Plan, the total prospective Value at Stake (VAS) up to 2012 is approximately £2.2 million, this is the aggregated difference between the predicted energy spend for the Business as Usual scenario and the energy spend in a Reduced Emissions scenario.

5.2 Benefits/savings- quantified and un-quantified

Of the 39 projects identified by the plan, some are existing (already funded) projects. Others, such as the Corporate Travel Plan and Green Force initiative, are low, or nil cost measures, which will encourage behavioural change in employee travel or use of council buildings. Other projects such as the use of combined heat and power systems at Council leisure centres are 'spend to save' initiatives that will achieve significant cost savings after an initial investment.

The average payback period for all of the projects identified to date is 4 years. Whilst some projects have received funding through the MTP process (Huntingdon Leisure Centre CHP), others require funding and will be subject to the usual budgetary process. Some of the projects identified involve implementing renewable technologies. These projects will attract significant external grant funding from the government operated Low Carbon Buildings Programme. In the case of the St Ivo Leisure Centre (outdoor) wind turbine project, this will amount to 50% of the total funding requirement.

	2008	2009	2010	2011	2012+	TOTAL
Net present cost (£000's) of projects identified to date	169	331	259	200	100	£1.1m
Annual cumulative target CO₂ savings (tonnes)	452	1,328	2,602	4,250	6,249	6,249
Total cumulative annual savings covering the 5 years of the programme (£000's)- against business as usual usage	129	400	828	1427	2214	£2.2m

Table 3.0 Costs and savings of the projects identified to date.

5.3 Additional Resources

The successful delivery of this Carbon Management Plan will require non financial resources, specifically employee time. It is anticipated that two days a week will be required from officers within the Council's Environment Team to coordinate implementation, monitor and record progress, secure funding and manage an invest to save budget. This level of commitment will be required throughout the five year programme. It will also be necessary for the Carbon Management Project team to continue to meet to support the lead officer and the Project Sponsor will be required to continue to update COMT.

5.4 Financial costs and sources of funding

The investment required to implement the projects so far identified within this plan is shown in the table below, broken down annually for the period 2008 – 2012.

figures in £1000's	2008	2009	2010	2011	2012
Annual costs:					
Total annual capital cost	169	331	259	200	100
Total annual revenue cost	0	0	0	0	0
Total costs	169	331	259	200	100
Committed funding:					
Committed annual capital	169	285	0	0	0
Committed annual revenue	0	0	0	0	0
Total funded	169	285	0	0	0
Unallocated funding					
Unallocated annual capital	0	46	259	200	100
Unallocated annual revenue	0	0	0	0	0
Total unfunded	0	46	259	200	100

Table 4.0 Costs and sources of funding for projects identified in the LACMP.

It has already been indicated that a variety of funding sources will be sought to enable delivery of the projects identified within the plan. To fund some of the capital projects the Council will seek to obtain 50% funding from an independent not-for-profit company founded by the Carbon Trust in 2004, Salix Finance.

Salix Finance work with public sector bodies to reduce energy costs and carbon emissions by providing match funding in the form of a conditional grant based on the size of a local authority's energy spend. Initial discussions with Salix have indicated that the Council may be eligible for an initial conditional grant of £75,000 which the Council would be required to match fund to provide a ring fenced pot of £150,000. Savings from projects undertaken will be recycled within the pot to fund further energy saving projects to generate further carbon savings annually. It is envisaged that by recycling funding in this way and reinvesting the savings made, a total pot of £450,000 could be generated.

Discussions with Salix financing are ongoing but an application is planned for June 2009 so that eligible projects can receive funding as soon as possible within the current financial year. Salix funding is only available for projects deemed cost effective, based on the payback period and the 'persistence' of the measure i.e. how long it will continue to deliver savings before renewal is necessary.

At least 20 of the projects identified within the plan meet the Salix funding requirements, including:

- Voltage Optimisation
- Variable Speed Drives
- Insulation
- Timers/Vending Controls
- PIRs

6. Actions to Embed Carbon Management in Your Organisation

In this section, plans to embed the consideration of carbon emissions through the authority are outlined. The Carbon Management Embedding Matrix, provided by the Carbon Trust has provided a framework against which all areas have been scored to clearly demonstrate where we are currently and where and what action is required over the next 5 years to achieve a 30% reduction in CO₂ from baseline year 2007 (See Appendix A for a copy of the Matrix tool).

6.1 Corporate Strategy – embedding CO₂ saving across your organisation

Current score: 4
Score in 5 year's time: 5

The council is committed to making a continual, measurable improvement in its environmental performance, driven predominantly by its Environment Strategy 'Growing Awareness – A Plan for our Environment' which was adopted in April 2008. The objectives of the document are embedded within the Council's policy framework in the following manner:

- 'Helping to mitigate and adapt to climate change' has been identified as a key priority within the Council's Corporate Plan 'Growing Success'.
- The Council also has a comprehensive performance management framework which monitors all work areas and ensures that they are linked via a 'corporate scorecard' and contribute to achieving our key priorities.
- One of the key activities monitored via the corporate scorecard is 'identifying opportunities to reduce CO₂ emissions from the Council's own operation'.
- Lead officers have been identified for each of the projects contained within the Carbon Management Plan and progress against delivering these projects will be monitored via individual Service Plans/Work Plans and individual Officers Key Performance Areas (KPA's)

Areas for development to take the Council forward in embedding carbon reduction across the authority will include:

- Setting targets for different service areas/directorates – Smart metering within the Council's new Headquarters building will enable floor by floor if not directorate by directorate energy monitoring.
- Embedding these disaggregated targets into service area / directorate business plans – this reinforces local commitment and ensures funding / resources are available to meet them.

6.2 Programme Management – bringing it all together effectively

Current score: 2
Score in 5 year's time: 5

By engaging with key stakeholders across both Huntingdonshire District Council and Fenland District Council through workshop events, a comprehensive list of carbon reduction opportunities has been developed. By working in joint collaboration with Fenland District Council, the Council continues to share best practise and gain support with the LACMP.

Led by the Carbon Trust, the workshops undertaken to date have ensured the Council has gained both officer and member commitment to the projects identified. Lead offers have been identified for each project to ensure the projects continue to develop at a sufficient rate. Projects are tied to posts within the organisation to ensure that projects do not stall in the event of a project lead being unable to continue their role.

To ensure the projects are progressing at a sufficient rate, regular monitoring of this document will be required. For this reason, a formal review of progress against the Carbon Management Plan will take place on an annual basis and will involve calculating the actual carbon and financial savings achieved, as well as analysing the many unquantifiable benefits associated with project implementation. These results will then be communicated to officers and members throughout the council (see Section 6.5).

For the duration of the LACMP, it will be necessary to continually review the projects within the Carbon Management Plan and add to them. To ensure carbon management continues to gain momentum within the organisation, following one to one support provided by the Carbon Trust, it will be necessary to hold further workshops with both members and officers to identify further carbon saving opportunities. This will be done on an annual basis and the plan will be updated accordingly.

6.3 Responsibility – being clear that saving CO₂ is everyone’s job

Current score: 2
Score in 5 year’s time: 5

Fundamental to the Council reducing its CO₂ emissions by 30% over the next five years is increasing the awareness of individuals within the organisation to environmental issues and carbon management. Responding to this need, the Council will develop a network of ‘Green Force Reps’ to engage officers and members at a local level; a method proven to increase the effectiveness and longevity of awareness campaigns. Green Force will involve representatives from teams across the council planning, overseeing and coordinating a series of environmental projects in a bid to reduce the Councils environmental footprint. The project will be coordinated by the Environment Team and will be supported by ‘Member Green Force Reps’.

To measure the progress of projects contained within the Carbon Management Plan, individual Service Plans/Work Plans and individual officers Key Performance Areas (KPAs) will be utilised. This will ensure project leads take direct responsibility for their projects and report on their progress regularly. The regular monitoring and reviewing of the progress of projects and the identification of new projects will be vital to assess the actual overall CO₂ savings achieved against the proposed savings outlined.

6.4 Data Management – measuring the difference, measuring the benefit

Current score: 3
Score in 5 year’s time: 5

Gas and electricity billing information for all Council buildings is collated centrally by the Council’s Environmental Management Administration Team. Accurate electricity consumption data is currently obtained through a combination of automatic half hourly meter readings at larger sites (over 100kW usage) and consultants are employed to read both gas and electricity meters on a monthly basis at smaller sites. The consultants readings are then compared to the estimated bills received quarterly at these sites.

As part of this plan the opportunity to install Automatic Meters for both electricity and gas across the Council’s estate will be explored. Automatic Meter reading leads to improved energy management by providing the following benefits:

- Reliable gathering of accurate energy consumption data
- Eliminates the need to read and submit meter readings
- An end to estimates, avoiding unexpected charges, complex credits and rebilling
- Demonstrate trends and highlight excess energy use

The Council's electricity supplier Scottish and Southern electricity (SWALEC) is currently offering the provision of Automatic Meters free of charge at smaller sites for councils purchasing through the Eastern Shires Purchasing Organisation (ESPO). The Council currently purchases its electricity direct from (SWALEC) and but will investigate whether free meters can be provided within our currently contractual arrangements.

6.5 Communication and Training – ensuring everyone is aware

Current score: 2
Score in 5 year's time: 5

The Carbon Management Plan is the first step in demonstrating the Council's commitment to addressing climate change at a local level. The Plan aims to reduce CO₂ emissions resulting from all aspects of the Council's day to day operations; buildings, fleet transport, staff commuting and business mileage. It examines how energy is currently being consumed and investigates where carbon and financial savings can be made.

To be successful and result in a 30% reduction in CO₂, officer and member buy-in to the programme and participation within it is vital. Communicating the benefits of the programme and feeding back on the success of the projects is therefore of utmost importance. So too is the need to continually reinforce the need to further identify carbon reduction opportunities. To ensure everyone is aware, the Council will increase the awareness of the programme through:

- Information on the intranet
- Articles in the Councils newsletter- Team News
- Awareness raising posters and competitions
- Staff surveys
- E-mails
- Green Force Reps
- Further workshops with the Carbon Management Team
- Chief Officer Management Team (COMT) briefings

There is a need to ensure new staff, as well as existing staff, are aware of the Councils approach to carbon management, and the reasons for the approach. To ensure new starters are aware from the outset, the Council will include a section on the environment strategy within the induction programme. This will allow the Council to highlight its low carbon vision and its strive towards developing a low carbon council culture.

The authority's achievements will also be communicated externally to demonstrate the measures being taken by the Council to reduce its carbon emissions, and approach to tackling climate change. By doing so, the Council hopes to demonstrate best practise within the local community and encourage other organisations to adopt a similar approach to improving the environment sustainability of their practises. The Council's activities will be communicated via:

- Press releases
- Articles in the bi-monthly residents magazine- District Wide
- Community engagement events
- Council website
- Huntingdonshire Strategic Partnership- via the Environment Forum

As leisure centres produce 70% of all CO₂ emissions arising from Council buildings, it is especially important that the Council demonstrates how it is reducing consumption at these sites. Pull up banners and posters have been developed by the Leisure Centres to communicate the energy policies in place, whilst promotional materials, provided by the Carbon Trust, are being used to remind customers how they can do their bit for the environment when accessing the leisure sites.

6.6 Finance and Investment – the money to match the commitment

Current score: 3

Score in 5 year's time: 5

It is anticipated that projects identified within the plan will be funded through the Council's Medium Term Planning Process or as invest to save projects either financed exclusively from the council's own resources or by obtaining match funding from external sources.

Project leads will be required to bid for funding for their carbon reduction and projects with shorter payback times will be funded as invest to save bids. Additional funding will be sought through the SALIX financing scheme. Grant funding from the Low carbon Building Programme will also be sought for projects involving the installation of renewable energy sources.

6.7 Policy Alignment – saving CO₂ across your operations

Current score: 2

Score in 5 year's time: 5

The Council is currently in the process of producing a sustainable procurement strategy. Procurement has a key role to play in delivering the Authority's carbon reduction objectives and the aim of the strategy is to ensure that sustainable purchasing is incorporated into the whole procurement process: defining the need, evaluating options, design and specifying, supplier selection, tender evaluation, post-contract management and supplier development.

To ensure that travel by employees of the Council fits with the objectives of the plan, a review of the essential user allowance system is also taking place advocating a move to a single tier allowance scheme. Abolishing 'essential' and 'casual' user status will remove incentives for employees to drive their own private cars at work and encourage the use of the Council's fleet of pool cars. The current scheme pays a higher mileage rate for a larger engine size which is currently an incentive to drive potentially higher emission vehicles. Essential users are also required to drive at least 1,500 miles otherwise the lump sum they receive can be taken away from them, which is again an incentive to ensure that this level of mileage is achieved during the year.

The procurement Strategy will be completed by the Council's Procurement Officer in 2009 and the Head of Human Resources will lead the review of Employees travel allowances. It is hoped that this project will be completed in 2009/10.

7. Programme Management of the CM Programme

Good programme governance is fundamental to the delivery of the CMP. By gaining clear ownership to deliver the CMP, and thus NI 185, through engaging with Members and Officers at Huntingdonshire District Council, all action plans have been brought together to establish a holistic, coordinated approach to carbon management. The key stakeholder groups and individuals involved with the production of Huntingdonshire District Councils CMP are illustrated below (Figure 6.0).

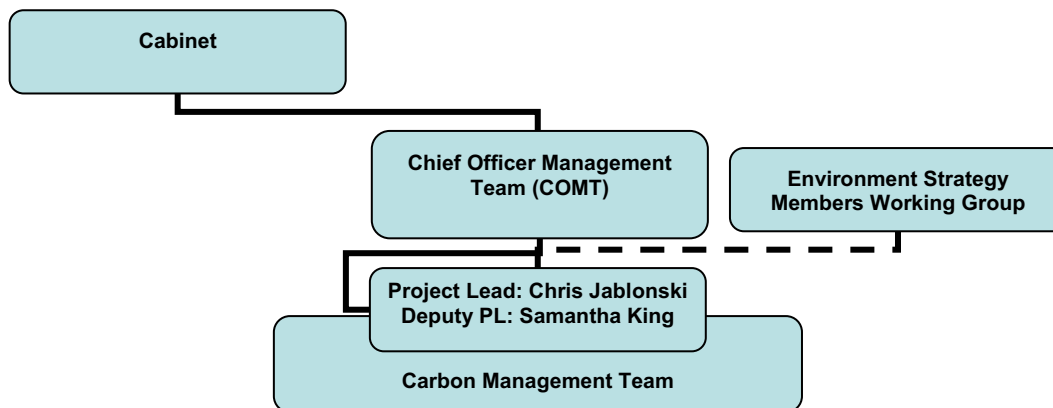


Figure 6.0. Governance of the carbon management programme.

Throughout all developmental stages of the Councils CMP, Cabinet and Members of the Council have been made fully aware of the programme, the reasoning behind it and the projects being considered. Cabinet will approve the final version of the CMP and will be responsible for its ultimate sign off. Additionally, it is vital that all Chief Officers, through the Chief Officer Management Team (COMT), are aware of the possibilities and the potential for both carbon and cost savings through the projects identified by officers within the Carbon Management Team.

7.1 Chief Officer Management Team (COMT) – strategic ownership and oversight

It will be the responsibility of COMT to provide a strategic overview of the Carbon Management Plan. To enable this progress will be reported to COMT on a six monthly basis as the plan is implemented. Reporting will include:

- Details of CO₂ savings against the Councils 30% reduction target
- Financial savings achieved
- An assessment of less quantifiable benefits such as the results of behavioural change initiatives
- Blockages to achieving the objectives of the plan

On the basis of the information received on activities and projects undertaken, COMT will be able to gauge the progress of the plan and identify any issues that they feel need resolving in relation to overall plan delivery or the progress of individual projects identified within the plan.

The primary link between COMT, Members and the Carbon Management Team will be the Project Sponsor; Malcolm Sharp who will play a key role in reporting the progress of the CMP to Members and COMT and setting the strategic direction for carbon management. The CMP will also directly link into the delivery of Huntingdonshire District Councils Environment Strategy and the CMP's progress will be reported through the Environment Strategy annual review process.

Role	Name and position in the LA	Contact details
Project Leader	Chris Jablonski Team Leader, Environment	01480 388368 chris.jablonski@huntsdc.gov.uk
Deputy Project Leader	Samantha King Environmental Management Officer	01480 388268 samantha.king@huntsdc.gov.uk
Project Sponsor	Malcolm Sharp Director of Environmental & Community Services	01480 388301 malcolm.sharp@huntsdc.gov.uk
Chief Officer Management Team (COMT)	David Monks Chief Executive	01480 388001 andrea.lucken@huntsdc.gov.uk
	Ian Leatherbarrow Director of Central Services	01480 388047 ian.leatherbarrow@huntsdc.gov.uk
	Malcolm Sharp Head of Environmental and Community Services	01480 388300 malcolm.sharp@huntsdc.gov.uk
	Terry Parker Director of Commerce and Technology	01480 388100 terry.parker@huntsdc.gov.uk

7.2 The Carbon Management Team – delivering the projects

The Carbon Management Team consists of key officers within the Council who are directly involved in the delivery of the CMP. The Project Lead will chair bi-monthly meetings of the Carbon Management Team to review the progress of activities and projects to identify any blockages that need to be raised with the Programme Board.

Role	Name and position in the LA	Contact details
Carbon Management Team Members	Janet Warren Facilities Management Officer	01480 388394 janet.warren@huntsdc.gov.uk
	Nigel Arkle Procurement Manager	01480 388104 nigel.arkle@huntsdc.gov.uk
	Pete Corley Health & Safety Co-ordinator, Leisure Services	01480 388369 pete.corley@huntsdc.gov.uk
	Wayne Channon HR & Payroll Systems Manager	01480 388158 wayne.channon@huntsdc.gov.uk
	Oliver Colbert Principal Accountant	01480 388109 oliver.colbert@huntsdc.gov.uk
	Pete Lummis Project Manager	01480 388372 pete.lummis@huntsdc.gov.uk
	Julia Blackwell Environmental Management Officer	01480 388288 julia.blackwell@huntsdc.gov.uk
	Heather Gilling Communications & Marketing Manager	01480 388033 heather.gilling@huntsdc.gov.uk
	Tracey Seaton Administration Officer	01480 388304 tracey.seaton@huntsdc.gov.uk
	Andrew Howes ICT Operations Manager	01480 388121 andrew.howes@huntsdc.gov.uk

7.3 Succession planning for key roles

As the Carbon Management Programme looks to implement carbon saving opportunities over the next five years, it is necessary to demonstrate how the projects will progress in the event that a project lead leaves his/her post. To prevent the programme stalling due to staff turnover before the programme has been fully established and embedded, we have ensured that the projects are not tied to the individuals involved but rather to posts within the authority.

In the event that a project lead leaves his/her post, his/her successor will take on that role and progress that project further.

7.4 Ongoing stakeholder management

Individual or Group	Their interest or issues	Means of Communication
HDC Cabinet and Members of the Council	Necessary for all members to be fully aware of the ongoing development of the Carbon Management Plan.	Six monthly reports to Cabinet.
Chief Officer Management Team	Vital for all chief Officers to be aware of the possibilities and the potential for both carbon and cost savings as a result of the projects under consideration.	Six monthly reports to COMT.
Cllr Terry Rogers Environment	Aside from Malcolm Sharp, Councillor Rogers will be the primary link with Cabinet and Councillors in general.	Regular updates from Paul Jose/Malcolm Sharp
Malcolm Sharp Director of Environmental & Community Services	As project sponsor Malcolm will be the primary link between the Carbon Management Team, Chief Officers and Members	Regular updates from Paul Jose and attendance at future opportunities workshops.
Greening the Business Project Group	Greening the Business Project Group doubles as the Carbon Management Team but the remit covers all internal projects deemed to bring environmental benefit. The team will be responsible for scoping possible projects in their service areas and communicating the aims of the project to colleagues	Future opportunities workshops- to be determined. Quarterly Greening the Business project meetings.
Steve Couper Head of Finance	Costs/Budgets	Project Lead to liaise regularly regarding progress of individual projects and annual spend on invest to save initiatives. Future opportunities workshops- to be determined.
Robert Ward Head of Operations	Fleet Management, options for fuel use, vehicle renewals and engine management systems to limit fuel use	Operations representative on the Greening the Business group to update regularly.
Chris Hall Head of Information Management	A number of projects have been identified concerning the way we manage information and ICT Services. Server Virtualisation being that presenting the greatest scope.	IMD representative on the Greening the Business group to update regularly.

<p>Heather Gilling Communications & Marketing Manager</p>	<p>Important to provide a consistent and accessible message to Members Staff and the wider community as part of the wider publicity around the Environment Strategy. Team News will play a significant role in publicising the project internally.</p>	<p>Project Lead to liaise regularly. Future opportunities workshops- to be determined.</p>
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7.5 Annual progress review

A formal review of progress against the Carbon Management Plan will take place on an annual basis. Statistical analysis of the carbon reduction achieved by the Council will take place every calendar year, whereas a review of the projects identified and any proposed projects will take place alongside the Councils Medium-Term Planning (MTP) process. This will also coincide with the review of “Growing Awareness-A Plan for our Environment”, Huntingdonshire District Council’s Environment Strategy.

CO₂ savings against the Councils 30% reduction target will be assessed, so too will the financial savings achieved and other less quantifiable benefits will be assessed to holistically demonstrate the impact carbon management has had each year. Progress will be reported to Cabinet annually.

Appendix A: Carbon Management Matrix - Embedding

	CORPORATE STRATEGY	PROGRAMME MANAGEMENT	RESPONSIBILITY	DATA MANAGEMENT	COMMUNICATION & TRAINING	FINANCE & INVESTMENT	POLICY ALIGNMENT *
BEST 5	<ul style="list-style-type: none"> Top level target allocated across organisation CO₂ reduction targets in Directorate Business Plans 	<ul style="list-style-type: none"> Cabinet / SMT review progress against targets on quarterly basis Quarterly diagnostic reports provided to Directorates Progress against target published externally 	<ul style="list-style-type: none"> CM integrated in responsibilities of senior managers CM part of all job descriptions Central CO₂ reduction advice available Green Champions leading local action groups 	<ul style="list-style-type: none"> Quarterly collation of CO₂ emissions for all sources Data externally verified M&T in place for: <ul style="list-style-type: none"> buildings street lighting waste 	<ul style="list-style-type: none"> All staff given formalised CO₂ reduction: <ul style="list-style-type: none"> induction and training communications Joint CM communications with key partners Staff awareness tested through surveys 	<ul style="list-style-type: none"> Finance committed for 2+ yrs of Programme External funding being routinely obtained Ring-fenced fund for carbon reduction initiatives 	<ul style="list-style-type: none"> CO₂ friendly operating procedure in place Central team provide advice and review, when requested Barriers to CO₂ reduction routinely considered and removed
4	<ul style="list-style-type: none"> CO₂ reduction commitment in Corporate Strategy Top level targets set for CO₂ reduction Climate Change Strategy reviewed annually 	<ul style="list-style-type: none"> Sponsor reviews progress and removes blockages through regular Programme Boards Progress against targets routinely reported to Senior Mgt Team 	<ul style="list-style-type: none"> CM integrated in to responsibilities of department heads Cabinet / SMT regularly updated Staff engaged through Green Champion network 	<ul style="list-style-type: none"> Annual collation of CO₂ emissions for: <ul style="list-style-type: none"> buildings street lighting transport waste Data internally reviewed 	<ul style="list-style-type: none"> All staff given CO₂ reduction: <ul style="list-style-type: none"> induction communications CM matters communicated to external community 	<ul style="list-style-type: none"> Coordinated financing for CO₂ reduction projects via Programme Board Finances committed 1yr ahead Some external financing 	<ul style="list-style-type: none"> Comprehensive review of policies complete Lower level policies reviewed locally Unpopular changes being considered
3	<ul style="list-style-type: none"> CO₂ reduction vision clearly stated and published Climate Change Strategy endorsed by Cabinet and published with staff 	<ul style="list-style-type: none"> Core team regularly review CM progress: <ul style="list-style-type: none"> actions profile & targets new opportunities 	<ul style="list-style-type: none"> An individual provides full time focus for CO₂ reduction and coordination across the organisation Senior Sponsor actively engaged 	<ul style="list-style-type: none"> Collation of CO₂ emissions for limited scope i.e. buildings only 	<ul style="list-style-type: none"> Environmental / energy group(s) given ad hoc: <ul style="list-style-type: none"> training communications 	<ul style="list-style-type: none"> A view of the cost of CO₂ reduction is developing, but finance remains ad-hoc Some centralised resource allocated Finance representation on CM Team 	<ul style="list-style-type: none"> All high level and some mid level policies reviewed, irregularly Substantial changes made, showing CO₂ savings
2	<ul style="list-style-type: none"> Draft Climate Change Policy Climate Change references in other strategies 	<ul style="list-style-type: none"> Ad hoc reviews of CM actions progress 	<ul style="list-style-type: none"> CO₂ reduction a part-time responsibility of a few department champions 	<ul style="list-style-type: none"> No CO₂ emissions data compiled Energy data compiled on a regular basis 	<ul style="list-style-type: none"> Regular awareness campaigns Staff given CM information on ad-hoc basis 	<ul style="list-style-type: none"> Ad hoc financing for CO₂ reduction projects 	<ul style="list-style-type: none"> Partial review of key, high level policies Some financial quick wins made
Worst 1	<ul style="list-style-type: none"> No policy No Climate Change reference 	<ul style="list-style-type: none"> No CM monitoring 	<ul style="list-style-type: none"> No recognised CO₂ reduction responsibility 	<ul style="list-style-type: none"> No CO₂ emissions data compiled Estimated billing 	<ul style="list-style-type: none"> No communication or training 	<ul style="list-style-type: none"> No specific funding for CO₂ reduction projects 	<ul style="list-style-type: none"> No alignment of policies for CO₂ reduction

* Major operational policies and procedures, e.g. Capital Projects, Procurement, HR, Business Travel

Appendix B: Definition of Projects

Reducing HDC's Environmental Footprint: Project Definition

Ref: 1

Project Reference	Multifunctional Device Project
Project Management	<i>Environment Team</i>
Lead officer	<i>Andy Lusha</i>
Department	<i>Administration</i>
Description	Installation of Multifunctional Devices throughout Council offices to reduce the amount of energy consumed by individual devices.
Benefits	<ul style="list-style-type: none"> • Financial savings: £10,781 pa • Payback period: 4 years • Energy saving: 125,358 kWh's/yr • CO₂ Emissions reduction: 67 tonnes of CO₂ pa • Operational life of the project (before renewal): 3 years
Funding	<ul style="list-style-type: none"> • Financial investment: £42,261 • Operational costs: £12,647 pa • Source of funding: Internal.
Resources	<ul style="list-style-type: none"> • <i>This project will be delivered within current resources.</i>
Ensuring Success	<ul style="list-style-type: none"> • To maximise the energy savings achieved, it will be necessary to promote waste minimisation within the organisation and train individuals on the most efficient way of using the devices. The Green Champions scheme will support this project.
Measuring Success	<ul style="list-style-type: none"> • Meter readings, running reports and logging use of the printers.
Project Timescales	<ul style="list-style-type: none"> • Milestones / key dates e.g. <ul style="list-style-type: none"> ○ Start of implementation- January 2009 ○ Ongoing project
Notes	

Reducing HDC's Environmental Footprint: Project Definition

Ref: 2

Project:	HDC Pool Cars
Reference:	
Project Management	<i>Environmental Team</i>
Lead officer	<i>Chris Jablonski</i>
Department	<i>Environmental Management</i>
Description	<p><i>In April 2007 the Council purchased a fleet of four low emission pool cars as part of the Corporate Travel Plan. The fleet consists of a Toyota Prius Hybrid with emissions of 104g of CO₂ per kilometre and three Toyota Yaris with CO₂ emissions of 119g/km.</i></p> <p><i>It is anticipated that when the fleet is being used at full capacity (71,000km per year) there will be significant CO₂ savings from employees not using their own, often less efficient vehicles, for work miles and also by encouraging a modal shift away from travelling to work by car, in the knowledge that the pool cars are available should a car be needed during the working day.</i></p>
Benefits	<ul style="list-style-type: none"> • Financial savings: £2,602. • CO₂ Emissions reduction: 6 Tonnes CO₂ Per Annum when fleet operating at capacity. • Operational life of the project (ongoing)
Funding	<ul style="list-style-type: none"> • Financial investment: £11,000 per annum, lease hire of vehicles • Operational costs: £ 6,000 per annum maintenance, servicing etc. • <i>Source of funding: Internal</i> • <i>Funded project</i>
Resources	<ul style="list-style-type: none"> • <i>No additional resource required, this project will be delivered within current resources.</i>
Ensuring Success	<ul style="list-style-type: none"> • <i>To enable the scheme to be delivered at zero net cost adequate promotion of the vehicles will be required</i> • <i>Principal risks: Vehicles used insufficiently to warrant continuation of scheme. Administration of scheme places unacceptable burden on current resources</i>
Measuring Success	<ul style="list-style-type: none"> • <i>Monthly spreadsheet for vehicle use can be used to calculate costs and carbon savings</i> • <i>Current vehicles on three year lease which runs until April 2010. Evaluation of scheme will be undertaken prior to renewal of lease agreement.</i>
Project Timescales	<ul style="list-style-type: none"> • <i>Existing Project running initially to April 2010</i>
Notes	<p><i>Overview of progress</i></p> <p><i>Include photographs of project wherever possible</i></p>

Reducing HDC's Environmental Footprint: Project Definition

Ref: 3

Project Reference	<i>Passive Infra-Red sensors at Sawtry Leisure Centre</i>
Project Management	<i>Environmental Team</i>
Lead officer	<i>Pete Corley</i>
Department	<i>Leisure Services</i>
Description	<i>Installation of passive infrared sensors to the sports hall and old building changing and toilet facilities, these will be directly linked to the lighting in these rooms.</i>
Benefits	<ul style="list-style-type: none"> • Financial savings: £582 pa • Payback period: 1 year • Energy saving: 6,770 kWh's/yr • CO₂ Emissions reduction: 4 tonnes of CO₂ pa • Operational life of the project (before renewal):10 years • Physical evidence to users of our environmental commitment to our carbon footprint (posters to be displayed when completed).
Funding	<ul style="list-style-type: none"> • Financial investment: £600 • Operational costs: £0 pa • <i>Source of funding: internal.</i> • <i>Maybe eligible for Enhanced Capital Allowance</i> • <i>The decision was granted back in April 2008.</i>
Resources	<ul style="list-style-type: none"> • <i>Additional resource: none.</i>
Ensuring Success	<ul style="list-style-type: none"> • <i>The units will not require any user interaction once installed; the success should be noticed straight away with the first month of metre readings.</i>
Measuring Success	<ul style="list-style-type: none"> • <i>Metre Readings</i>
Project Timescales	<ul style="list-style-type: none"> • <i>Milestones / key dates e.g.</i> <ul style="list-style-type: none"> ○ <i>Programmed around operations and the school</i> ○ <i>Delivery September 2008</i> ○ <i>Commission date September 2008</i> ○ <i>Will deliver financial savings by October 2009.</i>
Notes	<i>The installation so far was slightly delayed due to access to some of the changing facilities over the summer holiday period, currently the only outstanding work is the sports hall.</i>

Reducing HDC's Environmental Footprint: Project Definition

Ref: 4

Project Reference	Combined Heat and Power (CHP) at Huntingdon Leisure Centre Site1 (wet)
Project Management	<i>Environment Team</i>
Lead officer	<i>Pete Corley</i>
Department	<i>Leisure Services</i>
Description	<i>Installation of a combined heat and power system to provide the leisure centre with a proportion of its energy requirements.</i>
Benefits	<ul style="list-style-type: none"> • Financial savings: £26,585 • Payback period: 4 years • Energy saving: 309,124 kWh's/yr • CO₂ Emissions reduction: 166 tonnes of CO₂ pa • Operational life of the project (before renewal): 15 years
Funding	<ul style="list-style-type: none"> • Financial investment: £103,018 • Operational costs: £29,633 pa • <i>Source of funding: MTP bid</i> • <i>The decision was granted in February 2008.</i>
Resources	<ul style="list-style-type: none"> • <i>Additional resource: None. Wayne Palmer had office shift set aside for the delivery of the unit.</i> • <i>An additional fee of £1,397 was required for EDF (£1,000 allowed in original cost) but came to £2,397.</i>
Ensuring Success	<ul style="list-style-type: none"> • <i>Health & Safety method statements and Risk Assessments along with a site visit were all made pre delivery which allowed a successful delivery of the unit.</i>
Measuring Success	<ul style="list-style-type: none"> • <i>Metre Readings</i> • <i>Electronic reports from CHP unit.</i>
Project Timescales	<ul style="list-style-type: none"> • <i>Milestones / key dates e.g.</i> <ul style="list-style-type: none"> ○ <i>Programmed around operations and the school</i> ○ <i>Delivery July 2008</i> ○ <i>Commission date September 2008</i> ○ <i>Will deliver savings (after payback time) in 8th running year</i>
Notes	<p><i>Overview of progress</i></p> <p><i>The delivery and instillation of the unit ran smoothly</i></p> <p><i>See photos attached G:\Climate Change\LACM Programme\CHP Pictures\CHP Pictures</i></p>

Reducing HDC's Environmental Footprint: Project Definition

Ref: 5

Project:	Corporate Travel Plan
Reference:	
Project Management	<i>Environment Team</i>
Lead officer	<i>Chris Jablonski</i>
Department	<i>Environmental Management</i>
Description	<p><i>The Councils Corporate Travel Plan, published in 2006, includes an overarching target to reduce the percentage of employees travelling to work alone by car to 50% by 2009/10, by achieving a modal shift to more sustainable alternatives bringing significant reductions in CO₂ emissions.</i></p> <p><i>In the baseline year of 2007 63% of employees travelled to work alone by car (as measured through the Annual Travel for Work Survey, undertaken in conjunction with the Cambridgeshire Travel for Work Partnership). If the headline target of 50% by 2010 is achieved this will amount to a saving of 130 tonnes of CO₂ or 65 tonnes per annum, based of the following formula:-</i></p> <p><i>Average number of working days per annum (250) x Average return journey to work (30km) x average CO₂ emissions from Private UK car (167.2g/km) x % of employees Travelling to work alone by car (63% in 2007 –50% in 2010 based on 794 total full time, part time and temporary employees in 2007)</i></p> <p><i>The following projects contained within the plan are together designed to achieve the overall modal shift and necessary reduction in carbon emissions:</i></p> <ul style="list-style-type: none"> <i>• Camshare – promoting car sharing</i> <i>• Cycling and walking promotions</i> <i>• Introduction of Site Specific Travel Plans</i> <i>• Home working</i> <i>• Public Transport</i> <p><i>• CO₂ Emissions reduction: 65 tonnes of CO₂ pa</i></p>
Benefits	<ul style="list-style-type: none"> <i>• Financial savings: £29,000</i> <i>• Payback period: 0</i> <i>• CO₂ Emissions reduction: 65 t 2008, 130t 2009, 2010, 2011, 2012.</i>
Funding	<ul style="list-style-type: none"> <i>• Financial investment – £12,500</i>
Resources	<ul style="list-style-type: none"> <i>• Project will be delivered within current resources</i>
Ensuring Success	<ul style="list-style-type: none"> <i>• Site specific employee travel plans to be implemented at each of the Council's main sites</i> <i>• Principal risks: Lack of officer time to prepare site specific plans</i>
Measuring Success	<ul style="list-style-type: none"> <i>• Modal shift away from sole occupant use of the private car</i> <i>• Measured by annual Travel for Work Survey</i> <i>• Review of the Corporate Travel Plan in 2010/11</i>
Project Timescales	<ul style="list-style-type: none"> <i>• Ongoing project with targets until 2009/10 – Then reassessed</i>

Reducing HDC's Environmental Footprint: Project Definition

Ref: 6

Project:	<i>Re-commission of 2006 Radiators at Sawtry Leisure Centre</i>
Reference:	
Project Management	<i>Environment Team</i>
Lead officer	<i>Pete Corley</i>
Department	<i>Leisure Services</i>
Description	<p><i>During the Carbon Trust survey it was noticed that the radiators were on in the newer (2006) building area because the controls and valve gear have not been correctly commissioned.</i></p> <p><i>It is therefore recommended that the controls etc are re-commissioned to operate correctly.</i></p>
Benefits	<ul style="list-style-type: none"> • Financial savings: £217 pa • Payback period: 0 years-Immediate • Energy saving: 7,500 kWh's/yr • CO₂ Emissions reduction: 1 tonnes of CO₂ pa • Operational life of the project (before renewal): 15 years
Funding	<ul style="list-style-type: none"> • Financial investment: £0 • Operational costs: £50 pa • <i>The decision was granted in August 2008 for plant survey.</i>
Resources	<ul style="list-style-type: none"> • <i>Additional resource: Time will be given to Andy Bainbridge to accompany the engineer from Universal Systems and Controls Ltd during the survey.</i>
Ensuring Success	<ul style="list-style-type: none"> • <i>Key success factors: The completion of the survey done by Universal Systems and Controls Ltd.</i>
Measuring Success	<ul style="list-style-type: none"> • <i>Metre Readings.</i> • <i>Noticeable internal environmental conditions improve.</i> • <i>Reduction of reactive maintenance work in the coming years.</i>
Project Timescales	<ul style="list-style-type: none"> • <i>Milestones / key dates e.g.</i> <ul style="list-style-type: none"> ○ <i>Programmed around operations and the school.</i> ○ <i>Delivery of survey September 2008.</i> ○ <i>Will deliver savings as soon as re-commissioning has taken place.</i> ○ <i>The time needed to chase up the original installers.</i>
Notes	<p><i>The survey will be of the whole building; this may highlight other areas that need to be re-commissioned. The pool hall and the changing areas have currently got environmental temperature issues, with the knowledge gained from the survey a further plan will be made to action the re-commissioning of the old building's plant and AHU.</i></p>

Reducing HDC's Environmental Footprint: Project Definition

Ref: 7

Project:	Re-commission AHU's in 2006 build at Sawtry Leisure Centre
Reference:	
Project Management	<i>Environment Team</i>
Lead officer	<i>Pete Corley</i>
Department	<i>Leisure Services</i>
Description	<p><i>During the Carbon Trust survey it was reported that the air handling unit (AHU) heater batteries were always on even during hot weather because the controls and valve gear has not been correctly commissioned.</i></p> <p><i>It is therefore recommended that the controls etc are re-commissioned to operate correctly.</i></p> <p><i>The actual consumption by these units has been estimated using information provided and some assumptions. Potential savings have been estimated at 20%</i></p>
Benefits	<ul style="list-style-type: none"> • Financial savings: £2,896 pa • Payback period: 0 years- Immediate • Energy saving: 100,214 kWh's/yr • CO₂ Emissions reduction:19 tonnes of CO₂ pa • Operational life of the project (before renewal): 10 years
Funding	<ul style="list-style-type: none"> • Financial investment: £ 0 • Operational costs: £200 pa. • <i>The decision was granted in August 2008 for plant survey.</i>
Resources	<ul style="list-style-type: none"> • <i>Additional resource: Time will be given to Andy Bainbridge to accompany the engineer from Universal Systems and Control Ltd during the survey.</i>
Ensuring Success	<ul style="list-style-type: none"> • <i>Key success factors: The completion of the survey done by Universal Systems and Control Ltd.</i>
Measuring Success	<ul style="list-style-type: none"> • <i>Metre Readings.</i> • <i>Noticeable internal environmental conditions improve.</i> • <i>Reduction of reactive maintenance work in the coming years.</i>
Project Timescales	<ul style="list-style-type: none"> • <i>Milestones / key dates e.g.</i> <ul style="list-style-type: none"> ○ <i>Programmed around operations and the school.</i> ○ <i>Delivery of survey in September 2008.</i> ○ <i>Will deliver savings as soon as the re-commissioning has taken place.</i> ○ <i>The time needed to chase up the original installers.</i>
Notes	<p><i>The survey will be of the whole building; this may highlight other areas that need to be re-commissioned. The pool hall and the changing areas have currently got environmental temperature issues, with the knowledge gained from the survey a further plan will be made to action the re-commissioning of the old building's plant and AHU.</i></p>

Reducing HDC's Environmental Footprint: Project Definition

Ref: 8

Project Reference	Green Force
Project Management	<i>Environment Team</i>
Lead officer	<i>Tracy Martin</i>
Department	<i>Environmental Management</i>
Description	<i>A staff awareness campaign involving representatives from teams across the council planning, overseeing and coordinating a series of environmental projects.</i>
Benefits	<ul style="list-style-type: none"> • Financial savings: £7,887 pa • Payback period: 0 years • Energy saving: 91,706 kWh's/yr • CO₂ Emissions reduction: 49 tonnes of CO₂ pa • Operational life of the project (before renewal): 4 years
Funding	<ul style="list-style-type: none"> • Financial investment: £5,000 • Operational costs: £5,000 pa • <i>Source of funding: internal- MTP bid.</i>
Resources	<ul style="list-style-type: none"> • <i>This project will be delivered within current resources. The Green Champions scheme will be coordinated by the Environment Team.</i>
Ensuring Success	<ul style="list-style-type: none"> • <i>Key success factors: The successful recruitment of Green Force Reps across all directorates and a commitment to the programme over the lifetime of the project. To ensure the project is successful it will be necessary to have good support and feedback structures in place to maintain interest in the scheme.</i> • <i>Principal risks: We are unsuccessful in recruiting Green Force Reps and keeping them interested in the scheme.</i>
Measuring Success	<ul style="list-style-type: none"> • <i>Meter Readings</i> • <i>Annual Green Survey- illustrating behavioural change that the scheme results in.</i> • <i>Increasing number of individuals interested in the Green Force initiative.</i>
Project Timescales	<ul style="list-style-type: none"> • <i>Milestones / key dates</i> <ul style="list-style-type: none"> ○ <i>Recruitment Drive: Start May 2009</i> ○ <i>First Official Green Champions meeting: 5th June 2009</i>
Notes	<i>Please see Appendix C for associated Green Champions Communications Plan.</i>

Reducing HDC's Environmental Footprint: Project Definition

Ref: 9

Project:	<i>Wind Power at the St Ivo Leisure Centre</i>
Reference:	
Project Management	<i>Environment Team</i>
Lead officer	<i>Pete Corley</i>
Department	<i>Leisure Services</i>
Description	<i>Installation of wind turbines to provide the leisure centre with a proportion of its energy requirements</i>
Benefits	<ul style="list-style-type: none"> • Financial savings: £11,283 pa • Payback period: 8 years • Energy saving: 85,780 kWh's/yr • CO₂ Emissions reduction: 46 tonnes of CO₂ pa • Operational life of the project (before renewal): 25 years
Funding	<ul style="list-style-type: none"> • Financial investment: £122, 639 (50% grant funding will reduce Council funding required). • Operational costs: £1,000 pa • <i>Potential source of funding: E.ON Source Fund-up to £30,000, Low Carbon Buildings Programme Phase 2-up to 50% of total (requires planning approval first) HDC/CCC. BRE CSEP- up to £50k or 50% of total-application is complex and time consuming.</i> • <i>SRE Technologies can complete applications on our behalf, yes, but the application must come from the applicant not the consultant or the installer.</i>
Resources	<ul style="list-style-type: none"> • <i>Staff training is provided on completion of the project, i.e. emergency shutdown procedures in case of buildings etc.</i> • <i>This project will be delivered within current resources.</i>
Ensuring Success	<ul style="list-style-type: none"> • <i>Planning approval, Funding, DNO approval.</i> • <i>If any of the above were not approved, it would be difficult for the project to proceed. i.e. planning, funding and DNO approval.</i>
Measuring Success	<ul style="list-style-type: none"> • <i>Successful installation of turbines on site</i> • <i>Success in gaining grant funding</i> • <i>Energy Generation in line with projections</i>
Project Timescales	<ul style="list-style-type: none"> • <i>Milestones / key dates e.g.</i> <ul style="list-style-type: none"> ○ <i>LCBP Funding Application April 2009 – (Approved)</i> ○ <i>Planning Application (summer 2009)</i> ○ <i>completion Spring (2010)</i>
Notes	

Reducing HDC's Environmental Footprint: Project Definition

Ref: 10

Project Reference	<i>Server Virtualisation</i>
Project Management	<i>Environment Team</i>
Lead officer	<i>Simon Cunnell</i>
Department	<i>Information Management Division (IMD)</i>
Description	<p>The Consolidation of many physical servers into multiple Virtual environments hosted on a single platform</p> <p>This is done to Reduce Cost, Energy Consumption, Heat Output, Rack Space, rollout, time taken to support, as well as increase Resilience and Availability</p> <p>This can be attained due to the speed of modern Processors and the under utilisation of a single Operating system running on them (Typically as low as 5%). It is now possible to run 12 or more Virtual Operating Systems on a single Physical Host, pushing utilisation towards 60% and therefore leveraging investments.</p> <p>To remove the element of 'All your eggs in one Basket', Physical Hosts are configured in Farms, enabling Virtual Operating Systems to be run in the most efficient and resilient manor spread across the farm of hosts.</p>
Benefits	<ul style="list-style-type: none"> • Financial savings: £59,072 pa • Payback period: 4 years • Energy saving: 163,628h's/yr • CO₂ Emissions reduction: 88 tonnes of CO₂ pa • Operational life of the project (before renewal): 5 years
Funding	<ul style="list-style-type: none"> • Financial investment: £220,000 • Operational costs: £20,000 pa • <i>Source of funding: internal</i> • <i>MTP bid approved in March 2009</i>
Resources	<ul style="list-style-type: none"> • IMD – Project being delivered within current resources
Ensuring Success	<ul style="list-style-type: none"> • Project has been agreed and is in the process of being implemented
Measuring Success	<ul style="list-style-type: none"> • <i>End of ICM contract covering current hardware in place- saving £40,000pa.</i> • <i>Reduction in energy consumed by servers</i>
Project Timescales	<ul style="list-style-type: none"> • <i>Milestones / key dates e.g.</i> <ul style="list-style-type: none"> ○ <i>start of implementation: April 2009</i>
Notes	

Reducing HDC’s Environmental Footprint: Project Definition

Ref: 11

Project Reference	<i>St Ives Enterprise Centre</i>
Project Management	<i>Environment Team</i>
Lead officer	<i>Barry LeBailly</i>
Department	<i>Environmental Management</i>
Description	
Benefits	<ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal):
Funding	<ul style="list-style-type: none"> • Financial investment: • Operational costs:
Resources	
Ensuring Success	
Measuring Success	
Project Timescales	
Notes	

Reducing HDC's Environmental Footprint: Project Definition

Ref: 12

Project Reference	Variable Speed Drives (VSD) to supply motors at Sawtry Leisure Centre
Project Management	<i>Environment Team</i>
Lead officer	<i>Pete Corley</i>
Department	<i>Leisure Services</i>
Description	<p><i>Sawtry Leisure Centre operates 4 air handling units, each with supply and extract fans, plus a main pool pump.</i></p> <p><i>These fans and pump run continuously at full speed regardless of demand.</i></p> <p><i>If a variable speed device (VSD) i.e. inverter, were fitted to the motor, the fan/pump speed could be reduced to suit the requirement.</i></p> <p><i>Substantial savings can be made by fitting inverters to centrifugal fans and pumps and slowing them down by a small amount. A 10% reduction in speed results in a 30% reduction in motor energy consumption.</i></p> <p><i>Many systems are 'over engineered' and fan speeds can often be reduced a small amount without a detrimental effect on the operation of the system.</i></p> <p><i>An additional saving not included in these calculations is that the heat extracted from the building is reduced with lower fan speeds.</i></p>
Benefits	<ul style="list-style-type: none"> • Financial savings: £2,616 pa • Payback period: 1.5 years • Energy saving: 30,420 kWh's/yr • CO₂ Emissions reduction: 16 tonnes of CO₂ pa • Operational life of the project (before renewal):10 years
Funding	<ul style="list-style-type: none"> • Financial investment: £4,000 • Operational costs: £200 pa • <i>Source of funding: internal-maybe eligible for a CT loan.</i> • <i>Maybe eligible for Enhanced Capital Allowance.</i>
Resources	<ul style="list-style-type: none"> • <i>Approach manufacturers of inverters, they may be willing to demonstrate the potential savings on the sites extraction system. Implement this initiative if demonstration proves successful.</i>
Ensuring Success	<ul style="list-style-type: none"> • <i>The units will not require any user interaction once installed, the success should be noticed straight away with the first month of metre readings</i>
Measuring Success	<ul style="list-style-type: none"> • <i>Metre Readings</i>
Project Timescales	<ul style="list-style-type: none"> • <i>Milestones / key dates e.g.</i> <ul style="list-style-type: none"> ○ <i>Programmed around operations and the school</i> ○ <i>Conduct a trial period before installation.</i> ○ <i>Implementation in December 2009</i>
Notes	<p><i>The survey will be of the whole building; this may highlight other areas that need to be re-commissioned. The pool hall and changing areas have currently got environmental temperature issues, with the knowledge gained from the survey a further plan will be made to action the re-commissioning of the old building's plant and AHU.</i></p>

Reducing HDC’s Environmental Footprint: Project Definition

Ref: 13

Project Reference	<i>Variable Speed Drives (VSD) to supply motors at Ramsey Leisure Centre</i>
Project Management	<i>Environment Team</i>
Lead officer	<i>Pete Corley</i>
Department	<i>Leisure Services</i>
Description	
Benefits	<ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal):
Funding	<ul style="list-style-type: none"> • Financial investment: • Operational costs:
Resources	
Ensuring Success	
Measuring Success	
Project Timescales	<ul style="list-style-type: none"> • <i>Milestones / key dates e.g.</i>
Notes	

Reducing HDC’s Environmental Footprint: Project Definition

Ref: 14

Project Reference	<i>Variable Speed Drives (VSD) to supply motors at Huntingdon Leisure Centre Site1 (wet)</i>
Project Management	<i>Environment Team</i>
Lead officer	<i>Pete Corley</i>
Department	<i>Leisure Services</i>
Description	
Benefits	<ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal):
Funding	<ul style="list-style-type: none"> • Financial investment: • Operational costs:
Resources	
Ensuring Success	
Measuring Success	
Project Timescales	
Notes	

Reducing HDC’s Environmental Footprint: Project Definition

Ref: 15

Project Reference	<i>Variable Speed Drives (VSD) to supply motors at Huntingdon Leisure Centre Site2 (dry)</i>
Project Management	<i>Environment Team</i>
Lead officer	<i>Pete Corley</i>
Department	<i>Leisure Services</i>
Description	
Benefits	<ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal):
Funding	<ul style="list-style-type: none"> • Financial investment: • Operational costs:
Resources	
Ensuring Success	
Measuring Success	
Project Timescales	
Notes	

Reducing HDC’s Environmental Footprint: Project Definition

Ref: 16

Project Reference	<i>Variable Speed Drives (VSD) to supply motors at St Neots Leisure Centre</i>
Project Management	<i>Environment Team</i>
Lead officer	<i>Pete Corley</i>
Department	<i>Leisure Services</i>
Description	
Benefits	<ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal):
Funding	<ul style="list-style-type: none"> • Financial investment: • Operational costs:
Resources	
Ensuring Success	
Measuring Success	
Project Timescales	
Notes	

Reducing HDC’s Environmental Footprint: Project Definition

Ref: 17

Project Reference	<i>Variable Speed Drives (VSD) to supply motors at St Ivo Leisure Centre (Indoor)</i>
Project Management	<i>Environment Team</i>
Lead officer	<i>Pete Corley</i>
Department	<i>Leisure Services</i>
Description	
Benefits	<ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal):
Funding	<ul style="list-style-type: none"> • Financial investment: • Operational costs:
Resources	
Ensuring Success	
Measuring Success	
Project Timescales	
Notes	

Reducing HDC's Environmental Footprint: Project Definition

Ref: 18

Project Reference	<i>Passive Infra-Red (PIR) sensors at Ramsey Leisure Centre</i>
Project Management	<i>Environment Team</i>
Lead officer	<i>Pete Corley</i>
Department	<i>Leisure Services</i>
Description	
Benefits	<ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal): • Physical evidence to users of our environmental commitment to our carbon footprint (posters to be displayed when completed).
Funding	<ul style="list-style-type: none"> • Financial investment: • Operational costs: •
Resources	
Ensuring Success	
Measuring Success	
Project Timescales	
Notes	

Reducing HDC’s Environmental Footprint: Project Definition

Ref: 19

Project Reference	<i>Passive Infra-Red (PIR) sensors at Huntingdon Leisure Centre Site1 (wet)</i>
Project Management	<i>Environment Team</i>
Lead officer	<i>Pete Corley</i>
Department	<i>Leisure Services</i>
Description	
Benefits	<ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal): • Physical evidence to users of our environmental commitment to our carbon footprint (posters to be displayed when completed).
Funding	<ul style="list-style-type: none"> • Financial investment: • Operational costs:
Resources	
Ensuring Success	
Measuring Success	
Project Timescales	
Notes	

Reducing HDC’s Environmental Footprint: Project Definition

Ref: 20

Project Reference	<i>Passive Infra-Red (PIR) sensors at Huntingdon Leisure Centre Site2 (dry)</i>
Project Management	<i>Environment Team</i>
Lead officer	<i>Pete Corley</i>
Department	<i>Leisure Services</i>
Description	
Benefits	<ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal): • Physical evidence to users of our environmental commitment to our carbon footprint (posters to be displayed when completed).
Funding	<ul style="list-style-type: none"> • Financial investment: • Operational costs:
Resources	
Ensuring Success	
Measuring Success	
Project Timescales	
Notes	

Reducing HDC’s Environmental Footprint: Project Definition

Ref: 21

Project Reference	<i>Passive Infra-Red (PIR) sensors at St Neots Leisure Centre</i>
Project Management	<i>Environment Team</i>
Lead officer	<i>Pete Corley</i>
Department	<i>Leisure Services</i>
Description	
Benefits	<ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal): • Physical evidence to users of our environmental commitment to our carbon footprint (posters to be displayed when completed).
Funding	<ul style="list-style-type: none"> • Financial investment: • Operational costs:
Resources	
Ensuring Success	
Measuring Success	
Project Timescales	
Notes	

Reducing HDC's Environmental Footprint: Project Definition

Ref: 22

Project Reference	<i>Passive Infra-Red (PIR) sensors at St Ivo Leisure Centre (Indoor)</i>
Project Management	<i>Environment Team</i>
Lead officer	<i>Pete Corley</i>
Department	<i>Leisure Services</i>
Description	
Benefits	<ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal) • Physical evidence to users of our environmental commitment to our carbon footprint (posters to be displayed when completed).
Funding	<ul style="list-style-type: none"> • Financial investment: • Operational costs: •
Resources	
Ensuring Success	
Measuring Success	
Project Timescales	
Notes	

Reducing HDC's Environmental Footprint: Project Definition

Ref: 23

Project: Reference:	<i>Voltage Reduction Devices at Sawtry Leisure Centre</i>
Project Management	<i>Environment Team</i>
Lead officer	<i>Pete Corley</i>
Department	<i>Leisure Services</i>
Description	<p>Most of the Leisure Centre areas are lit utilizing fluorescent strip lights or metal halide.</p> <p>Voltage reduction devices reduce the voltage on the lighting circuit by up to 15% after an initial 'warm-up' period on full voltage. This reduction in voltage can yield up to 25% reduction in energy consumption on high-pressure sodium lighting and up to 35% reduction in consumption on fluorescent lighting. There is a small reduction in lighting output but this is often either acceptable or unperceivable as many areas are over lit in the first instance. The above savings assume that the supply voltage is 240V, however, if the Power optimization initiative is implemented the supply voltage will be 220V and the potential saving will be lower. The saving potential in the figures shown above has been estimated to be 12%.</p>
Benefits	<ul style="list-style-type: none"> • Financial savings: £932 pa • Payback period: 1.5 years • Energy saving: 10,833 kWh's/yr • CO₂ Emissions reduction: 6 tonnes of CO₂ pa • Operational life of the project (before renewal): 10 years • The use of these controllers has also been shown to extend lamp life further when used in conjunction with tri-phosphor fluorescent tubes.
Funding	<ul style="list-style-type: none"> • Financial investment: £1,357 • Operational costs: £150pa • <i>Source of funding: internal- maybe eligible for CT loan.</i> • <i>Maybe eligible for Enhanced Capital Allowance.</i>
Resources	<ul style="list-style-type: none"> • <i>Conduct a trial installation in a selected area of one site. Measure power consumption and light levels in the selected area before and after the installation of the voltage controllers.</i>
Ensuring Success	<ul style="list-style-type: none"> • <i>The units will not require any user interaction once installed; the success should be noticed straight away with the first month of metre readings.</i>
Measuring Success	<ul style="list-style-type: none"> • <i>Metre Readings.</i>
Project Timescales	<ul style="list-style-type: none"> • <i>Milestones / key dates e.g.</i> <ul style="list-style-type: none"> ○ <i>Programmed around operations and the school.</i> ○ <i>Conduct a trial period before installation.</i> ○ <i>Installation 2009</i>
Notes	<i>It is vital that the process is monitored, it may not prove suitable in the sports hall if the light output is reduced too much, this will effect badminton sessions. There are some types of ballast that are not suitable for use with voltage controllers. The controllers will not work in conjunction with high frequency fittings.</i>

Reducing HDC’s Environmental Footprint: Project Definition

Ref: 24

Project Reference	<i>Voltage Reduction Devices at Ramsey Leisure Centre</i>
Project Management	<i>Environment Team</i>
Lead officer	<i>Pete Corley</i>
Department	<i>Leisure Services</i>
Description	
Benefits	<ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal):
Funding	<ul style="list-style-type: none"> • Financial investment: • Operational costs:
Resources	
Ensuring Success	
Measuring Success	
Project Timescales	
Notes	

Reducing HDC’s Environmental Footprint: Project Definition

Ref: 25

Project Reference	<i>Voltage Reduction Devices at Huntingdon Leisure Centre Site1 (wet)</i>
Project Management	<i>Environment Team</i>
Lead officer	<i>Pete Corley</i>
Department	<i>Leisure Services</i>
Description	
Benefits	<ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal):
Funding	<ul style="list-style-type: none"> • Financial investment: • Operational costs:
Resources	
Ensuring Success	
Measuring Success	
Project Timescales	
Notes	

Reducing HDC’s Environmental Footprint: Project Definition

Ref: 26

Project Reference	<i>Voltage Reduction Devices at Huntingdon Leisure Centre Site2 (dry)</i>
Project Management	<i>Environment Team</i>
Lead officer	<i>Pete Corley</i>
Department	<i>Leisure Services</i>
Description	
Benefits	<ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal):
Funding	<ul style="list-style-type: none"> • Financial investment: • Operational costs:
Resources	
Ensuring Success	
Measuring Success	
Project Timescales	
Notes	

Reducing HDC’s Environmental Footprint: Project Definition

Ref: 27

Project Reference	<i>Voltage Reduction Devices at St Neots Leisure Centre</i>
Project Management	<i>Environment Team</i>
Lead officer	<i>Pete Corley</i>
Department	<i>Leisure Services</i>
Description	
Benefits	<ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal):
Funding	<ul style="list-style-type: none"> • Financial investment: • Operational costs:
Resources	
Ensuring Success	
Measuring Success	
Project Timescales	
Notes	

Reducing HDC’s Environmental Footprint: Project Definition

Ref: 28

Project Reference	<i>Voltage Reduction Devices at St Ivo Leisure Centre (Indoor)</i>
Project Management	<i>Environment Team</i>
Lead officer	<i>Pete Corley</i>
Department	<i>Leisure Services</i>
Description	
Benefits	<ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal):
Funding	<ul style="list-style-type: none"> • Financial investment: • Operational costs:
Resources	
Ensuring Success	
Measuring Success	
Project Timescales	
Notes	

Reducing HDC’s Environmental Footprint: Project Definition

Ref: 29

Project Reference	<i>Install timers on vending machines, water coolers and other relevant equipment</i>
Project Management	<i>Environment Team</i>
Lead officer	
Department	
Description	
Benefits	<ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal):
Funding	<ul style="list-style-type: none"> • Financial investment: • Operational costs:
Resources	
Ensuring Success	
Measuring Success	
Project Timescales	
Notes	

Reducing HDC’s Environmental Footprint: Project Definition

Ref: 30

Project Reference	<i>Install Cavity Wall Insulation at Ramsey Leisure Centre</i>
Project Management	<i>Environment Team</i>
Lead officer	<i>Pete Corley</i>
Department	<i>Leisure Services</i>
Description	
Benefits	<ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal):
Funding	<ul style="list-style-type: none"> • Financial investment: • Operational costs:
Resources	
Ensuring Success	
Measuring Success	
Project Timescales	
Notes	

Reducing HDC's Environmental Footprint: Project Definition

Ref: 31

Project Reference	<i>Install Cavity Wall Insulation at Huntingdon Leisure Centre Site1 (wet)</i>
Project Management	<i>Environment Team</i>
Lead officer	<i>Pete Corley</i>
Department	<i>Leisure Services</i>
Description	
Benefits	<ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal):
Funding	<ul style="list-style-type: none"> • Financial investment: • Operational costs:
Resources	
Ensuring Success	
Measuring Success	
Project Timescales	
Notes	

Reducing HDC’s Environmental Footprint: Project Definition

Ref: 32

Project Reference	<i>Install Cavity Wall Insulation at Sawtry Leisure Centre</i>
Project Management	<i>Environment Team</i>
Lead officer	<i>Pete Corley</i>
Department	<i>Leisure Services</i>
Description	
Benefits	<ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal):
Funding	<ul style="list-style-type: none"> • Financial investment: • Operational costs:
Resources	
Ensuring Success	
Measuring Success	
Project Timescales	
Notes	

Reducing HDC's Environmental Footprint: Project Definition

Ref: 33

Project Reference	<i>Install Cavity Wall Insulation at Huntingdon Leisure Centre Site2 (dry)</i>
Project Management	<i>Environment Team</i>
Lead officer	<i>Pete Corley</i>
Department	<i>Leisure Services</i>
Description	
Benefits	<ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal):
Funding	<ul style="list-style-type: none"> • Financial investment: • Operational costs:
Resources	
Ensuring Success	
Measuring Success	
Project Timescales	
Notes	

Reducing HDC’s Environmental Footprint: Project Definition

Ref: 34

Project Reference	<i>Install Cavity Wall Insulation at St Neots Leisure Centre</i>
Project Management	<i>Environment Team</i>
Lead officer	<i>Pete Corley</i>
Department	<i>Leisure Services</i>
Description	
Benefits	<ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal):
Funding	<ul style="list-style-type: none"> • Financial investment: • Operational costs:
Resources	
Ensuring Success	
Measuring Success	
Project Timescales	
Notes	

Reducing HDC’s Environmental Footprint: Project Definition

Ref: 35

Project Reference	<i>Install Cavity Wall Insulation at St Ivo Leisure Centre (Indoor)</i>
Project Management	<i>Environment Team</i>
Lead officer	<i>Pete Corley</i>
Department	<i>Leisure Services</i>
Description	
Benefits	<ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal):
Funding	<ul style="list-style-type: none"> • Financial investment: • Operational costs:
Resources	
Ensuring Success	
Measuring Success	
Project Timescales	
Notes	

Reducing HDC's Environmental Footprint: Project Definition

Ref: 36

Project Reference	<i>Combined Heat and Power (CHP) at Ramsey Leisure Centre</i>
Project Management	<i>Environment Team</i>
Lead officer	<i>Pete Corley</i>
Department	<i>Leisure Services</i>
Description	<i>Installation of a combined heat and power system to provide the leisure centre with a proportion of its energy requirements.</i>
Benefits	<ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal):
Funding	<ul style="list-style-type: none"> • Financial investment: • Operational costs:
Resources	
Ensuring Success	
Measuring Success	
Project Timescales	
Notes	

Reducing HDC’s Environmental Footprint: Project Definition

Ref: 37

Project Reference	<i>Combined Heat and Power (CHP) at St Ivo Leisure Centre (Indoor)</i>
Project Management	<i>Environment Team</i>
Lead officer	<i>Pete Corley</i>
Department	<i>Leisure Services</i>
Description	<i>Installation of a combined heat and power system to provide the leisure centre with a proportion of its energy requirements.</i>
Benefits	<ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal):
Funding	<ul style="list-style-type: none"> • Financial investment: • Operational costs:
Resources	
Ensuring Success	
Measuring Success	
Project Timescales	
Notes	

Reducing HDC's Environmental Footprint: Project Definition

Ref: 38

Project Reference	<i>Combined Heat and Power (CHP) at Sawtry Leisure Centre</i>
Project Management	<i>Environment Team</i>
Lead officer	<i>Pete Corley</i>
Department	<i>Leisure Services</i>
Description	<i>Installation of a combined heat and power system to provide the leisure centre with a proportion of its energy requirements.</i>
Benefits	<ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal):
Funding	<ul style="list-style-type: none"> • Financial investment: • Operational costs:
Resources	
Ensuring Success	
Measuring Success	.
Project Timescales	
Notes	

Reducing HDC’s Environmental Footprint: Project Definition

Ref: 39

Project Reference	<i>Combined Heat and Power (CHP) at St Neots Leisure Centre</i>
Project Management	<i>Environment Team</i>
Lead officer	<i>Pete Corley</i>
Department	<i>Leisure Services</i>
Description	<i>Installation of a combined heat and power system to provide the leisure centre with a proportion of its energy requirements.</i>
Benefits	<ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal):
Funding	<ul style="list-style-type: none"> • Financial investment: • Operational costs:
Resources	
Ensuring Success	
Measuring Success	
Project Timescales	
Notes	

Appendix C:

Green Force Communications Plan

W/C	March				April				May				June					
	2nd	9th	16th	23rd	30th	6th	13th	20th	27th	4th	11th	18th	25th	1st	8th	15th	22nd	29th
Member Green Force Survey live on intranet																		
Intranet page created and completed																		
April- Team News Article																		
Promote Staff Green Day-Posters/Intranet/ E-mails/Stand in Pathfinder House																		
Green Day																		
Green Force project promoted on HDC's website																		
May- Team News Article																		
Hold introductory Green Force Meeting (2nd May 2009)																		
1st Official Green Force Meeting (5th June 2009)																		
June- Team News Article																		

Team News Articles

April- Promote Staff Green Day
May- Highlight success of launch and promote first Green Force meeting
June- Report on first Green Force meeting held

Future Green Force meeting dates (TBC)

9th October 2009
5th February 2010

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**CARBON MANAGEMENT PLAN
(Report by the Overview and Scrutiny Panel (Environmental Well-being))**

1. INTRODUCTION

1.1 At its meeting on 9th June 2009, the Overview and Scrutiny Panel (Environmental Well-being) considered a report by the Head of Environmental Management on the proposed adoption by the Council of a Carbon Management Plan. Item No. 10 of the Cabinet Agenda refers.

1.2 The views of the Panel are summarised below for consideration by the Cabinet.

2. DELIBERATIONS

2.1 The Panel welcomed the adoption of a Carbon Management Plan and complemented the officers concerned in preparing the document. Members were pleased that grants have been obtained and are continuing to be sought to assist in carrying out the schemes identified.

2.2 The Panel acknowledged the potential dilemma between conflicting interests whereby decisions by the Council and others could adversely affect the Council's carbon emissions. In that respect, Members suggested that the impact of actions on emissions could be made more explicit in the decision making process.

2.3 The Panel was informed that the Council's investment in more energy efficient office accommodation had been reflected in the progress achieved towards the target for emission reductions, although the effects could not be measured accurately until the new accommodation had been completed and energy consumption analysed. Members suggested that travel by Members on the Council's behalf should be included in the Green Travel Plan and travel to work statistics. Finally, it was not clear whether the savings forecast in the Carbon Reduction Plan had been incorporated into the budgetary forecast for future years which had been drawn up by the Head of Financial Services.

2.4 The Panel has indicated its intention to monitor performance towards achieving the targets set in the Plan as part of the performance monitoring process.

3. CONCLUSION

- 3.1 The Cabinet is invited to consider the comments of the Overview and Scrutiny Panel (Environmental Well-Being) as part of its deliberations on the Carbon Management Plan.

**Contact Officer: Mrs J Walker
(01480) 387049**

CABINET

18TH JUNE 2009

REPRESENTATION ON ORGANISATIONS (Report by the Head of Democratic & Central Services)

1. INTRODUCTION

- 1.1 The Council's representation on a variety of organisations and partnerships is reviewed annually. Listed in the attached schedule are those organisations/partnerships to which the Council appoints representatives for 2009/10: Part 1 refer to partnerships and Part 2 to general external bodies/groups.
- 1.2 A rolling review of partnerships – primarily to ensure that they have appropriate governance and contribute to Council or community objectives – is in place. For appointments to organisations, following the review of the Council's democratic structure a number of changes have been introduced including cross party discussions and the compilation of additional information from organisations as to their aims and any implications of representation. In future, external organisations will be requested also to provide an induction process for newly appointed members.

2. RECOMMENDATIONS

- 2.1 The Cabinet are therefore invited to make their nominations where required to the organisations referred to in the schedule appended hereto.
- 2.2 In the event that changes or new appointments are required to the District Council's representation during the course of the year, the Chief Executive, after consultation with the Deputy Leader and Vice-Chairman of the Cabinet, be authorised to nominate alternative representatives as necessary.

BACKGROUND PAPERS

File held in the Administration Division of the Central Services Directorate.

Contact Officer: Helen Taylor, Senior Democratic Services Officer
(01480) 388008

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REPRESENTATION ON ORGANISATIONS 2009/10

Part 1

PARTNERSHIPS	Nominating/ Appointing Panel	Approx No. of Meetings Per Annum	Allowance Payable S – Subsistence T - Travelling	Representative(s) for 2008/2009	Changes for 2009/2010	HDC Contact Officer
Cambridgeshire Health, Well-Being & Supporting People Member Group						Head of Environmental & Community Health
Cambridgeshire Horizons	Cabinet	6	S & T	Cllr I C Bates		
Cambridgeshire Museums Advisory Partnership	Cabinet	1 (AGM)	S & T	tba		
Cambridgeshire Older People's Partnership Board	Cabinet	4	S & T	Cllr R West		
Cambridgeshire Stronger and Safer Member Group						Head of Environmental and Community Health
Cambridgeshire Together (Local Area Agreement)	Cabinet	4	S & T	Cllr I C Bates		Director of Central Services
Great Fen Project Steering Group	Cabinet	12 11	S & T	Cllr P L E Bucknell	Cllr J A Gray and Cllr D B Dew	Countryside Services Manager
Greater Cambridge Partnership Board	Cabinet	4/5	S & T	Cllr I C Bates		Head of People, Performance & Partnerships
Huntingdonshire Local Strategic Partnership – Children and Young People Economic Prosperity and Skills		6 8		Cllr A Hansard Cllr A Hansard		
Environment Forum Growth & Infrastructure	Cabinet	3 4	S & T	Cllr C R Hyams Cllr P L E Bucknell	Cllr D B Dew	Head of People, Performance & Partnerships
Health and Well-Being				Cllr Mrs D C Reynolds	Cllr K J Churchill	Head of Environmental & Community Health
Inclusive, Safe & Cohesive Communities Group				Cllr Mrs D C Reynolds	Cllr K J Churchill	Head of Environmental & Community Health
Huntingdonshire Strategic Partnership Board	Cabinet	4/5 various locations – hosted by main partners	S & T	Cllr I C Bates (Deputy: Cllr L M Simpson)		Partnership Manager

PARTNERSHIPS	Nominating/ Appointing Panel	Approx No. of Meetings Per Annum	Allowance Payable S – Subsistence T - Travelling	Representative(s) for 2008/2009	Changes for 2009/2010	HDC Contact Officer
Neighbourhood Management Group - Eynesbury		6	S & T	Cllr A Hansard		Community Manager
North Huntingdon (including the Oxmoor SRB Project Area and additional targeted areas in the North & East Huntingdon)	Cabinet	6	S & T	Cllrs L M Simpson and J J Dutton		Community Manager
Ramsey (including Bury and Upwood)		6	S & T	Cllr. Swales		Community Manager
Neighbourhood Policing Panels (formerly Police Local Consultation Groups) –						
Eynesbury		3		Cllr A Hansard		
Huntingdon		3	S & T	Cllr L M Simpson	Cllr M F Shellers	
Oxmoor	Cabinet	3		Cllr J J Dutton		
Yaxley		3		Cllr Mrs M Banerjee		
Ramsey		3		Cllr P L E Bucknell	Cllr A Monk	
St Ives		4		Cllr Mrs J A Dew		
St Neots		3/4		Cllr A Hansard		
Supporting People Joint Member Group	Cabinet	4	S & T	Cllr Mrs D C Reynolds	Cllr K J Churchill	Head of Services
Waste Management and Environment Forum	Cabinet	6	S & T	Cllr C R Hyams		Head of Operations

Part 2

ORGANISATION	Nominating/ Appointing Panel	Approx No. of Meetings Per Annum	Allowance Payable S – Subsistence T – Travelling	Representative(s) for 2008/2009	Changes for 2009/2010	HDC Contact Officer
AICH	Cabinet	6 - Huntingdon	S & T Organisation reimburses travelling	Cllr. Mrs M J Thomas		
Arts Forum for Cambridgeshire and Peterborough	Cabinet	2	S & T	Cllr Mrs D C Reynolds and Head of Environmental & Community Health (Substitute: Cllr L M Simpson)	<i>Cllr J A Gray</i>	
Cambridgeshire Age Concern Liaison Committee	Cabinet	AGM – Cambridge 1 Half yearly meeting – Ely 1 Members meeting/forum – Chatteris 2 Members meeting/forum – Huntingdon 1	S & T	Mrs J Chandler		
Cambridgeshire Chambers of Commerce – Huntingdonshire Area	Cabinet		S & T	Cllr A Hansard		
Cromwell Museum Management Cftee	Cabinet	2	S & T	Cllrs M G Baker and T D Sanderson	<i>Mr J Morgan</i>	
DIAL Druglink	Cabinet	6	S & T	Cllr Mrs M J Thomas		
East of England – Regional Assembly	Cabinet	7/8 6	S & T	Cllr I C Bates (Substitutes: Cllrs P L E Bucknell and L M Simpson and Cllr G Harper [Leader of Fenland District Council])	<i>Cllr D B Dew</i>	
Envvar Ltd, St Ives Composting Facility – Site Liaison Forum	Cabinet		S & T	Cllr M F Newman		Head of Environmental Community Health
Home Improvement Agency – Advisory Committee	Cabinet	4/5	S & T	Cllr Mrs Reynolds	<i>Cllr K J Churchill</i>	
Huntingdon Business Against Crime	Cabinet	4	S & T	Cllr J M Sadler		Head of Environmental & Community Health
Huntingdon Freeman's Charity	Cabinet	11	S & T	Mr J D Fell		
Huntingdonshire Citizens' Advice Bureau****	Cabinet	General Meeting – 4 Trustee Board – 12	S & T	Cllr T V Rogers (General Meeting) and M T F Hayward (Trustee Board)	<i>Cllr R G Tuplin</i>	Community Initiatives Manager
Huntingdonshire Federation of Volunteer Bureaux	Cabinet	4	S & T	Cllr J M Sadler		Community Initiatives Manager

ORGANISATION	Nominating/ Appointing Panel	Approx No. of Meetings Per Annum	Allowance Payable S – Subsistence T – Travelling	Representative(s) for 2008/2009	Changes for 2009/2010	HDC Contact Officer
Huntingdonshire Flood Forum	Cabinet G&S (P&F)	2 4	S & T S & T	Cllr P L E Bucknell	Cllr D B Dew	
Huntingdonshire Personal Community Development Learning Board – until 31/07/10	Cabinet	6	S & T	Cllr Mrs D C Reynolds	Cllr L M Simpson	
Huntingdonshire Regional College Board – until 31/07/10	Cabinet	4	S & T	Cllr J M Sadtler		
Huntingdonshire Society for the Blind	Cabinet	4 – Ambury Road Day Centre, Huntingdon	S & T	Cllr P L E Bucknell		
Internal Drainage Boards – until 4-6-05						
Alconbury and Ellington		2 4	S & T	Cllrs K M Baker, M G Baker, L M Simpson Messrs C Allen and E K Heads		
Benwick		2	S & T	Mr I Lack		
Bluntisham		2	S & T	Mr I Lack		
Conington and Holme		1/2	S & T	Cllrs P G Mitchell and J S Watt together with Mr C Allen		
Ramsey First (Hollow)		2	S & T	Mr I Lack		
Ramsey Fourth (Middle Moor)		2	S & T	Cllr P A Swales and Mr I Lack		
Ramsey, Upwood and Great Raveley	Cabinet	2 4	S & T	Cllrs J T Bell and P A Swales and Mr C Allen		
Sawtry		1	S & T	Cllrs J E Garner and R G Tuplin, *** Mr C Allen, *** Chairman of Sawtry Parish Council and Mrs J Day		
Sutton and Mepal		2	S & T	Mr I Lack		
The Ramsey		1 4	S & T S & T	Cllrs E R Butler, P A Swales and Mr I Lack		
Warboys, Somersham and Pidley		2/3 4	S & T	Cllrs P M D Godfrey and M F Newman		
Whittlesey Woodwalton		4 1/2	S & T S & T	Mr I Lack Mr C Allen Cllr J T Bell		
Little Gransden Aerodrome Consultative Committee	Cabinet	2	S & T	Cllr R J West		
Local Area Agreement Board for Cambridgeshire	Cabinet	6	S & T	Leader of the Council		
Local Government Association – General Assembly Rural Commission	Cabinet	2	S & T	Leader of the Council Cllr K M Baker		

ORGANISATION	Nominating/ Appointing Panel	Approx No. of Meetings Per Annum	Allowance Payable S – Subsistence T - Travelling	Representative(s) for 2008/2009	Changes for 2009/2010	HDC Contact Officer
Luminus Homes Group *	Cabinet	8	S & T	Cllrs M G Baker, Mrs M Banerjee, K J Churchill, Mrs M J Thomas and P K Ursell	<i>Mr K Stukins</i> <i>Mr K Walters</i>	
Luminus Homes ** Luminus (parent) Oak Foundation (sheltered/charitable)	Cabinet	5 3	S & T	Cllr K Baker Cllr P Godley		
Middle Level Commissioners — until 1-6-08	Cabinet	2 (and Annual Inspection)	S & T	<i>Mrs J Day</i>	<i>Mrs J Day ?</i>	
National Sailing Academy Project Committee at Grafham Water Centre	Cabinet	6 at Grafham	S & T	Mr A H Duberly		Leisure Development Manager
Oxmoor Community Action Group (OCAG)	Cabinet		S & T	Cllr. J J Dutton		
Oxmoor Opportunities Partnership Forum	Cabinet		S & T	Cllr. J J Dutton		
Pensions Consultative Group	Cabinet	2/3	S & T	Cllr T V Rogers		
Ramsey Market Town Strategy Member Steering Group	Cabinet	4/6	S & T	Cllrs J T Bell, P LE Bucknell and E R Butler		
Red Tile Wind Farm Community Fund	Cabinet	4	S & T	Cllr P L E Bucknell	<i>Cllr P A Swales</i>	
Road Safety Committees – Norman Cross Area St. Ives Area	Cabinet	12 6	S & T	Cllrs E R Butler and J S Watt Cllrs. M F Newman and T V Rogers and Mrs J Chandler Cllr D Harty		
St. Neets Volunteer Bureau Management Committee Huntingdonshire Volunteer Centre	Cabinet	5 & AGM	S & T			
Stilton Children and Young People's Facilities Association	Cabinet	6	S & T	Cllr P G Mitchell		
The Law Centre, Huntingdon	Cabinet	6 - Huntingdon	S & T Organisation reimburses travelling	Cllr Mrs M Banerjee		
Town Centre Management Initiatives – Huntingdon Ramsey St Ives St Neets	Cabinet	12 12 12 12	S & T	Cllr J M Sadler Cllr P A Swales Cllr A Monk Cllr D Dew Cllr. Mrs M J Thomas Cllr J A Gray	<i>Cllr A Monk</i>	
Trustees of Kimbolton School Foundation	Cabinet	3	S & T			

ORGANISATION	Nominating/ Appointing Panel	Approx No. of Meetings Per Annum	Allowance Payable S – Subsistence T - Travelling	Representative(s) for 2008/2009	Changes for 2009/2010	HDC Contact Officer
Cambridgeshire Consultative Group for the Fletton Brickworks Industry	Licensing & Protection	2	S & T	Cllr E R Butler and Director of Environmental and Community Health		
Little Barford Power Station Liaison Ctee	Licensing & Protection	2	S & T	Cllr A Hansard and Director of Environmental and Community Health		
Needingworth Quarry Local Liaison Ctee	Licensing & Protection	4	S & T	Cllr T V Rogers and P Godfrey		
St Ives/Fen Drayton Quarries Restoration and after-use forum	Licensing & Protection	2	S & T	Cllrs S J Criswell and D Dew together with Head of Planning Services		
Warboys Landfill Local Liaison Ctee	Licensing & Protection			Cllr P L E Bucknell together with the Head of Environmental and Community Health and of Planning Services (or their nominees)		

* Five representatives to be appointed directly by the District Council from which one will be nominated to by the HHP Board to Luminus and the Oak Foundation

** Five representatives to be appointed directly by the HHP Board to Luminus and the Oak Foundation.

*** Nomination should be Chairman of Sawtry Parish Council and not named individual.

**** In nominating two representatives to the Bureau in this way the District Council is accepting its responsibilities as a member organisation

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