

A meeting of the **OVERVIEW AND SCRUTINY PANEL (SERVICE DELIVERY)** will be held in the **COUNCIL CHAMBER, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **TUESDAY, 3 JUNE 2008** at **7:30 PM** and you are requested to attend for the transaction of the following business:-

PLEASE NOTE THAT THE MEETING WILL START AT 7.30PM

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 1 - 2)

To approve as a correct record the Minutes of the meeting of the Panel held on 14th May 2008.

**Miss H Ali
388006**

2 Minutes.

2. MEMBERS' INTERESTS

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

2 Minutes.

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

A copy of the current Forward Plan, which was published on 16th May 2008, is attached. Members are invited to note the Plan and to comment as appropriate on any items contained therein.

**R Reeves
388003**

15 Minutes.

4. CAMBRIDGE SUB-REGION STRATEGIC HOUSING MARKET ASSESSMENT (Pages 11 - 38)

To consider a report by the Head of Housing Services on the Cambridge Sub-Region Strategic Housing Market Assessment, prior to its consideration by the Cabinet.

**Mrs T Reed
388430**

20 Minutes.

5. **CORPORATE EQUALITY POLICY - ACTION PLAN PROGRESS**
(Pages 39 - 76)

To consider a report by the Head of Policy and Strategic Services on progress made to date in respect of the Corporate Equality Policy Action Plan.

Mrs L Sboui
388032

20 Minutes.

6. **GROWING SUCCESS: PERFORMANCE MONITORING** (Pages 77 - 84)

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

H Thackray
388035

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

20 Minutes.

7. **OVERVIEW AND SCRUTINY PANEL (SERVICE DELIVERY) - STUDIES** (Pages 85 - 102)

To consider a report by the Head of Administration on the Panel's remit and role and to determine the Panel's study programme for the forthcoming year.

Miss H Ali
388006

30 Minutes.

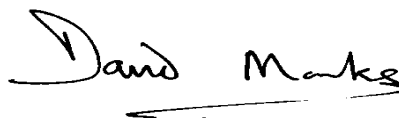
8. **SCRUTINY**

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

Miss H Ali
388006

10 Minutes.

Dated this 23 day of May 2008

A handwritten signature in black ink that reads "David Marks". The signature is written in a cursive style with a long horizontal stroke underneath the name.

Chief Executive

Notes

1. *A personal interest exists where a decision on a matter would affect to a greater extent than other people in the District –*
 - (a) *the well-being, financial position, employment or business of the Councillor, their family or any person with whom they had a close association;*
 - (b) *a body employing those persons, any firm in which they are a partner and any company of which they are directors;*
 - (c) *any corporate body in which those persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or*
 - (d) *the Councillor's registerable financial and other interests.*
2. *A personal interest becomes a prejudicial interest where a member of the public (who has knowledge of the circumstances) would reasonably regard the Member's personal interest as being so significant that it is likely to prejudice the Councillor's judgement of the public interest.*

Please contact Miss H Ali, Democratic Services Officer, Tel No 01480 388006/e-mail: Habbiba.Ali@huntsdc.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Panel.

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

Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.

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

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

Emergency Procedure

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit and to make their way to the car park adjacent to the Methodist Church on the High Street (opposite Prima's Italian Restaurant).

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Agenda Item 1

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (SERVICE DELIVERY) held in the Council Chamber, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Wednesday, 14 May 2008.

PRESENT: Councillors J D Ablewhite, E R Butler, Mrs K E Cooper, S J Criswell, J A Dew, J E Garner, P Godley, Mrs P A Jordan, P G Mitchell, J M Sadler, M F Shellens, Ms M J Thomas, P K Ursell and J S Watt.

APOLOGY: An Apology for absence from the meeting was submitted on behalf of Councillor Mrs M Banerjee.

1. ELECTION OF CHAIRMAN

RESOLVED

that Councillor S J Criswell be elected Chairman of the Panel for the ensuing Municipal Year.

Councillor S J Criswell in the Chair.

2. MINUTES

The Minutes of the meeting of the Panel held on 1st April 2008 were approved as a correct record and signed by the Chairman.

3. MEMBERS' INTERESTS

No declarations were received.

4. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED

that Councillor Mrs M Banerjee be appointed Vice-Chairman of the Panel for the ensuing Municipal Year.

5. CORPORATE PLAN WORKING GROUP

RESOLVED

that Councillors Mrs M Banerjee, S J Criswell and P G Mitchell be appointed to serve on the Corporate Plan Working Group for the ensuing Municipal Year.

6. CAMBRIDGESHIRE HEALTH AND SOCIAL CARE SCRUTINY COMMITTEE

RESOLVED

that Councillor Mrs M Banerjee be appointed to the Cambridgeshire Health and Social Care Scrutiny Committee with Councillor S J Criswell as a substitute.

7. ST IVES, HUNTINGDON AND RAMSEY TOWN CENTRE ENVIRONMENTAL IMPROVEMENTS ADVISORY GROUPS

RESOLVED

- a) that Councillors S J Criswell and J M Sadler be appointed to the St Ives Town Centre Environmental Improvements Advisory Group;
- b) that Councillors P Godley and P K Ursell be appointed to the Huntingdon Town Centre Environmental Improvements Advisory Group; and
- c) that Councillors J E Garner and J S Watt be appointed to the Ramsey Town Centre Environmental Improvements Advisory Group.

Chairman

FORWARD PLAN OF KEY DECISIONS

Prepared by
Date of Publication:
For Period:

Councillor I C Bates
16 May 2008
1st June 2008 to 30th September 2008

Membership of the Cabinet is as follows:-

Councillor I C Bates	- Leader of the Council	4 Church End Hilton Huntingdon PE28 9NJ Tel: 01480 830250 E-mail: Ian.Bates@huntsdc.gov.uk
Councillor L M Simpson	- Deputy Leader of the Council and Executive Councillor for Headquarters and Information Technology	45 Devoke Close Stukeley Meadows Huntingdon Cambs PE29 6XE Tel: 01480 388946 E-mail: Mike.Simpson@huntsdc.gov.uk
Councillor P L E Bucknell	- Executive Councillor for Planning Strategy, Environment and Transport	Compass House Pathfinder Way Warboys PE28 2RD Tel: 01487 824222 E-mail: Peter.Bucknell@huntsdc.gov.uk
Councillor D B Dew	- Executive Councillor for Leisure Centres	4 Weir Road Hemingford Grey Huntingdon PE28 9EH Tel: 01480 469814 E-mail: Douglas.Dew@huntsdc.gov.uk
Councillor C E Hyams	- Executive Councillor for Operations, Parks and Countryside	22 Bluegate Godmanchester Huntingdon Cambs PE29 2EZ Tel: 01480 388968 E-mail: Colin.Hyams@huntsdc.gov.uk
Councillor A Hansard	- Executive Councillor for Resources and Policy	78 Potton Road Eynesbury St Neots PE19 2NN Tel: 01480 388942 E-mail: Andrew.Hansard@huntsdc.gov.uk

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

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

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

Roy Reeves
Head of Administration

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

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

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Results of Cambridge Sub-Region Strategic Housing Market Assessment (SHMA)	Cabinet	12 Jun 2008	None.	Trish Reed, Housing Strategy Manager Tel No. (01480) 388203 - email - Trish.Reed@huntsdc.gov.uk	Public consultation – 10/12/07 – 4/2/08	Mrs D C Reynolds	Service Delivery
Insurance Liability Test Case - Zurich Municipal/MMI***	Cabinet	12 Jun 2008	Court Papers	Vicki Stevens, Solicitor Tel No. (01480) 388023 or email - Vicki.Stevens@huntsdc.gov.uk		A Hansard	Corporate and Strategic Framework

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
To adopt Earith Conservation Area Boundary Changes and Character Statement	Cabinet	12 Jun 2008	Draft Consultation Document	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email - Richard.Probyn@huntsdc.gov.uk	Approve changes for adoption having followed consultation with the public and statutory bodies	P L E Bucknell	Service Support
To adopt the Hemingfords Conservation Area Boundary changes and Character Statement	Cabinet	12 Jun 2008	Draft consultation document	Richard Probyn, Planning Policy Manager Tel No 01480 388430 or e-mail Richard.Probyn@huntsdc.gov.uk	Approve changes for adoption having followed consultation with the public and statutory bodies	P L E Bucknell	Service Support
Grant Aid to Voluntary and Community Organisations***	Grants	12 Jun 2008	None	Dan Smith, Community Initiatives Manager Tel No. 01480 388377 or email - Dan.Smith@huntsdc.gov.uk		Mrs D C Reynolds T V Rogers	Service Delivery
Corporate Equality Policy - Action Plan Progress***	Cabinet	12 Jun 2008	Corporate Equality Policy - Action Plan Progress	Mrs Louise Sboui, Policy Officer Tel No. (01480) 388032 or email. Louise.Sboui@huntsdc.gov.uk	Overview and Scrutiny Panel - Service Delivery and Equality Steering Group	A Hansard	Service Delivery
Response to Consultation on Sub-National Review of Economic Development - Approval of Submission***	Cabinet	12 Jun 2008	Prosperous Places: Taking Forward the Sub-National Review of Economic Development and Regeneration (March 2008)	Ms Corrine Garbett, Economic Development Manager Tel No. (01480) 388459 or email. Corrine.Garbett@huntsdc.gov.uk		A Hansard	Service Delivery

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Growing Success - Performance Monitoring Report	Cabinet	12 Jun 2008	Performance report	Ian Leatherbarrow, Head of Policy and Strategic Services Tel No 01480 388005 or e-mail - Ian.Leatherbarrow@huntsdc.gov.uk		A Hansard	Service Delivery and Service Support
Economic Development Strategy	Cabinet	12 Jun 2008	Huntingdonshire in Perspective Regional Economic Development Strategy EEDA	Ian Leatherbarrow, Head of Policy and Strategic Services Tel No - 01480 388005 or email - Ian.Leatherbarrow@huntsdc.gov.uk	Stakeholder	A Hansard	Service Delivery
St Ives Environmental Improvements	Cabinet	12 Jun 2008	None.	Chris Allen, Project and Assets Manager Tel No 01480 388380 or email - Chris.Allen@huntsdc.gov.uk	Public consultation	P L E Bucknell	Service Delivery
MTP Process	Cabinet	12 Jun 2008	Dependent upon Proposals	Steve Couper, Head of Financial Services Tel No 01480 388103 or e-mail - Steve.Couper@huntsdc.gov.uk	Overview and Scrutiny (CSF) – 3rd June 2008.	T V Rogers	Corporate Strategic Framework
To adopt the Core Strategy for submission to the Secretary of State	Cabinet	12 Jun 2008	None.	Richard Probyn, Planning Policy Manager Tel No. (01480) 388430 - or email - Richard.Probyn@huntsdc.gov.uk	Approve changes for adoption having followed consultation with the public and statutory bodies.	P L E Bucknell	Service Support
A141/Kings Ripton Road Junction Improvement Scheme***	Cabinet	26 Jun 2008	None.	Steve Ingram, Head of Planning Services Tel No. (01480) 388400 or email - Steve.Ingram@huntsdc.gov.uk		P L E Bucknell	Service Support

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Outcome of Cambs Supporting People Home Improvement Agency Review	Cabinet	26 Jun 2008	None	Steve Plant, Head of Housing Services Tel No. 01480 388240 or email - Steve.Plant@huntsdc.gov.uk		Mrs D C Reynolds	Service Delivery
Section 106 Agreement Partnership and other arrangements	Cabinet	26 Jun 2008	None.	Ian Leatherbarrow, Head of Policy and Strategic Services Tel No. (01480) 388005 - email - Ian.L Leatherbarrow@huntsdc.gov.uk		P L E Bucknell	Service Support
Sustainable Community Strategy (draft and final documents)	Cabinet Cabinet	26 Jun 2008 25 Sep 2008	None.	Ian Leatherbarrow, Head of Policy and Strategic Services Tel No. 01480 388005 - email - Ian.L Leatherbarrow@huntsdc.gov.uk	Public/Stakeholder Consultation	I C Bates	Corporate Strategic Framework
Community Engagement***	Cabinet	26 Jun 2008	Previous Report to Cabinet	Ian Leatherbarrow, Head of Policy and Strategic Services Tel No. (01480) 388005 or email. Ian.L Leatherbarrow@huntsdc.gov.uk		A Hansard	Service Delivery
To adopt Design Brief for former Primrose Lane Hospital, Huntingdon	Cabinet	26 Jun 2008	Draft consultation document	Richard Probyn, Planning Policy Manager Tel No 01480 388430 or e-mail - Richard.Probyn@huntsdc.gov.uk	Approve changes for adoption having followed consultation with the public and statutory bodies	P L E Bucknell	Service Support
New Accommodation Delivery - Mid-Programme Review***	Cabinet	17 Jul 2008	None	Richard Preston, Head of Technical Services Tel No. (01480) 388340 or email Richard.Preston@huntsdc.gov.uk	None	L M Simpson	Corporate and Strategic Framework

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Report on adoption of local standards for the provision of sports facilities in Huntingdonshire	Cabinet	17 Jul 2008	Local Standards for the provision of sports facilities in Huntingdonshire	Ms J Peadon, Leisure Development Manager Tel No 01489 388048 or e-mail - Jo.Peadon@huntsdc.gov.uk		Mrs D C Reynolds	Service Delivery
To adopt Design Brief for Mayfield Drive, Huntingdon	Cabinet	17 Jul 2008	Draft consultation document	Richard Probyn, Planning Policy Manager Tel No 01480 388430 or e-mail - Richard.Probyn@huntsdc.gov.uk	Approve changes for adoption having followed consultation with the public and statutory bodies	P L E Bucknell	Service Support
Public Arts Policy	Cabinet	17 Jul 2008	Public Arts Policy	Ms Viv Peters, Arts Service Manager Tel No. 01480 388057 or email Viv.Peters@huntsdc.gov.uk		Mrs D C Reynolds	Service Delivery
To adopt Somersham Conservation Area Boundary Changes and Character Statement	Cabinet	4 Sep 2008	Draft Consultation Document	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email - Richard.Probyn@huntsdc.gov.uk	Approve changes for adoption having followed consultation with the public and statutory bodies	P L E Bucknell	Service Support
To adopt Urban Design Framework for south of High Street, Ramsey	Cabinet	4 Sep 2008	Draft consultation document	Richard Probyn, Planning Policy Manager Tel No 01480 388430 or e-mail - Richard.Probyn@huntsdc.gov.uk	Approve changes for adoption having followed consultation with the public and statutory bodies	P L E Bucknell	Service Support
Financial Strategy***	Cabinet	4 Sep 2008	Previous Year's Budget Report Various Annexes	Steve Couper, Head of Financial Services Tel No. (01480) 388103 or email. Steve.Couper@huntsdc.gov.uk	Overview and Scrutiny (CSF)	T V Rogers	Corporate Strategic Framework

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
To adopt Urban Design Framework for land at Buttsgrove Way, Mayfield Drive, Huntingdon	Cabinet	4 Sep 2008	Draft consultation document	Richard Probyn, Planning Policy Manager Tel No 01480 388430 or e-mail - Richard.Probyn@huntsdc.gov.uk	Approve changes for adoption having followed consultation with the public and statutory bodies	P L E Bucknell	Service Support
Parish Plans and Local Plan Policy***	Cabinet	25 Sep 2008	Previous Cabinet Report - Dec 2003	Richard Probyn, Planning Policy Manager Tel No. (01480) 388430 or email. Richard.Probyn@huntsdc.gov.uk	Adopt process of incorporating relevant Parish Plan Policies into Planning Policies	P L E Bucknell	Service Support
Huntingdon West Area Action Plan Preferred Options*** 6	Cabinet	25 Sep 2008	Issues and Options Report and Summary of Representations	Richard Probyn, Planning Policy Manager Tel No. (01480) 388430 or email - Richard.Probyn@huntsdc.gov.uk	Approve for Consultation	P L E Bucknell	Service Support
Development Control Policies Preferred Options	Cabinet	25 Sep 2008	Issues and Options Report and Summary of Representations	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email - Richard.Probyn@huntsdc.gov.uk	Approve for Consultation	P L E Bucknell	Service Support

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**CABINET
OVERVIEW & SCRUTINY PANEL
(SERVICE DELIVERY)**

**12 JUNE 2008
03 JUNE 2008**

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

1. PURPOSE OF THE REPORT

- 1.1 To inform Members of the Strategic Housing Market Assessment (SHMA) and its implications for Huntingdonshire District.

2. BACKGROUND TO THE SHMA

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

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

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

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

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

3. IMPLICATIONS FOR HUNTINGDONSHIRE

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

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

4. CONCLUSIONS

- 4.1 The SHMA provides a robust and clear evidence base with which to inform housing and planning policy into the future. It has also indicated where additional work needs to be undertaken to provide additional evidence particularly for the development plan process.
- 4.2 The SHMA forms an important part of the evidence base for the documents within the Local Development Framework, particularly the Core Strategy, Development Control Policies DPD and the future review of the SPD on Affordable Housing Contributions.
- 4.3 It confirms the position set out in the Council's Housing Needs Assessments that there is a significant need in the District for Affordable Housing, particularly social rented housing.
- 4.4 A summary of the full SHMA is attached at Appendix 1.

4.5 Extracts relating to Huntingdonshire are attached at Appendix 2.

5. RECOMMENDATION

It is recommended that Members:

Note this report.

BACKGROUND INFORMATION

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

Contact Officer: Steve Plant, Head of Housing Services
 01480 388203

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Our first strategic housing market assessment

Cambridge Housing Sub-Region

March 2008

The Assessment

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

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

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

market, housing demand and need.

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

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

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

rural areas.

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

Inside this summary:

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Links with planning

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

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

Participation

The Cambridge SHMA has progressed involving as many relevant partners and stakeholders as possible. People have been involved in different ways throughout the project, the emphasis being on continuing to involve our partners, and to build on their knowledge and expertise on all aspects of the housing market in the long-term. Although we have tried to keep the SHMA as inclusive and cooperative as possible, we accept there is always room for improvement and further involvement, and look forward to working closely with all stakeholders in future to grow, develop and improve the SHMA.

Profile of the sub-region

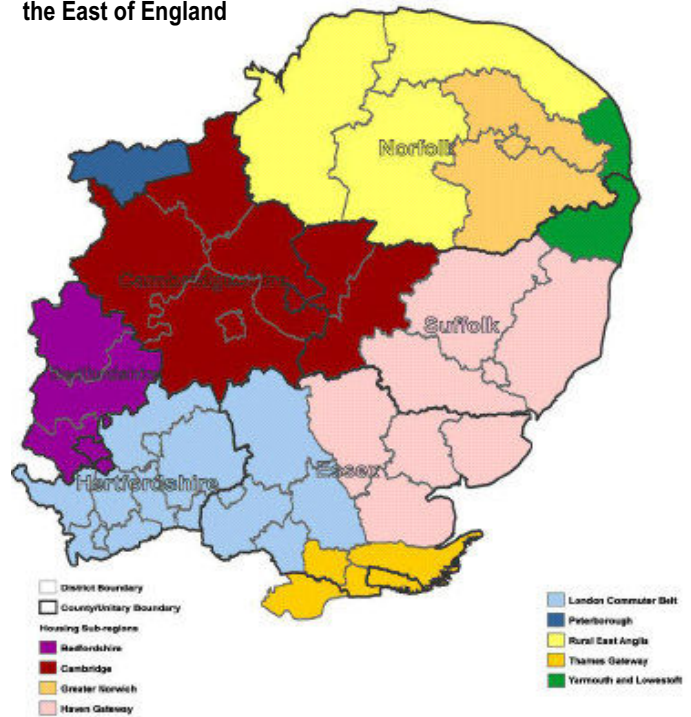
The Cambridge sub-region consists of the five Cambridgeshire authorities along with the Forest Heath and St. Edmundsbury districts in Suffolk. This is the group of authorities through which Housing Corporation funding comes for new affordable housing. For planners especially it is important to note the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

Cambridgeshire is one the fastest growing counties in the UK and expects its population to grow to **665,100** by 2021, mainly because of higher levels of migration. Cambridge City itself accounts for nearly 20% of total population. The City of Cambridge has an important regional and national role, especially for high technology industries. Although surrounded by small market towns and rural areas, its influence extends beyond the county boundary.

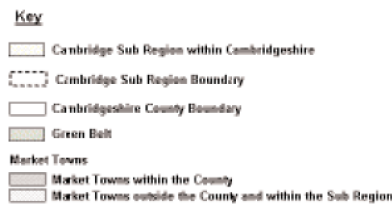
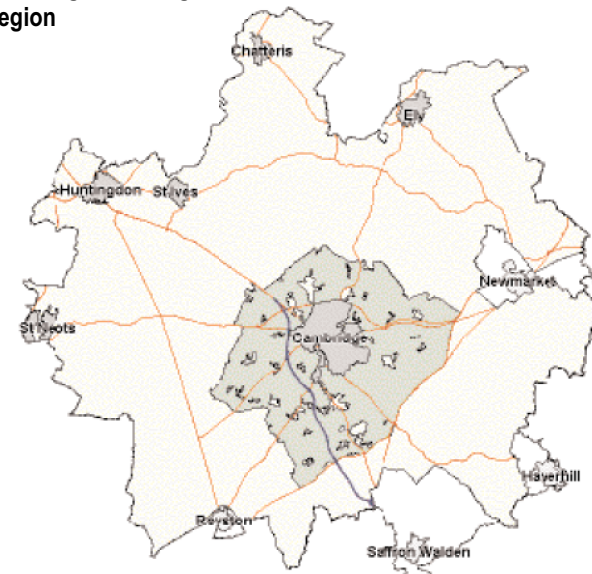
The county has a buoyant economy but there are important disparities. Certain industries like high technology have been the focus in the sub-region. In contrast, North Cambridgeshire has suffered decline through traditional industry and agriculture, though regeneration projects are providing new opportunities.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

The key issues for affordable housing are shortages and high costs, with average house prices at least **7 times** greater than average earnings.

Housing sub-regions in the East of England



The Cambridge Planning Sub-Region



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Lower quartile house prices are between 6.6 and 8.8 times lower quartile earnings.

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

Commuting patterns

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

Most market towns in the Cambridge sub-region have tight commuter hinterlands. Very few areas contribute 5% or more of their workforce to a large number of labour markets. Consequently most 'residence' areas look to one or two labour markets only. Most people are likely to seek housing fairly close to their place of work.

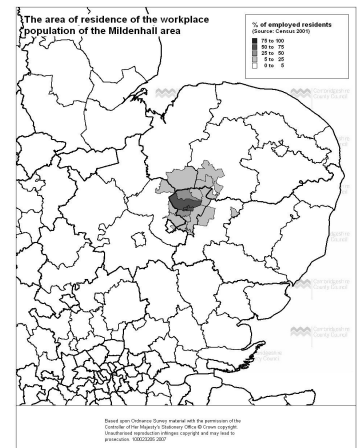
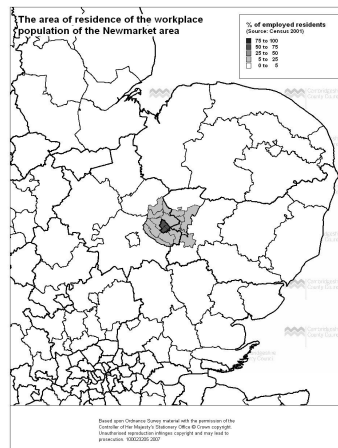
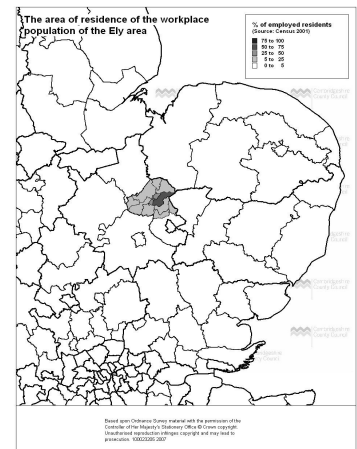
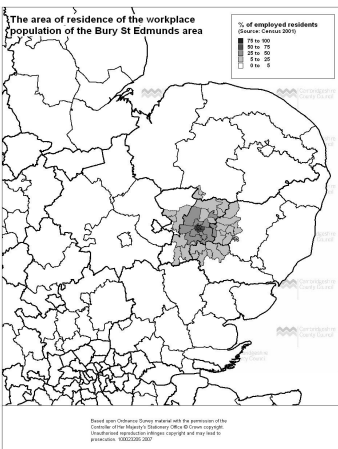
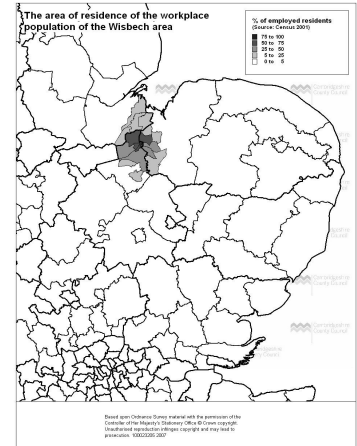
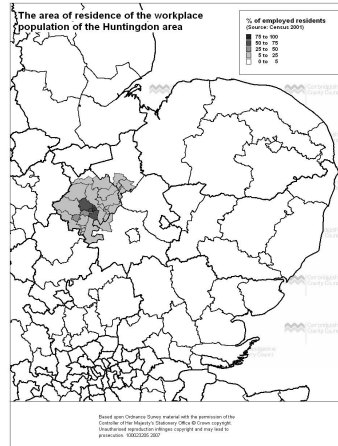
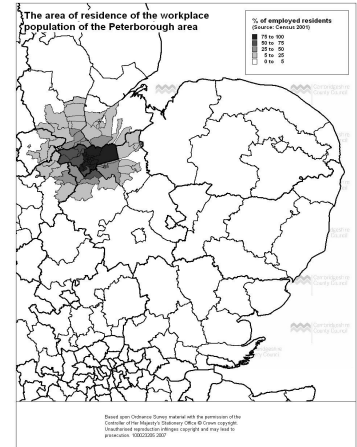
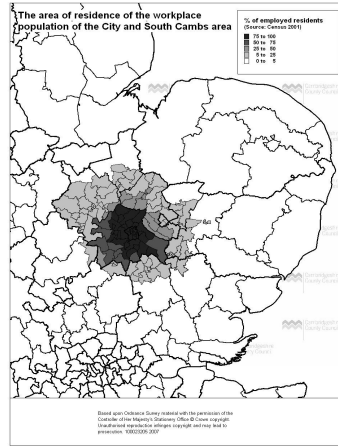
Although experiencing relatively low house prices, Fenland does not appear to have become a major commuter 'suburb' for Cambridge; in 2001 no ward contributed more than 25% of its employed residents to work in Cambridge City or South Cambridgeshire.

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

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

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

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



Economic plans

Labour market forecasting involves making assumptions, ranging from international and national economic prospects down to local company performance, commuting and qualifications of the labour force. In a relatively short period of time the assumptions underpinning labour demand and supply forecasts for the Cambridge sub-region have changed significantly. Generally speaking the recent forecasts of job growth have reduced, as have the forecasts of labour supply. What is important, however, is that there is still a relatively close alignment of 'jobs' and 'labour force'.

The targets which the districts in the Cambridge housing sub-region are currently working to are proposed in the draft East of England Plan. The draft Plan does not, however, provide district-level figures. The original employment forecasts known as EG21 are very close to the draft Plan targets. (EG21 refers to Enhanced Growth which aims to move the region's economic performance to a top rank in Europe by 2021). The labour supply forecasts set alongside the employment figures incorporate up-to-date population and household forecasts, but assume that the economic activity rates adopted in the draft Plan are still valid (for example, they assume that changes in pensionable age will lead to an increase in numbers of older people in the labour force). This table indicates:

- The 2001 'baseline' situation with respect to where people live and work, showing net commuting, comparing the balance between workplace population and employed residents.
- Cambridge City and South Cambridgeshire are combined as this reflects the fact that much of the growth associated with the built-up area of Cambridge will in fact be accommodated in adjoining South Cambridgeshire. The planning policies adopted by the Structure Plan, by the draft East of England Plan and now being incorporated in District Councils' Local Development Frameworks are aimed at increased sustainability.
- A key issue is the aim of reducing the need to commute to work. As a consequence the significant increase in house building in Cambridge City and South Cambridgeshire is aimed at stemming the increase in long-distance commuting into Cambridge.
- An apparent excess of 'jobs' over labour in terms of forecast growth over the period 2001 to 2021. However, the profile of job growth by industry sector suggests that there will be many more part-time jobs in future and it is likely that the current 5% of the labour force holding two or more jobs will increase.

- In their work on regional commuting, Cambridge Econometrics estimated that for Cambridgeshire, an increase of over 62,000 jobs would equate to a much lower 44,000 workforce (people). The difficulties of breaking the 'jobs' figure down to workplace population will be addressed in a new regional model being developed by Oxford Economics.

Issues

There is considerable uncertainty about the robustness of employment and labour supply forecasts for all districts in the East of England; a new model has been commissioned to address this and enable different growth scenarios to be explored.

The main data sources for monitoring both employment workforce population change are not sufficiently robust to enable year-on-year changes to be accurately measured at a district level; this issue is being taken up with the Office for National Statistics.

Although recent forecasts of both employment and labour supply have varied significantly for districts in the Cambridge housing sub-region, they have generally moved in tandem i.e. both have been reduced, maintaining a balance between employed residents and workplace jobs.

Within the sub-region labour market forecasts indicate that Huntingdonshire should experience reduced net out-commuting and Cambridge City/South Cambridgeshire should experience a reduction in net in-commuting. Appropriate policies are being adopted in districts' local economic strategies.

There is significant challenge for East Cambridgeshire and Fenland to attract employment above that indicated by 'trend' growth, to reduce further rises in net out-commuting.

Should there be a major slowdown in the national and regional economy, the Cambridge sub-region will not be immune, although it should withstand problems better than many other areas due to its industrial and business base. This will have important implications on the ability to attract in-migrants to the region to live and work; the knock-on impact will be on sales of new dwellings and hence the trajectories of development in major new settlements and expansion areas.

➡ Chapter 9 gives further information.

Summary of Key Labour Market Factors: Net Commuting in 2001; Job Target Growth 2001-2021 (based on draft East of England Plan); Likely Labour Supply Change 2001/21 (based on 2006 population forecasts)

	Net commuting balance 2001	EG21 jobs growth 2001/21	Labour supply, EA mid rates 2001/21
Cambridge City and South Cambridgeshire	24,400	49,400	46,800
East Cambridgeshire	-12,300	4,900	7,500
Fenland	-6,000	5,100	6,700
Huntingdonshire	-13,300	14,300	100
Forest Heath	-3,900	5,700	6,600
St Edmundsbury	100	7,100	2,500
Cambridge sub-region	-3,200	86,500	70,100

Population changes

The main “driver” for future population and household growth in the Cambridge sub-region is the 2003 Cambridgeshire & Peterborough Structure Plan, which aims to accommodate substantial growth in the immediate Cambridge area, above that generated by ‘natural change’. Following a sequential approach, housing development is proposed at a number of locations on the edge of Cambridge City, at a new settlement north-west of Cambridge (Northstowe) and at market towns. Other village development is guided by measures of ‘sustainability’, linked to the range of services provided.

In the case of the five Cambridgeshire districts, the growth agenda is effectively ‘dwellings-led’. Briefly, a broad balance of employment and resident labour force has been recorded since 1991 and is forecast to continue. However, within the county there is a shift in terms of the location of new dwellings, concentrating these closer to Cambridge to reduce commuting and to promote use of public transport.

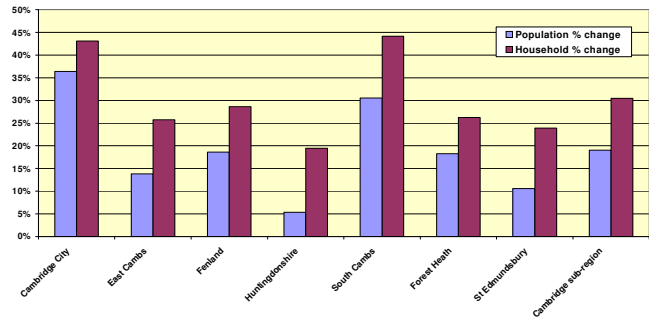
Some demographic highlights:

- Every district in the sub region will see an increase in single person households.
- Cambridge City will see the largest population increase in the 30 to 59 age group and the greatest percentage of in-migration, while Huntingdonshire will see significant decreases in 0-15 and 30-59 ages.
- Every district except Cambridge City will see an increase in elderly households. The largest increase of elderly, and specifically vulnerable households is most likely in South Cambridgeshire and Huntingdonshire.

Issues

- Population growth is primarily generated by the success of the local economy and labour market growth, although there is modest net in-migration of retired people to Fenland. This framework for growth has been well established in Cambridgeshire with the adoption of the Cambridgeshire & Peterborough Structure Plan and the policies have been incorporated into the East of England Plan.
- The sub-region has experienced relatively high rates of population and household growth in the past and these rates are forecast to continue or be exceeded. ‘Natural change’ of population has historically been significantly lower than ‘migrant change’.
- ‘Natural change’ in households 2001 to 2021 is forecast to account for around 50% of the ‘extra’ households – up to 44,000 in the sub-region. The

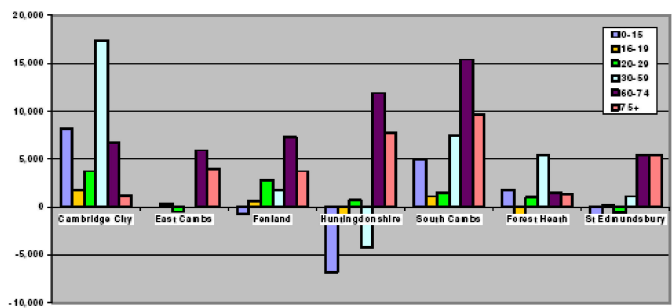
Forecast growth in population and households, 2001 to 2021 (from ARU and CCRG)



high number of migrant households presents a real challenge in determining what an appropriate strategy should be for providing ‘affordable’ housing as a share of the total. Historically, migrant households tended to live in the private sector – as owner-occupiers, private renters or renting from employers.

- The growth in number of households has exceeded

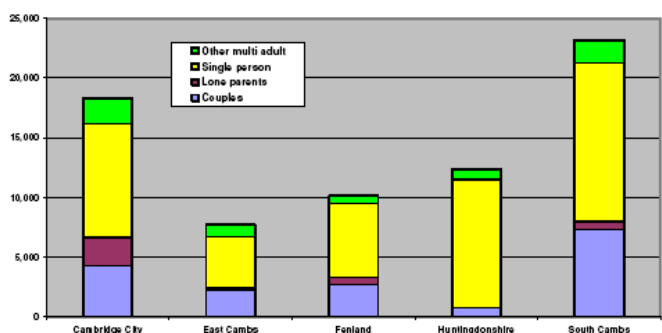
Forecast population change by broad age groups, 2001 to 2021



population growth as average household size has fallen. There is particularly high growth forecast for single person households: 60%, or 53,600. The age group to experience the highest rate of growth is the over 75s at 65% over 20 years. The over 85-year-old age group will increase even more, by a forecast 72% in 20 years.

- A major challenge to be faced is the increase in potentially vulnerable elderly couple and single person households – with a ‘household’ head aged 75 and over. This could amount to 6,800 additional couple households and 9,250 elderly single person households.

Breakdown of household forecasts by type, 2001 to 2021 (Cambridgeshire)



Dwelling Profile and Occupation

There are nearly 316,000 homes in the Cambridge sub-region and most of the housing stock is in the private sector. There has been a 5% increase in total stock during the past five years alongside an increase of only 0.3% in social rented housing. Decreases in social stock in Forest Heath and Huntingdonshire are due to a high number of right to buy and right to acquire sales, compared to the building rate.

Detached properties make up the largest share of properties by type in the sub-region, and there are comparatively few flats. This profile is different for Cambridge City, which has a higher percentage of flats and terraced properties and very few detached houses. There

are just over 4,600 known houses in multiple occupation in the sub-region, most of which are found in Cambridge City, but more research is needed to understand this part of the market and other shared properties.

There are around 8,700 supported housing units, most of which is for older people. Scheme size varies considerably depending on scheme type and client etc. Some 2.3% of properties within the sub-region are vacant and there are very few holiday homes. The number of second homes in Cambridge City is higher than might be expected, due to counting unoccupied student dwellings in this category.

➔ Chapter 11. *Dwelling Profile* gives more detailed information.

Housing Stock Condition

This chapter considers the condition of the sub-region's housing stock, drawing on sample surveys or models undertaken in each district over the period 2002 to 2006. The main reasons for undertaking stock condition surveys are to:

- Provide a key component of an asset management strategy of the Council's own stock, including a range of possible stock options.
- Provide an authority-wide picture of housing conditions as part of a strategic survey of housing demand and supply within the authority's 'enabling' role.
- Assess the need for 'intervention' by the authority, for example through the Regulatory Reform Order.
- Ascertain stock condition element for any local regeneration initiatives.
- Gather information on specific stock, such as HMOs.

However much of the available data is now out of date and does not fit with new methods of assessing housing conditions. The data is also not directly comparable across authorities. To improve this data a new stock modelling project is being carried out by the Building Research Establishment (BRE) to identify areas of poorer housing conditions within each district. This information will be used to inform subsequent local Stock Condition Surveys and will enable better targeting of resources. Once the results have been received, the SHMA will incorporate the results, draw conclusions around how stock condition affects the balance of housing markets across the sub region and work with partners at district authorities and the BRE to identify appropriate key actions.

➔ For more information, see Chapter 12.

Current Property Prices

This chapter looks at average prices by property type, average price comparison between 2003 and 2006, housing affordability, properties sold and affordability by type, and compares house prices and incomes.

The average house price for the sub-region is £194,000. House prices are highest in Cambridge City and lowest in Fenland. Detached properties are the most expensive type of home and flats are the cheapest. Detached houses are the most common property type in all parts of the sub-region

(except for the city) and make up most of the sales. Terraced homes have the highest turnover in the sub-region and detached homes have the lowest. Terraced homes make up 47% of all the properties sold for less than £120,000.

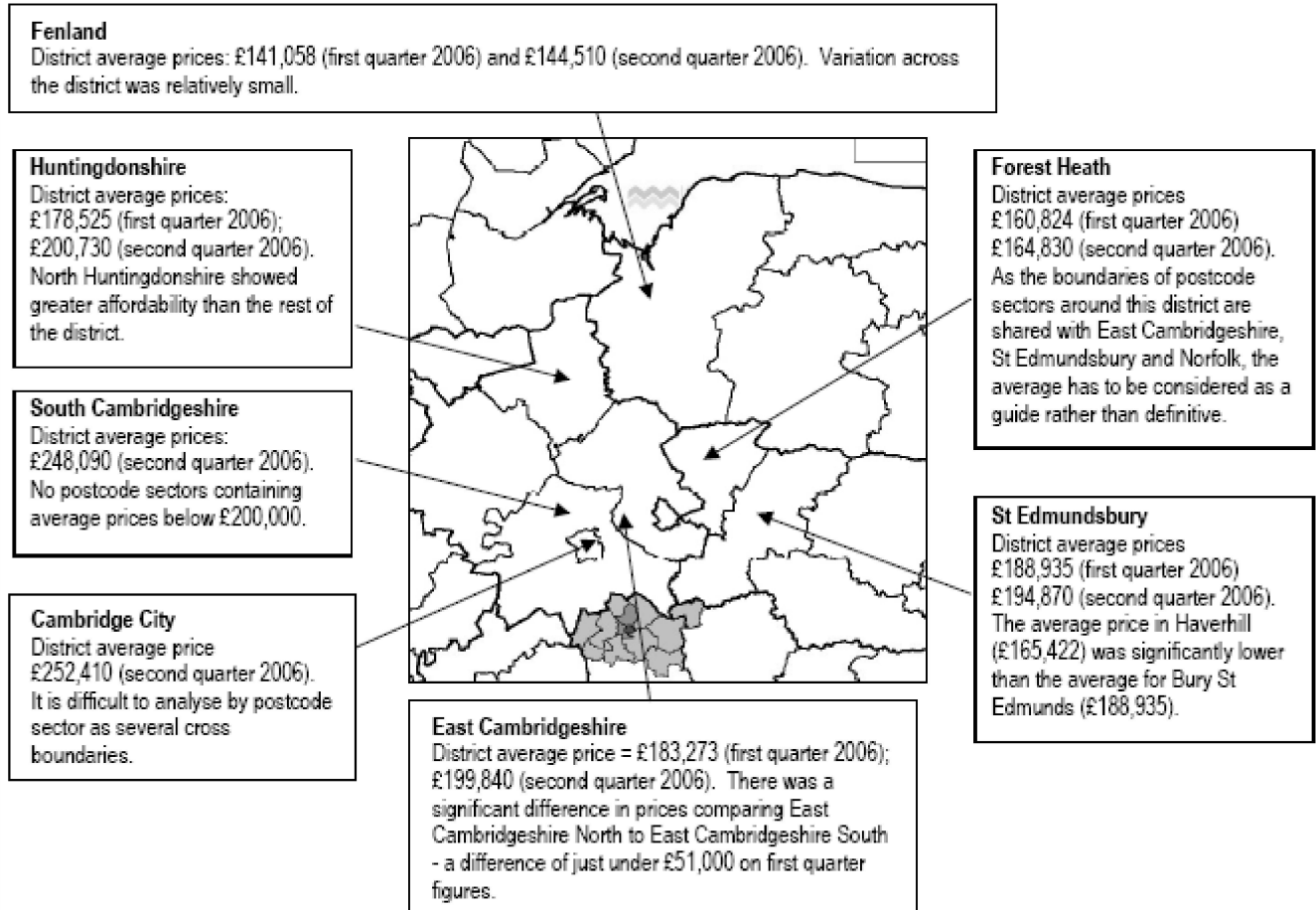
Average house prices in the sub-region are 7 times average earnings. Lower quartile house prices are between 6.6 and 8.8 times lower quartile earnings. It is harder for people with lower quartile earnings to be able to afford a cheaper house than for someone with average earnings to afford an "average" priced house.

Current Property Prices (cont.)

Further analysis is needed to enable standardised comparison e.g. by comparing prices per m² as part of the future development of the SHMA. However our initial analysis indicates that prices vary significantly across the

sub-region. The average price across the Cambridge sub-region for 1st Quarter 2006 was £194,160, increasing to £203,170 by the 2nd Quarter 2006.

Breakdown of household forecasts by type, 2001 to 2021 (Cambridgeshire)



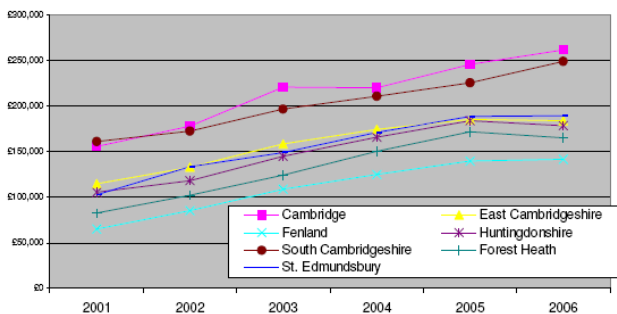
Average Prices Jan-Mar 2006, Index, annual earnings and ratio

	Average price, all properties	Index (Sub-region = 100)	Average annual earnings by residence	Ratio of earnings to house price
Cambridge City	£262,070	135%	£33,805	7.75
East Cambridgeshire	£183,813	95%	£30,072	6.11
Fenland	£141,260	73%	£23,930	5.90
Huntingdonshire	£178,734	92%	£29,078	6.15
South Cambridgeshire	£247,603	128%	£36,670	6.75
Forest Heath	£160,921	83%	£24,055	6.69
St Edmundsbury	£189,152	97%	£27,383	6.91

Summary of changes in property prices, 2001 to 2006

Average house prices have increased by between 55% in South Cambridgeshire and 118% in Fenland. Lower quartile prices have increased even more sharply. Despite these increases, the actual number of sales in each district has been quite consistent. In 2001, there was more variation between lowest level entry band and in all areas except for Cambridge City this was under £100,000. The most recent data shows the entry level band for all areas was over £80,000 and most were over £100,000. Less than 100 properties were sold for under £100,000 in all districts, except for Fenland.

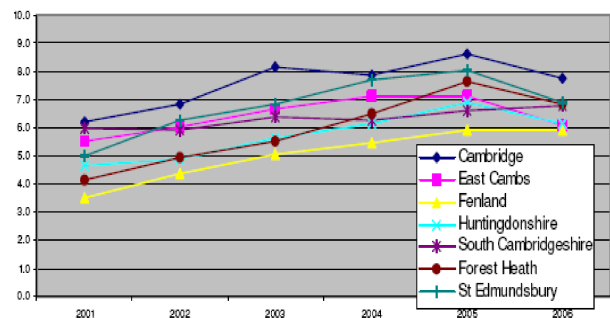
Average House Price, Oct-Dec, 2001 to 2006



Markets activity by number of sales and % stock turnover in 2006

	Number of sales, 2006	% stock turnover, 2006
Cambridge	2,150	6%
East Cambridgeshire	2,028	7%
Fenland	2,628	8%
Huntingdonshire	4,358	7%
South Cambridgeshire	3,275	7%
Forest Heath	1,573	7%
St Edmundsbury	2,733	7%
Sub-Region	18,745	7%

Ratio of Average House Price/ Average Earnings 2001 to 2006



The private rented market

In the Cambridge sub-region some 13% of households rent their home privately. In Cambridge City, 22% of residents are private renters. This is based on 2001 Census data and there is some evidence of a national increase in the number of private sector tenants since then. Forest Heath also has a high percentage of private renters, largely due to the influence of the US air force presence.

Highlights

- Between 59% and 79% of tenants rent from landlords/letting agencies, with the second largest group of landlords being employers such as the military. In the sub-region, 8% of private tenants rent from family members or friends.
- Most private sector tenants are young (aged 16 to 34) and stay at their rented address for between 13 and 20 months.
- Some 14% of private tenants in the sub-region previously lived more than 40 miles away from their new address. 22% came from outside the UK, suggesting that the private rented sector is important in housing migrant workers. There is currently a lot of interest in the connection between private renting and migrant workers from organisations such as ARLA and Nationwide UCB. Further research into this subject is planned at a sub-regional level.
- Based on the review of local press adverts for rented property, the average rent for the sub-region is £755 per month, although there is variation between districts and types and sizes of properties.
- Cambridge City is the most expensive place to rent a property (average £965 per month). There is a large gap between the average rents in the City and the rest of the region. Fenland is the cheapest district in which to rent (average £566 per month), and a three-bedroom property in Fenland costs about the same per month as a one-bedroom property in the City. This review will need to be repeated in future to update the information and monitor changes in prices in the private rented sector.
- Local Reference Rents (calculated by the Rent Service) are lower than average and entry level rents in each district, but still show a difference between the City and South Cambridgeshire and the rest of the region. The boundaries used to calculate local reference rents may be a useful point of comparison for sub-markets within the SHMA area. Proposed new boundaries, which are going to produce one suggested level of housing benefit for Cambridge, Littleport, St Ives and Newmarket, if approved, are likely to be less useful.

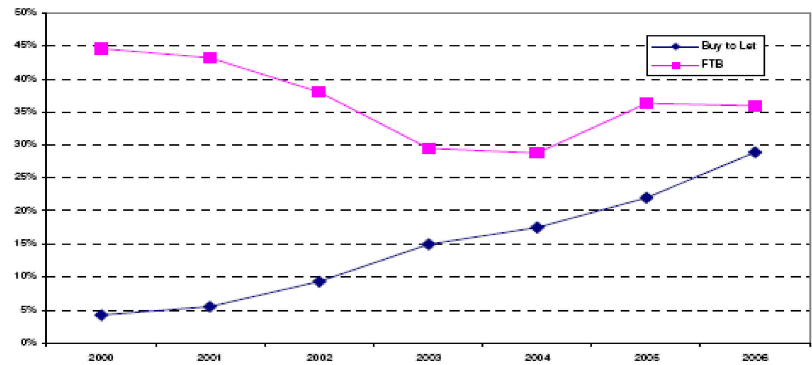
➔ Chapter 15 provides more detail on the private rented market.

The buy-to-let market

The buy-to-let market has grown considerably since the turn of the century. Most buy-to-let investors own either one or two properties, and most are individuals rather than companies. A large number are aged 36 to 55 years old; most of their tenants are younger (48% under 30). Most view their investment in residential property as a long-term plan and say they would hold on to property in the event of a price crash as they see their property as a “nest egg”.

- Between 3,374 and 5,436 of the 18,745 properties sold in the sub-region in 2007 were sold to buy-to-let investors. New homes in Cambridge have a higher percentage of private tenants than in the rest of the City, (27% compared with 24%). On the whole in these new apartments, people prefer to buy-to-let and have some rental income rather than buy-to-leave, due to service charges.
- The percentage of buy-to-let sales given by a Cambourne estate agent is one of the highest in the region (25%). This may be an important consideration for other new developments but needs further investigation and comparison with other new developments.
- The average cost for buy-to-let properties nationally is

Buy-to-Let & First Time Buyer Mortgages, UK 2000-2006 (from CML)



slightly lower than the average cost for all properties, reflecting comments in our estate and lettings agent survey that buy-to-let investors look for cheaper properties - although size, age, and condition are also important factors. Most buy-to-let investors buy with a mortgage, a small number buy outright.

- The “ideal” buy-to-let property in the sub-region is a modern, two-bedroom terraced house or flat as these are cheaper to buy and easy to rent out.
- There is a preference for traditional homes over homes in multiple occupation and some evidence of people leaving this part of the market due to pressures such as licence fees, alteration costs and bureaucracy. However there are a small number of investors who specialise in HMOs.

➔ See Chapter 16 for more information on *The buy-to-let market*.

Social rented housing

Some 15% of the sub-regional dwelling stock is social rented housing. Cambridge City has a higher percentage of social housing (24%) than the rest of the sub-region and than the national level (19%). Most of the social rented stock is managed by RSLs and five of the seven districts in the sub-region have transferred their stock to RSLs.

Needs registers

The number of households on the district housing needs registers has risen in the past five years for the sub-region as a whole from just over 15,000 in 2002 to almost 21,000 in 2006.

Lettings

Net social re-lets within the sub-region have decreased from 2,852 to 2,662. This may be due to low numbers of re-lets in Forest Heath and St Edmundsbury in the years affected by LSVT and refurbishing local authority stock in Fenland.

There are gaps in data about who is being housed in properties in some areas. For example, from the RSL data provided it seems like there are very few older heads of household in South Cambridgeshire because they are housed in local authority homes rather than with housing associations. Cambridge City and South Cambridgeshire will complete CORE data from 2006/07 onwards and this will improve knowledge of people being housed in the social rented sector in these districts.

(continued on page 10)...

Change in Social Rented Housing Stock 2001/2 to 2005/6 and net turnover in 2005/6

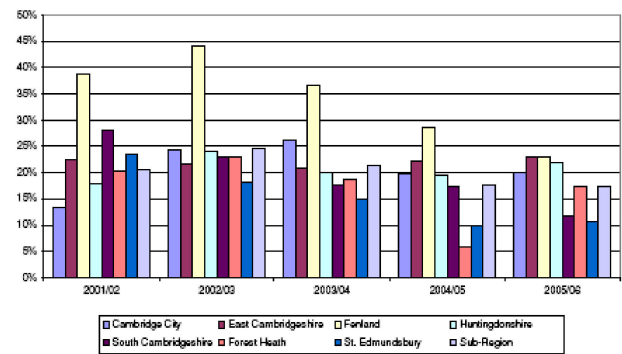
	Stock numbers (LA and RSL)					Net stock turnover 2005/6
	2001/02	2002/03	2003/04	2004/05	2005/06	
Cambridge City	10,951	11,544	10,862	11,265	11,126	6%
East Cambridgeshire	4,510	4,610	4,811	4,478	4,667	5%
Fenland	5,006	4,936	4,881	4,974	5,002	9%
Huntingdonshire	8,996	8,407	8,435	8,400	8,442	6%
South Cambridgeshire	7,210	7,229	7,633	7,563	7,803	3%
Forest Heath	3,401	3,313	3,228	3,149	3,184	4%
St Edmundsbury	7,236	7,384	7,388	7,400	7,238	5%
Sub-Region	47,310	47,422	47,238	47,229	47,462	6%

Social rented housing (cont)

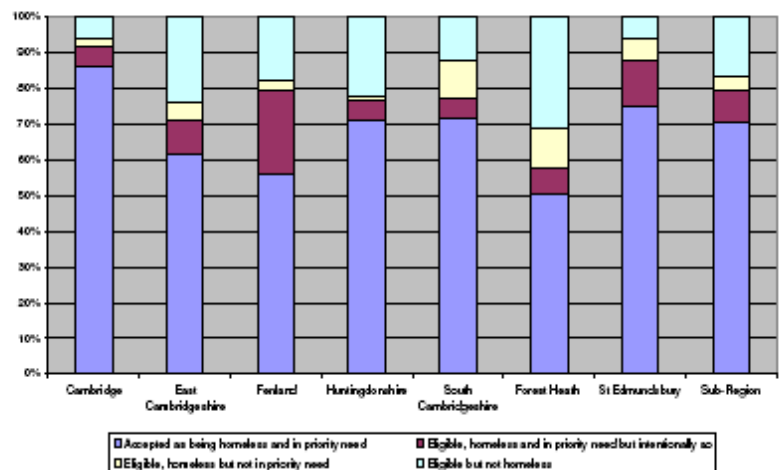
Data on the housing needs register is also problematic because of different practices between districts in managing the lists, for example the data for needs registers includes people awaiting transfers in some districts (e.g. Huntingdonshire), but transfers are excluded by other authorities.

➡ Chapter 17 goes into more detail on *Social rented housing turnover, housing registers and lettings*.

Social Lets (re-lets and new build) as a % of Needs Register, 2001-06



Homelessness decisions by type, 2005/06 (from P1E returns)



Homelessness

An important part of the housing market, and an indication of where it fails our residents, is homelessness. The SHMA looks at formal, reported homeless applications, acceptances by local authorities and subsequent housing outcomes for households who are accepted as unintentionally homeless.

Some notable findings are:

- Across the sub-region the number of decisions made following homeless applications rose from 2001 to 2004 and then fell in 2005/6 to below its 2001 level. The local exceptions to this pattern were St Edmundsbury and Forest Heath where the number of decisions rose slightly between 2001 and 2005/6.
- In most of the sub-region the number of priority group households accepted as unintentionally homeless following their applications decreased. The exceptions were Huntingdonshire, St Edmundsbury and Forest Heath.

- The number of households in temporary accommodation rose after 2001 but then fell back to broadly the same level by 2006. Alternatives to bed and breakfast, such as private leasing, mean that generally less than 10% are housed in bed and breakfast.

➡ Chapter 18 *Homelessness*, gives more detail.

Intermediate Housing including homes for keyworkers

This chapter defines the intermediate market and current demand at April 2007, where applicants live and work and issues around this. It looks at key worker industry sectors, including current tenure, family type and affordability, and compares key workers and non-key workers, and mortgage bands by district and family type, tenure and affordability. It moves on to highlight issues arising from analysis of HomeBuy applicants and intermediate housing overall – who has been housed by previous tenure, family type, age of applicants, key workers and type of property bought. It analyses financial issues including mortgage affordability,

family types and size of property compared with finance and savings and the effects of new regulations for open market HomeBuy from April 2006. Finally it looks into previous district of residence, family type by number of bedrooms and issues arising from an analysis of low cost home purchasers. Some highlights are summarised below:

Where applicants live and work

Cambridge City dominates the key worker profile in terms of place of work, while non-key workers are more widely spread across the sub-region. East Cambridgeshire has a

Intermediate (cont)

significantly higher share of applicants living in the district than working in it: true of both key workers and non-key workers. Neither Fenland nor Forest Heath rank highly as places for applicants to live or work.

Issues for HomeBuy applicants

Although numbers of registered applicants have increased: up from 600 in December 2006 to nearly 800 in April 2007, the total is well below the demand for social rented housing (20,000 across the sub-region). There is a major issue about the public's awareness and knowledge of the schemes available. The number has risen to 2,000 applicants at January 2008, and so further analysis is needed of these households. This is a priority for updating the SHMA.

Heaviest demand for HomeBuy arises from people living in Cambridge City, South Cambridgeshire, Huntingdonshire, St Edmundsbury and, to a lesser extent, East Cambridgeshire. Demand is currently very low from applicants living in Fenland and Forest Heath. Demand is particularly high from applicants working in Cambridge City, where key workers also predominate, mainly working in health and education.

Applicants on the register (as at April 2007) were housed in two main tenures – renting privately (44%) and living with friends or family (35%). Relatively few applicants currently rent from a social landlord (9%), although this group is a target for the HomeBuy 'product' as successful targeting might help free up social housing.

Single applicants account for 46% of all applicants – rising to 57% in Cambridge City. Couples without children account for 21% of applicants. Households with children together account for 30% of applicants. Currently, some 14% of applicants require a property with 3

bedrooms or more, although 30% or more would be entitled to buy these larger homes if their finances could support the cost.

A significant 25% of applicants can only support a mortgage of up to £52,000. Some 50% of applicants are unable to support a mortgage above £68,000. Couples have the highest average incomes and can thus afford the highest-priced (and therefore largest) properties. Lone parents have the lowest average incomes (although some may have access to capital following a relationship break-up). Generally the largest families do not have the highest incomes, so there may be affordability problems in relation to purchasing homes of 3 or more bedrooms.

Affordability is a particular problem in Fenland and to a lesser extent East Cambridgeshire. Forest Heath applicants seem to have least affordability problems. The lack of information on capital available to different family types and in different areas is an issue which needs further investigation.

Issues when comparing shared ownership to open market home buy (OMHB)

When purchasers have had considerable flexibility as to where and what type of property they can buy, as under OMHB, they selected houses for preference; a significant proportion selected 3 bedroomed properties – probably because a larger percentage had children. Shared ownership new build provided relatively few 3 bedroomed homes in the Cambridge sub-region.

OMHB purchasers selected homes in South Cambridgeshire, East Cambridgeshire, Huntingdonshire & Forest Heath in preference to Cambridge City, possibly because the price per square metre is lower outside the City. There were very few either shared ownership or HomeBuy sales in

Fenland. OMHB constituted 55% of all low cost home ownership sales handled by housing associations in 2005/06.

Single people and couples accounted for almost two-thirds of shared ownership buyers but a slightly lower share of OMHB purchasers; there were relatively more families and lone parents with children buying under 'HomeBuy'. The vast majority of purchasers had either rented privately or lived with family or friends. There were very few households who were previously local authority or housing association tenants.

The average mortgage taken out by OMHB purchasers was considerably higher than that taken out by shared ownership buyers, both in absolute terms and when calculated as a multiple of gross household income. This may reflect reduced outgoings as no rent is charged and therefore a greater willingness of lenders to offer higher mortgages relative to income.

The change in regulations relating to OMHB in April 2006 has had a significant impact on the intermediate market, greatly reducing the demand for this product. There is a growing affordability gap emerging.

Only 37% of the sub-region's shared ownership applicants and 7% of OMHB applicants can currently afford to buy a lower quartile-priced dwelling in Cambridge City – unless they have access to additional capital. Although there are more opportunities in other districts, the rapid increase in house prices relative to earnings means that the intermediate market is not affordable for many would-be purchasers.

➔ Chapter 19, *Intermediate housing including homes for key workers*, gives more detail.

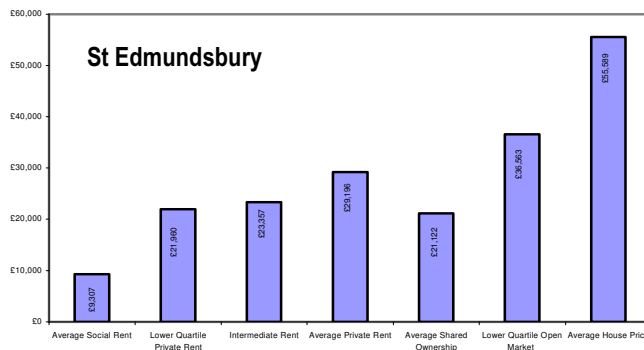
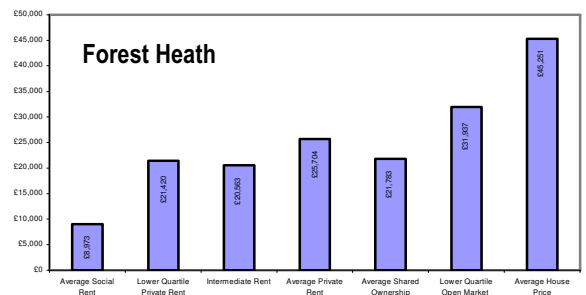
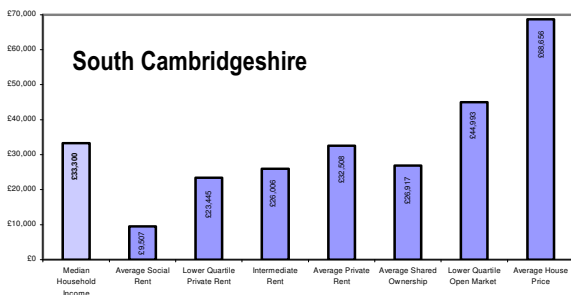
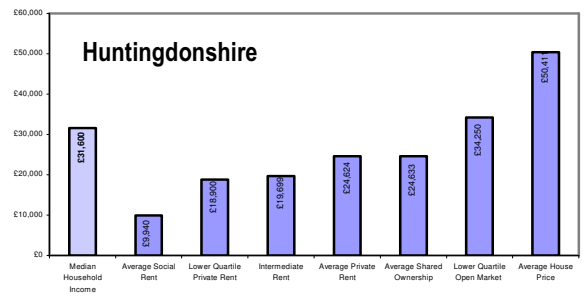
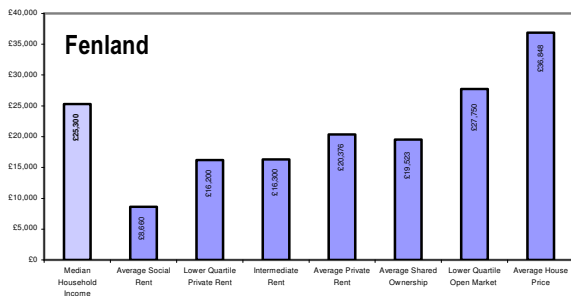
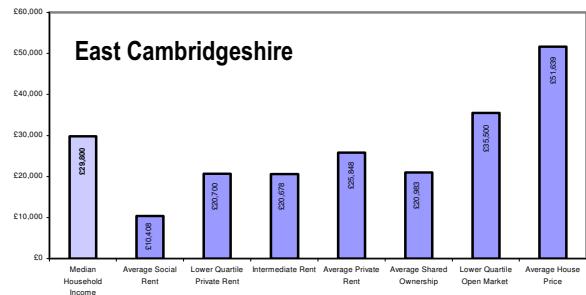
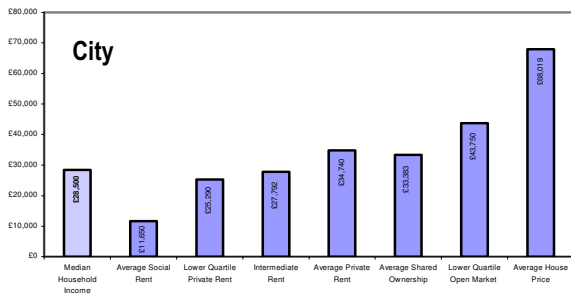
Current affordability and income

The SHMA uses conservative estimates of affordability for the different tenures available across the housing sub-region, based on household income alone. It does not factor in the availability and size of deposits for households buying a new home. Further work and better data is needed to identify the impact these factors may have.

For the SHMA, a snapshot of affordability has been provided for each district, to help analysis of gaps and overlaps between the available housing tenures.

➡ More information is provided in chapter 20, *Current affordability and income*.

Income required by tenure



Affordability by tenure

Based on our estimates the prime market for shared ownership ranges from 18% in both Huntingdonshire and Cambridge City and 29% in East Cambridgeshire. However the demand shown through waiting lists or registers for this shared ownership tenure is significantly smaller than registers for social rented. By district, there is more demand for shared ownership in Cambridge City and South Cambridgeshire than elsewhere in the sub-region. There are also more shared ownership sales in South Cambridgeshire than anywhere else in the county.

In all Cambridgeshire districts, the household income required for entry level home ownership is higher than the mid-point average income for that district. For most of the sub-region, the average cost of shared ownership is more than the cost of lower quartile private rents, but less than average private rents. In St Edmundsbury, a lower income is required for shared ownership than renting privately. In Huntingdonshire, the cost of shared ownership is slightly higher than renting privately at an average price.

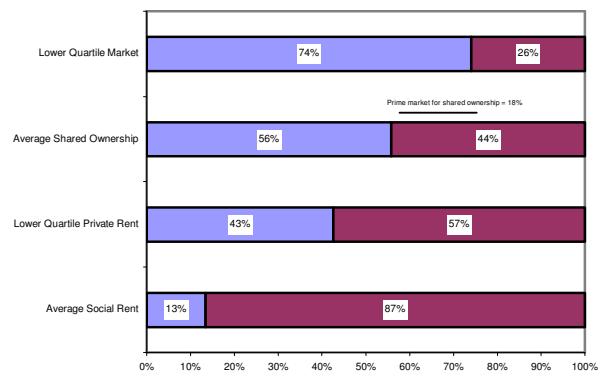
There may be a future role for intermediate rented housing, to assist those who cannot afford private rented, or who can only afford the lowest price private rented. This issue needs further research.

These graphs aim to show the overall affordability of different tenures within districts, based on the percentage of the current population who are able to afford (in blue) and unable to afford (in red) within each tenure.

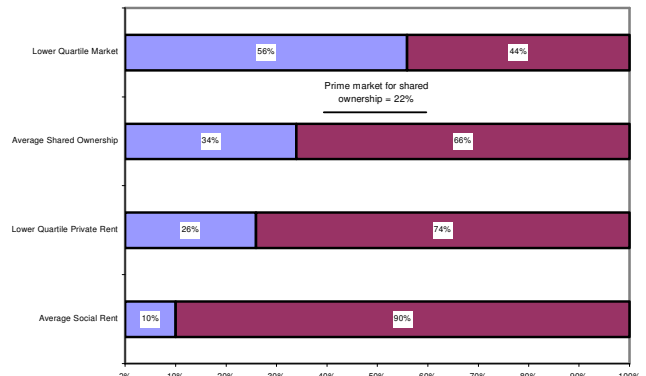
From the top, the tenures assessed are:

- Lower quartile market, which represents the average cheapest second-hand homes available.
- Average shared ownership
- Lower quartile private rent
- Average social rent.

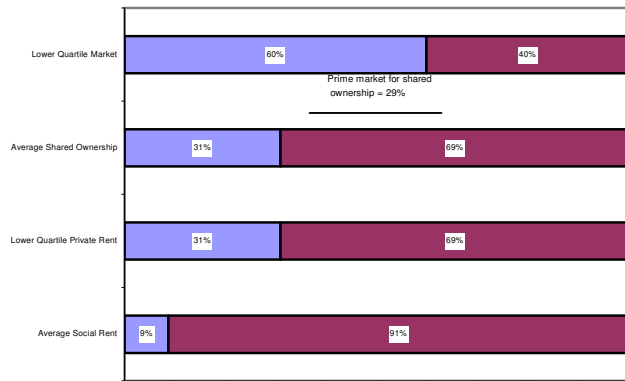
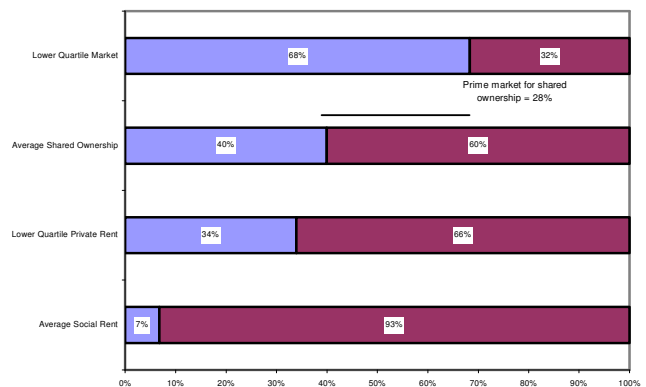
These graphs aim to identify the broad concepts for tenure, though further information and analysis are required. One of the most notable issues is differences in % population able to afford each tenure, particularly home ownership. This leads us to the conclusion that the intermediate market, while needing further investigation, is significant for our sub-region.



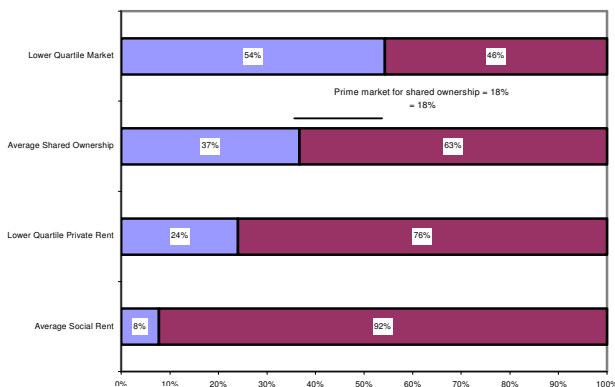
City



Fenland



East Cambridgeshire



Huntingdonshire

South Cambridgeshire

Planning for delivery

The Cambridge sub-region is planning for a step-change in housing delivery, but this needs to be accompanied by significant infrastructure investment if development is to be sustainable. The development strategy for the sub-region remains primarily as established by the Cambridgeshire & Peterborough Structure Plan 2003, which plans for significant growth in and close to Cambridge before 2016 and includes a major new town at Northstowe.

The East of England Plan (RSS), which will shortly replace the Structure Plan, maintains its strategy for accommodating growth while both increasing the dwelling target significantly and making it a minimum target, subject to environmental limits and infrastructure constraints. In setting targets for the delivery of affordable housing regard must be had to the outcome of Strategic Housing Market Assessments. The expectation is that across the region, some 35% of all housing completions will be affordable over

Reviewing housing supply and the building industry

This chapter sets out Kate Barker's review findings and recommendations, and the Government's response. It then looks at the Callcutt Review of house building delivery – its terms of reference and call for evidence, and executive summary of the final report—and the Office of Fair Trading study into the UK housebuilding market.

Past & future housing delivery

This chapter looks at the past delivery of all homes, and of affordable homes, and of rented and shared ownership homes. It looks at the future plans for delivering new homes and briefly summarises some of the factors which affect the number of affordable homes secured and tenure split .

Delivering mixed, balanced communities

Three major reports have been used to provide some guidance and basis for discussion around what makes a balanced, a mixed, and a sustainable community, and why this should be our intention. The reports are *Balanced and Mixed Communities; In the mix - a review of research on mixed income, mixed tenure and mixed communities* and *Creating and Sustaining mixed income communities* – a good practice guide.

The aim of including this section in our SHMA is to provide a basis of discussion and thought around what makes a

Distribution of the minimum regional housing provision (from the Secretary of State's Planned Revision to East of England Plan)

Area / District	Minimum Dwelling Provision, 2001 to 2021 (net increase, with annual average rates in brackets ¹)		
	Total to build April 2001 to March 2021	Of which already built April 2001- March 06	Minimum still to build April 2006 - March 2021
Cambridge	19,000	2,300 (460)	16,700 (1,110)
East Cambs	8,600	3,240 (650)	5,360 (360)
Fenland	11,000	3,340 (670)	7,660 (510)
Huntingdonshire	11,200	2,890 (580)	8,310 (550)
South Cambs	23,500	3,520 (700)	19,980 (1,330)
Forest Heath	6,400	810 (160)	5,590 (370)
St Edmundsbury	10,000	1,980 (400)	8,020 (530)

the plan period.

Housing trajectory information is collected which shows when and where development will take place. Some 41% of our planned delivery of some 76,245 new homes to 2021 will take place on large strategic sites, and in the period after 2011/12 strategic sites will assume greater importance in housing delivery, rising to 70% of all completions by 2013/2014.

➔ Chapter 21 provides more detail on *Planning for Housing Delivery*.

Land availability

This chapter sets out what strategic land availability assessments (SLAAs) are, and the approach districts in the sub region are taking to them. It sets out the national planning policy context, the purpose of the Assessments, the importance of a partnership approach, core requirements of the Assessment and how the assessment will be kept up-to-date. It then sets out the situation across the sub-region and a table of each planning authority's progress and evidence.

Summaries have been added from each district's SLAA, to help link the availability of land to the achievement of RSS build targets in the future.

➔ Chapter 23 outlines *Links to strategic land availability assessments*

community where people want to live. The chapter touches on why we need mixed communities, the development process, the current local housing market and demand for housing. It also summarises housing mix and how this affects who might move in, the effects of marketing, delivering affordable and intermediate housing and pepper-potting, relationships with existing communities and finally, the evolution of mix over time and how tenure mix might be maintained long term.

➔ Chapter 25 provides further detail.

Affordable housing need

Government guidance on SHMAs provides a detailed process to assess housing need. This chapter gives details of what the guidance suggests, and how we have used the guidance in the Cambridge sub-region to calculate our housing needs. There are some important principles to consider before looking at the detail:

- The SHMA will be built on and updated as time passes and information changes and improves. This iteration is bound to change, adjust and improve as its foundation data does the same.
- The Guidance is written as just that – guidance, rather than a detailed roadmap of “how to” do it. Some sources of data do not provide the detail or the cross-tabulations needed to work out the figures for a specific sub region or district. For this reason, we have supplemented the secondary sources of data with our MRUK household survey where necessary, to try to provide a more realistic picture of housing need for our sub-region.

- There are numerous ways to tackle the housing needs “part” of the guidance. For the Cambridge sub-region we have tried to follow the guidance and supplement where we feel it is necessary. However in the future we are looking to evolve our approach further, to investigate more frequently updated sources of housing price information, ways to analyse data using mapping and GIS systems, and data systems to track changes in the housing market and in factors such as inflation, land prices and incomes. All these possibilities will add to the flexibility and responsiveness of our assessment of the market in the future, based on this current (2007) foundation of research.

The chapter provides a table for each stage in the CLG process, notes on the guidance, the Cambridge approach and further notes, and where to refer to in the SHMA for further background.

To summarise the **annual** projections:

	Cambridge City		East Cambridgeshire		Fenland		Huntingdonshire		South Cambridgeshire		Key
	Number	Total	Number	Total	Number	Total	Number	Total	Number	Total	
Current housing need											
Priority homeless households and in temporary accommodation	117		52		81		72		144		
Overcrowded and concealed households	690		1,000		522		1,554		1,014		
Other groups total	5,078		1,454		1,988		1,730		3,288		
Total current housing need		5,885		2,506		2,591		3,356		4,446	
Annual Need to Reduce Backlog over 5 years		1,177		501		518		671		889	A
Future housing need per year											
New household formation	339		311		169		579		635		
Existing households falling into need	670		262		416		520		276		
Total newly arising need		1,009		573		585		1,099		911	B
Total housing need per year		2,186		1,074		1,103		1,770		1,800	A + B
Existing supply											
Total affordable dwellings occupied by households in need	44		16		43		43		81		
Surplus affordable stock	0		0		0		0		0		
Units to be taken out of management	-4		0		0		-1		-2		
Annual supply of social re-lets	635		257		420		513		290		
Annual supply of intermediate affordable housing available for re-let or resale at sub-market levels	2		4		1		10		7		
Total existing supply		677		277		464		565		376	C
Shortfall / surplus											
New supply needed to stop backlog growing		332		296		121		534		535	B - C
Need for new affordable homes per year		1,509		797		639		1,205		1,424	A + B - C
Projected supply from commitments		177		200		112		154		315	D
Predicted shortfall		1,332		597		527		1,051		1,109	A + B - C - D

How does CLG need compare to overall RSS build targets?

<i>(All annual figures)</i>	Cambridge City	East Cambridgeshire	Fenland	Huntingdonshire	South Cambridgeshire
RSS target (all homes)	1110	360	510	550	1330
CLG needs figure for affordable only	1509	797	639	1205	1424
What % does this represent?	136%	221%	125%	219%	107%

Observers data

In the first iteration of the Cambridge SHMA, the five districts within Cambridgeshire have contributed equally to the funding required and the two Suffolk authorities, having recently commissioned housing needs and requirements research, have participated at “observer” level.

For this reason, St Edmundsbury and Forest Heath have been included wherever possible in secondary data collection, but have not participated in the MRUK resident survey. They have also not benefited from purchasing CACI data on incomes, which has limited the comparative analysis we could carry out on affordability.

For completeness, excerpts are included of their respective studies with brief introductory comments, to enable a sub-regional view of housing need and demand within this project structure.

We hope in future that these two authorities will be able to buy into the sub-regional SHMA to a greater extent, helping create a complete picture of our housing market areas, and enabling further comparison across sub-regional boundaries, for example with our colleagues in Norfolk, Suffolk and Essex adjoining our boundary to the east.

➔ Chapter 28 for *Observers’ data*.

Indication of affordable tenures

This chapter summarises the number of people currently listed on the social rented and shared ownership registers, and the number of newly arising households and their ability to be able to afford different forms of tenure for each district in Cambridgeshire.

The “backlog” stage of each district uses the backlog of households on registers at 31 March 2006. However the “backlog of overall need” in includes overcrowded and

concealed households who may not be on the social rented or shared ownership registers and cannot afford to rent or buy their own home and resolve their overcrowding difficulties, as set out in the CLG guidance. Further research will be required if we are to include these households in the breakdown of tenures required in future. However at the draft consultation stage registers of housing need and intermediate housing are our most reliable source to summarise tenure requirements.

<i>Table to be discussed</i>	Cambridge City	East Cambridgeshire	Fenland	Huntingdonshire	South Cambridgeshire
Backlog: rented	944	288	405	322	686
Intermediate	60	22	8	28	52
Newly arising: rented	955	291	216	572	726
Intermediate	585	269	184	468	594
Total: rented	1,899	579	621	894	1412
Total: Intermediate	645	291	192	496	646
% rented	75%	67%	76%	64%	69%
% intermediate	25%	33%	24%	36%	31%

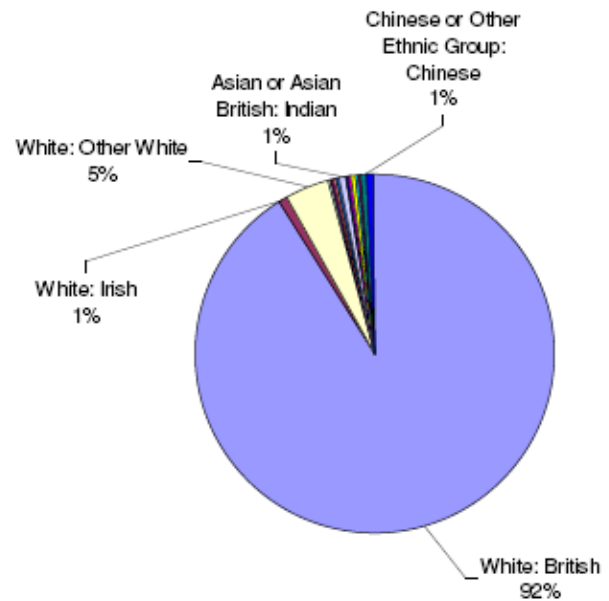
Housing requirements of specific household groups

Black and minority ethnic housing Issues → chapter 30

The main source of information on BME populations is currently the Census 2001, although it is recognised that this information is now somewhat out of date, and does not reflect the recent in-migration of migrant workers about which there is little accurate information available. Improved monitoring is required to give a more accurate picture of ethnicity within the county and sub-region.

- There is a relatively low proportion of people from ethnic groups other than White.
- There is a fairly high proportion of people from “Other White” groups, compared with nationally.
- There is no single dominant minority ethnic group across the county or the sub-region.
- In all districts, residents from ethnic groups other than White are more likely to have high level qualifications than White British residents, particularly so in Cambridge, although in some areas residents from non-White groups were also more likely to have no qualifications.
- Information currently available does not suggest any significant differences in housing need amongst the

Cambridgeshire’s ethnic composition (Census 2001)



BME population of the county or the sub-region compared with the White British population.

- A regional BME monitoring pilot is underway to try to improve BME monitoring across the region; the Cambridge sub-region is involved with this pilot. Outcomes of the pilot and its full implementation will inform updates to the SHMA in future.

Introduction to migrant worker and housing issues → chapter 31

Just over 27,000 people from outside the UK registered for a National Insurance Number in the Cambridge sub-region between 2004/07. 15,000 people from the Eastern European accession countries registered under the workers registration scheme in the same period.

Information on how many people are leaving is difficult to obtain, although

what is available shows that most people are here for shorter time periods (less than two years). Tied and private rented accommodation are the dominant tenure types. There are very few people in social housing and not much evidence of owner occupation. Tied accommodation is the least preferred option for housing as it is of low quality e.g. large dormitories, badly heated mobile homes etc., but people usually view this as a temporary option that they are willing to tolerate for a short period. Some employers who own this sort of accommodation would like to update this information but encounter problems with planning processes.

Issues surrounding the private rented sector include problems such as overcrowding and low quality. High rents and costly deposits are prohibitive for some people. Nationally, some letting agents have reported problems getting references from prospective tenants from overseas. There are very few non-UK citizens in social rented housing. Most of those housed are families and include at least one person in work. The main reason for leaving previous accommodation is overcrowding and around a third had previously been private sector tenants.

National Insurance Registrations of Non-UK Nationals, 2002/3 to 2006/7 (from NI registration scheme)

	2002/03	2003/04	2004/05	2005/06	2006/07
Cambridge	2,550	2,430	2,900	3,830	3,770
East Cambridgeshire	260	280	400	1,210	1,010
Fenland	210	300	780	1,570	1,200
Huntingdonshire	510	500	720	1,040	1,350
South Cambridgeshire	650	610	900	1,160	940
Forest Heath	360	410	650	1,030	760
St Edmundsbury	480	440	450	770	620
Sub-Region	5,020	4,970	6,800	10,610	9,650

Gypsy and Traveller housing issues ➔ chapter 32

This chapter sets out the Cambridgeshire Model and Executive Summary of the Accommodation Assessment, the *District Gypsy/Traveller Accommodation Needs for Pitches 2005-2010* and other issues. It also outlines new provision planning, the Regional *Single Issue Review for Gypsy & Travellers* and an outline of the Provision Horizons project.

The project has also had a very positive indirect impact on Cambridgeshire's progress to improving provision planning: local Gypsies & Travellers and planners are gaining more ground-level practical understanding of the challenges both Local Authorities and individual families face. This research has the potential to leave a strong legacy of confidence in the delivery of new provision, both here and in the wider region.

The Provision Horizons project is well on its way to redefining land search in Cambridgeshire - now, and for future generations of both planners and Gypsies & Travellers themselves. Research data already suggests that slight alterations to some existing district-specific criteria could open up more local land options for families in Cambridgeshire who are actively seeking new land.

District Gypsy/Traveller Accommodation Needs for Pitches 2005-2010 (from Cambridge Sub-Region Traveller Needs Assessment 2005-2010)

District	Need for Pitches 2005-2010
Cambridge City	15
East Cambridgeshire	25-45
Fenland	160-205
Forest Heath	15-20
Huntingdonshire	15-25
Kings Lynn & W. Norfolk	45-60
Peterborough	10-15
South Cambridgeshire	110-130
St Edmundsbury	10-20
Total	405-535

Young people

There is a relatively high degree of need for supported housing for 16 and 17 years olds; although based on limited evidence, numbers of young people accepted as homeless are rising in some parts of the sub-region. Information on turnover in specialist supported housing schemes for young people at risk shows that a significant percentage of leavers, 44% in 2006/07, left in an unplanned manner. In some schemes 50% or so of these 'unplanned' leavers were evicted.

Specialist accommodation is concentrated in Cambridge City and St Edmundsbury – but that reflects to some degree where young people prefer to live; there is almost no provision in South Cambridgeshire and relatively little in the north and west of the county and Forest Heath. Some specialist housing schemes have no long-term access to resettlement housing or 'move-on' floating support, especially in Fenland. A recent review of 'floating support' services in Cambridgeshire recommends that either supported housing service contracts include move-on

support where required or that move-on clients can be supported by a 'holistic' floating support provider.

Four new short-term floating support services for young people at risk are being funded in Cambridgeshire 2006-08, but there is little guarantee that such funding can continue in future. Cambridgeshire has relatively low levels of floating support as compared with neighbouring counties – although this form of support has been identified as the number one priority for development. The units of floating support specifically available for young people in the two Suffolk districts is also low.

The outcomes for many "looked after" children have been poor in terms of educational achievement and life skills and there is interest in reviewing needs of these young people in a holistic fashion, including housing. Further research is required to consider the housing needs of the following groups: young offenders, young substance users, teenage parents and young people leaving care.

Students

An ambitious plan for the development of purpose-built student housing, possibly in the form of a student village, for Anglia Ruskin University. There appear to be no easy ways of introducing such a project into the 'growth area' plans. There are no clear options for the replacement of the potential loss of purpose-built student housing for ARU students over the next 3 years. This will force more students to compete in the private lettings market. More information is required concerning Cambridge University colleges regarding

proposals for additional student housing in the medium to long term.

If further bespoke accommodation is provided for students this has the potential to free up family housing in Cambridge; up to 9,000 students do *not* live in bespoke study rooms whilst at university in Cambridge. HMO licensing is likely to see the further loss of larger converted houses from the student market.

Older people

The chapter summarises each district's Supporting People plans for older people. Issues include:

- Very high rates of increase of frail older residents over the period 2006-2021, even if the incidence of frailty can be reduced, with increases in frail elderly residents generally exceeding 50% in Cambridgeshire and 40% in Suffolk.
- Provision of privately rented or owner-occupied sheltered housing is particularly low in Fenland – where overall provision of social rented sheltered housing is also relatively low.
- Fenland is the district experiencing highest rates of in-migration from retired people – around one-third of in-migrants, net, were retired according to the 2001 Census. This suggests that there may be heavy pressure on inadequate resources in future.
- Owner-occupied sheltered housing provision is increasing at present and should be considered as a critical element of support for elderly residents in future. There are relatively high numbers of units in Cambridge City, Forest Heath and Huntingdonshire. The two Suffolk districts already have relatively more extra care housing than do most Cambridgeshire districts
- Strategically there is an aim to achieve a switch in provision from residential care to enhanced home care while managing a major change in local authority-supported provision may threaten the viability of some residential care homes. Others will need to develop nursing care provision to meet the shortfall. A revised service model for social care will require high investment in extra care sheltered housing.
- Long-term funding cuts are threatened for aids and adaptations and home improvement agencies; an unequal provision of services across Cambridgeshire and a very different profile of services means further research into outcomes and best practice is required. A review of Home Improvement Agencies adds to this picture.

Disability and housing issues ↪ chapter 34

The CLG practice guidance on households with specific needs includes notes on how to assess the market and some useful sources of information. Much of this information is to be included in an assessment of needs in the County's Disability Housing Strategy, to be launched in 2008.

At the time of launching the SHMA consultation draft, we have not progressed as far with this issue as with other parts of the CLG guidance. Therefore our approach in this

section is to briefly set out the national context and future challenge, to identify issues raised in research around access to homes, and to outline the draft County Disability Housing Strategy which is currently being developed.

We plan to work with the Cambridgeshire Disability Housing Strategy Network on the County Disability Strategy to access and analyse the data required, to help bring together the evidence and jointly assess this important area of the housing market.

Rural housing ↪ chapter 35

Although home to the City of Cambridge and many market towns, the Cambridge housing sub-region is essentially very rural in character, with over 250 villages with populations below 5,000. In an area of high demand for housing, where planning policy prescribes that the majority of new development will be in or adjacent to urban areas, there can be acute housing problems facing local people seeking to live in villages. House prices are generally very high, yet wages in many rural industries and occupations can often be lower than average. Traditionally villages have had relatively fewer social rented homes than towns and in recent years many houses – which constitute the bulk of the rural social stock - have been sold under the right to buy and subsequently lost from the affordable housing stock available to let to new households. Many social rented

homes remaining in rural areas are purpose-built bungalows for the elderly.

This chapter looks at the policies for rural housing and evidence of local need. It also looks at what has been achieved in recent years in terms of providing dwellings for local people in rural areas.

Park Homes

A separate section is included on the role and potential of 'park homes' to help meet housing needs. These are often (though not exclusively) located in rural areas.

Monitoring and development

As a learning process, and as one of the early sub-regions to publish a draft SHMA for consultation, it seemed helpful to identify some learning and some questions about the process and the CLG's methodology. We are also learning from our own experiences and from the methods we have used to comply with the methodology, and have added some early thoughts here on such issues. The list is not exhaustive and will probably grow as the SHMA develops and as we gain responses to consultation on the initial draft. However it does touch upon:

- The scale of the assessment.
 - Use of housing needs registers and transfer lists.
 - Work linking the Cambridge City and South Cambridgeshire districts housing needs, the effect of choice based lettings, housing policies and development plans.
 - Primary research.
 - Creating completely new communities.
- ➔ More detail is provided in chapters 36 and 37.

Where does the SHMA go from here?

As outlined above, the Cambridge sub-region SHMA is a growing, evolving and improving assessment.

By working closely with our partners and updating the information contained in the first iteration of the SHMA, and adding improved information as and when it becomes available, we plan to keep the SHMA alive and relevant to stakeholders, partners, policy makers and planners alike.

To do this, our plan is to:

- Employ a researcher who will update existing information as it becomes available, and gather new data as required and as suggested during consultation on the first SHMA.
- Secure new information under the guidance of the sub-regional housing board.
- Undertake a programme of consultation and discussion on specific housing issues highlighted in the SHMA with partners, via the internet, discussion groups, focused surveys and briefing notes.

- Re-publish the SHMA annually, using the information and input outlined above.
- Run an annual SHMA event to bring a variety of stakeholders together, to launch the new version of the SHMA and discuss its implications across diverse interest groups.

We have tried to make it clear which version of the SHMA people are reading by clearly labeling each page in each chapter. We will also be issuing a "change log" to help people make sure they are always looking at the most up to date information we have added to the assessment.

At the bottom left of each page will be a note showing Version 1.0 for the first SHMA. Updates and improvements through the year will be labeled 1.1, 1.2 etc, then in 2009 we will consult on and launch our updated Version 2.0.

We will include a change log on the website alongside the SHMA, to make sure version numbers and their dates and status are clear to all readers.

Get in touch, find out more...

Interested? Got a view? Want to feedback?

Please contact:

- Trevor Baker (add details)
- Polly Jackson (add details)
- Sue Beecroft (add details)

Whetted your appetite?

If you want to read the whole SHMA, please go to:

[\(add website\)](#)

Huntingdonshire

All homes

Table 1: Population, households, dwellings, and household types projected to 2021

Factor	2001	2001/06	2006	2006/11	2011	2011/16	2016	2016/21	2021	2001/21
Population	157,191	3,622	160,813	7,320	168,133	-2,639	165,494	156	165,650	8,459
Households	63,100	3,400	66,500	5,200	71,700	1,800	73,500	1,900	75,400	12,300
Household Type										
Couples (with/without children)	35,500	200	35,700	1,400	37,100	-600	36,500	-300	36,200	700
Lone parents	5,200	400	5,600	200	5,800	-300	5,500	-300	5,200	0
Singles	19,000	2,700	21,700	3,400	25,100	2,600	27,700	2,000	29,700	10,700
Other multi adult households	3,400	100	3,500	300	3,800	200	4,000	300	4,300	900

Table 2: Draft RSS: Minimum housing provision (from chapter 21)

Area / District	Minimum Dwelling Provision, 2001 to 2021 (net increase, with annual average rates in brackets ¹)		
	Total to build April 2001 to March 2021	Of which already built April 2001- March 06	Minimum still to build April 2006 - March 2021
Huntingdonshire	11,200	2,890 (580)	8,310 (550)

Table 3: Net additions to stock, 2001/2 to 2006/7, from AMR (from chapter 22)

	2001/02	2002/03	2003/04	2004/05	2005/06	2006/7
Huntingdonshire	326	581	577	698	724	648

Table 4: Past delivery and future plans for affordable homes (from chapter 22)

	Past delivery				Future plans	
	2002/03	2003/04	2004/05	2005/06	2006/07	2007/08
Number of additional local authority dwellings	0	0	0	0	0	0
Number of additional RSL- rented dwellings	80	68	91	98	129	91
Number of additional RSL- shared ownership	8	24	8	47	48	39
Total additional LA/ RSL dwellings	88	92	99	145	177	130
Number of additional affordable 'other private' sector dwellings	0	0	0	12	6	6
Overall Total	88	92	99	157	183	136

¹ Due to rounding adjustments the annual average rates in brackets may not match the totals. Totals take precedence.

Table 5: CLG's housing need formula (from chapter 27)

	Number	Total	Key
Current housing need			
Priority homeless households and in temporary accommodation	72		
Overcrowded and concealed households	1,554		
Other groups total	1,730		
Total current housing need		3,356	
Annual Need to Reduce Backlog over 5 years		671	A
Future housing need per year			
New household formation	579		
Existing households falling into need	520		
Total newly arising need		1,099	B
Total housing need per year		1,770	A + B
Existing supply			
Total affordable dwellings occupied by households in need	43		
Surplus affordable stock	0		
Units to be taken out of management	-1		
Annual supply of social re-lets	513		
Annual supply of intermediate affordable housing available for re-let or resale at sub-market levels	10		
Total existing supply		565	C
Shortfall / surplus			
New supply needed to stop backlog growing		534	B - C
Need for new affordable homes per year		1,205	A + B - C
Projected supply from commitments		154	D
Predicted shortfall		1,051	A + B - C - D

Affordable housing – tenures (from chapter 29)

Backlog: In Huntingdonshire there are currently 1,617 households on the social rented housing needs register and 132 on the shared ownership register. To clear this backlog over 5 five years would require 350 new homes to built in the District each year, of which 92% social rented and 8% other affordable tenures.

Newly Arising Need: The number of households in Huntingdonshire is expected to rise by 1,040 households per year. Of these 24% (250) are unable to afford lower quartile private sector rent and 18% (187) can afford shared ownership, but not lower quartile open market house prices. The required split of affordable tenures to meet all newly arising need is 57% social rented and 43% other affordable tenures.

Overall tenure split: We can summarise that in Huntingdonshire, the need for rented and intermediate tenures is balanced 73% to 27%.

Affordable rented – sizes on housing registers and of lettings**Table 6: Huntingdonshire housing needs register by size over time**

	2001	%	2002	%	2003	%	2004	%	2005	%	1 and 2 beds combined	2006	%	1 and 2 beds combined
1 bedroom	2902	85%	2303	85%	2478	85%	2319	84%	1799	62%	84%	1490	61%	84%
2 bedrooms									635	22%		547	23%	
3 bedrooms	422	12%	335	12%	346	12%	282	10%	288	10%	10%	249	10%	10%
More than 3 bedrooms	92	3%	86	3%	86	3%	171	6%	165	6%	6%	139	6%	6%
Total	3416	100%	2,724	100%	2910	100%	2772	100%	2887	100%	100%	2425	100%	100%

Source: Chapter 26

Table 7: Comparing needs to lets by size

	Number on register in 2006	%	Number of lets in 2006/7	%	% lets represent of registered need
1 bedroom	1490	61%	135	29%	9%
2 bedrooms	547	23%	206	45%	38%
3 bedrooms	249	10%	101	22%	41%
4+ beds	139	6%	18	4%	13%
Total	2425	100%	460	100%	19%

Source: Chapter 26

Intermediate homes

Table 8: Household types on the KHE register

Family type	Assumption re bed size "needed"	Number	Rounded percentage	Rounded % by bed size
Single	1 bed	47	36%	71%
Couple	1 bed	32	24%	
Family / lone 1 child	2 bed	28	21%	16%
Family/ lone 2 children	3 bed	19	14%	9%
Family/ lone 3 children	3+ bed	3	2%	2%
Family/ lone 4 or more children	3+ bed	1	1%	
Sharers	Unspecified	2	2%	2%
Other, don't know	Unspecified	0	0%	
Total		132	100%	100%

Source: Chapter 26

Table 9: Household structure of LCHO Purchasers, 2006/07

Family type - All LCHO	Number	%
Couple	7	22%
Family 1 child	5	16%
Family 2 children	0	0%
Family 3+ children	1	3%
Lone parent 1 child	2	6%
Lone parent 2 children	1	3%
Lone parent 3 children	0	0%
Several adults/sharers	1	3%
Single	15	47%
Not known	0	0%
<i>Shared ownership sub-total</i>	32	100%

Source: Chapter 26

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

3RD JUNE 2008

12TH JUNE 2008

CORPORATE EQUALITY POLICY – ACTION PLAN PROGRESS (Report by the Head of Policy and Strategic Services)

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 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 in respect of equalities; in particular it takes account of:
- Equalities legislation relating to race, disability and gender
 - The achievement of Level 2 of the Equality Standard
- 2.3 Having achieved Level 2 and working towards Level 3 of the Equality Standard, the Council made a commitment to establish a timetable to assess the impact of all services in terms of equality. A three year timetable was adopted, those services with a more 'public facing' role were placed in years 1 and 2.
- 2.4 Training on how to conduct equality impact assessments took place during 2007 and 2008 and results from these assessments are set out in Appendix 3. 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 sexuality, religious belief and age.

3. PROGRESS

- 3.1 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 2008/08	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%

- 3.2 The appended progress report covers:
- the achievement made against the actions and targets set in March 2007
 - an action plan for 2008/09
 - results from equality impact assessments conducted over the last 12 months.
 - revised timetable for equality impact assessments during 2008/09
- 3.3 The Corporate Equality Policy Action Plan contained 107 actions, of which:
- 76 have been fully completed
 - 26 are on-going
 - 2 have not been completed and will be taken forward into the new action plan
 - 3 actions have been deemed not required
- 3.4 Eight service areas were selected to undertake equality impact assessments during 2007/08 (Administration, Housing, Information Management Division, Environmental Health, Human Resources, Planning, Revenues and Benefits and Technical Services). Two services (Housing and Environmental Health) completed all of their impact assessments; the other 6 services completed some of their impact assessments. Those impact assessments not completed on time have been re-scheduled for completion during 2008/09. A full list of outcomes/actions arising out of completed equality impact assessments is contained in Appendix 3. A revised timetable for equality impact assessments during 2008/09 is set out in Appendix 4.

- 3.5 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 will look at all of the actions and co-ordinate activity to ensure there is no duplication of work. The steering group will also monitor the equality impact assessment timetable. Corporate themes arising out of equality impact assessments during 07/08 include monitoring, training and consultation.
- 3.6 A stage 1 (or initial assessment) equality impact assessment establishes how the policy or service meets different needs according to race, gender, disability, sexual orientation, religious belief or age. It also examines whether there are any obvious barriers and if any improvements can be made. All of the equality impact assessments that have been conducted over the last 12 months needed only a stage 1 assessment, with the exception of Choice Based Lettings, which will proceed to a stage 2 assessment. A stage 2 assessment is required if any major barriers are identified in stage 1; this will entail a more detailed study; so far only 1 equality impact assessment will require a stage 2 assessment.
- 3.7 The Council has a statutory responsibility to report findings from progress made with the race, disability and gender equality schemes as set out in Appendix 1. Findings from equality impact assessments embrace race, disability, gender, sexuality, age and religious belief.

4. CONCLUSIONS

- 4.1 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
Appendix 1 - Corporate Equality Policy - Action Plan Progress
Appendix 2 - Corporate Equality Policy – Action Plan 2008/09
Appendix 3 – findings from equality impact assessment 2007/08
Appendix 4 – Equality Impact Assessment timetable (08/09)

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Corporate Equality Policy - Action Plan progress 2007/08

Action	Progress	Further or continuing work
<p>Formulate & adopt a Corporate Equality Policy Make a corporate commitment to develop a corporate equality policy (CEP) CEP to be completed and signed off and taken through Member approval process by March 07 Publish corporate equality plan Steering group to sign off CEP by March 07</p>	<p>Completed Completed</p>	<p>Monitoring</p>
<p>Each Division to commit to engage in consultation on service delivery</p>	<p>Completed</p>	<p>Review CEP March 2010</p>
<p>Ensure draft CEP has been circulated for consultation Ensure CEP & corporate equality policy is subject to internal & external consultation</p>	<p>Completed</p>	<p>Corporate support and coordination for this where appropriate</p>
<p>Establish consultation with designated community, stakeholder groups and wider community on all aspects of equality policy Establish mechanism for consultation with designated community, stakeholder groups and wider community on all aspects of equality policy</p>	<p>Complete</p>	<p>Further work required to deliver actions within the consultation & engagement strategy</p>
<p>Engage in consultation with Members, employee representatives and services on EIA and the CEP Corporate Equality Policy to be reported to Members & Employee Panel/ELAG as appropriate for comment.</p>	<p>Consultation & Engagement Strategy now in place</p>	<p>Complete</p>
<p>Divisional commitment to comprehensive equality policy Directorates to commit their services to take appropriate action to</p>	<p>Complete</p>	<p>Completed (links to results of EIA's and performance</p>

Appendix 1

Action	Progress	Further or continuing work
comply with corporate equality policy, Race, Disability and Gender Equality Scheme's	management)	
Divisional commitment to setting equality targets Directorates to commit services to linking their service plans to the Corporate Equality Policy	Completed (links to results of EIA's and performance management)	
Divisional commitment to equality action planning Directorates to commit services to setting equality targets in their service plans where gaps identified	Complete (links to results of EIA's and performance management)	
Organise corporate equality training	Completed– training programme in place	Annual review of training
Divisional commitment to allocation of specific resources for improving equality practice	Completed	EIA process now commenced. Services need to consider whether action arising out of EIA's can be met within existing resources
Adopt recruitment procedures which use non-discriminatory practices Any gaps will be included in an over-arching employment policy An equality objective will be built into management competencies and a mechanism for measuring effectiveness will be developed	Recruitment policy adopted and Awarded Positive about Disability (two ticks ✓✓) status	Under review to align with role out of Resource Link. Competencies being planned for introduction in April 2009

Appendix 1

Action	Progress	Further or continuing work
Commitment to an employment equality assessment of the Local Labour Market Area (comparative study of pay, terms and conditions)	Completed	This will become an ongoing review
Engage in employment equality assessment of LLMA Investigate if required		On-going
Engage in workforce profiling and an equal pay review Equal pay audits completed annually for internal comparison. Investigate if required to compare against external comparators	Complete – incorporated into an annual report and submitted to Employment Panel, published on Modern.Gov	On-going
Commitment to establish a fair employment and equal pay policy Produce an over-arching employment policy Commitment to developing an equal employment and equal pay element of CEP incorporating the employment related issues from RES and including those assessments of organisation & individual requirements required for compliance with the DDA Produce an over-arching employment policy	Completed Completed	HR Equality Policy currently being researched
Commitment to adopt procedures to ensure that publicity for vacancies does not unfairly restrict the range of applicant	Completed	EIA on Recruitment Policy on-going
Adopt procedures to ensure that publicity for vacancies do not unfairly restrict the range of applicants Conduct full EIA if required. Policy to be defined in overarching employment policy.	Positive about Disability status achieved	On-going HR Equality Policy currently being researched
Adopt written procedure or document existing procedure Produce a standard range of application forms and job descriptions Already in place but HR to commit to review annually	Complete	
Develop corporate mechanism for assessing development of service	Completed	On-going review to

Appendix 1

Action	Progress	Further or continuing work
level equality objectives and targets	Monitoring mechanism included within Performance Management system	establish whether further detail within the performance management system is required.
Create structure for overseeing development of information and monitoring systems	On-going (Monitoring research)	
Ensure procedures for responding to harassment on grounds of race, disability and gender are in place Plan/scope how to review existing mechanisms e.g. Open Out, Complaints Policy, Dignity at Work, Grievance & Disciplinary.	Completed	Review of procedures: <ul style="list-style-type: none"> • Complaints policy • Dignity at Work policy • Grievance & • Disciplinary policy • Open Out
Each directorate to engage in consultation with designated community, staff & stakeholder groups where appropriate Directorates to consider consultation/engagement with designated community, staff & stakeholder groups Produce a plan which enables Directorates to plan, co-ordinate, consult and engage with community, staff etc	Complete - Consultation & Engagement Strategy now in place	Further work required to deliver actions within the consultation & engagement strategy Establish consultation & engagement database and calendar
Each directorate to engage with equality impact assessment, scrutiny and audit on service delivery	Complete	

Appendix 1

Action	Progress	Further or continuing work
<p>Produce a plan that details the following processes:</p> <ul style="list-style-type: none"> • To ensure that Members undertake scrutiny/audit of corporate/strategic equality issues • Reporting issues emerging from EIA of services to Members 		<p>Review of Member training First report due May 2008</p>
<p>Engage in department and service area EIA Draft training plan and programme</p>	<p>complete</p>	<p>EIA training commenced and on-going</p>
<p>Engage in development of service level equality objectives and targets Include in performance management framework and work with the service planning process</p>	<p>Complete – EIA process is linked with performance management</p>	
<p>Review of services should include the procurement function and all contracted services & partnership arrangements Consideration of a plan to ensure that any review of services include the procurement function and all contracted services & partnership arrangements</p>	<p>Complete – EIA of Procurement Strategy & Partnership Framework completed</p>	<p>Implement actions arising out of Procurement Strategy EIA</p>
<p>Adopt procedures to ensure that publicity for vacancies do not unfairly restrict the range of applicants Conduct full EIA if required. Policy to be defined in overarching employment policy.</p>	<p>Positive about Disability status achieved</p>	<p>On-going HR Equality Policy currently being researched</p>
<p>Adopt written procedure or document existing procedure Produce a standard range of application forms and job descriptions Already in place but HR to commit to review annually</p>	<p>Complete</p>	

Appendix 1

Action	Progress	Further or continuing work
Race Equality Scheme (RES) - Action Plan 2006 – 2009		
Action	progress	Further or on-going work
Initial listing and assessment of functions/policies for relevance to general duty	Complete	
Consultation of RES	Complete	
Equality Impact assessments to commence	Complete	
Development of guidance for assessment of proposed policies for impact on race and other equality areas	Complete	
Development of guidance for monitoring & assessment of existing policies	Complete	
Development of guidance for consulting on proposed policies	Complete	
Review of systems and procedures in relation to ethnic monitoring		On-going research on corporate monitoring
Report on RES to Cabinet	Complete	Spring 2008
Publication of RES	Complete	Spring 2008
Establish departmental equality working groups	Not required	
Evaluate equality training to date	Complete	Annual review
Development of training plan for employees (linked into equality standard training) e.g. for For equality steering group For managers/general staff Members	Complete	
Publication of results of equality impact assessments	Complete	Spring 2008

Appendix 1

Action	Progress	Further or continuing work
Examination of previous years employment (equality monitoring) data	Complete Incorporated into an annual report submitted to Employment Panel and published via Modern. Gov Complete	On-going Annual activity
Publication of employment monitoring information	Complete Incorporated into an annual report submitted to Employment Panel and published via Modern. Gov	On-going Annual activity
Annual report on progress to date in achieving RES targets	Complete	Spring 2008
Publication of Annual report on website	Complete	Spring 2008
Review of procurement strategy in relation to race	Complete	
Review of complaints procedure in relation to race, gender & disability		On-going EIA of Corporate Complaints Policy now re-scheduled 08/09
Disability Equality Scheme (DES) - Action Plan 2006 – 2009		
Initial listing and assessment of functions/policies for relevance to general duty	Complete	
Consultation on DES	Complete	
Process of impact assessments to begin	Complete	
Development of guidance for equality impact assessment of proposed policies	Complete	
Development of guidance for monitoring & assessment of existing	Complete	

Appendix 1

Action	Progress	Further or continuing work
policies		
Development of guidance for consulting on proposed policies	Complete	
Review of systems and procedures in relation to disability monitoring		On-going research on corporate monitoring
Report on DES to Chief Officers, Overview & Scrutiny & Cabinet	Complete	Spring 2008
Publication of DES	Complete	Spring 2008
Establish departmental equality working groups	Not required	
Evaluate equality training	Complete	Annual review of training
Development of training plan for employees (linked into equality standard training) e.g. for For equality steering group For managers/general staff Members	Complete	
Assessment and publication of results of equality impact assessments		Spring 2008
Examination of previous years employment (equality monitoring) data	Complete - Incorporated into an annual report submitted to Employment Panel and published via Modern.Gov	
Publication of employment monitoring information	Complete - Incorporated into an annual report submitted to Employment Panel and published via Modern.Gov	
Annual report on progress to date in achieving DES targets to Chief Officers, Overview & Scrutiny & Cabinet	Complete	Spring 2008

Appendix 1

Action	Progress	Further or continuing work
Publication of Annual Report on website	Complete	Spring 2008
Review of complaints procedure in relation to race, gender & disability		EIA of Corporate Complaints Procedure re-scheduled for 08/09
Consider findings from DES consultation: <ul style="list-style-type: none"> • Each service to consider recommendations and findings of DES consultation and identify actions 	Partial achievement – not all services responded	Consideration to be given by all services
More education and training for employees to raise awareness and change attitudes to disabled people: <ul style="list-style-type: none"> • Linked with development of training plan for employees • Specific training for frontline staff on disability issues – to be assessed through Personal Development Reviews 	Complete – general training programme on-going.	Specific training (if required) to be identified spring 2008
A dedicated department for disability issues that is accessible and widely publicised as a centre for information and consultation	Impractical to support this however the Policy Division & the Equality Steering Group can partially fulfil this role	On-going
Improve physical access to HDC buildings		On-going
Improved transportation in rural areas with adjustments to access for disabled people on buses:	Completed and referred to Cambs Local Transport Plan and Huntingdonshire Accessibility Action Plan	
Dedicated parking, greater penalties for anti-social parking in disabled (accessible) bays and adjustments to roads and paving	Considered as part of the Car Parking Strategy	On-going

Appendix 1

Action	Progress	Further or continuing work
A transparent complaints procedure, well trained staff with an understanding of the needs of disabled people.		On-going - EIA of Corporate Complaints Procedure due 08/09
Better communication and flow of information on available funding and facilities for disabled people	Complete Information and communication requirements of disabled people were considered as part of the review of the Customer Service Strategy	On-going
More dedicated leisure facilities with improved access and support available: <ul style="list-style-type: none"> Consider the extent to which suitable facilities and activities can be provided by leisure services and leisure development 	Good progress has been made	On-going
Greater access to IT and Internet for dissemination of information: <ul style="list-style-type: none"> Each service to consider how to improve access to services and information about their service using the Intranet/Internet 	Complete in terms of IMD	On-going - individual services to continue to consider
Long term involvement with disability support groups and individuals regarding consultation and engagement:	Consultation & Engagement Strategy	On-going action

Appendix 1

Action	Progress	Further or continuing work
<ul style="list-style-type: none"> HDC will commit to consultation and engagement with disability support groups and individuals 	complete	
<p>Consider how to consult with learning disabled in future DES and action plan consultation:</p> <ul style="list-style-type: none"> Further work to ensure that groups/individuals representing the needs of learning disabled are included in any future consultation on disability 	Not complete	On-going
Gender Equality Scheme (GES) 2006-09 – Action Plan		
Initial listing and assessment of functions/policies for relevance to general duty	Complete	
Consultation on GES	Complete	
Process of impact assessments to commence	Complete	
Development of guidance for equality impact assessment of proposed policies	Complete	
Development of guidance for monitoring & assessment of existing policies	Complete	
Development of guidance for consulting on proposed policies	Complete	
Review of systems and procedures in relation to gender monitoring		On-going research on corporate monitoring
Report on GES to Chief Officers, Overview & Scrutiny & Cabinet	Complete	Spring 2008
Publication of GES	Complete	Spring 2008
Establish departmental equality working groups	Not required	

Appendix 1

Action	Progress	Further or continuing work
Development of training plan for employees (linked into equality standard training) e.g. for For equality steering group For managers/general staff Members	Complete	
Assessment and publication of results of equality impact assessments	Complete	Spring 2008
Examination of previous years employment (equality monitoring) data	Complete	Annual report
Publication of employment monitoring information	complete	Annual report
Further to analysis of employment monitoring data (05/06) more research in terms of: <ul style="list-style-type: none"> • Pay gap • Imported discrimination • Encouraging more females into high grades • Encouraging more males into position graded 8 – 13 	Initial comparison made of internal comparisons – an annual analysis will now be incorporated into the report made annually to Employment Panel and published therefore on Modern.Gov	On-going
Analysis of training take up by gender using ResourceLink	Currently awaiting report which will then enable annual review and comparison to employee base	On-going
Annual report on progress to date in achieving GES targets to Chief Officers, Overview & Scrutiny & Cabinet	Complete	Spring 2008
Publication of Annual Report on web site	Complete	Spring 2008
Review of complaints procedure in relation to race, gender & disability		EIA of corporate complaints policy re-

Appendix 1

Action	Progress	Further or continuing work
Consult with employees	Complete	scheduled for 08/09
Conduct consultation with ELAG./employees on Gender Equality	Complete	
Review personnel policies Ensure gender equality, equal pay and under-represented are considered as part of review of personnel policies	As part of EIA timetable all HR policies and procedures will be reviewed	On-going
Monitor key employment and workforce profiles by gender, age, ethnic origin, disability, sexual orientation, religion and belief		On-going
Raise general awareness/monitor/evaluate different working patterns and work life balance options available to both male and female employees.		On-going
Develop Consultation & Engagement strategy to support GES	Complete	
Open Out reporting stations across the district have the ability to record Hate crime, including gender related crime	Complete	
Undertake further work to consider why employees do not feel confident reporting gender discrimination		On-going
Undertake further work to explore further the reasons why people feel that they have been discriminated against		On-going
Information relating to flexible working to be considered as part of the review of the Flexible Working Policy	Complete	
Any future employee surveys need to consider the difficulties in obtaining a representative sample from across the whole of the Council	Next employee survey due 2009	On-going

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Appendix 2

Action Plan 2008/2009

Action	Responsibility	Target
Annual review of equality related training (including Member training) <ul style="list-style-type: none"> • Evaluate training to date • Consider linking with development of training plan for employees • Specific training for frontline staff on disability issues – to be assessed through Personal Development Reviews 	PSSD & HR	September 08
Services to consider whether actions arising out of Equality Impact Assessments can be met within existing resources – a co-ordinated approach to be adopted where appropriate	All	
Keep Recruitment Policy under review to align with role out of Resource Link. Ensure introduction of competencies	HR	April 2009
Examination of previous years employment (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	October 2008
Ongoing review of employment equality assessment of local labour market assessment (LLMA)	HR/PSSD	October 2008
Complete HR Equality Policy	HR	June 2008
Complete Equality Impact Assessment of Recruitment Policy	HR	June 2008
Further to analysis of employment monitoring data more research in terms of: <ul style="list-style-type: none"> • Pay gap • Imported discrimination 	HR	March 2009

Appendix 2

Action	Responsibility	Target
<ul style="list-style-type: none"> Encouraging more females into high grades Encouraging more males into position graded 8 – 13 	HR	March 2009
Ensure gender equality, equal pay and under-represented are considered as part of review of personnel policies	HR	March 2009
Raise general awareness/monitor/evaluate different working patterns and work life balance options available to both male and female employees.	HR	March 2009
Undertake further work to consider why employees do not feel confident reporting gender discrimination	HR	March 2009
Undertake further work to explore further the reasons why people feel that they have been discriminated against	HR	March 2009
Any future employee surveys need to consider the difficulties in obtaining a representative sample from across the whole of the Council	HR	Next employee survey due 2009 On-going
Review Corporate Equality Policy Annual review of action plan Review of Corporate Equality Policy Development of general equality scheme	PSSD	March 2009 March 2010 March 2010
Complete corporate monitoring research	PSSD	September 2008
Undertake equality impact assessment of : <ul style="list-style-type: none"> Corporate complaints policy and procedures Dignity at Work policy Grievance & Disciplinary policy Open Out 	Administration HR HR Community Initiatives	March 2009 March 2009 March 2009
Further work required to deliver actions within the consultation & engagement strategy	PSSD	March 2009
Report on progress with race/disability/gender equality schemes and Corporate Equality Policy Action Plan targets to Chief Officers, Overview &	PSSD	Spring 2008

Appendix 2

Action	Responsibility	Target
Scrutiny & Cabinet		
Publication of race/disability/gender equality schemes	PSSD	Spring 2008
Assessment and publication of results of equality impact assessments	PSSD	Spring 2008
Consider findings from disability equality scheme consultation: <ul style="list-style-type: none"> • Re-launch consultation findings • Each service to consider recommendations and findings of DES consultation and identify actions 	PSSD All	September 2008
More dedicated leisure facilities with improved access and support available: <ul style="list-style-type: none"> • Consider the extent to which suitable facilities and activities can be provided by leisure centres and leisure development 	Administration Environment & Community Services	March 2009
Greater access to IT and Internet for dissemination of information: <ul style="list-style-type: none"> • Each service to consider how to improve access to services and information about their service using the Intranet/Internet 	Complete in terms of IMD - individual services to continue to consider this.	
Long term involvement with disability support groups and individuals regarding consultation and engagement: <ul style="list-style-type: none"> • commit to consultation and engagement with disability support groups and individuals • Further work to ensure that groups/individuals representing the needs of learning disabled are included in any future consultation on disability 	PSSD	Progress to be made by March 2009
Consider self assessment against requirements of Level 3 of the Equality Standard. Produce action plan for achieving Level 3 (if required)	PSSD	March 2009
On-going review to establish whether further equality detail within the performance management system is required	PSSD	March 2009

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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
<p>Young Persons Housing Strategy</p>	<p>Actions/issues arising out of assessment</p> <ul style="list-style-type: none"> • Confirm the percentage of BME population. Aged 16-25 • Devise a monitoring system to record the number of housing advice queries from lesbian, gay, bisexual or transgender clients. • Consider the extent to which young people with complex needs are not considered within the scope of this strategy. • Consider whether sexuality and religion should be included on application forms in the future. This is regarded as a corporate issue for the equality steering group to consider. • Review the promotional material available to ensure all religions and sexual orientation is positively promoted. • Consult employees and referral agencies to identify if they believe that disadvantage or unfavourable outcomes could be experienced by certain groups. 	<p>2009</p>
<p>Rent Deposit Scheme</p>	<ul style="list-style-type: none"> • Referral of EIA results to Landlords' Forum • To check take-up of scheme by clients (for whom English is not their 1st language) to ascertain utility of translation of form and guidance into Polish and Portuguese 	<p>2009</p>
<p>Homelessness Strategy</p>	<p>No immediately identified issues other than to continue to monitor the need for translation of advice literature into different community languages together with any trends in households accessing this service.</p>	<p>N/A</p>
<p>Choice Based Lettings</p>	<p>Stage 2 assessment required</p> <ul style="list-style-type: none"> • To ascertain whether the aims of the CBL policy and best practice are compatible with the corporate equality targets, as well as CBL equalities best practice recommended by the DCLG and EHRC • To decide whether to translate any of the CBL materials into other languages • To ascertain whether the CBL policy will affect any of the groups assessed using the EIA process • To frame a monitoring process to scrutinise the effects of the shift of policy to CBL, and 	<p>2009</p>

Appendix 3

Name of Policy or service area	Actions/issues arising out of assessment	Target/date for completion
	<p>direct lets</p> <ul style="list-style-type: none"> • To monitor the utilisation of the different media to access the CBL service • Monitoring language take up and the use of other media to access the service • To make any recommendation that will widen access, and to frame a monitoring procedure that will track access by affected groups 	
<p>Enabling new development procedures</p>	<ul style="list-style-type: none"> • Ask Housing Associations if they have completed any EIA's • Consider whether the development of specialist homes for people with disabilities and for those in need of supported housing are in line with the identified need, pro rata, and monitor the resources that are available to develop such schemes (including shared ownership option) • Consider whether adherence to the Lifetime Home standard should be rolled out further in the district as a policy. This will follow research into local RSL policy, national policy, evaluation and cost analysis. • Consider the role of low cost home ownership in meeting the need of target groups by analysing the income of these groups and discussing the issue with lead commissioners of health and social care • Consider how up to date the data is that is used in the development programme is. Identify any secondary data or prevalence data that could also be used to inform the programme • Consult with Housing Corporation/RSLs/Others • Consider the impact of the <u>County Disability Strategy on local policies and procedures</u> 	<p>2009</p>
<p>Housing Strategy 2006-2011</p>	<ul style="list-style-type: none"> • Consider the need for the production of the strategy translated into community languages or produced in large type or taped. • Reference of this EIA to Sub Regional Housing Groups 	<p>2009</p>

Appendix 3

Name of Policy or service area	Actions/issues arising out of assessment	Target/date for completion
Older People Ageing Well Strategy	<ul style="list-style-type: none"> • Consider whether sexuality and religion should be included on application forms in the future. • Consider if publicity material positively encourages people from all religions and sexual orientation. • Ask other Councils what they have found when undertaking similar EIAs. • Explore what services are available for older people with a learning disability, and enduring mental health supported housing needs. • Quantify the numbers or prevalence rate of older people with a learning disability and enduring mental ill health. 	2009
Disabled Facilities Grants	<ul style="list-style-type: none"> • Data analysis of applications, cancellations and time taken to process applications by ethnicity, age and gender to ensure that applications from certain groups do not disadvantage any group. • Consider whether people could 'fall through the net' if they are not literate in English and therefore do not return forms. • Consider whether sexuality and religion should be included on application forms in the future. • Consult staff and Occupational Therapists to identify if they believe that disadvantaged or unfavourable outcomes could be experienced by certain groups. • Ask other Councils what they have found when undertaking similar EIA's 	2009
Empty Homes Strategy	<ul style="list-style-type: none"> • Referral of EIA to Landlords' Forum • Private Sector Housing Officer to record whether or not any assistance was requested or given to assist in the implementation of the strategy. 	2009
Housing Repairs Assistance	<ul style="list-style-type: none"> • Data analysis of applications, cancellations and time taken to process applications by ethnicity to ensure that applications from certain groups do not disadvantage any group. • Consider whether people could 'fall through the net' if they are not literate in English and therefore do not return forms 	2009

Appendix 3

Name of Policy or service area	Actions/issues arising out of assessment	Target/date for completion
	<ul style="list-style-type: none"> • Consider whether sexuality and religion should be included on application forms in the future. • Consult staff and Occupational Therapists to identify if they believe that disadvantage or unfavourable outcomes could be experienced by certain groups. • Ask other Councils what they have found when undertaking similar EIAs. 	
Communications & Marketing Strategy	<ul style="list-style-type: none"> • Ensure there are links between the Communications & Marketing Strategy and the Corporate Equality Policy and Consultation & Engagement Strategy • Ensure that the council's identity and logo are considered in terms of equality • Research into how other councils have incorporate equality issues into their Communication & Marketing Strategies 	2009
Consultation & Engagement Strategy	<ul style="list-style-type: none"> • Further work to understand the barriers to consultation in terms of gender, religious belief and sexual orientation • Review outcomes of this EIA after 1 year 	April 2009 April 2009
Partnership Framework	<ul style="list-style-type: none"> • Additional questions added to the Performance and Serving the Public sections in the Partnership Health check (do partners share the same approach to equality as HDC; how do the outcomes of the partnership link in with the needs around race, gender and disability • Review (after 12 months) to establish how successful the 2 additional questions are. 	Complete April 2009
Attendance management policy (sickness policy)	<ul style="list-style-type: none"> • To ensure that attendance issues are dealt with equitably across the organisation through research and evaluation. • To research and evaluate through identification of current practice across HDC • Evaluation of current practice identifying internal best practice and benchmarking externally as appropriate • To introduce a policy and procedure building on current best practice across the organisation built on: • Identification of current organisational best practice usage • Identification of sector best practice 	April 2009 April 2009

Appendix 3

Name of Policy or service area	Actions/issues arising out of assessment	Target/date for completion
<p>Leisure Development</p>	<ul style="list-style-type: none"> • Development of policy and procedure reflecting the culture and aims of the organisation <p>Following adoption of a policy and procedure to ensure through programme of training/attendance at managers meetings that implementation is applied equitably in all areas</p> <p>Develop staff awareness and knowledge:</p> <ul style="list-style-type: none"> ○ Ensure staff awareness is reviewed as part of appraisal process. Ensure new staff members receive appropriate training <p>Encourage referrals from all sections of community to Exercise Referral by highlighting opportunities to health professionals:</p> <ul style="list-style-type: none"> ○ Continue to monitor referrals by equality and if numbers fall below expected ratios positively promote services. ○ Ensure that registration agreement with Health Professionals ensures access from point of referral for all the community where their medical condition allows. <p>Ensure appropriate information and resources for public:</p> <ul style="list-style-type: none"> ○ Review current provision of literature. ○ Continue to use positive role models in promotions. ○ Fully utilise all information channels – web technology, email, hard copy literature, Customer service centre etc. <p>Increase awareness of clubs and other partners:</p> <ul style="list-style-type: none"> ○ Encourage partner clubs and coaches to undertake appropriate training including: A Club for All, Equity in Your Coaching and Coaching Disabled Performers. ○ Work towards only working with partner organisations who have a commitment to equality and who have attended appropriate training. ○ Promote the availability of training courses in conjunction with Living Sport <ul style="list-style-type: none"> • Further research and evidence gathering to show the full range of accessible services offered by the leisure centres 	<p>All actions are on-going</p>
<p>Leisure Centres Customer Care Policy</p>	<p>Further research and evidence gathering to show the full range of accessible services offered by the leisure centres</p>	<p>April 2009</p>

Appendix 3

Name of Policy or service area	Actions/issues arising out of assessment	Target/date for completion
Unauthorised encampment & Travellers Policy	The preliminary evidence shows that all relevant equality and diversity issues involved in relation to all specialist activities with Gypsies and Travellers are under consideration and actions are in place to develop a number of issues. Stage 2 not required and no further objectives created.	N/A
Huntingdonshire Community Safety Partnership	<ul style="list-style-type: none"> • Seek sustainable funding for the Open Out Co-ordinator post (for next 5 years) • Assess effectiveness of linking the Open Out Co-ordinator post more closely to HDC and Cambridgeshire Constabulary's community safety units • Review Open Out 	Complete From April 2008 April 2009
Arts Service	<p>To ensure that people from minority cultures have equal access to information on arts events & activities:</p> <ul style="list-style-type: none"> ○ Identify & liaise with "community champions" to act as 2-way conduits of information to groups of people from minority cultures ○ Following work with community champions, develop specific projects for target groups, subject to identifiable need, capacity & funding ○ Provide relevant print for the projects in targeted languages <p>To ensure that people with disabilities have equal access to information on arts events & activities:</p> <ul style="list-style-type: none"> ○ Encourage local groups & societies to include reference to the accessibility of their venues on their own print & publicity 	<p>March 2009</p> <p>On-going</p> <p>On-going</p> <p>June 2008</p>
Statutory nuisance service	The preliminary evidence shows that all relevant equality and diversity issues involved in relation to the specialist service of Statutory nuisance have been given due consideration however a more detailed consultation exercise is planned	N/A
Health & Safety (external)	<p>To identify whether there are any areas of the service where people feel they have not been able to access the service or been treated unfairly because of Equality issues:</p> <ul style="list-style-type: none"> ○ To conduct a Customer and business survey and collate data. 	Jan 2008

Appendix 3

Name of Policy or service area	Actions/issues arising out of assessment	Target/date for completion
	<ul style="list-style-type: none"> o To identify and liaise with appropriate Community groups <p>Ensure appropriate information and resources for businesses and consumers:</p> <ul style="list-style-type: none"> o To review current provision of advisory literature. o Further review to be carried out in light of comments from consultation process <p>Develop Staff awareness and knowledge:</p> <ul style="list-style-type: none"> o Review staff awareness on equality and diversity issues and consider appropriate training or information as part of annual appraisal process and Personal Development Profile (PDP). Consider use of questionnaire to assess staff awareness o EIA as a standing item on team meetings o Consider EIA issues as part of management and peer review processes. o 6 Staff to attend Food Standards Agency (FSA) endorsed food and faith training session o Member Staff to attend Cambridgeshire Islamic awareness day, and feedback to rest of team 	<p>08/09</p> <p>On-going If required</p> <p>On-going</p> <p>Complete/on-going Complete/on-going Course arranged Feb 08 Complete</p>
<p>Food Safety</p>	<p>To identify whether there are any areas of the service where people feel they have not been able to access it or been treated unfairly because of Equality issues:</p> <ul style="list-style-type: none"> o To conduct a Customer and business survey and collate data. o To identify and liaise with appropriate Community groups <p>Ensure appropriate information and resources for businesses and consumers:</p> <ul style="list-style-type: none"> o To review current provision of advisory literature. o Further review to be carried out in light of comments from consultation process <p>Develop Staff awareness and knowledge:</p> <ul style="list-style-type: none"> o Review staff awareness on equality and diversity issues and consider appropriate training or information as part of annual appraisal process and PDP. Consider use of questionnaire to assess staff awareness o EIA as standing item on team meeting o Consider EIA issues as part of management and peer review processes. 	<p>Jan 2008 08/09</p> <p>On-going If required</p> <p>On-going</p> <p>Complete/on-going Complete/on-going</p>

Appendix 3

Name of Policy or service area	Actions/issues arising out of assessment	Target/date for completion
	<ul style="list-style-type: none"> o 6 Staff to attend FSA endorsed food and faith training session o Member Staff to attend Cambridgeshire Islamic awareness day, and feedback to rest of team 	<p>Course arranged Feb 08</p> <p>Complete</p>
<p>Procurement Strategy</p>	<ul style="list-style-type: none"> • Review government best practice and advice in terms of equality and procurement • Amend the draft Procurement Strategy. • Improve Equalities terms in to Councils standard Terms & Conditions. • Develop the Equalities element of procurement training. • Amend 'Expressions of Interest' and 'Pre-Qualification Questionnaire' to include equalities aspects. • Write and publish guidance. • Development assessment techniques to ensure equalities are given appropriate weight in evaluations. • Amend website: • Intranet to link to guidance and documentation. • Internet to explain Council's equalities and procurement policy. • Awareness campaign for all Officers. • Introduce contract monitoring. 	
<p>Web & Intranet Strategy</p>	<ul style="list-style-type: none"> • Target of AAA accessibility of 98% of pages by 2009 (subject to appropriate funding and resourcing + migration of site to new Microsoft SharePoint Platform) • Monitoring of website and advice to employees to ensure that captions are included in all video files that are placed on the Internet • Continued education of Authors and Editors on Accessibility issues. • Continued adherence (and auditing) of the Web Authoring policy through drop in training sessions and phone advice. • IMD will investigate value of "paid for" automatic translation. 	<p>2009</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>08/09</p>

Appendix 3

Name of Policy or service area	Actions/issues arising out of assessment	Target/date for completion
	<ul style="list-style-type: none"> To continue to advise web authors creating surveys to contact Policy so that they can be checked for Equality and Disability questions. IMD/ Customer Services to survey "hard to reach" groups and others who do not use web services. Website survey to include ethnicity and disability monitoring questions 	<p>On-going</p> <p>April 2009</p>
Recovery Policy	The preliminary evidence shows that all relevant equality and diversity issues have been considered – no actions are required	N/A
Benefits Prosecution Policy	<ul style="list-style-type: none"> Further research and evidence gathering to demonstrate how current procedures are equitable and fair. 	June 2008
Cash payments	The preliminary evidence shows that all relevant equality and diversity issues have been considered – no actions are required	N/A
Planning – Development Control (informal discussion with applicants)	<ul style="list-style-type: none"> Add a section on the Planning page (Internet) to promote the preliminary enquiry service (PENQ) Team leaders to review PENQ reply progress as part of their weekly casework reviews Amend Internet pages to clearly indicate that information in alternative formats can be provided 	To be confirmed
Development Planning Policy	<ul style="list-style-type: none"> Use plain English and minimise jargon Gather advice in respect of planning for Gypsies and Travellers Encourage women to respond to consultations Put in place a mechanism to receive comments in different formats Better involve children and young people in relevant issues 	To be confirmed

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Function/policy/procedure	Existing/proposed policies related to function	Priority
Central Services Directorate		
Political Management Structures & Support To manage political management systems and to support effective representation		2008/09
Electoral Services <i>Brought over from 07/08</i>	<i>No policies – will assess the service/function</i>	2008/09
Licensing Services <i>Brought over from 07/08</i>	<ul style="list-style-type: none"> o <i>Statement of Licensing Policy</i> o <i>Statement of Gambling Policy</i> <i>Other licensing issues (e.g. taxi, street collection etc) can be assessed separately</i>	2008/09
Leisure Centres To offer a wide range of sport, recreational and social activities for all ages and abilities	Individual Leisure Centres' Business Plans. <i>Leisure centre service plans</i> <i>Customer care policy?</i> <i>Impressions marketing plan?</i> <i>Junior activities & crèche policies</i> NOP & EAP Policies <i>New employee recruitment & induction policy</i>	2008/09
HR Responsible for pay & performance, recruitment & selection, good employment & foster a culture of innovation in service delivery	<i>Flexible working hours framework</i> Performance related pay Personal development reviews Disciplinary and capability procedures Grievance procedures Joint consultation (ELAG) Job evaluation scheme <i>Leave arrangements for part time staff</i> <i>Redundancy policy</i> Mobile and home working <i>People Strategy</i> <i>Recruitment strategy</i> <i>Management development</i> Retain IIP Accreditation	2008/09
Estates Service The management of industrial/commercial properties and provision of advice and valuations		2008/09

**Huntingdonshire District Council
Equality Impact Assessment timetable
Year 2 timetable 2008/09**

EIA's brought forward from 07/08 highlighted in red

Function/policy/procedure	Existing/proposed policies related to function	Priority
Health & Safety To promote a safe and healthy workforce and working environment		2008/09
Economic Development To encourage sustainable growth of local businesses and attract inward investment, including the Local Economy Strategy		2008/09
Communication & Marketing	Code of practice on local government publicity Corporate branding Press release training Informally – event management & scrutiny of press releases	2008/09
Policy Internal support services, performance management, external funding, consultation & research, equality & diversity.		2008/09
Tourism Services To ensure Huntingdonshire offers a good quality visitor experience, including the Tourism Strategy for Huntingdonshire		2008/09
Commerce & Technology		
Customer First	<i>Accessibility issues in specification of new system</i>	2008/09
Customer services including:	<i>Customer service strategy Customer service centre accessibility Call centre training</i>	
Community initiatives	No policies – will assess the 2 community information centres and community services Service Plan	
Revenues slippage from 07/08	<i>Any revenues EIA's brought forward from 07/08 (may include income - debt recovery and staff procedures/guidance notes– which is now part of financial services)</i>	

EIA's brought forward from 07/08 highlighted in red

Function/policy/procedure	Existing/proposed policies related to function	Priority
Financial Services	Fraud Code of Conduct Fraud Terms of Reference Fraud Strategy Authorised Officer's Procedures x 2 Record Retention & Destruction Policy Overpayments Policy Benefit's Take-up Strategy Landlord's Policy RIPA & SPOC Guidance Notes Revenues Service Standards Bailiffs Code of Conduct Property Inspectors Manual Guidance on making Special Arrangements Discretionary Relief Hardship Relief Bailiffs Code of Conduct Property Inspectors manual Debt recovery Strategy Staff procedures/guidance notes	
Environmental & Community Services		
Caravan & Camping sites To ensure that sites are suitable for occupation		2008/09
Private Sector Housing Maximise fitness for occupation of dwellings and regulate landlord tenant obligations		2008/09
Energy efficiency	<i>Advice to the public on energy efficiency</i>	2008/09
Professional Design Services To assist in the completion of the Council's Capital Programme		2008/09
Building Control		2008/09

**Huntingdonshire District Council
Equality Impact Assessment timetable
Year 2 timetable 2008/09**

EIA's brought forward from 07/08 highlighted in red

Function/policy/procedure	Existing/proposed policies related to function	Priority
To ensure building work complies with building regulations and planning condition, and to ensure the public are protected in respect of dangerous structures		
Refuse Collection/recycling Provision of domestic refuse collection		2008/09
Charter Markets To ensure the viability of weekly markets		2008/09
Abandoned Vehicles To remove abandoned vehicles from within the district		2008/09
Countryside Services To encourage the public's enjoyment and access to the countryside		2008/09
Parks & Open Spaces To encourage the use of parks and open spaces, to promote a range of activities to encourage wide use and to encourage use by community groups and voluntary organisations		2008/09
Refuse Collection (strategy) Minimise waste and increase awareness of litter and recycling issues		2008/09
Housing	Any housing EIA's brought forward from 07/08	
Heritage and Conservation To promote an understanding of the historic environment and engage the public in order to share the responsibility of stewardship of the historic environment	<ul style="list-style-type: none"> • Conservation Area Character Statements 	2008/09
Development control Determining planning applications and providing planning advice	<ul style="list-style-type: none"> • Determining applications • Consulting on applications • Pre-application advice 	2008/09

**Huntingdonshire District Council
Equality Impact Assessment timetable
Year 2 timetable 2008/09**

EIA's brought forward from 07/08 highlighted in red

Function/policy/procedure	Existing/proposed policies related to function	Priority
Development Plans To create policies and guidance to help in the creation of sustainable communities	<ul style="list-style-type: none"> • Local Development Framework • Planning policy • SCI 	2008/09
Transport To assist in the completion of the Cambridgeshire Transport Plan, to develop the Cycling Strategy and provide advice to Town Centre initiatives	<ul style="list-style-type: none"> • Market Town Transport Strategies • Accessibility Action Plan • Cycling Strategy • Cambs Transport Plan 	2008/09
Planning Enforcement	<ul style="list-style-type: none"> • Enforcement of planning regulations 	2008/09
Urban Design, Trees and Landscape	<ul style="list-style-type: none"> • Urban Design Frameworks 	2008/09

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

1. INTRODUCTION

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

2. BACKGROUND INFORMATION

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

3. Performance Management

3.1 Progress against all 50 or so 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 contributes towards and is supported by narrative on achievements and other issues or risks.

3.2 Members of the Overview and Scrutiny Panel have an important role in the Council's comprehensive Performance Management framework and the process of regular review of performance data has been established. In adopting the updated version of Growing Success, and in particular in prioritising objectives, it was intended that members should concentrate their monitoring on a small number of objectives to enable them to take a strategic approach which in turn would build confidence that the Council priorities are being achieved. Members can view all performance reports on the Council's intranet.

3.3 Members of the Overview and Scrutiny Panels may find broader performance information of help to them in undertaking their review and scrutiny functions. This information can be provided on a regular or ad-hoc basis.

3.4 Following discussion with the chairmen of the Panels the priority objectives have been allocated between Panels as follows:

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

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

4 PERFORMANCE MONITORING

The following performance data is appended for consideration:

Annex A - a summary of 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 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

4. REVIEW OF GROWING SUCCESS

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

6. RECOMMENDATION

6.1 Members are recommended to;

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

BACKGROUND INFORMATION

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

Growing Success: Corporate Plan

Contact Officer: Howard Thackray, Policy & Research Manager

 **01480 388035**

Objective		Comments from appropriate Head of Service
<p>To lower carbon emissions</p>	<p>Achievements:</p>	<p><i>Environmental Management :Tackling climate change and Using resources efficiently</i> Planning - LDF Core Strategy being taken forward with the requirement to deliver sustainable development being a cornerstone of that whole policy initiative. All planning decisions being made with positive regard to sustainable development as a material planning consideration</p>
	<p>Issues:</p>	<p>Planning - New Government guidance issued in December 2007 (updated PPS1 – Planning and Climate Change) which has again amended the requirements in terms of ‘local’ policy developments. Draft local policies to be reconsidered in light of this amended guidance.</p>
	<p>Risks:</p>	<p><i>Environmental Management</i> -Financial forecast included in SEA Revue scenarios reduce enthusiasm for activity intended to reduce carbon emissions. Sensitivity needed in terms on information interpretation Planning - Uncertainty regarding the basis of what can be considered as ‘local’ policy (and the specifics of its content and what evidence base will be needed to support it) needs to be clarified via inputs from Go-East and the Planning Inspectorate</p>
<p>To promote healthy lifestyle choices</p>	<p>Achievements:</p>	<p>Leisure Development overall has experienced a 22% increase in throughput in 2007/08 compared to 2006/07. In particular the Health Walks Scheme, the Cardiac Rehabilitation Phase IV Scheme and the Community Sports Programme (disability and equity related) have had exceptional growth and success. The service has won two new lottery funding awards during the year which will come into effect during 2008/09 – these include a new project for older people – ‘Active at 50’ and the second for adults but specifically the 16-34 year olds, ‘Community Sports Network – Sports Activator’ Health Improvement Service HDC awarded The Food Standards Agency Regional Food Champion Award for the hunts for Good Project. Currently Nominated for National Champion</p>
	<p>Issues:</p>	<p>Arts Service Art attack sessions still proving popular with high customer satisfaction levels although numbers fluctuate according to weather and availability of other local half term activities. New summer school activities planned</p>
	<p>Risks:</p>	<p>Leisure Development Short term funding arrangements for the health and physical activity programmes. The short term temporary nature of some of the staff positions means that the risk of staff turnover is high. The positions are highly specialised in nature and recruiting to a similar standard is difficult and training new staff can be expensive and takes a significant amount of time (at least 6 months) Smoke Free Services DH grant funding for Smoke Free Officer runs out at end of this financial year</p>
<p>To achieve a low level of homelessness</p>	<p>Achievements:</p>	<p>The number of households prevented from becoming homeless was 29 for the quarter, giving a total of 138 households from April 07 to March 08. Despite an increase in the number of households threatened with homelessness in the last quarter of the year compared to the same period last year, the overall number of households becoming homeless in 2007/08 saw a reduction on the previous financial year (146 households in 07/08)</p>

		<p>compared to 160 in 06/07).</p> <p>6 self contained flats were completed at Coneygear Ct. Whilst this will not reduce homelessness it will provide a better quality alternative to the use of B&B.</p> <p>The sub-regional Home-Link Choice Based Lettings scheme went live at the end of February as planned. This transparency of available properties should lessen the sometimes unrealistic expectations of sought after locations by some applicants.</p>
	Issues:	<p>Monitor the impact of the Register's new priority 'banding' system to ensure that it does not have an impact on the prevention of homelessness or restrict homeless households from moving on from temporary accommodation.</p> <p>Currently waiting to see the outcome of the introduction of the Local Housing Allowance to see if this makes settled homes (in the private sector) a more affordable proposition to implement</p> <p>Awaiting outcome of LAA reward grant bids to increase emergency homelessness provision as an alternative to the use of B&B</p>
	Risks:	<p>Major incident resulting in high levels of homelessness.</p> <p>Recent interest rate rises and wider economic factors could increase demand.</p> <p>Failure of LAA reward grant bids.</p>
To enable the provision of affordable housing	Achievements:	<p>Spent £1,390,092 of HDC affordable housing grant</p> <p>Completed village needs survey for Bluntisham and Colne</p> <p>Secured £1,217,038 social housing grant from Housing corporation (08/11).</p> <p>Completed 69 Affordable Homes and 27 HomeBuy (for the year 07/08)</p> <p>Planning - Through the successful application of policy and via suitably robust negotiations we have been able to deliver a higher overall % level of affordable housing</p>
	Issues:	<p>Complete village needs survey for Needingworth (subject to Rural Housing enabler post being filled [not a HDC employee]).</p> <p>Review HDC grant programme and commit funding for Huntingdon Town Centre site.</p> <p>Project manage the delivery of the exemplar high energy efficient scheme on HDC land (Mayfield Road).</p> <p>Receive the results of the New Development Survey research project and arrange a seminar for feedback to Officers/Members</p> <p>Planning - Changes in national planning policy now allows for a greater degree of commercial viability to be considered in respect of S106 negotiations. Therefore we will need to appropriately reinforce our in-house (or retained) skills base in order for us to remain as successful in terms of delivering the required outcomes.</p>
	Risks:	<p>RSLs and developers not performing to timescales.</p> <p>Availability of Housing Corporation funding via the bidding process.</p> <p>Planning - further amendments to the 'balance' of national policy and specifically in respect of the amount of grant potentially available could put pressure on the preferred mix of affordable housing.</p> <p>Reductions in grant could reduce the ability to deliver social rented housing and increase other forms</p>

of provision e.g. shared equity. Delays on developments, outside of HDC control, may result in under or overspend of budget.

SERVICE DELIVERY (up to 31st March 2008)

ANNEX B

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

Objective: To Lower Carbon Emissions

Division: Planning

Divisional Objective: To encourage sustainable forms of development

Key activity(s) only to deliver service objective	Key Measure	Target:	Actual	Forecast	Comments:	
Include sustainable policies within LDF (to set a sustainable policy framework)	Core Strategy – Adherence to LDF timetable on target	1	1	1	1= on target	QRT
To make appropriate planning decisions (to encourage sustainable forms of development)	Developing a policy in accordance with the Local Development Scheme timetable to encourage improved on-site energy efficiency levels (10% reduction in CO2 emissions) by Sep 2009	1	1	1	On target , however, national policy will supersede this requirement, measure will be deleted from April 08	QRT
To positively encourage sustainable development via UDF's etc (to give targeted guidance)	Developing a policy in accordance with the Local Development Scheme timetable to encourage 10% improvement in on-site renewable energy generation target by Sep 2009	1	1	1	On target , however, national policy will supersede this requirement, measure will be deleted from April 08	QRT

Division: Technical Services

Divisional Objective: To Lower Carbon Emissions

Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual	Forecast	Comments:	
Encourage implementation by service management of measures intended to reduce overall corporate consumption of energy from non-renewable sources	Achieve 1% annual reduction in the Council's consumption of non-renewable energy	1	1	1	1 = on target. The Council switched to renewable energy Tariff in April 2007 which alone enabled the 1% carbon reduction target to be achieved. Detailed energy use monitoring system to be introduced in 2008 in conjunction with the Carbon Trust. Energy Savings identified through this process will result in future reductions	QRT
Extend Travel Plans to all of the Council's employment sites and promote implementation of their associated action plans.	Annual targets in approved Travel Plans on target	1	1	1	1 = on target. Target for reduction in car use being monitored via the annual travel for work survey. Travel plans introduced for Speke house, Eastfield House and Headquarters.	QRT
Promote energy efficiency and use of renewable	For properties built before 1997 reduce energy consumption to 70% of	1	1	1	1 = on target. Home Energy	QRT

energy to householders.	1996 consumption by April 2011.				Conservation Act HECA report for 2006/07 completed November 2007. 4.18% improvement in 2006/07. Cumulative energy saving from 1995 to 2007(27.57%) so in line for achieving 30% target by 2010/11	
Promote implementation of Environment Strategy's action plan	Annual targets in approved Environment Strategy achieved – 2008/09 and beyond.	1	1	1	1 = on target. Environment strategy year one action plan approved. Full baseline figures and targets for year 1 to be published Sept 2008	QRT
Secure initial adoption of Environment Strategy by March 2008 and subsequent annual review/update to ensure that any necessary MTP annual funding commitment is made by the council to deliver on-going carbon dioxide reduction.	Initial Environment Strategy approved in March 2008 for implementation from 2008/09	1	1	1	1 = on target. Environment strategy adopted by Council in April 2008, year one action plan also approved	QRT

Community/Council Aim: Healthy Living

Objective: To Promote healthy lifestyle choices

Division: Administration

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 and match facility provision with usage demand.	Number of visits for physical activity to Leisure Centres by March 2008 (1.5 million)	1687000 Up to Q4	165938		Actual = cumulative total for Q4. Attendance levels up 1.25% on last year despite St Neots swimming pool being closed for 6 months of the year	QRT
Promotion and marketing of available activities	Number (18400) of active card holders by March 2008	18400 For Q4	17089		target of 18400 by March 2008 not achieved , main reason was due to the closure of StNeots swimming pool for 6 months	QRT

Division: Lifestyles

Divisional Objective: To promote healthy lifestyle choices

Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual	Forecast	Comments:	
Diet: Supporting the Hunts for Good Food Programme in establishing a healthy eating culture	Number of Food projects supported and promoted	4	4			QRT
Offering training for smoking cessation and helping workplaces become smoke-free	Number of businesses participating in smoking cessation programme	5	6	5		QRT
Provide a range of accessible leisure opportunities such as: a Holiday Activity Programme for <17 years	Total throughput of school, outreach and holiday activity Programmes	835	398		Target for Qrt 4 does not reflect seasonal variations. Annual result 4,441 = 14% increase on 2006/07	QRT
Provide under-represented groups with the opportunity to participate in sport and active recreation	Total throughput of activity programme for disabled participants and under-represented groups	350	908		Increase due to the success of street sports initiative in Yaxley and H'don	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	1300	2275		Extra Cardiac class introduced and Health walks have been very popular.	QRT

Divisional Objective: To provide a range of accessible arts activities to provide a means of self-expression and support sound mental health						
Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual	Forecast	Comments:	
Organise family-friendly Art attack-based events	Number of people (family friendly) participating	30	24		Events take place over the school half term breaks (3 per year).	QRT
Organise participatory arts activities for children in School half-term breaks (Art Attack)	Number of children attending Art Attack sessions (throughput)	120	104			QRT
Community/Council Aim: Housing that meets the local need						
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	Numbers of households prevented from becoming homeless each year to 2009	135	138	35 for Q1 08/09	Target of 140 for 2008/09	QRT
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	Number of new affordable homes built by 2010	63	96	175 during financial yr 08/09	Annual target for 2008/09 is 175	QRT
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 framework)/Adopt Planning Obligations SPD (to set specific targets and thresholds)/ Negotiate S106 Agreements (to deliver required amounts of affordable housing)	% of housing completions on qualifying sites that are affordable (in Cambridge Sub Region)	40	46.15	40		YRL
	% if housing completions on qualifying sites that are affordable (out of CSR)	29	46	29		YRL
	% of affordable housing (commitments) on qualifying sites	30	21	30		The figure is low because the major qualifying site is the allocated site east of the Railway St Neots, the area of development decided during the quarter was one with very little planned affordable housing in it. This has the impact of skewing the figures when measured over a relatively short period of time as some phases have no affordable houses planned.

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OVERVIEW AND SCRUTINY PANEL (SERVICE DELIVERY)

3RD JUNE 2008

OVERVIEW AND SCRUTINY PANEL (SERVICE DELIVERY) – STUDIES (Report by the Head of Administration)

1. INTRODUCTION

- 1.1 The purpose of this report is to review the Panel's programme of studies and to provide an opportunity for the Panel to plan its work programme for the forthcoming year.

2. WORK PROGRAMME

- 2.1 It has been established as best practice that a limited programme of studies should be devised at the start of each year. Ongoing studies for both Overview and Scrutiny Panels are as follows:

SERVICE DELIVERY

- Disability Access
- Grant Aid
- Adoption of Roads and Sewers
- Town Centre Cleaning

SERVICE SUPPORT

- The Council's Section 106 Agreements
- Heavy Goods Vehicle Parking in the District
- The Development of a Draft Parish Charter for the Council's Relationship With Town And Parish Councils in the District

- 2.2 Appendix A to this report contains details of progress against each of the Service Delivery Panel's studies. Members are invited to review the programme and to suggest new subjects for future study. It is worth noting that throughout the year Members can make their own suggestions and add to the list of studies.

a) Internal Studies

- 2.3 The Council's services are divided according to the portfolios of Executive Members. The allocation of the portfolios between the Service Delivery and Service Support Panels appears below:

Service Delivery

Environment
Housing & Public Health
Leisure
Transport
Operational and Countryside Services

Service Support

Finance
Customer Services
Planning Strategy
Resources and Policy
Information Technology

The areas of Council Services that fall within the Panel's remit are listed overleaf.

FINANCE AND ENVIRONMENT:
COUNCILLOR TERRY ROGERS

including –

Environment

(Head of Service, Dr Paul Jose)

Strategy Implementation
Home Energy Conservation

HOUSING & PUBLIC HEALTH:
COUNCILLOR DEBORAH REYNOLDS

including –

Community & Environmental Health

(Head of Service, Dr Susan Lammin)

Air quality/noise/pollution
Private sector housing
Caravan sites
Animal welfare/pest control
Commercial: health & safety promotion/food safety
Infectious diseases
Community Safety
Community Initiatives/development/grants, etc
Arts
Leisure Development
Smoke-free initiatives

Housing

(Head of Service, Mr Steve Plant)

Housing strategies/policies
Relations with housing providers/associations
Maintenance of housing register/nominations
Homelessness
Housing grants, including disabled facilities grants
Home Improvement Agency
Private sector housing

LEISURE:
COUNCILLOR DOUG DEW

Leisure Centres

(Head of Service, Mr Roy Reeves)

Huntingdon
Ramsey
Sawtry
St Ivo
St Neots

PLANNING STRATEGY AND TRANSPORT:
COUNCILLOR PETER BUCKNELL

including –

Planning Services

(Steve Ingram)

Transportation

Environmental & Technical Services

(Head of Service: Dr Paul Jose)

Sustainability

Environmental improvements Project/Contractual management Architectural/design work Land drainage Residual highway responsibilities/public utilities Street naming and property numbering Building Control/dangerous structures/disabled access Facilities Management
<p><u>OPERATIONAL AND COUNTRYSIDE SERVICES:</u> <u>COUNCILLOR COLIN HYAMS</u> including</p> <p><u>Operations (Head of Service, Mr Robert Ward)</u> Waste/refuse collection Recycling Streetscene/cleansing Car parks, public conveniences Grounds maintenance, grass cutting Vehicle fleet management Abandoned vehicles Waste Stream policy Emergency Planning/CCTV Parks, Open Spaces, Countryside Services Procurement (jointly with Cllr Rogers) – see “Finance and Environment”</p>

Members are requested to consider whether any studies or investigations of single issues within the Service Delivery Panel’s remit identified above might usefully be undertaken. These might be topical or contentious matters, for example, it could be an issue that has arisen in the course of a Member’s contact with constituents.

2.4 Performance data, which is regularly submitted to the Panel, and the Decision Digest, also can be used to identify study areas. The latest performance report appears elsewhere on the Agenda.

b) External Studies

2.5 The Council has a duty to promote the economic, social and environmental well-being of the District. This gives the Panel a wide remit to examine any issues that affect the District by conducting in-depth studies. A number of such studies have been completed in the past, such as the investigation into flooding in the District.

c) Study Methodology

2.6 Following an audit report last year a revised template to guide studies was adopted. The template is reproduced at Appendix B. It will be seen that there is considerable flexibility in the way studies may be conducted. It is also important to note that the Service Delivery and Service Support Panels each has a budget of approximately £6,000 with which to pursue their study aims, for example, by obtaining expert opinion on a particular issue.

- 2.7 A number of working groups already exist to undertake some of these studies. It is usual for the membership of working groups to continue to the completion of studies and it is suggested that this principle should continue. The Panel is requested to review the membership of its working groups and to appoint, if necessary, Member(s) to the existing working groups, in light of the recent changes to the Panel's membership.

WORKING GROUP	MEMBERS
Adoption of Roads and Sewers	Councillors J D Ablewhite, Mrs P A Jordan and P K Ursell. (previously Councillor D A Giles)
Grant Aid	Councillors Mrs M Banerjee, P G Mitchell and J S Watt. (previously Councillor D A Giles)

(d) Completed Studies

- 2.8 Since the establishment of Overview and Scrutiny Panels in June 2000, a number of studies have been completed. Details of all completed studies are listed below:

- Anti-Social Behaviour Orders
- Vandalism
- Cemetery Administration
- Arts Provision in Huntingdonshire and Major Events Promoted by the Council
- Registered Social Landlord Rent Levels
- Bus Stations/Bus Services
- Bus Shelters
- Bus Information/Publicity
- Flooding
- Post Office Network and Services
- Fly Posting
- Fly Tipping
- Trees and Hedgerows
- Emergency Planning
- Sun Beds in Leisure Centres
- The Council's Charging Policy
- Tourism
- Market Services
- St Ives (Environmental Improvements Schemes)
- County Council Highway Standards
- Consumption of Alcohol in Public Places
- Safer Routes to Schools
- Rent Levels at Paines Mill Foyer, St Neots
- West Huntingdon Rural Transport Study
- Benefit Fraud
- Service Provision for the Elderly
- Health and Safety Management
- Member Involvement and Consultation Procedures in the Local Plan Process
- Substance Misuse in Huntingdonshire
- Play Equipment
- Abandoned Vehicles
- Services for Young People
- The Big Gig
- Biodiversity

- Best Value Review on Access to Services
- Council's Budget and Expenditure
- Member Development
- Street Naming and Numbering
- Levels of Affordable Housing on Land Sold By The Council
- Procedural Arrangements for Development Control
- Local Procurement
- Town Centre Initiatives
- Cycling in Huntingdonshire
- District Council's Travel Plan
- Electronic Communication
- Youth Forum
- Council's Complaints Procedure
- The Budget and Medium Term Plan
- Rural Economy and Services
- District Council's Twinning Links
- Hear By Right
- Dentistry Services
- Promoting Better Health in Older People Through Physical Activity
- Small Scale Environmental Improvements
- State of the District Engagement Events

3. RECOMMENDATIONS


The Panel is

RECOMMENDED

- a. to review the existing programme of studies for the forthcoming year;
- b. to consider the addition of new subject areas to the programme of studies;
- c. to review the Membership of existing Working Groups and to appoint Member(s) (if necessary).

BACKGROUND PAPERS

Previous reports to the Overview and Scrutiny Panels.

Contact Officer: Miss H Ali – Democratic Services Officer
 (01480) 388006

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

Panel Date	Decision	Action	Response	Date for Future Action
	<u>The Health Implications of the Council's Activities (Contd.)</u>			
6/11/07	Details of the Cabinet's decision requested.		Subject to clarification of the Council's financial commitment for the pilot programme of exercise for older people the Cabinet approved the Panel's recommendations.	
4/12/07	Working Group asked to meet to discuss the Cabinet's request and other matters raised in the course of the study.	Meeting held on 29/01/08.	Report submitted to Cabinet at their April meeting. Study now concluded.	
	<u>Town Centre Cleaning Regimes</u>			
1/11/05	Cleaning regimes in town centres added to the programme of studies.	Scoping report requested.		
3/10/06	Presentation by Head of Operations. Working Group formed to look at Sunday cleaning and enforcement.	Meeting of Working Group held on 13th November 2006. Further meeting to be held to consider a possible pilot of new cleaning arrangements in St Ives.		
3/07/07	Further update requested.			

Panel Date	Decision	Action	Response	Date for Future Action
	<u>Town Centre Cleaning Regimes (Cont.)</u>			
6/11/07	Update received from Head of Operations.			
8/01/08	Report requested giving details, including costs, of providing a full cleansing service on every day of the week.	Report requested.	Report to be submitted to Panel's July meeting.	1/07/08
	<u>Disability Access</u>			
7/11/06	Preliminary report considered. Further information requested on the Council's existing policies on disability equality and access and on research in this area.	Further reports submitted.		
5/12/06	Disability Equality Scheme and Action Plan endorsed. Further research to be undertaken within Members' wards and officers of the County Council and of the Police requested to attend future meetings to discuss the study.	Representatives of the County Council and of the Police invited to future meetings.		
6/02/07	Panel met with representatives of Speaking Up and G Morris. A number of matters were identified for further consideration. – improved enforcement of disabled parking bays, extending bus pass hours for disabled users, Council	Report submitted to the Cabinet on high dependency toilets on 28/06/07.	The Cabinet decided to approach Papworth Trust for their advice on the need for high dependency facilities for people whose disabilities are so severe as to prevent them from using conventional toilets designed for the disabled and in particular on the	

Panel Date	Decision	Action	Response	Date for Future Action
<p>5/06/07</p>	<p><u>Disability Access (Contd.)</u></p> <p>paperwork, advertising of disabled facilities at leisure centres and advocacy services at Council offices.</p> <p>Meeting attended by County Council's Access Officer. A number of avenues identified for further investigation. Cabinet to be requested to consider providing high dependency toilets.</p>	<p>Survey sent to Town and Parish Councils and District Councillors. Returns received.</p>	<p>possibility of extending the availability of facilities at Saxongate, Huntingdon for such use.</p>	
<p>4/12/07</p>	<p>Findings of survey considered. The Panel requested:</p> <ul style="list-style-type: none"> • further consultation with Town and Parish Councils on dropped kerbs and parking, the findings of which will be forwarded to the County Council and police respectively for action/comment; • that views on the need for more low liner buses and training for employees on the needs of those with disabilities be forwarded to bus operators; • that a suggestion that carers be provided with free bus passes be forwarded to the County Council; 	<p>Further consultation documents despatched.</p> <p>Letters sent to bus operators.</p> <p>Carers UK consulted.</p>		

Panel Date	Decision	Action	Response	Date for Future Action
<p>4/03/08</p>	<p><u>Disability Access (Contd.)</u></p> <ul style="list-style-type: none"> • details of potential consultees on Council policies and services representing local disability groups. • that a representative of Directions Plus be invited to a future meeting to discuss the study; • further investigation of the existence of the Disability 'Blue' Route scheme implemented by the Council; and • that investigations be made on the use of Blue Badge parking permits, to include the procedures involved in applying for a permit. <p>Suggestion made to invite a representative from Hunts Forum of Voluntary Organisations to a future meeting to discuss the study.</p>	<p>List submitted to meeting in January 2008.</p>	<p>Presentation received at Panel's April 2008 meeting.</p> <p>Advised that the Papworth Trust did not have Disability 'Blue' Routes in the District.</p> <p>The Council's Supervising Inspector reported that very little enforcement action is taken towards Blue Badge Holders.</p> <p>Representative to attend July 2008 panel meeting.</p>	
<p>5/12/06</p>	<p><u>Adoption of Roads and Sewers</u></p> <p>Study to be undertaken into the processes and procedures involved with the adoption of roads and sewers.</p>	<p>Information requested.</p>	<p>Scoping report to be submitted to a future meeting.</p> <p>Representative of the Anglian Water to be invited to attend a future meeting to discuss</p>	

Panel Date	Decision	Action	Response	Date for Future Action
	<p><u>Adoption of Roads and Sewers (Contd.)</u></p>			
5/06/07	Report deferred to next meeting.	Meeting to be arranged.	the study. First meeting held on 22/10/07.	
3/07/07	Working Group established comprising Councillors J D Ablewhite, D A Giles, Mrs C A Godley and P K Ursell, to undertake a review on the process of adopting estate roads and sewers with an aim to put measures in place that will streamline the process and make the procedures more transparent, initially by an investigation of introducing a District-wide register of un-adopted roads and sewers.			
4/12/07	Working Group held meeting with the Principal Building Control Officer.			
5/02/08	Further meeting to be held with Head of Planning Services, Projects and Assets Manager and representatives Highway authority.	Meeting arranged.		
4/03/08	Councillor Mrs P A Jordan appointed onto the Working Group in place of the late Councillor Mrs C A Godley.	Meeting held on 11/04/08.		

Panel Date	Decision	Action	Response	Date for Future Action
5/12/06	<p><u>Grant Aid</u></p> <p>Study to be undertaken into the processes in applying for grant aid and the effectiveness of grant schemes.</p> <p>Details of all grant schemes requested.</p> <p>Review of Small Scale Environmental Improvement Schemes to be undertaken.</p> <p>Details of all grant schemes considered. With the exception of Shopmobility, the Working Group undertaking the review of the Small Scale Environmental Improvements scheme was requested to examine the schemes' criteria, publicity, application process, officer involvement and approval process.</p>	<p>Information requested.</p> <p>Meeting arranged.</p>	<p>Meeting held on 24/10/07 to plan further study work.</p>	
4/12/07	<p>Review of Small Scale Environmental Improvements Scheme completed. Working Group awaiting further information on other grant schemes administered by the Council.</p> <p>Details of grant schemes circulated. Meetings to be held with various Heads of Service to discuss capital and revenue grant schemes falling within their remits. Investigations ongoing.</p>	<p>Meeting held on 1/02/08.</p> <p>Meetings held on 20/03/08, 26/03/08 and 7/05/08.</p>		

Panel Date	Decision	Action	Response	Date for Future Action
<p>3/07/07</p>	<p><u>State of the District Conference</u></p> <p>Working Group established comprising Councillors K J Churchill, P J Downes and Mrs M Banerjee to discuss the concept of local area forums, together with potential subject areas, for discussion at a future meeting of the Panel.</p>	<p>Meeting arranged.</p>	<p>Meeting held on 18/10/07. Further meeting held on 12/11/07.</p>	
<p>6/11/07</p>	<p>Suggestion made that a number of consultation methods should be used during the consultation trial.</p>			
<p>4/12/07</p>	<p>The Panel requested that the Working Group consider the provision of one area consultation event rather than four events.</p>			
<p>5/02/08</p>	<p>Final report of Working Group endorsed for submission to the Cabinet.</p>		<p>The Cabinet noted the recommendations contained within the report and asked for further information on the financial implications of preparing for the events and sought the demonstration of clearer links to the Consultation and Engagement Strategy before coming to a decision. Additional requests made by the Executive for the Heads of Policy and Strategic Services and Environmental and Community Health</p>	

Panel Date	Decision	Action	Response	Date for Future Action
			Services to produce a report on community engagement. Report anticipated at Cabinet's July 2008 meeting.	

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AREA OF REVIEW	DETAILS/COMMENTS
Title of Study (name of Working Group)	
Appointing Panel	
Members Assigned (including date Working Group appointed)	
Possible Co-Options to the Group	
Interests Declared	
Rapporteur	
Officer Support	
Purpose of Study / Objective (specify exactly what the study should achieve)	
Rationale (key issues and/or reason for conducting a study)	
Terms of Reference	
Links to Council Policies/Strategies	

Methodology / Approach (what types of enquiries will be used to gather evidence)	
External/Specialist Support	
Existing Documentation	
Evidence to be Obtained (e.g. witnesses, documents, site visits, consultation, research, etc)	
Reference Sites	
Investigations	
Witnesses	
Site Visits (if necessary) (where and when)	
Meetings of the Working Group	

Costs (resource requirements, additional expenditure, time)	
Possible Barriers to the Study (potential weaknesses)	
Projected Timescale (Start and end times)	