

A meeting of the **OVERVIEW AND SCRUTINY PANEL (SERVICE DELIVERY)** will be held in the **COUNCIL CHAMBER, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **TUESDAY, 1 JULY 2008 at 7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 1 - 4)

To approve as a correct record the Minutes of the meeting of the Panel held on 3rd June 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 5 - 10)

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

**R Reeves
388003**

15 Minutes.

4. DISABILITY ACCESS STUDY (Pages 11 - 16)

To receive a presentation by Mrs J Farrow, Chief Executive, Hunts Forum of Voluntary Organisations on access for those with disabilities.

**A Roberts
388004**

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

45 Minutes.

5. **ENHANCED CLEANSING SERVICES - PROPOSALS - MARKET TOWNS** (Pages 17 - 22)

To consider a report by the Head of Operations on the financial implications of providing a full street cleansing service to the main town centres on Sundays.

**R Ward
388635**

30 Minutes.

6. **SCOPING REPORT: BACKGROUND ON WORK OF HUNTINGDONSHIRE COMMUNITY SAFETY PARTNERSHIP** (Pages 23 - 66)

To consider a report by the Head of Environmental and Community Health Services on the Huntingdonshire Community Safety Partnership.

**Mrs S Lammin
388280**

20 Minutes.

7. **OVERVIEW AND SCRUTINY PANEL (SERVICE DELIVERY) - STUDIES** (Pages 67 - 74)

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

**Miss H Ali
388006**

15 Minutes.

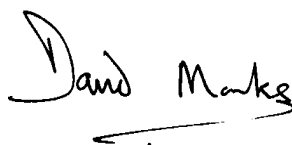
8. **SCRUTINY**

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

**Miss H Ali
388006**

10 Minutes.

Dated this 20 day of June 2008



Chief Executive

Notes

1. *A personal interest exists where a decision on a matter would affect to a greater extent than other people in the District –*
 - (a) *the well-being, financial position, employment or business of the Councillor, their family or any person with whom they had a close association;*
 - (b) *a body employing those persons, any firm in which they are a partner and any company of which they are directors;*

- (c) *any corporate body in which those persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or*
 - (d) *the Councillor's registerable financial and other interests.*
2. *A personal interest becomes a prejudicial interest where a member of the public (who has knowledge of the circumstances) would reasonably regard the Member's personal interest as being so significant that it is likely to prejudice the Councillor's judgement of the public interest.*

Please contact 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 Tuesday, 3 June 2008.

PRESENT: Councillor S J Criswell – Chairman.

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

APOLOGY: An Apology for absence from the meeting was submitted on behalf of Councillor P K Ursell.

8. MINUTES

The Minutes of the meeting of the Panel held on 14th May 2008 were approved as a correct record and signed by the Chairman.

9. MEMBERS' INTERESTS

No declarations were received.

10. LOCAL GOVERNMENT ACT 2000: FORWARD PLAN

The Panel considered the current Forward Plan of key decisions (a copy of which is appended in the Minute Book) which had been prepared by the Leader of the Council for the period 1st June to 30th September 2008. In noting the addition of an item on Community Engagement, the Panel were advised by the Head of Policy and Strategic Services that the Cabinet had requested a report on a number of issues surrounding community engagement, one of which was the Panel's proposals for State of the District Engagement Events.

Members were also apprised of the background to items entitled Insurance Test Case – Zurich Municipal/MMI, Response to Consultation on Sub-National Review of Economic Development and Grant Aid to Voluntary and Community Organisations.

11. CAMBRIDGE SUB-REGION STRATEGIC HOUSING MARKET ASSESSMENT

(Councillor Mrs D C Reynolds, Executive Councillor for Housing and Public Health, was in attendance for this Item).

With the assistance of a report by the Head of Housing Services (a copy of which is appended in the Minute Book) the Panel were acquainted with details of the Cambridge Sub-Region Strategic

Housing Market Assessment and its implications for the District.

By way of background, the Executive Councillor for Housing and Public Health reported that the document set out the evidence of need and demand for market and affordable housing based on seven local authority areas within the region. In noting that the document would replace the need for local Housing Needs Assessments, the Panel were advised that it would be reviewed and updated on an annual basis.

The Panel discussed housing register trends, migration in to and out of the District and the availability of affordable housing in light of current economic trends throughout the country. Members were informed that to date there had not been an increase in homelessness and that the government was discussing with the Housing Corporation the possible relaxation of restrictions, which might enable registered social landlords to utilise unoccupied private sector housing. The Panel were advised that the specification for these buildings was not the same as that required for social housing.

RESOLVED

that the content of the report be noted.

12. CORPORATE EQUALITY POLICY - ACTION PLAN PROGRESS

(Councillor A Hansard, Executive Councillor for Resources and Policy, was in attendance for this Item).

With the aid of a report by the Head of Policy and Strategic Services (a copy of which is appended in the Minute Book) the Panel were acquainted with progress made to date in respect of the Council's Corporate Equality Policy Action Plan.

In introducing the report, the Executive Councillor for Resources and Policy reported on the achievements under the Plan that had been made by the Council over the previous year, which included the attainment of Level 2 of the Equality Standard. The Council would now work towards achieving Level 3 of the Standard.

The Panel were informed that a random sample survey carried out by an independent market research company had revealed that 84% of local people believed that the Council offered services that met their needs. Following a question by a Member, the Head of Policy and Strategic Services reported that for 2008/09 the target for this indicator was 85%.

A question was raised concerning the availability of bilingual staff and literature on Council services in other languages. In response, the Panel were advised that the Council maintained a directory of employees fluent in other languages and that an interpretation service, both face to face and via the telephone, was available if required. In terms of literature, Members noted that documents were made available in the four main languages spoken in the District. Whereupon, the Panel

RESOLVED

that the Cabinet be recommended to:

- (a) note the progress made with the Corporate Equality Policy Action Plan;
- (b) endorse the new Corporate Equality Action Plan;
- (c) note the findings of the Equality Impact Assessment conducted during 2007/08; and
- (d) endorse the revised Equality Impact Assessment timetable set out in Appendix 4 to the report now submitted.

13. GROWING SUCCESS: PERFORMANCE MONITORING

(Councillor A Hansard, Executive Councillor for Resources and Policy, was in attendance for this Item).

The Panel considered a report by the Head of Policy and Strategic Services (a copy of which is appended in the Minute Book) containing details of the Council's performance against its priority objectives.

The Executive Councillor for Resources and Policy reported that the annual review of Growing Success would be completed over the ensuing months and that the views of the Corporate Plan Working Group would be taken into account in the process.

Having drawn the Panel's attention to two areas identified within the report where the Council had not achieved its targets, the Head of Policy and Strategic Services reported that with regard to the key measure concerning attendance at school, outreach and holiday activity programmes, the quarterly targets that had been set did not reflect seasonal variations. Additionally, Members noted that the programmes offered by the five Leisure Centres across the District had not yet been incorporated within the measure. However, it was reported that these factors would be incorporated into the key measure in the future.

In terms of the key measure relating to the delivery of a proportion of affordable housing (commitments) on qualifying sites, Members noted that the actual performance had been affected by the fact that limited affordable housing had been allocated in the particular area that had been constructed during that period.

Having expressed their satisfaction with the levels of performance achieved in the year to date, the Panel

RESOLVED

that the report be endorsed for submission to the Cabinet.

14. OVERVIEW AND SCRUTINY PANEL (SERVICE DELIVERY) - STUDIES

Consideration was given to a report by the Head of Administration (a copy of which is appended in the Minute Book) reviewing the Panel's programme of studies and providing an opportunity for Members to plan their work programme for the forthcoming year.

In noting the potential internal and external study areas, the Panel were reminded that a study template had been adopted following an internal audit of the Overview and Scrutiny function in the previous year. Furthermore, Members noted that both Scrutiny Panels had a budget of approximately £6,000 with which to pursue their study aims.

Having reviewed their existing programme of studies and the membership of Working Groups, Members were of the view that as the study on Grant Aid was nearing completion, it would not be necessary to appoint any Members on to the Working Group. However, owing to their interests in the study, Councillors M F Shellens and J S Watt were appointed to the Adoption of Roads and Sewers Working Group.

In acknowledging that the study on Disability Access would be concluded shortly, the Panel discussed potential future study areas, including the Community Safety Partnership, the Great Fen Project and the impact of the new A14 in terms of air quality and noise pollution. In noting that a meeting on the Great Fen Project would be held shortly, Councillor P G Mitchell undertook to report back thereon at the July Panel meeting with a view to deciding whether a study should be undertaken.

RESOLVED

- (a) that progress in relation to ongoing studies be noted;
- (b) that Councillors M F Shellens and J S Watt be appointed to the Adoption of Roads and Sewers Working Group; and
- (c) that a scoping report on Community Safety Partnerships be submitted to a future meeting of the Panel.

15. SCRUTINY

The 84th edition of the Decision Digest was received and noted.

Chairman

FORWARD PLAN OF KEY DECISIONS

Prepared by **Councillor I C Bates**
 Date of Publication: **13 June 2008**
 For Period: **1 July 2008 to 31 October 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 Customer Services 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 and Transport	Compass House Pathfinder Way Warboys PE28 2RD Tel: 01487 824222 E-mail: Peter.Bucknell@huntsdc.gov.uk
Councillor K J Churchill	- Special Advisor to the Cabinet	51 Gordon Road Little Paxton St Neots PE19 6NJ Tel: 01480 352040 E-mail: Ken.Churchill@huntsdc.gov.uk
Councillor D B Dew	- Executive Councillor for Leisure	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 Operational and Countryside Services	22 Bluegate Godmanchester Huntingdon Cambs PE29 2EZ Tel: 01480 388968 E-mail: Colin.Hyams@huntsdc.gov.uk

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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 Public 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 and Environment	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
Insurance Liability Test Case - Zurich Municipal/MMI	Cabinet	17 Jul 2008	None	Vicki Stevens, Solicitor Tel No. (01480) 388023 or email - Vicki.Stevens@huntsdc.gov.uk		T V Rogers	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
Community Engagement	Cabinet	17 Jul 2008	Previous Report to Cabinet	Susan Lammin, Head of Environmental Health Services Tel No. (01480) 388280 or email. Sue.Lammin@huntsdc.gov.uk		A Hansard	Service Delivery
New Accommodation Delivery - Mid-Programme Review	Cabinet	17 Jul 2008	None	Richard Preston, New Accommodation Project Co-ordinator Tel No. (01480) 388340 or email Richard.Preston@huntsdc.gov.uk	None	L M Simpson	Corporate and Strategic Framework
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 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
Sale of land at Mayfield Road, Huntingdon***	Cabinet	4 Sep 2008	Design Brief and Housing Growth Fund details		Portfolio Holders	A Hansard and Mrs D C Reynolds	Service Delivery/ 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
St Ives Environmental Improvements	Cabinet	4 Sep 2008	None.	Chris Allen, Project and Assets Manager Tel No 01480 388380 or email - Chris.Allen@huntsdc.gov.uk	Public consultation	T V Rogers	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
Report on adoption of local standards for the provision of sports facilities in Huntingdonshire	Cabinet	4 Sep 2008	Local Standards for the provision of sports facilities in Huntingdonshire	Ms J Peadon, Leisure Development Manager Tel No 01480 388048 or e-mail - Jo.Peadon@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
Sub-Regional Housing Strategy***	Cabinet	25 Sep 2008	None.	Steve Plant, Head of Housing Services Tel No. 01480 388240 or email - Steve.Plant@huntsdc.gov.uk	To be carried out with stakeholders July/August	Mrs D C Reynolds	Service Delivery
To adopt Urban Design Framework for south of High Street, Ramsey	Cabinet	25 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
Sustainable Community Strategy (draft and final documents)	Cabinet	25 Sep 2008	None.	Ian Leatherbarrow, Head of Policy and Strategic Services Tel No. 01480 388005 or email - Ian.L Leatherbarrow@huntsdc.gov.uk	Public/Stakeholder Consultation	I C Bates	Corporate Strategic Framework
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

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
Huntingdon West Area Action Plan 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
Draft Planning Contributions Supplementary Planning Document***	Cabinet	16 Oct 2008	Huntingdonshire Development Plans	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email - Richard.Probyn@huntsdc.gov.uk	Approve for Consultation	P L E Bucknell	Service Support
Proposals for Riverside Park***	Cabinet	16 Oct 2008	Draft proposals for Riverside Park	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email - Richard.Probyn@huntsdc.gov.uk	Approve following consultation with the particular other key stakeholders	P L E Bucknell & Others	Service Support
To adopt Godmanchester Conservation Area Boundary Changes and Character Statement***	Cabinet	16 Oct 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 Kimbolton Conservation Area Boundary Changes and Character Statement***	Cabinet	16 Oct 2008	Draft Consultation Document	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email - Richard.Probyn@huntsdc.gov.uk	Approve changes for adoption having followed consultation with the public and statutory bodies.	P L E Bucknell	Service Support

Subject/Matter for Decision	Decision/recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Development Control Policies Preferred Options	Cabinet	16 Oct 2008	Issues and Options Report and Summary of Representations	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email - Richard.Probyn@huntsdc.gov.uk	Approve for Consultation	P L E Bucknell	Service Support
To adopt Urban Design Framework for land at Buttsgrove Way, Mayfield Drive, Huntingdon	Cabinet	16 Oct 2008	Draft consultation document	Richard Probyn, Planning Policy Manager Tel No 01480 388430 or e-mail - Richard.Probyn@huntsdc.gov.uk	Approve changes for adoption having followed consultation with the public and statutory bodies	P L E Bucknell	Service Support
To adopt Houghton and Wyton Conservation Area Boundary Changes and Character Statement***	Cabinet	16 Oct 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

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

1. INTRODUCTION

- 1.1 The purpose of this report is to remind Members of the progress that has been made in the course of the study on Disability Access.

2. ORIGIN OF THE STUDY

- 2.1 The Panel, at its meeting on 7th November 2006, considered the scope of a study on access for those with disabilities to premises, facilities and other sites in the District, excluding those provided by the District Council. Members discussed parking on pavements, the installation of dropped kerbs and access to buses as potential areas of investigation. It was agreed that further information should be submitted to a future meeting on the Council's existing policies in relation to disability equality and access and on research carried out in this area before precise the remit of the study was decided upon. The Council's Disability Equality Scheme was endorsed by the Panel at its meeting on 5th December 2006.

- 2.2 The research findings on which the Policy was based were submitted to the meeting in February 2007. At the December meeting the Panel also invited Mr G Morris, the consultant who undertook research for the Council's Disability Equality Scheme, to attend to discuss possible avenues for further study. In his view the principal challenges were improving public understanding of and attitude towards those with disabilities. He also outlined the duties of facility and service providers under the Disability Discrimination Act, the main purpose of which was to enhance inclusiveness.

- 2.3 Having discussed the prevalence of disability in the District and the Council's provisions in terms of facilities and of advice, the Panel highlighted improving enforcement of disabled parking bays, extending the hours bus passes could be used by the disabled, the Council's paperwork and advocacy services at Council offices as potential study areas. The Panel also referred to the benefits of introducing, for Council decisions, a dedicated group of consultees, representing those with learning, physical and sensory impairments, possible opportunities to promote the needs of those with disabilities through the Local Strategic Partnership and the Local Area Agreement and the County Council's role in this area.

3. CAMBRIDGESHIRE PARLIAMENT

- 3.1 The Panel received a presentation by a number of representatives of the Cambridgeshire Parliament on the work of Speaking Up, a Cambridge based provider of advocacy services for those with learning difficulties, mental ill health and other disabilities. Reference was made to the experiences of those with disabilities concerning the accessibility of places and services and how improvements might be made in these respects, which included the provision of toilet facilities for those with high support needs, improvements to leisure, transport

and employment opportunities and enforcement of parking in spaces allocated for blue badge holders.

- 3.2 The Panel then discussed the Council's consultation with the Parliament, the location and cost of disabled toilets, the Council's communications, including the benefits of producing Council information in a larger size print, and the possible introduction of advocacy services located in Huntingdonshire.

4. CONSULTATION WITH MEMBERS AND TOWN AND PARISH COUNCILS

- 4.1 The Panel asked that Town and Parish Councils along with all District Council Members be consulted on a range of matters arising from the study. A questionnaire was approved by Members on 3rd July 2007 for this purpose. 33 responses were received from Town and Parish Councils. This amounts to a 39% response rate, which generally should be regarded as a high rate of return.

- 4.2 Analysis now is given to those issues raised and similarities between Councils are highlighted. The main concerns highlighted throughout the responses received are as follows:

Buses

- 4.3 Many of the authorities reported on the infrequency and irregularity of public transport. It was noted by many that the type of bus provided was ill-equipped to cater for the needs of its disabled passengers. This lack of transport and access to vehicles such as buses were mentioned by most respondents, reflecting in particular the needs of the rural parishes. It was recommended that more low liner buses should be provided and that the need for appropriate dropped kerbs/pathways leading to buses should be addressed as currently they limited an individual's mobility.

- 4.4 The idea of a disabled bus pass was warmly received; however, concerns regarding the hours in which the holder could use the pass were raised. It was also recorded that there should be a form of carer's bus pass for those who are required to travel with disabled individuals.

Information

- 4.5 It was recorded that the majority of information surrounding the needs and requirements of disabled people was sought directly from disabled people themselves and members of the community in relation to friends or family with a disability. The District Council featured as a useful site for obtaining information; however, some authorities requested access to further information with regard to representation, service planning and the availability of funding. The need for education and training for Council employees and associated organisations to improve awareness of disability access also was raised. There may be an opportunity for the Panel to review the information the Council provides and the way it is presented.

Funding

- 4.6 Funding and financial support was an issue that seemed to arise from a lack of information and confusion regarding claims. The need for better communication on available funding was a common finding throughout the study. Although this is not the Council's responsibility, Members could consider how this situation might be improved.

Parking

- 4.7 Dedicated parking, greater penalties for anti-social parking in disabled (accessible) bays and adjustments to roads and paving were highlighted as a key solutions to many outstanding issues. The majority of authorities reported on the inconvenience of illegal parking in particular outside schools at peak times and local shops and the effect on members of the public in an area.

5. CAMBRIDGESHIRE COUNTY COUNCIL

- 5.1 The Panel received a presentation by Gerald Riley, Access Officer for Cambridgeshire County Council, on the County Council's responsibilities under the Disability Discrimination Act 1995 (DDA) and his role in ensuring the County Council complied with them. The County Council has three duties through its policies and practices as an employer, through the design and delivery of services and through the discharge of its public functions. In each of these areas the County Council has to demonstrate that they have been informed by the Act. With regard to accessibility in the built environment, the County Council has to ensure that those with a disability have been consulted as part of the design process. Every Head of Service has individual arrangements for involving disabled users in the development and monitoring of service plans.
- 5.2 Mr Riley reported that dropped curbs are designed to accommodate wheelchairs of a certain size but that problems now arose as larger chairs are being manufactured. Problem areas can be reported either to the County Council or to the Environment and Transport Area Joint Committee. Mr Riley confirmed that maintenance standards are informed by the DDA
- 5.3 The Panel decided that the precise location of defective dropped kerbs and areas where dropped kerbs should be installed and their priority should be obtained from those who had responded to the survey. Once obtained they would be forwarded to the County Council either for action or identification of those areas that did not fall within its remit. On receipt of the latter, Town and Parish Councils would be informed accordingly. It also was decided that a similar exercise should be carried out on parking practices within the District, with the findings being forwarded to the Police for comment.
- 5.4 Councillor R W J Eaton has informed Members of the findings of consultations he had carried out within his ward on disability access. He has suggested that the County Council should liaise with disabled groups to identify the best location of dropped curbs and problems with the hardscape and measures to alleviate them.

6. DIRECTIONS PLUS

- 6.1 Gerri Bird, Forum Manager for Disability Cambridgeshire (Directions Plus), attended the meeting in April to discuss the study. Disability Cambridgeshire's purpose is to provide information and advice to disabled people and / or older people and carers in Cambridgeshire. It offers short courses in disability awareness in accessible locations around Cambridgeshire. It also is funded to undertake developmental work with voluntary and community organisations in Cambridgeshire and across the Eastern Region. Staff from Disability Cambridgeshire provide representation / liaison to a number of committees and working groups from very local to Regional Assembly levels.
- 6.2 Mrs Bird outlined the problems she had experienced with incorrectly installed dropped kerbs and her perception of the causes of abuse of Blue Badge parking permits. The main points are summarized in the following sections.

7. BLUE BADGES

- 7.1 The Panel has been acquainted with information from Cambridgeshire County Council on the application process and measures currently in place to identify abuses of Blue Badge permits and the enforcement that is undertaken. Having discussed the problems experienced by legitimate Blue Badge holders as a result of the abuses of the system, the Panel asked that clarification be sought on the procedures involved in applying for a permit. This information has been obtained and will be reported at the next meeting.
- 7.2 Mrs Bird stated that there is a need to introduce separate permits, which distinguish between those with temporary and permanent disabilities.

8. BLUE ROUTES

- 8.1 Councillor P K Ursell has suggested that there might be benefit in introducing Blue Routes, which would assist those with disabilities in navigating their way round the District's towns. They might also have the added benefit of influencing the County Council's pavement maintenance programme.
- 8.2 Despite extensive investigation no trace of these routes has been found. Even if blue routes had been found to have existed, it appears they are no longer in use. Given this the Panel may wish to consider whether the production of Blue Routes might be pursued as part of the study.
- 8.3 It was agreed to consult the Papworth Trust on whether there existed routes that were regularly used by the disabled. However, the Papworth Trust has advised that it does not have such routes in the District.

9. ADVOCACY SERVICES

- 9.1 The Panel has discussed the provision of advocacy services around the District. It was decided that such services might also help

address demand for information and for details of available funding from other organisations.

9.2 Mrs Bird confirmed that Disability Cambridgeshire already provides an advocacy service.

9.3 The provision of advocacy services around the District was discussed with the Cambridgeshire Parliament. The Parliament has indicated that it would be prepared to make available representatives to provide an advocacy service at Council premises. The Panel might want to consider the locations at which they might be provided and whether any other organisations should be approached also to provide this service.

9.4 The Panel has previously indicated that this is something that might be discussed with the Hunts Forum of Voluntary Organisations.

10. PUBLIC TRANSPORT

10.1 With regard to public transport services, Members have agreed to forward to bus operators, comments from Town and Parish Councils concerning the need for more low level buses and issues surrounding training for public transport employees on the needs of those with disabilities. Despite an initial enquiry on their policies in these respects and a subsequent reminder, no replies have been received.

10.2 In addition, it was agreed to refer to the County Council a suggestion that those who care for individuals with disabilities should be provided with free bus travel. Carers UK have been consulted on similar practices elsewhere in order to provide an evidence base to support the case.

11. CONSULTATION ON COUNCIL POLICIES

11.1 The Panel previously has suggested that the Council should introduce a list of organisations and individuals representing those with learning, physical and sensory impairments who would be involved as a matter of course in all consultations on policies. Mrs Bird concluded by stressing that the Council should incorporate the views of those with disabilities into its policy making. There would be no obligation on consultees to respond but they would be given the opportunity to do so if they thought it necessary. Potential consultees have been approached. Progress on finalising a list of organisations and individuals representing those with learning, physical and sensory impairments who might be involved in all Council consultations has been hindered by a surprising lack of interest on the part of the organisations approached in taking up this suggestion. The Cambridgeshire Parliament has indicated that it would like to be included in the list of consultees. The Panel also considered whether the Hunts Forum of Voluntary Organisations and the Papworth Trust should be consulted on potential bodies to include on the list.

12. OTHER MATTERS

12.1 The Panel has received an update on a new government initiative to introduce a countywide coalition of disabled people.

- 12.2 During the initial stages of the study the Panel recognised the importance of the Council's documents being produced in larger size print. This idea, together with a number of other recommendations, has already been incorporated into the Council's new corporate identity.
- 12.3 Another idea that emerged at an early stage concerned the opportunities available to promote the needs of those with disabilities through the Strategic Partnership. This is something that the Panel might make a recommendation on at the conclusion of the study.
- 13.4 The Department for Work and Pensions reimbursed the disabled for travel to work costs.

14. CONCLUSION

- 14.1 This report provides an update progress of the study since the last meeting. It also raises potential topics for discussion with the Hunts Forum of Voluntary Organisations.

BACKGROUND PAPERS

Disability Equality Duty Research Findings

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

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

Contact Officer: A Roberts
☎ 01480 388009

CHIEF OFFICERS MANAGEMENT TEAM

17TH JUNE 2008

OVERVIEW AND SCRUTINY PANEL
(SERVICE DELIVERY)

1ST JULY 2008

ENHANCED CLEANSING SERVICES – PROPOSALS – MARKET TOWNS
(Report by the Head of Operations)

1. INTRODUCTION

1.1 The Overview and Scrutiny Panel considered a report on 8th January 2008, Enhanced Cleansing Service – Pilot Study and resolved that a further report be submitted to a future meeting giving full details and costs of providing a full cleansing service to the main town centres on Sundays. The Panel requested that the proposals as outlined at option 2 of the report, be adopted for the purpose of preparing the report

1.2 This report provides members with revised proposals based on the above.

2. ENHANCED SUNDAY CLEANSING PROPOSALS

2.1 The proposed enhanced Sunday cleansing services will be provided by 8 employees and one Supervising Inspector working from 06.00 to 10.00. The areas detailed in the town centres below will be cleansed using a combination of mechanical sweepers, litterpicking and the emptying of litterbins situated on roads detailed below, using the resources listed for each area.

St Ives Compact mechanical sweeper, plus a response team of 3 undertaking litter picking and emptying of litter bins.

St Ives	
The Waits	The Broadway
Crown Street	Merryland
Bridge Street	The Quay
The Pavement	Market Hill
White Hart Lane	Sheep Market
Market Road	Station Road
Cattle Market Car Park	

Huntingdon Compact mechanical sweeper, plus a response team of 3 undertaking litter picking and emptying of litter bins.

Huntingdon	
High Street	Ferrars Road
George Street	Royal Oak Passage
Market Hill	Princes Street
Literary Walk	St Marys Street
Hartford Road	St Benedicts Court
Chequers Court	St Germain Walk
Trinity Place	Chequers Way
Brewery Yard	St Germain Street Car Park
Brewery Yard	

St Neots Compact mechanical sweeper, plus a response team of 3 undertaking litter picking and emptying of litter bins.

St Neots	
St Neots Road	High Street
Cambridge Street	Huntingdon Street
Tebbutts Road	New Street
Church Street	Brook Street
South Street	St Marys Street
Priory Lane	Tan Yard
Bec Road	The Priory
Priory Lane Car Park	Waitrose Tan Yard Car Park
Market Square West	Market Square South

Ramsey & Godmanchester Response team of 2 undertaking litter picking and emptying of litter bins

Godmanchester	
Causeway	Post Street
Old Court Hall	Cambridge Street

Ramsey	
Great Whyte	Little Whyte
High Street	New Road
Mews Close Car Park	

Appendix 1 to this report provides maps of the actual areas that will be cleansed under these proposals.

3. OPERATING COSTS

	Per week	Per annum
Employee costs including supervision and management	£790	£41,000
Vehicle and Plant operating costs	£220	£11,400
Total Cost	£1,010	£52,400

Financial Context

No provision has been made for enhanced cleaning services in the Council's financial plan. The existing plan can be summarized as:

- 1) A deficit had already been planned for years 2008/9 through to 2014/5 by which time revenue reserves would be reduced to what is considered to be a minimal level.
- 2) The existing medium term financial plan is based on Council Tax rises of 5% every year for the next 10 years.
- 3) The existing medium term financial plan requires further savings to be identified of £0.5m for 2009/10 rising to £1.0m and £2.0m in each of the following two years.
- 4) All new expenditure will add to the requirement to make savings in other areas.

4. OPTIONS FOR DELIVERING THE ENHANCED SERVICE

- 4.1 As indicated at para 3 above, there is at present, no funding identified to provide this increased level of service and if Members were minded to recommend to Cabinet that the proposals be introduced, it would be necessary to prepare a bid for funding as part of the medium term financial plan later in the year which would be considered on its merits when assessed against other competing priorities.

5. SUMMARY

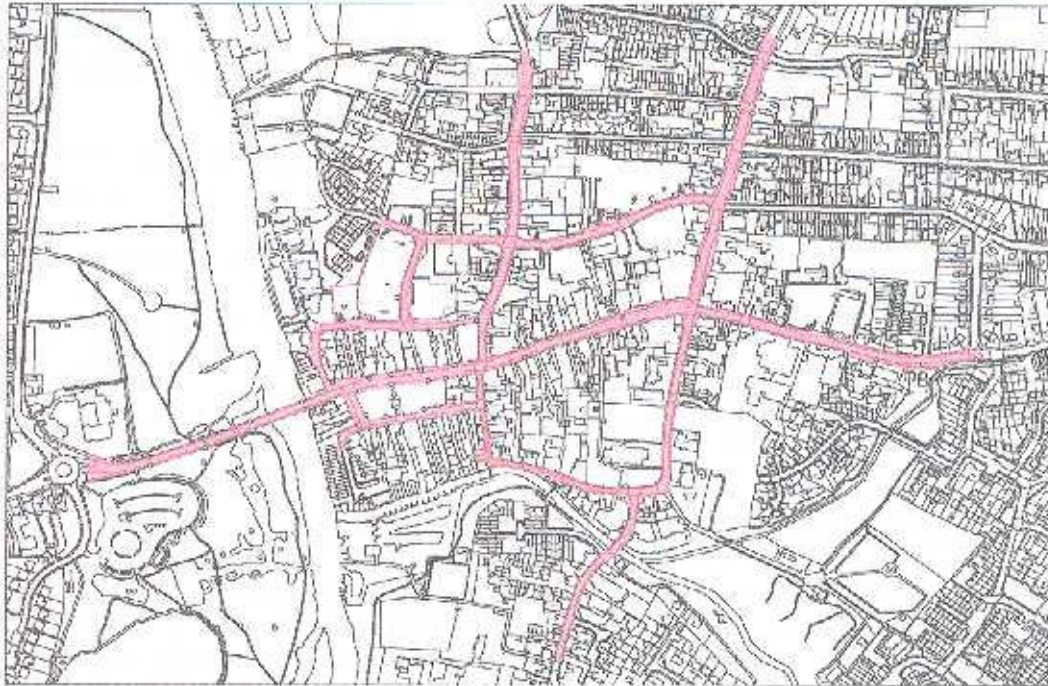
- 5.1 As indicated in the report considered by the Panel on 8th January 2008 our existing street cleansing services currently deliver a frequency based cleansing service higher than the EPA and COPLAR requirements. We are currently performing well in relation to the national performance indicators (which measures litter, detritus, graffiti and flyposting) being in the upper quartile of performance nationally.
- 5.2 The enhanced Sunday cleansing services proposed in this report would improve the Town Centre appearance *in the mornings*, but the standard will deteriorate during the day as there will be no full time presence to maintain the standard throughout the day. Litter dropped during the day will be recovered on the Monday morning by scheduled cleansing regimes.

6. MATTERS FOR CONSIDERATION

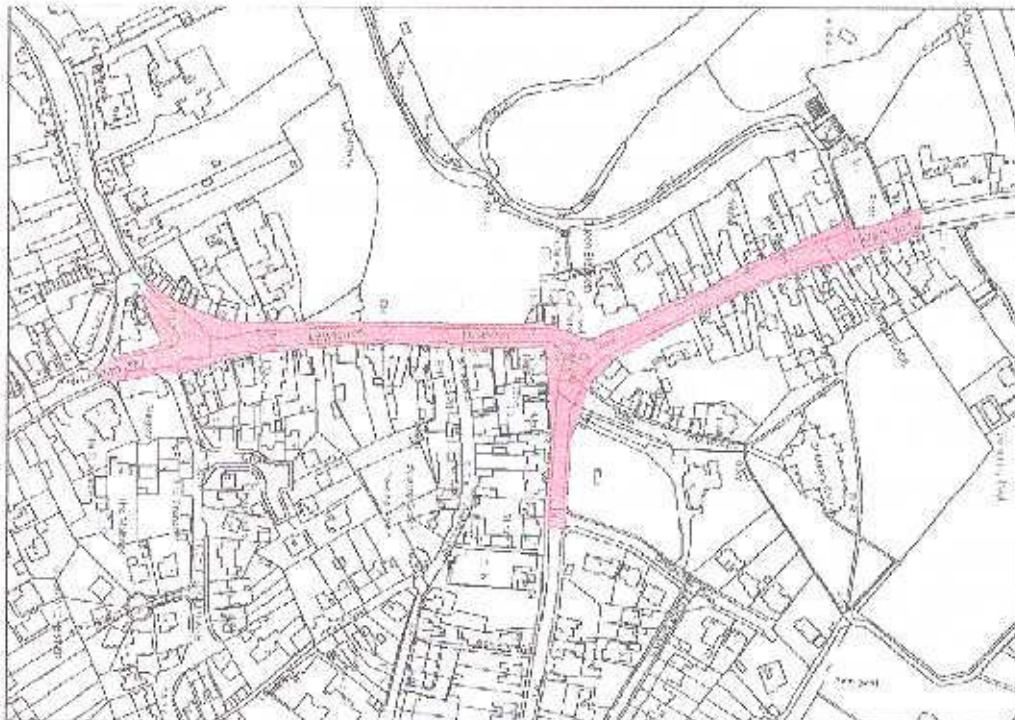
- 6.1 If the Panel supports improved cleaning services for one or more of the towns they may consider a recommendation to Cabinet that additional funding be provided or that the cleaning service be enhanced by savings from other services.

Contact Officer: Robert Ward
Head of Operations
☎ 01480 388635

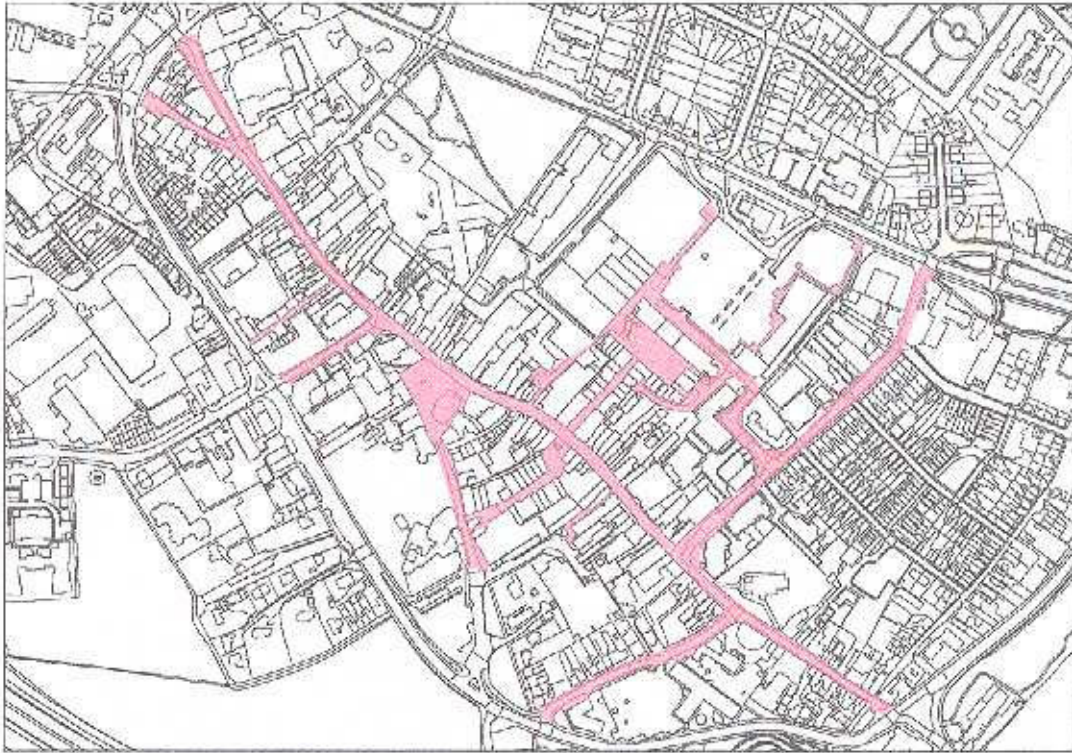
St Neots



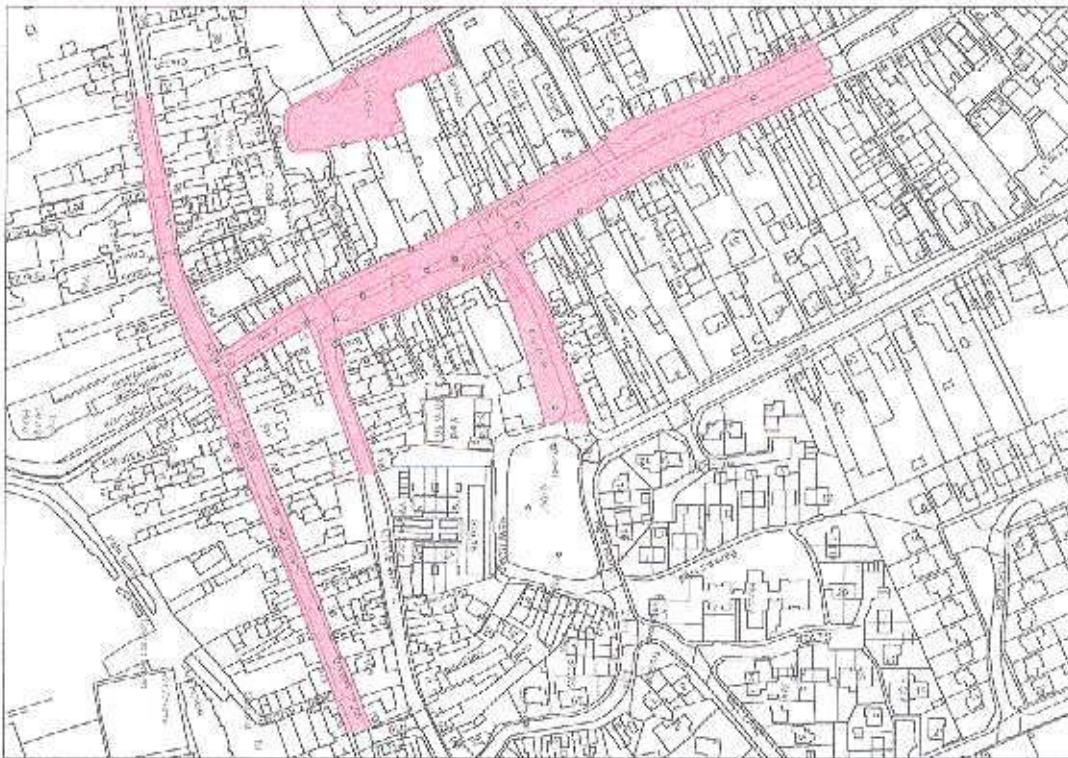
Godmanchester



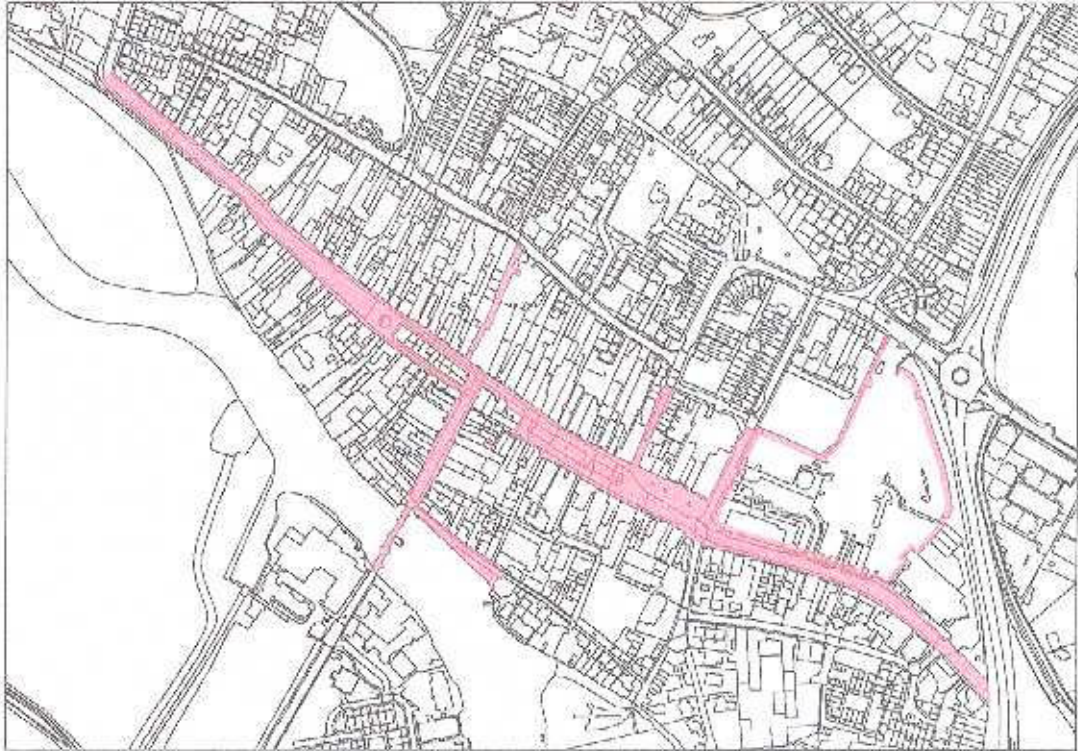
Huntingdon



Ramsey



St Ives



OVERVIEW AND SCRUTINY PANEL (SERVICE DELIVERY)

1 JULY 2008

SCOPING REPORT: BACKGROUND ON WORK OF HUNTINGDONSHIRE COMMUNITY SAFETY PARTNERSHIP (Report by Head of Environmental & Community Health Services)

1. INTRODUCTION

- 1.1 The purpose of this report is to provide background information to Members - summarising the work of the Huntingdonshire Community Partnership and what benefits it brings to the Council.

2 BACKGROUND TO REPORT

- 2.1 Service Delivery Panel Meeting, on 3 June 2008, Members suggested the Community Safety Partnership as a potential study area. A request was made for a pre-scoping report to be submitted to the next Panel meeting (1st July 2008). It was intended this report would provide background information for Members. The Panel have requested this information prior to deciding whether a study on the matter should be undertaken.

3. THE ORIGIN, MEMBERSHIP AND PURPOSE OF THE HUNTINGDONSHIRE COMMUNITY SAFETY PARTNERSHIP

- 3.1 Huntingdonshire Community Safety Partnership (HCSP) was set up in response to the Crime and Disorder Act 1998 and aims to reduce crime, disorder and anti-social behaviour within the district; through the close partnership working of a wide range of organisations. The terms of reference of the group are attached at Appendix 1. Organisations involved in the wider partnership include: Huntingdonshire District Council, Cambridgeshire Police, Cambridgeshire County Council, Cambridgeshire Fire and Rescue Service, Cambridgeshire Primary Care Trust, Luminus Group, Probation Service, Youth Offending Service, Crown Prosecution Service, Addaction, DialDrugLink Drinksense, Huntingdonshire Business Against Crime (HBAC), Cambridgeshire Drug and Alcohol Action Team (DAAT), Office of Children and Young People, Victim Support, and others.
- 3.2 The Partnership also has close links with a number of countywide groups such as Cambridgeshire Strategic Community Safety Partnership, Cambridgeshire Criminal Justice Board, the Distraction Burglary and Rogue Trader Task Force; Arson Task Force, Domestic Violence Forum; Open Out Scheme (Racial and Hate Crime) and the Vehicle Crime Reduction Partnership, etc.
- 3.3 The Huntingdonshire Community Safety Partnership is supported by the Community Safety Team, which includes a Community Safety Manager and a Community Safety Assistant employed by Huntingdonshire District Council.
- 3.4 In addition to fulfilling the function of the statutory Crime and Disorder Reduction Partnership (CDRP) for the district the HCSP Executive Group is also part of Huntingdonshire Strategic Partnership. The Chair of the HCSP has a seat on the HSP Executive Group. The HCSP has acted as the thematic group for the 'Safer Stronger Communities' block for the LAA/HSP. There is a

current proposal that under the new arrangements for LAA thematic groups it could adopt the role of 'Inclusive, Safe & Cohesive Communities' group.

- 3.5 Membership of the HCSP is influenced by both statutory duty and practical need (Appendix 2 shows the established members of the HCSP Executive)

4. PROGRESS ACHIEVED BY THE PARTNERSHIP

- 4.1 The HCSP has been in place since 1998 and is coming to the end of the third 3-year Community Safety Strategy. Throughout this period, the partnership and associated action groups have been focused on addressing the crime and disorder priorities identified within the strategy. Real improvements have been seen in the levels of crime, disorder and anti-social behaviour in Huntingdonshire and this can be attributed to the strong working relationships that are in place and the initiatives that have been developed to tackle specific crime types and 'hotspot' areas.

- 4.2 Within the 2005–08 Strategy, the Partnership set a target to achieve a 16% reduction from the baseline year 2003/04 in British Crime Survey (BCS) Comparator Crime, and the Partnership actually achieved a 21.9% reduction by end of 2007 (23% by end of March 2008). The Partnership recognises that they have not met some of the targets set for 2005-8 and therefore will continue to address these as priority areas within the Community Safety Plan 2008 – 11. (Further performance information is included in Appendix 3).

- 4.3 Progress is monitored regularly. Progress towards some Community Safety targets are reported to HDC Members quarterly via the Growing Success progress reports. The HCSP also receives quarterly progress reports, with cross-County and benchmark comparison-data.

5. MEANS OF EFFECTING CHANGE

- 5.1 The partnership seeks to reduce crime and disorder by:
- Commissioning research into emerging issues: evidenced-based approach
 - Jointly commissioning interventions/services to address specific service gaps/need,
 - Providing new technology or equipment to address issues,
 - Initiating multi-agency problem-solving groups to holistically address specific issues across agencies,
 - Developing solutions to issues by initiating new ways of working collaboratively.
 - Using the enforcement tools available to address anti-social behaviour.
- 5.2 Below is an example of some changes initiated in the last three years by the Huntingdonshire Community Safety Partnership:
- The formation of the Anti-Social Behaviour Problem Solving Groups
 - 'Less Tricks More Treats' Halloween Campaign – reduced ASB
 - Development of the ASB Self Help Guide
 - Project to address vehicle crime
 - Purchase of equipment to address malicious fires
 - Secured funding and delivered new CCTV to hot-spots in Yaxley
 - Implementation of the Domestic Violence Sanctuary Scheme
 - Funding secured for a permanent skate facility – Huntingdon area
 - One Designated Public Places Order,
 - Four Dispersal Orders,
 - 140 Acceptable Behaviour Contracts (ABCs) negotiated,

- 16 Anti-Social Behaviour Orders (ASBOs) imposed,
- 2 Anti-social Behaviour Case Workers funded, located at HDC
- 700 calls for service relating to ASB handled by ASB case-workers at HDC
- Implementation of the Prolific and Priority Offenders (PPO) Scheme
- Contribution towards a post for the Drugs Intervention Programme (DIP)

5.3 The priorities for action and the targets are set within the Community Safety Strategy. For each strategic priority there is an action plan. These priorities are determined by an annual strategic assessment and consultation feedback.

5.4 The Partnership Strategic Assessment is intended to provide an overview of the current and longer-term issues facing Huntingdonshire in respect of crime, disorder, anti-social behaviour, substance misuse and behaviour adversely affecting the environment. In accordance with the revised 'Crime & Disorder Act' the Partnership Strategic Assessment forms part of the annual business process of HCSP. The Strategic Assessment is based on the research and analysis of a wide range of information sources. The assessment enables partners to come together to discuss and agree on future priorities in the light of research and analysis. Once these are identified then the process moves on with a period of consultation and the incorporation of priorities within the three-year, annually refreshed, Community Safety Plan. This Community Safety Plan will identify actions to be undertaken to address the priorities and reach targets; these action plans inform decisions in relation to the spending plan.

6. INCOME AND EXPENDITURE

6.1 The HCSP attracts significant funds from sources other than Huntingdonshire District Council. The HCSP currently receives funding from the Government's Safer Stronger Communities Fund (SSCF). From 2009 it is likely that this direct funding will cease and these funds will be part of the combined LAA resource.

6.2 The amount of SSCF funding (after County Top-slice) for 2008-9 is £28,996 capital, and £123,051 revenue. The spending plan for this was agreed at the meeting on HCSP meeting on 22 May 2008.

6.3 SSCF monies have historically been time-limited and are only available for each financial year, the amount of grant being confirmed in each case after the start of the financial year. The HCSP spending plan is agreed at the start of each financial year to allow services/interventions to be commissioned promptly, to reduce the impact of the funding-break as far as possible. All of the spending is focused on addressing needs in Huntingdonshire. HCSP's spending plan reflects the agreed priorities for the year.

6.4 For 2008-9 the revenue SSCF spending was agreed as follows:

£57,000	2x ASB Case Workers (HDC-based)
£18,000	Young People's Drug Misuse Worker (DIAL Druglink)
£11,000	Drinksense Project with Young People
£ 3,418	Youth Workers/Holiday scheme (Fusion)
£ 4,637	'Community Chest'

6.5 For 2008-9 the Capital SSCF spending was agreed as follows:

£11,670	HBAC Night-time Economy Project
£ 4,450	CCTV up-grade to Women's Refuge
£ 796	Equipment for Fusion Project
£12,080	'Community Chest'

- 6.6 In addition to the SSCF Fund the HCSP can also influence the BCU (Police) funding. At the 22 May meeting the HCSP agreed the BCU Spending plan for 2008-11. The Central BCU covers both Huntingdonshire and Fenland so the available funds have to be split between the two areas; approximately £57,500 was secured for the benefit of Huntingdonshire.
- 6.7 The BCU funds and SSCF funds are used to complement each other. For 2008-9 the BCU spending in Huntingdonshire was agreed as follows:
- Youth Workers/Holiday scheme (Fusion)
 - Rural Policing + working with Countryside watch
 - Bobby scheme- home-security assistance for older people
 - HBAC Co-ordinator contribution
 - Secondary schools sessions re ASB
 - Public Order Police patrols re alcohol-related ASB
 - HBAC Night-time Economy Project
 - BUZZ project- Young People and ASB
 - Police 'SmartWater' project

7. QUALITY OF ENGAGEMENT & DELIVERY

- 7.1 There was a national review of the Crime and Disorder Act undertaken in 2006 improvements were reflected in legislation that came into effect on 1 August 2007, which set out new statutory requirements for Community Safety Partnerships. In addition the Home Office has published guidance; including a 'Guide to Effective Partnership Working' which sets out six 'Hallmarks' that represent the key aspects of partnership working deemed to underpin effective delivery.
- 7.2 A recent audit of Huntingdonshire Community Safety Partnership has been undertaken using this guide (May/June 2008). In total the six Home Office 'Hallmarks', together with statutory requirements, produce 115 markers. The audit concluded that Huntingdonshire Community Safety Partnership have already adopted and are meeting the standard for 90 (78%) markers. The review therefore identified 25 action points relating to identified gaps. A draft of the action plan has been developed to respond to the findings of the audit is attached as Appendix 4. (This draft plan is due to be presented to the HCSP on 28 August 2008 for comment/agreement.)

8. CONCLUSIONS

- 8.1 This partnership is a statutory partnership and therefore the purpose, membership and performance are controlled. Performance is monitored regularly, both of monies spent and outcomes achieved. There are reporting mechanisms in place to report to the HSP Executive, the Cambridgeshire Strategic Community Safety Partnership and elected-Members of Huntingdonshire District Council. In addition there is the formal annual feedback of progress to the general public as part of the Community Safety Plan which is published each April.
- 8.2 Thorough consultation is built into the formal process of assessing needs. In addition, during 2007-8, the Neighbourhood Policing Panels have been used as a means of canvassing local views.

- 8.3 The Huntingdonshire Community Safety Partnership has been the most successful partnership, of its type, in Cambridgeshire over the last 3-years. It retains a clear focus of that which needs to be achieved in the near-future and has an action-planning approach to delivering the desired outcomes.

BACKGROUND INFORMATION

Huntingdonshire Community Safety Plan 2008-11, HDC April 2008
[[http://www.huntsdc.gov.uk/NR/rdonlyres/750B19CC-C65E-4880-B488A982233C1146/0/Community_safety_partnership.pdf]

Crime and Disorder Act 1998 (as amended)
[http://www.opsi.gov.uk/acts/acts1998/ukpga_19980037_en_1]

Delivering Safer Communities: A guide to effective partnership working; Guidance for Crime and Disorder Reduction Partnerships and Community Safety Partnerships, Home Office 2008 [169 pages] [<http://www.crimereduction.homeoffice.gov.uk/partnerships/partnerships001.htm>]

Contact Officer: Dr Susan Lammin
 **01480 388280**

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Huntingdonshire Community Safety Partnership

Terms of Reference

The Partnership will consist of senior officers and Members, including the District Council Portfolio Holder for Community Safety, from the five responsible authorities, namely Cambridgeshire Constabulary, Cambridgeshire County Council, Huntingdonshire District Council, Cambridgeshire PCT and Cambridgeshire Fire and Rescue Service; senior representatives from both statutory and voluntary agencies, including the Probation Service and the Youth Offending Service will also be asked to attend.

The Partnership will be supported by the Community Safety Officers from Huntingdonshire District Council, Cambridgeshire County Council and Cambridgeshire Constabulary.

The Partnership will meet at least bi-monthly to:

- To ensure it meets the requirements of the Crime and Disorder Act 1998, Crime and Disorder Act Review 2004/05 and any other directives or guidance from central or regional Government offices.
- To assess the need for interventions to improve and maintain Community Safety in Huntingdonshire, at regular intervals.
- To plan appropriate activities and interventions, to be commissioned by the group or provided in partnership and addressing identified needs, within Huntingdonshire. To use available partnership funding to commission activities and interventions or maintain a fund to which appropriate groups or agencies can bid.
- To regularly review the Community Safety Plan and monitor delivery of the activities and interventions against the specified targets. To initiate new actions as appropriate to achieve those targets, or influence the work of: the thematic groups, ASB Problem Solving Groups and Neighbourhood Panels.
- To ensure that six-monthly audits and related consultations are carried out to inform the annual rolling three-yearly Community Safety Plan.
- To consider and approve proposals for commissioned services, interventions or activities or bids to the pooled fund and other funding streams provided by the Government and to monitor progress of those interventions or developments funded.
- To influence, approve, monitor and evaluate action plans initiated as part of the Community Safety Plan.
- To receive regular reports from partners and the Officer Support Group (OSG).
- To disseminate Government guidance as it occurs to both member organisations and members of associated action groups.
- To disseminate good practice.
- To act as an effective link between the Huntingdonshire community, through the Neighbourhood Panels and other feedback mechanisms and the County Community Safety Strategic Group (CSSG) and action groups.

- To promote the development of an active Partnership and to provide a forum for inter-agency discussion on Community Safety issues.
- To produce an annual report on the work of the Partnership.
- To initiate the submission of bids for external funding; as required to fund the initiatives or activities required to meet the targets of the Community Safety Plan.

APPENDIX 2

MEMBERSHIP OF HUNTINGDONSHIRE COMMUNITY SAFETY PARTNERSHIP EXECUTIVE

Responsible authorities have a statutory duty to work with other local agencies and organisations to develop and implement strategies to tackle crime and disorder including anti-social and other behaviour adversely affecting the local environment as well as the misuse of drugs in their area. (s6, Crime and Disorder Act 1998 as amended by s97 & s98 Police Reform Act 2002 and s1, Clean Neighbourhoods & Environment Act 2005). These statutory partnerships are known as Crime and Disorder Reduction Partnerships (CDRPs) or Community Safety Partnerships (CSPs)

Representatives of:

Cambridgeshire Constabulary	<i>Statutory member</i>
Cambridgeshire Police Authority (Cllr)	<i>Statutory member</i>
Huntingdonshire District Council (Cllr)	<i>Statutory member</i>
Huntingdonshire District Council (officer)	
Cambridgeshire Primary Care Trust (PCT)	<i>Statutory member</i> <i>PCTs were added on 30-4-2004).</i>
Cambridgeshire Fire & Rescue Service	<i>Statutory member</i>
Cambridgeshire Fire Authority/Cambridgeshire County Councillor	
Crown Prosecution Service	<i>From statutory Invitee list</i>
Cambridgeshire DAAT	<i>From statutory Invitee list</i>
Youth Offending Service	
Cambridgeshire County Council's Office of Children and Young People (Huntingdon)	
Registered Social Landlords (Luminus Group)	<i>Statutory co-operating bodies</i>
DialDrugLink	
Addaction	
Magistrate	
Probation Service	<i>Statutory co-operating body</i>

Also in attendance:

Cambridgeshire County Council- research/performance (officer)
Cambridgeshire Constabulary- research/performance (officer)
Priority and Prolific Offender Co-ordinator

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APPENDIX 3

PERFORMANCE INFORMATION FOR HUNTINGDONSHIRE COMMUNITY SAFETY PARTNERSHIP

Target set 2004/5	Area of activity number of crimes per year	Achievement by Mar.2008	Target met Y/N
16% reduction	Overall comparison based on British Crime Survey (BCS) Comparator Crime, baseline year 2003/04.	23% reduction	Y 1691 fewer crimes pa
20% reduction	Violence against the person: woundings	35.7% reduction	Y 357 fewer crimes pa
10% increase	Increase in reporting of domestic violence (there was an identified issue of under-reporting in Huntingdonshire)	21.4% increase	Y There have been changes to H.O. counting rules so figure treated with caution
20% reduction	Vehicle crime: theft of vehicles	41.8% reduction	Y 196 fewer crimes p.a.
20% reduction	Vehicle crime: theft from vehicle & vehicle interference	37% reduction	Y 963 fewer crimes pa
30% reduction	Shop Theft	33.2% reduction	Y 220 fewer crimes p.a.
15% reduction	Burglary of dwellings	29.6% reduction	Y 172 fewer crimes p.a.
20% reduction	Violence against the person: common assault	12.3% reduction	N 74 fewer crimes p.a. Hunts. performance is ranked 6/15, av. 0.8 crimes per 1000 residents.
15% reduction	Criminal damage(including arson)	4.1% reduction	N 232 fewer crimes p.a. Hunts. performance is ranked 6/14, av. 3.5 crimes per 1000 residents.

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APPENDIX 4

The Home Office's 'Guide to Effective Partnership Working' sets out six 'Hallmarks' which represent the key aspects of partnership working that underpin effective delivery:

1. Empowered and Effective Leadership;
2. Visible and Constructive Accountability;
3. Intelligence-led Business Processes;
4. Effective and Responsible Delivery Structures;
5. Engaged Communities; and
6. Appropriate Skills and Knowledge

Each Hallmark comprises 2 elements:

1. New statutory elements for partnership working; and
2. Suggested practise to achieve increased effective partnership working.

The hallmarks are intended to:

- Ensure that all partnerships are functioning to an acceptable level;
- Embed an intelligence way of doing partnership business;
- Enable communities to see the difference effective partnerships make;
- Ensure communities are involved in setting priorities;
- Support better skills and knowledge across partnerships; and
- Increase partnership accountability.

This document is Huntingdonshire Community Safety Partnership's draft action plan for achieving those six Hallmarks.



Note: References next to the table heading (e.g. [L1]) are taken from the main national Guidance document.


The lower reference numbers [e.g. (1 and then 1a)] are the local Action Plan references we have added for ease of identification.

 = **Statutory** requirements to implement.  = **Advice** to be considered for effective working.

Summary of Actions resulting from our review against all of the Hallmark recommendations.

In total the six Hallmarks (together with statutory requirements) produce 115 benchmark-issues. Huntingdonshire Community Safety Partnership feel they have already adopted and are working towards 90 of these (78%). The review has consequently identified 25 action points relating to identified gaps. Those are listed in the table below under 'Further Action'

Guidance	Detail	Partnership position (and date)	Further Action?	Owner
INTRODUCTION: Formulate Strategy				
 1 Statutory	<p> (1a) The 5 responsible authorities: police, police authorities, local authorities, fire and rescue authorities and PCTs, are under a duty to formulate and implement a strategy to tackle crime and disorder in their areas. The statutory requirements set out the process that they must have in place to develop these strategies. Other partners are expected to follow the 'spirit' of the requirements.</p>	<p>(1a) Following the joint Strategic Assessment a three year (annually refreshed) rolling Community Safety Plan (2008-11) has been published.</p> <p>Consultation has commenced for the next Strategic Assessment which will complete by the end of October 2008.</p>	<p>(1a) Monitor continued progress against the plan.</p>	


Guidance	Detail	Partnership position (and date)	Further Action?	Owner
LEAD AND GUIDE: Effective Performance Management				
 2 Statutory	<p>The legislation sets out that each Partnership should have a 'strategic group' which will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> (2a) Be responsible for preparing and implementing a strategic assessment and partnership plan. <input type="checkbox"/> (2b) The 5 statutory authorities must be represented on the group. <input type="checkbox"/> (2c) At least 1 of the representatives from each of the 5 responsible authorities must hold a senior position within their home organisation. <input type="checkbox"/> (2d) Where there is an elected member responsible for community safety on the council for the district / unitary, they must also be a member of this group. <input type="checkbox"/> (2e) The group can decide the frequency of its meetings and can invite others to their meetings. <input type="checkbox"/> (2f) There must be Arrangements for appointing a chair, agreeing the period for which the chair can serve and the grounds on which the chair can be changed within this period. <input type="checkbox"/> (2g) At least once a year, the group needs to consider whether the partnership has the requisite skills and knowledge to meet the strategic requirements. 	<p>Huntingdonshire Community Safety Partnership is the strategic group which:</p> <ul style="list-style-type: none"> (2a) Has produced the Plan (see above) (2b) Has representatives from the 5 authorities (2c) The Chair of the Partnership is Head of Environmental and Community Health Services for Huntingdonshire District Council. (2d) Portfolio holder for Community Safety (elected member) is member of the group. (2e) Group meets bi-monthly with partners organisations attending other than statutory partners e.g. RSLs. (2f) Annual appointment of Chair. (2g) see action. 	<p>(2g) At least once a year, the group needs to consider whether the partnership has the requisite skills and knowledge to meet the strategic requirements.</p> <p>Group will instigate an 'away day' once a year to review Hallmarks and Plan.</p>	


Guidance	Detail	Partnership position (and date)	Further Action?	Owner
<p>☺ Advice</p> <p>3</p> <p>Empowered & Effective Leadership</p>	<p><input type="checkbox"/> (3a) Do you have an effective governance structure that is able to provide strategic leadership for your partnership?</p> <p><input type="checkbox"/> (3b) Does it involve senior representation from all responsible authorities?</p> <p><input type="checkbox"/> (3a) Are other agencies represented as appropriate?</p> <p><input type="checkbox"/> (3c) Do you have a clear process for agreeing and reviewing the chair?</p> <p><input type="checkbox"/> (3d) Does the elected member with responsibility for community safety sit on this body?</p> <p><input type="checkbox"/> (3e) Do you have a clear meeting structure?</p> <p><input type="checkbox"/> (3f) Do you have a group with representatives from the responsible authorities at county level and the chairs of all community safety partnerships (county level)</p>	<p>(3a) to (3f) Although the District Council community safety portfolio holder (elected member) also sits on the Overview and Scrutiny Panel for the council, there is no separate dedicated Scrutiny Panel for the CDRP.</p> <p>In addition the Partnership's performance is also scrutinised at the Cambridgeshire County Community Safety Strategic Board (CCSSB)</p>	<p>(3a) to (3f) Discuss the need for a separate panel.</p>	

LEAD AND GUIDE: Effective Performance Management [L-1]

Guidance	Detail	Partnership position (and date)	Further Action?	Owner
LEAD AND GUIDE: Effective Performance Management Checklist [L1]				
<p>Advice</p> <p>4</p> <p>Intelligence led business processes</p>	<p><input type="checkbox"/> (4a) Does the strategy group understand their core responsibilities for preparing and implementing the strategic assessment and partnership plan?</p> <p><input type="checkbox"/> (4b) Does the group feed community safety priorities into LAA negotiations? (county level)</p>	<p>(4a) The Partnership has its own Term of Reference which is reviewed from time to time. All members are aware of their role.</p> <p>(4b) Priorities are fed through to the LAA via the CCSSB.</p>	<p>(4a) Review ToR to reflect new requirements under the joint Strategic Assessment.</p>	



Guidance	Detail	Partnership position (and date)	Further Action?	Owner
LEAD AND GUIDE: Effective Performance Management Checklist [L1]				
<p>Advice</p> <p>5</p> <p>Effective and Responsive Delivery Structures</p>	<p><input type="checkbox"/> (5a) Does the county strategy group actively encourage cross border working across the county?</p>	<p>(5a) The Strategy produced by the CCSSB does promote this with shared best practice and opportunities for joint action such as Domestic Violence and PPO schemes.</p>		

Guidance	Detail	Partnership position (and date)	Further Action?	Owner
LEAD AND GUIDE: Effective Performance Management Checklist [L1]				
 6 Appropriate Skills and Knowledge	<input type="checkbox"/> (6a) Are partners clear of the purpose and aims of the partnership? <input type="checkbox"/> (6b) Is there clarity over roles and responsibilities? <input type="checkbox"/> (6c) Is their clarity over membership, any gaps, how often is membership reviewed?	(6a) Yes due to clear ToR. (6b) Consistency of Chair (leadership) has added clarity as has a clear division of ownership for business areas. (6c) Membership is reviewed based on emerging needs.		

Guidance	Detail	Partnership position (and date)	Further Action?	Owner
LEAD AND GUIDE: Governing Partnership Processes [L2]				
 7 Statutory	<input type="checkbox"/> (7a) The strategy group will prepare an information protocol <input type="checkbox"/> (7b) The protocol is to be signed by all responsible authorities and will govern the sharing of information between responsible authorities. <input type="checkbox"/> (7c) Each responsible authority must nominate a designated liaison officer whose role will be to facilitate the sharing of information with other partners.	(7a) A revised ISA has been drafted and is being considered with a view to adoption by August 08. (7b) It will be signed as required and (7c) Single Points of Contacts identified in each organisation.		


Guidance	Detail	Partnership position (and date)	Further Action?	Owner
	LEAD AND GUIDE: Governing Partnership Processes [L2]			
<p>☺ Advice</p> <p>8</p> <p>Empowered and Effective Leadership</p>	<p><input type="checkbox"/> (8a) Does each responsible authority have a designated Liaison Officer?</p> <p><input type="checkbox"/> (8b) Do the Liaison Officers understand the legislation and are they equipped to solve an information sharing related problem?</p> <p><input type="checkbox"/> (8c) Are any additional protocols needed to govern processes where there has been confusion or disagreement in the past?</p>	<p>(8a) Yes each authority has a LO (8b) who is aware of legislation and is able to make first decisions re information sharing.</p> <p>(8c) Other than a separate ISA for sharing personalised data in the Problem (ASB) Solving Groups, no additional protocols needed at this stage.</p>		


Guidance	Detail	Partnership position (and date)	Further Action?	Owner
	LEAD AND GUIDE: Governing Partnership Processes [L2]			
<p>☺ Advice</p> <p>9</p> <p>Intelligence led business processes</p>	<p><input type="checkbox"/> (9a) Is there an information sharing protocol?</p> <p><input type="checkbox"/> (9b) Have the responsible authorities signed it and comply with it?</p> <p><input type="checkbox"/> (9c) Are there other parties who could sign to, and comply with the protocol?</p> <p><input type="checkbox"/> (9d) Do you share personal data when necessary and appropriate to do so?</p>	<p>(9a to d) Yes there is an ISA (see 7 & 8 above)</p>		

Guidance	Detail	Partnership position (and date)	Further Action?	Owner
LEAD AND GUIDE: Governing Partnership Processes [L2]				
<p> Advice</p> <p>10</p> <p>Appropriate Skills and Knowledge</p>	<p><input type="checkbox"/> (10a) Does the person facilitating the sharing of information understand the objectives of the partnership and what can be shared and by whom?</p> <p><input type="checkbox"/> (10b) Do all partners understand the importance of information sharing?</p>	<p>(10a) Yes, the sharing of information is recognised as either personal or personalised and different protocols / SPOCS have been identified accordingly.</p> <p>(10b) As set out in the ISA and partnership agreement.</p>		
Guidance	Detail	Partnership position (and date)	Further Action?	Owner
LEAD AND GUIDE: Visibility and Accountability [L3]				
<p> 11</p> <p>Statutory</p>	<p><input type="checkbox"/> (11a) The strategy group must hold at least 1 public meeting during the year.</p> <p><input type="checkbox"/> (11b) The public meeting must be attended by individuals who hold a senior position within each responsible authority.</p> <p><input type="checkbox"/> (11c) The strategy group will take steps to communicate information about what is being discussed at these meetings and the venue, to people that live in the area.</p> <p><input type="checkbox"/> (11d) Further statutory requirements around community consultation are included in later sections of the guidance.</p>	<p>(11a to d) At this stage the Partnership has not held a public meeting however meeting mins are published.</p>	<p>(11a to d) Partnership needs to agree when the 'face the Public' meeting is held. This will be agreed at the August 08 Partnership meeting.</p> <p>At that time the Partnership will also consider the other requirements as listed.</p>	

Guidance	Detail	Partnership position (and date)	Further Action?	Owner
<p>📌 Advice</p> <p>12</p> <p>Visible and Constructive Accountability</p>	<p><input type="checkbox"/> (12 a) Has the partnership included information collected from community engagement in the partnership plan?</p> <p><input type="checkbox"/> (12 b) Are the right structures and documents in place to ensure that all members of the community, including those hard to reach, can be involved in community meetings?</p> <p><input type="checkbox"/> (12 c) Is the community aware of the meetings?</p> <p><input type="checkbox"/> (12 d) Are feedback and updates given to the community on progress?</p> <p><input type="checkbox"/> (12 e) Are all partners aware of how approaches within agencies to engage and feedback to communities?</p>	<p>(12 a) Yes. An on-line questionnaire has been completed and face to face public consultations where all responses were included within the analysis for the Strategic Assessment.</p> <p>(12 b, c & d) The Partnership holds targeted consultations. Members of the Partnership also attend the 7 Neighbourhood Panels held every three months. These are well publicised with acceptable attendance. Each results in a three month Action Plan with feedback at the following meeting.</p> <p>(12 e) The Partnership also conducts specific consultation with; 'hard to reach groups' such as Hunts Community Group. In addition Neighbourhood Panels are targeted at specific areas / communities.</p>		



LEAD AND GUIDE: Visibility and Accountability [L3]

Guidance	Detail	Partnership position (and date)	Further Action?	Owner
LEAD AND GUIDE: Visibility and Accountability [L3]				
<p> Advice</p> <p>13</p> <p>Appropriate Skills and Knowledge</p>	<p><input type="checkbox"/> (13 a) Is the make up of the community known, including the groups and organisations within it?</p> <p><input type="checkbox"/> (13 b) Are there processes in place for listening to all sections of the community, including minority and hard reach groups?</p>	<p>(13 a) A 'New and Developing Communities' Officer has been appointed by HDC her role is to identify communities and who lives therein carrying out targeted work such as supporting migrant workers. This information is fed back to the Partnership.</p> <p>(13 b) Neighbourhood Panels are also key (see above) HDC, the County and an RSL have also appointed three Neighbourhood Managers for three areas their role centres on building community support cohesion</p>		


Guidance	Detail	Partnership position (and date)	Further Action?	Owner
<p> 14 Statutory</p>	<p>ASSESS: Introduction - Information Sharing</p> <p>(14a) Certain sets of depersonalised information must be shared on a quarterly basis - set out in Appendix 'A'</p> <p>(14b) The following information needs to be considered when preparing a strategic assessment:</p> <ul style="list-style-type: none"> ➤ Information from the responsible authorities ➤ Information from wider partners; ➤ Information from the overview and scrutiny committee considering crime and disorder matters, where it exists; ➤ Information provided by the community; ➤ The previous partnership plan. <p>(14c) In undertaking any community consultation, the partnership must have regard to the results of any other consultation activities undertaken by the responsible authorities.</p> <p>(14d) In preparing the strategic assessment, the partnership will seek:</p> <ul style="list-style-type: none"> ➤ Views from the community on the levels and patterns of crime, disorder and substance misuse; and ➤ Views from the community on matters that need to be prioritised by the partnership. <p>(14e) In seeking these views, the partnership will ensure they are sought from:</p> <ul style="list-style-type: none"> ➤ People who appear to represent the interests of as many different groups or persons within the area as is reasonable; and ➤ Those most likely to be affected by the priorities. 	<p>(14a) The ISA described above covers all statutory requirements.</p> <p>(14b) All ingredients listed for the Strategic Assessment are included.</p> <p>(14c) This is currently done.</p> <p>(14d) This is done however more needs to be around Hard to Reach Groups</p> <p>(14e) see action</p>	<p>(14c) In preparation for the next Strategic Assessment the Partnership will need to consider how best to include 'shared consultation' i.e. making use of partners consultation.</p> <p>For example the new 'Place Survey' or the Constabulary's 'Value Survey'.</p> <p>(14d & e) More needs to be around Hard to Reach Groups this will be considered at the August 08 meeting.</p>	

Guidance	Detail	Partnership position (and date)	Further Action?	Owner
ASSESS: Getting the Information you need checklist [A1]				
📍 Advice 15 Intelligence-led Business Processes	<input type="checkbox"/> (15a) Are all the datasets in Appendix 'A' shared on a quarterly basis in electronic form? <input type="checkbox"/> (15b) Is all additional information from other partners that is required to build a profile of the community and its needs available?	<p>(15a) Data in Appendix 'A' is not fully shared at this time but will be with the new ISA.</p> <p>(15b) We are reasonably confident full capture does happen, however the Strategic Assessment Process is currently being reviewed which will add clarity and any further action.</p>	(15a) Monitor compliance with the new ISA.	

Guidance	Detail	Partnership position (and date)	Further Action?	Owner
ASSESS: Getting the Information you need checklist [A1]				
😊 Advice 16 Community Engagement	<input type="checkbox"/> (16a) Is information gathered from community consultation fed into priority setting? <input type="checkbox"/> (16b) Is community consultation targeted at diverse groups within the community and those most likely to be effected by the priorities?	<p>(16a) Yes community consultation is fed in.</p> <p>(16b) See 15 above.</p>		

Guidance	Detail	Partnership position (and date)	Further Action?	Owner
	ASSESS: Getting the Information you need checklist [A1]			
<p> Advice</p> <p>17</p> <p>Appropriate Skills & Knowledge</p>	<p><input type="checkbox"/> (17a) Are the requirements and what they mean for the partnership understood?</p>	<p>(17a) Yes which will reinforced with the new ISA and review of the Strategic Assessment process.</p>		
Guidance	Detail	Partnership position (and date)	Further Action?	Owner
	ASSESS: Getting the Information you need checklist [A1]			
<p> 18</p> <p>Statutory</p>	<p><input type="checkbox"/> (18a) Each year, the partnership shall prepare a strategic assessment to assist in producing or revising the partnership plan. Strategic assessment must include:</p> <ul style="list-style-type: none"> ➤ Analysis of the level and patterns of crime, disorder and substance misuse; ➤ Changes in the levels and patterns of crime, disorder and substance misuse since the last strategic assessment; ➤ Analysis of why these changes have occurred; and ➤ Assessment of the extent to which last year's plan was implemented. <p><input type="checkbox"/> (18 b) In preparing the strategic assessment, the partnership will reflect views from the community on matters that need to be prioritised.</p>	<p>(18a) Yes analysis has been and will continue to be done (process being reviewed).</p> <p>Quarterly crime reports are produced plus end of 3 year Strategy Review follows.</p> <p>(18 b) However as we are now in a new process (joint Strategic Assessment and rolling Plan) this will be reviewed annually. In addition various Task Groups will also receive up to date data to review and respond to changes.</p>		

Guidance	Detail	Partnership position (and date)	Further Action?	Owner
	ASSESS: Determining Priorities [A2]			
<p>☺ Advice 19</p> <p>Intelligence-led Business Processes</p>	<p><input type="checkbox"/> (19a) Has a strategic assessment been produced for this year?</p> <p><input type="checkbox"/> (19b) Are problem solving and evaluation embedded within business planning?</p> <p><input type="checkbox"/> (19c) Are priorities for the area clear, based on community consultation and evidence?</p> <p><input type="checkbox"/> (19d) Are links with other strategic assessments sufficient?</p> <p><input type="checkbox"/> (19e) Has the partnership worked together to identify those most vulnerable and at risk?</p>	<p>(19a) Strategic Assessment produced in October 07. Problem Solving is done by time limited action groups</p> <p>(19b) See action</p> <p>(19c) Yes</p> <p>(19d) Yes, although this is being reviewed.</p> <p>(19e) see action</p>	<p>Look at Problem Solving models and techniques for newer practitioners at action group level.</p> <p>(19e) The Partnership needs to consider how best to identify those at risk / vulnerable perhaps through the Vulnerable Neighbours index.</p>	
	ASSESS: Determining Priorities [A2]			
<p>☺ Advice 20</p> <p>Appropriate Skills and Knowledge</p>	<p><input type="checkbox"/> (20a) Are individuals aware of what they need to do to produce a strategic assessment and what it means for their organisation?</p> <p><input type="checkbox"/> (20b) Is there analytical capacity / capability across the partnership to support the strategic assessment?</p>	<p>(20a) Yes.</p> <p>(20b) There is concern over distribution of work load (police v county) as this is a requirement but without resources who does it.</p>	<p>(20b) Review the balance of resources (county task)</p>	



Guidance	Detail	Partnership position (and date)	Further Action?	Owner
<p> 21 Statutory</p>	<p><input type="checkbox"/> (21a) The strategic assessment must outline the priorities to escalate to the county level.</p> <p><input type="checkbox"/> (21b) The county strategy group will prepare a community safety agreement based on the individual strategic assessment of the partnerships with the county.</p> <p><input type="checkbox"/> (21c) The community safety agreement will identify:</p> <ul style="list-style-type: none"> ➢ Ways of coordinating across the county to address priorities; and ➢ How the responsible authorities might otherwise contribute to reducing crime, disorder and substance misuse through closer joint working across the county. 	<p>(21a) The CCSSB Plan has identified key priorities which will be addressed at both district and county levels.</p> <p>(21b) The county Plan is now agreed and awaits publication.</p> <p>(21c) See Community Safety Agreement – which covers all these statutory requirements.</p>		

ASSESS: Partnership Working in two tier areas [A3]



Guidance	Detail	Partnership position (and date)	Further Action?	Owner
		ASSESS: Partnership Working in two tier areas [A3]		
<p>Advice</p> <p>22</p> <p>Visible and Constructive Accountability</p>	<p><input type="checkbox"/> (22a) Are there effective performance management arrangements in place?</p>	<p>(22a) The CCSSB has drafted its own Constitution which is being considered, that includes performance management.</p>	<p>(22a) Monitor progress of Constitution.</p>	
		ASSESS: Partnership Working in two tier areas [A3]		
<p>Advice</p> <p>23</p> <p>Intelligence-led Business Processes</p>	<p><input type="checkbox"/> (23a) Is there a process for ensuring district level priorities are included within the LAA?</p> <p><input type="checkbox"/> (23b) Does the county community safety agreement include ways in which the community safety partnership will work together to maximise the use of joint resources?</p>	<p>(23a) Yes via the CCSSB.</p> <p>(23b) Yes – see previous answers.</p>		

Guidance	Detail	Partnership position (and date)	Further Action?	Owner
		ASSESS: Partnership Working in two tier areas [A3]		
<p>☺ Advice</p> <p>24</p> <p>Effective and Responsive Delivery Structures</p>	<p><input type="checkbox"/> (24a) Are there sufficient links to other partnerships (e.g. LCJBs)?</p> <p><input type="checkbox"/> (24b) Are delivery mechanisms aligned across the county to ensure joined up delivery of cross border priorities?</p> <p><input type="checkbox"/> (24c) Are actions in place to prevent re-offending and identified pre-emptive intervention of those most vulnerable and at risk?</p>	<p>(24a) Chair of CDRP sits on the CCSSB, who in turn represent CDRP views on the County LAA which covers all key Partners. The LCJB have now invited all CDRP Chairs to a joint meeting.</p> <p>(24b) There is cross flow between the CDRP and thematic partnerships e.g. DV</p> <p>(24c) The CDRP runs a reasonable effective PPO scheme</p>	<p>(24b) Review actual cross partnership working starting with a review of working / action group and identify who attends on behalf of the CDRP and is that the right person (s).</p> <p>(24c) Develop the P&D strand of PPO.</p>	


Guidance	Detail	Partnership position (and date)	Further Action?	Owner
		ASSESS: Partnership Working in two tier areas [A3]		
<p>☺ Advice</p> <p>25</p> <p>Appropriate Skills and Knowledge</p>	<p><input type="checkbox"/> (25a) Do individuals on the county strategy group know what they are required to do in order to support delivery in two tier areas?</p> <p><input type="checkbox"/> (25b) Have areas, themes or issues for cross partnership working been identified?</p>	<p>(25a) The LAA have commissioned a review of partnerships to assess fitness for purpose, the county CCSB will be included in that review which will better answer this question.</p> <p>(25b) Yes- see previous answers.</p>		


Guidance	Detail	Partnership position (and date)	Further Action?	Owner
<p> 26 Statutory</p>	<p> (26a) The plan produced by the partnership follows on from the strategic assessment. It should enable the partnership to set out the priorities identified through the strategic assessment and include their strategy to address these priorities:</p> <ul style="list-style-type: none"> ➤ The plan should cover 3 years ➤ The plan should be revised annually ➤ The plan must include a strategy for the tackling crime and disorder within the area. ➤ It should include the priorities identified through the strategic assessment. ➤ It should contain information about the role of each partner in supporting delivery of the priorities and how this will be resources. ➤ The plan should contain information about the way in which performance against priorities will be measured. ➤ The plan should contain information about how the partnership will engage with communities. ➤ A summary of the partnership plan should be published in a way that makes it available to diverse groups in their community. 	<p>(26a) The Plan covers all these points, however it does not specifically set out what each partner (individually) will do, rather what the partnership will specifically do for each priority.</p> <p>The Plan is available electronically and in hard copy. It is well publicised</p>	<p>(26a) On reviewing the first year of the Plan, roles of Partners will be considered (March 2009)</p> <p>Consider additional avenues to promote Plan to 'hard to reach' groups for example through the Gypsy & Traveller Liaison Officer (PCSO), the Migrant Workers Surgeries.</p>	
<p>PLAN FOR ACTION: Introduction</p>				


Guidance	Detail	Partnership position (and date)	Further Action?	Owner
PLAN FOR ACTION: Preparing the Plan and Publishing the Summary [P1]				
<p>Advice</p> <p>27</p> <p>Empowered and Effective Leadership</p>	<p><input type="checkbox"/> (27a) Are actions assigned to relevant partners?</p> <p><input type="checkbox"/> (27b) Are individual action plans owned?</p>	<p>(27a) Yes.</p> <p>(27b) Yes</p> <p>Action plans that sit under CS Plan are owned by different partners who are required to update the Partnership at each quarterly meeting.</p> <p>Each priority has a dedicated Action Plan.</p>		
PLAN FOR ACTION: Preparing the Plan and Publishing the Summary [P1]				
<p>Advice</p> <p>28</p> <p>Intelligence led Business Processes</p>	<p>Advice</p> <p>Intelligence led Business Processes</p> <p><input type="checkbox"/> (28a) Are there links to the priorities identified through the strategic assessment?</p> <p><input type="checkbox"/> (28b) Does it contain details of how performance against priorities will be measured?</p> <p><input type="checkbox"/> (28c) Have the decisions made been influenced by identified priorities, and that they can be delivered?</p>	<p>(28a) Yes that is how priorities are identified together with other sources such as public consultations etc.</p> <p>(28b) Yes each priority has one or more priorities e.g. theft from MV has a 10% reduction target.</p> <p>(28c) Yes based on information available at the time</p>	<p>(28c) When we annually refresh the CS Plan we will be identifying SMART targets for each priority, at which point better definitions e.g. APACS will be available.</p>	


Guidance	Detail	Partnership position (and date)	Further Action?	Owner
	PLAN FOR ACTION: Preparing the Plan and Publishing the Summary [P1]			
<p> Advice</p> <p>29</p> <p>Effective and Responsive Delivery Structure</p>	<p><input type="checkbox"/> (29a) How will priorities be resourced?</p> <p><input type="checkbox"/> (29b) Are there opportunities for the joint delivery of actions?</p>	<p>(29a) Available funding has been aligned with priorities. Partnership resources, both financial and staff are also directed at priorities as core business. The partnership has, and will continue to seek additional external funding where possible such as previous bids for LPSA funding.</p> <p>(29b) Yes. There are county level funding for projects linked to our priorities e.g. PPO. We also run joint operations with other agencies such as under age drinking with Trading Standards and the police, or the multi agency 'Weeks of Action'</p>	<p>(29a) Recognise funding for 09/10 and onwards in particular the Area Based Grant (LAA) position.</p> <p>The Partnership will also need to involve itself with the LAA review of partnerships which will attract specific funding from 09/10.</p>	
	PLAN FOR ACTION: Preparing the Plan and Publishing the Summary [P1]			
<p> Advice</p> <p>30</p> <p>Engaged Communities</p>	<p><input type="checkbox"/> (30a) Can aspects of the plan be shared with the community?</p> <p><input type="checkbox"/> (30b) Has the correct medium for sharing information with the community been identified, including those hard to reach?</p>	<p>(30a) The Action Plans can be shared at a local level.</p> <p>(30b) The Partnership jointly run the NH Panels which identify very local issues with 3 month local action plans being drafted.</p>		


Guidance	Detail	Partnership position (and date)	Further Action?	Owner
PLAN FOR ACTION: Preparing the Plan and Publishing the Summary [P1]				
<p>Advice</p> <p>31</p> <p>Appropriate Skills and Knowledge</p>	<p><input type="checkbox"/> (31a) Have people been identified within the partnership who can review the economy, efficiency and effectiveness of the partnerships work?</p>	<p>(31a) This Action Plan is specifically doing this. This will be repeated annually</p> <p>The LAA is also reviewing all key partnerships.</p>	<p>(31a) This Action Plan will be reviewed annually, we need to identify appropriate partners responsible for this.</p>	
PLAN FOR ACTION: Preparing the Plan and Publishing the Summary [P2]				
<p>Advice</p> <p>32</p> <p>Effective and Responsive Delivery Structure</p>	<p><input type="checkbox"/> (32a) Has consideration been given to the most effective way of publishing the summary?</p> <p><input type="checkbox"/> (32b) Have other avenues of publication of the summary been considered e.g. internet, flyers, through voluntary organisations?</p> <p><input type="checkbox"/> (32c) Have the Hallmarks of a good local policing summary been considered?</p>	<p>(32a) Yes – see previous answers.</p> <p>(32b) Yes – see previous answers</p> <p>(31c) Not sure</p> <p>Safer Cambs web site is also being re-launched.</p>	<p>(32c) Have the Hallmarks of a good local policing summary been considered?</p>	

Guidance	Detail	Partnership position (and date)	Further Action?	Owner
PLAN FOR ACTION: Preparing the Plan and Publishing the Summary [P2]				
<p> Advice 33 Engaged Communities</p>	<p><input type="checkbox"/> (33a) Is it ensured that it can be accessed by diverse communities?</p>	<p>(33a) .As per previous responses.</p>		

Guidance	Detail	Partnership position (and date)	Further Action?	Owner
PLAN FOR ACTION: Preparing the Plan and Publishing the Summary [P2]				
<p> Advice 34 Appropriate Skills and Knowledge</p>	<p><input type="checkbox"/> (34a) How can you be sure that the messages of the partnership are reaching intended audiences?</p>	<p>(34a) We believe through focus groups and targeted awareness raising events that the Plan reflects the communities concerns. The Partnership has also set a target to publish at least 12 good news stories and produce and review an annual marketing plan.</p>	<p>(34a) Consider developing methods to identify if our messages are being received.</p>	

Guidance	Detail	Partnership position (and date)	Further Action?	Owner
<p> 35 Statutory</p>	<p><input type="checkbox"/> (35a) Once a partnership has identified priorities and established a plan outlining how these will be delivered, they need to structure resources so that there are appropriate processes in place to deliver effectively</p> <p><input type="checkbox"/> (35b) The strategy group is responsible for the delivery of the partnership plan.</p> <p><input type="checkbox"/> (35c) The partnership plan must set out the extent to which people living / working in an area might assist in reducing crime, disorder and substance misuse.</p>	<p>DELIVER: Introduction</p> <p>(35a) We have spoken before about linking funding and resources to priorities such as identified officer posts. Each Priority is reviewed through a quarterly plan; the results of that review go to the Partnership. This is also a public document. Relevant feedback from the NH Panels will also go to the Partnership.</p> <p>(35b) It is.</p> <p>(35c) This is mainly covered by the NH Panels and thematic groups being established from time to time e.g. Criminal Damage Working Group, which also elected members representing their communities. In 'hot spot' areas will also directly involve the public with visual audits.</p>	<p>35a) Consider whether review of NH Panels feedback should be a standing agenda item.</p>	

Guidance	Detail	Partnership position (and date)	Further Action?	Owner
		DELIVER: Implementation [D1]		
<p> Advice</p> <p>36</p> <p>Intelligence led Business Processes</p>	<p><input type="checkbox"/> (36a) Are there clear processes for allocating tasks and resources to delivery groups and bodies?</p>	<p>(36a) Nominal leads are identified appropriate to the problem e.g. Fire Service for Arson. That lead then manages tasking and resources as required. That group, under the lead, then reports back to the Partnership itself.</p>		


Guidance	Detail	Partnership position (and date)	Further Action?	Owner
		DELIVER: Implementation [D1]		
<p> Advice</p> <p>37</p> <p>Effective and Responsive Delivery Structure</p>	<p><input type="checkbox"/> (37a) Are there action groups structured around key priorities?</p> <p><input type="checkbox"/> (37b) Do these groups deliver what is required of them to meet the partnership plan?</p>	<p>(37a) Yes, as mentioned above.</p> <p>(37a) Generally yes. We also establish new groups where gaps are identified.</p> <p>We also tap into existing county groups to avoid duplication and to make best use of resources e.g. Distraction Burglary Group.</p> <p>All these groups work to targets and review progress accordingly.</p>	<p>(37a) At the end of year one, carry out a review of the groups and partnerships to identify successes and gaps.</p>	


Guidance	Detail	Partnership position (and date)	Further Action?	Owner
		DELIVER: Implementation [D1]		
<p>☺ Advice 38 Engaged Communities</p>	<p><input type="checkbox"/> (38a) Does the partnership actively seek ways of involving diverse groups in problem solving activities?</p>	<p>(38a) Yes as before.</p>		

Guidance	Detail	Partnership position (and date)	Further Action?	Owner
		DELIVER: Implementation [D1]		
<p>☺ Advice 39 Appropriate Skills and Knowledge</p>	<p><input type="checkbox"/> (39a) Are individuals familiar with planning processes and the links to other areas of the partner business?</p>	<p>(39a). There are inconsistencies between different planning process between partner agencies which can lead to difficulties. We will continue to strive to keep the communications between partners open to avoid problems.</p>		

Guidance	Detail	Partnership position (and date)	Further Action?	Owner
		DELIVER: Problem Solving [D2]		
<p>☺ Advice</p> <p>40</p> <p>Empowered and Effective Leadership</p>	<p><input type="checkbox"/> (40a) Does the group respond flexibly to emerging community issues?</p> <p><input type="checkbox"/> (40b) Do members of the strategy group constructively challenge each other in order to improve performance?</p>	<p>(40a). Yes. The Partnership has decided not to have fixed Working Group in favour of being free to establish new groups to focus on new issues as they arise. We also monitor established groups such as NH Panels and emerging changes from the county thematic groups.</p> <p>(40b). At Partnership meetings progress is routinely challenged. However there is no separate scrutiny group.</p>		

Guidance	Detail	Partnership position (and date)	Further Action?	Owner
		DELIVER: Problem Solving [D2]		
<p>☺ Advice</p> <p>41</p> <p>Intelligence led Business Processes</p>	<p><input type="checkbox"/> (41a) Is there a process for weighing up emerging issues with existing priorities?</p>	<p>(41a). The Partnership meets bi-monthly at which point crime and ASB trends are reviewed. In addition the leads (see 36a) of the Action Plan also feedback to the Partnership.</p>		

Guidance	Detail	Partnership position (and date)	Further Action?	Owner
		DELIVER: Problem Solving [D2]		
<p> Advice</p> <p>42</p> <p>Appropriate Skills and Knowledge</p>	<p><input type="checkbox"/> (42a) Are the problem solving models and the way in which they can be applied to the partnership business understood?</p> <p><input type="checkbox"/> (42a) Is the relationship between the partnership delivery structure and the NIM approach understood?</p>	<p>(42a). The Working Groups do follow established problem solving techniques such as PAT / SARA.</p> <p>(42b). Yes through the introduction of the Strategic Assessment, however this is an area for development.</p>	<p>(42a) Consider development of NIM awareness such as a presentation to partners etc.</p>	

Guidance	Detail	Further Action?	Owner	
		DELIVER: Evaluating Impact: Introduction (D3)		
<p> 43</p> <p>Statutory</p>	<p><input type="checkbox"/> (43a) Evaluating outcomes of approaches used to address priorities will give an indication of impact and make it easier to see what has worked well. Evaluation should be built into the work of the partnership as this will make it easier for results to be fed into reviews of the partnership plan.</p> <p><input type="checkbox"/> (43b) The strategic assessment must include an assessment of the extent to which last years plan was implemented.</p> <p><input type="checkbox"/> (43c) The strategy group must have arrangements for assessing the value for money of partnership activities.</p>	<p>(41a).</p> <p>(43a). The Plan itself is reviewed annually and refreshed. All funded projects are required to evaluate their own results.</p> <p>(43b). Yes it does.</p> <p>(43c). Work commissioned through funding such as the SSCF is evaluated.</p>	<p>(43c). Consider how the Partnership itself (as opposed to constituent agencies) represents or can improve on 'Best Value' e.g. more for less etc.</p>	

Guidance	Detail	Partnership position (and date)	Further Action?	Owner
		DELIVER: Evaluating Impact (D3)		
<p>Advice</p> <p>44</p> <p>Visible and Constructive Accountability</p>	<p><input type="checkbox"/> (44a) Does the strategy group consider 'Value for money' when commissioning and evaluating projects?</p> <p><input type="checkbox"/> (44b) Is it clear how effectively partnership plans have been implemented?</p> <p><input type="checkbox"/> (44c) Are the results of evaluations shared with others?</p>	<p>(44a). See above.</p> <p>(44b). Yes at annual refresh.</p> <p>(44c). They are shared with all members of the Partnership and are available externally on request. A summary is also included in the refreshed Plan which is a public document.</p>		
		DELIVER: Evaluating Impact (D3)		
<p>Advice</p> <p>45</p> <p>Intelligence led Business Processes</p>	<p><input type="checkbox"/> (45a) Is there a process for deciding which projects to evaluate?</p> <p><input type="checkbox"/> (45b) Is evaluation embedded within these projects?</p> <p><input type="checkbox"/> (45c) Have resources been made available to carry out the evaluation?</p> <p><input type="checkbox"/> (45d) Are lessons learnt included within the strategic assessment</p>	<p>(45a). All funding projects are evaluated. Other routine projects such as the ASB Problem Solving Groups are continually assessed based on results.</p> <p>(45b). Yes for funded projects, generally for others.</p> <p>(45c). Yes for funded projects, otherwise existing resources are used.</p> <p>(45d). They will be as we are only now drafting the second SA.</p>		
Guidance	Detail	Partnership position (and date)	Further Action?	Owner

Guidance	Detail	Partnership position (and date)	Further Action?	Owner
		DELIVER: Evaluating Impact (D3)		
<p>☺ Advice</p> <p>46</p> <p>Appropriate Skills and Knowledge</p>	<p><input type="checkbox"/> (46a) Is there a process for learning from previous evaluations?</p> <p><input type="checkbox"/> (46b) Do individuals know what makes a good evaluation?</p>	<p>(46a). Yes which is demonstrated by the moved to a commissioning approach.</p> <p>(46b). Hopefully</p>	<p><input type="checkbox"/> (46b) Offer partners further training / input on what makes a good evaluation.</p>	

END

APPENDIX 'A' Information Sharing Regulation Requirements

Details of information sets that must be shared on at least a quarterly basis are given below. In each case, the duty only applies to information relating to the partnership area as defined by the district or unitary authority area. The duty only applies when the authority holds the information so it does not require the collection of any additional information. The purpose of sharing this information is to enable the profiling of crime and disorder trends and patterns within an area. For this reason in most cases, it is the record level data that is specified rather than aggregate data or statistics. Analysis can then take place across a number of different datasets on at least a quarterly basis.

Police Force

1. Records on ASB, transport and public safety / welfare incidents recorded according to the National Incident Category List. Whatever information is recorded about time, date, location, and category of each incident must be disclosed.
2. Crime Records recorded according to the Notifiable Offences list. Whatever information is recorded about time, date, location and sub category of each crime must be disclosed.

Fire and Rescue Authority

3. Records on deliberate fires, whether it was a deliberate primary fire (not in a vehicle), a deliberate secondary fire (not in a vehicle) or a deliberate fire in a vehicle. In addition, records on incidents of violence against employees and records of fires attended in dwellings where no smoke alarm was fitted. For all of these records whatever information is recorded about time, date, location of the fire should be disclosed.
4. Records on malicious false alarms. Whatever information is recorded about time and date, of each call and the purported location of those alarms must be shared.

Local Authorities

5. Records on road traffic collisions. Whatever information is recorded about time, date, location and the number of adults and children killed, seriously injured and slightly injured in each road traffic collision must be shared.
6. Records on fixed term and permanent school exclusions. Whatever information age and gender of the pupil, the name and address of the school from which they were excluded and the reasons for their exclusion must be shared.
7. Records of racial incidents. Whatever information is recorded about time, date and location of each incident must be shared.
8. Records of ASB incidents identified by the authority or reported by the public. Whatever information is held about time, date, location and category of each incident must be shared.

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PCT

9. Records on various categories of hospital admissions. The relevant admissions are those relating to the following blocks with the International Classification of Diseases:

- (a) Assault (X85-Y09)
- (b) Mental and behavioural disorders due to psychoactive substance use (F10-F19)
- (c) Toxic effect of alcohol (T51) and
- (d) Other entries where there is evidence of alcohol involvement determined by blood level (Y90) or evidence of alcohol involvement determined by level of intoxication (Y91). For each record, whatever information is held about date of admission, sub category of admission and the outward part of the postcode of the patient's address must be shared.

10. Records of admissions to hospital in respect of domestic abuse. Whatever information is held about date of admission and the outward part of the postcode of the patient's address must be shared.

11. Numbers of mental illness outpatient first attendances and persons receiving drug treatment.

12. Records of ambulance call outs to crime and disorder incidents. Whatever information is held about the category, time date, and location of each ambulance call must be shared.

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Panel Date	Decision	Action	Response	Date for Future Action
1/11/05	<u>Town Centre Cleaning Regimes</u> 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.			
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 submitted to Panel's July meeting.	01/07/08
7/11/06	<u>Disability Access</u> 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.	reports	

Panel Date	Decision	Action	Response	Date for Future Action
5/12/06	<p><u>Disability Access (Cont.)</u></p> <p>Disability Equality Scheme and Action Plan endorsed. Further research to be undertaken within Members' wards and officers of the County Council and of the Police requested to attend future meetings to discuss the study.</p>	<p>Representatives of the County Council and of the Police invited to future meetings.</p>		
6/02/07	<p>Panel met with representatives of Speaking Up and G Morris. A number of matters were identified for further consideration. – improved enforcement of disabled parking bays, extending bus pass hours for disabled users, Council paperwork, advertising of disabled facilities at leisure centres and advocacy services at Council offices.</p>	<p>Report submitted to the Cabinet on high dependency toilets on 28/06/07.</p>	<p>The Cabinet decided to approach Papworth Trust for their advice on the need for high dependency facilities for people whose disabilities are so severe as to prevent them from using conventional toilets designed for the disabled and in particular on the possibility of extending the availability of facilities at Saxongate, Huntingdon for such use.</p>	
5/06/07	<p>Meeting attended by County Council's Access Officer. A number of avenues identified for further investigation. Cabinet to be requested to consider providing high dependency toilets.</p>	<p>Survey sent to Town and Parish Councils and District Councillors. Returns received.</p>		
4/12/07	<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 	<p>Further consultation documents despatched.</p>		

Panel Date	Decision	Action	Response	Date for Future Action
	<p><u>Disability Access (Cont.)</u></p> <p>and police respectively for action/comment;</p> <ul style="list-style-type: none"> • that views on the need for more low liner buses and training for employees on the needs of those with disabilities be forwarded to bus operators; • that a suggestion that carers be provided with free bus passes be forwarded to the County Council; • details of potential consultees on Council policies and services representing local disability groups. • 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>Letters sent to bus operators.</p> <p>Carers UK consulted.</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>	

Panel Date	Decision	Action	Response	Date for Future Action
4/03/08	<u>Disability Access (Cont.)</u> Suggestion made to invite a representative from Hunts Forum of Voluntary Organisations to a future meeting to discuss the study.		Representative to attend July 2008 Panel meeting.	
5/12/06	<u>Adoption of Roads and Sewers</u> Study to be undertaken into the processes and procedures involved with the adoption of roads and sewers.	Information requested.	Scoping report to be submitted to a future meeting. Representative of the Anglian Water to be invited to attend a future meeting to discuss the study.	
5/06/07	Report deferred to next meeting.	Meeting to be arranged.	First meeting held on 22/10/07.	
3/07/07	Working Group established comprising Councillors J D Ablewhite, D A Giles, Mrs C A Godley and P K Ursell, to undertake a review on the process of adopting 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.			

Panel Date	Decision	Action	Response	Date for Future Action
	<u>Adoption of Roads and Sewers (Cont.)</u>			
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.		
03/06/08	Owing to their interests in the study, Councillors M F Shellens and J S Watt were appointed on to the Working Group.	Further meeting to be arranged.		
	<u>Grant Aid</u>			
5/12/06	Study to be undertaken into the processes in applying for grant aid and the effectiveness of grant schemes. Details of all grant schemes requested. Review of Small Scale Environmental Improvement Schemes to be undertaken.	Information requested.	Meeting held on 24/10/07 to plan further study work.	

Panel Date	Decision	Action	Response	Date for Future Action
3/4/07	<p><u>Grant Aid (Cont.)</u></p> <p>Details of all grant schemes considered. With the exception of Shopmobility, the Working Group undertaking the review of the Small Scale Environmental Improvements scheme was requested to examine the schemes' criteria, publicity, application process, officer involvement and approval process.</p>	Meeting arranged.		
4/12/07	<p>Review of Small Scale Environmental Improvements Scheme completed. Working Group awaiting further information on other grant schemes administered by the Council.</p> <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. Further meeting being arranged.</p>		
3/07/07	<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</p>	Meeting arranged.	<p>Meeting held on 18/10/07.</p> <p>Further meeting held on 12/11/07.</p>	

Panel Date	Decision	Action	Response	Date for Future Action
6/11/07	Panel. Suggestion made that a number of consultation methods should be used during the consultation trial.			
4/12/07	The Panel requested that the Working Group consider the provision of one area consultation event rather than four events.			
5/02/08	Final report of Working Group endorsed for submission to the Cabinet.		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 Services to produce a report on community engagement. Report anticipated at Cabinet's July 2008 meeting.	
03/06/08	<u>Community Safety Partnerships</u> Panel discussed Community Safety Partnerships as a potential future study area and requested for a scoping report to be submitted.	Requests made to for a scoping report to be submitted to the Panel.	Scoping report to be considered at Panel's July meeting.	01/07/08

Panel Date	Decision	Action	Response	Date for Future Action
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03/06/08	<p><u>Great Fen Project</u></p> <p>Discussed at the Panel's June meeting as a potential study area. Some concerns raised regarding the present financial situation that the project was facing.</p>	<p>Councillor P G Mitchell to report back thereon at the July Panel meeting.</p>		
03/06/08	<p><u>Impact Of The New A14 In Terms Of Air Quality And Noise Pollution</u></p> <p>Suggestion made by Councillor M F Shellens to review the impact of the new A14 in terms of air quality and noise pollution in light of the problems being experienced within his Ward.</p>	<p>Information sought from the Council's Environmental Community and Health Services Division.</p>	<p>Advice received – to be reported at the July Panel meeting.</p>	