

A meeting of the **OVERVIEW AND SCRUTINY PANEL (SERVICE SUPPORT)** will be held in the **COUNTRYSIDE CENTRE, HINCHINGBROOKE COUNTRY PARK, BRAMPTON ROAD, HUNTINGDON PE29 6DB** on **TUESDAY, 10 MARCH 2009** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact  
(01480)**

### **APOLOGIES**

**1. MINUTES** (Pages 1 - 6)

To approve as a correct record the Minutes of the meeting held on 10<sup>th</sup> February 2009.

**Mrs J Walker  
387049**

**2. MEMBERS' INTERESTS**

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

**3. LOCAL GOVERNMENT ACT 2000 - FORWARD PLAN** (Pages 7 - 12)

In accordance with the agreed procedure, Members are invited to note the Plan and comment as appropriate on any items contained therein. A copy of the current Forward Plan is attached.

**Mrs J Walker  
387049**

**4. CONSULTATION ON CODE OF RECOMMENDED PRACTICE ON LOCAL AUTHORITY PUBLICITY** (Pages 13 - 18)

To consider a report by the Communications and Marketing Manager outlining a proposed response to the Communities and Local Government consultation.

**Mrs H Gilling  
388033**

**5. PERFORMANCE MONITORING** (Pages 19 - 26)

To consider a report by the Head of People Policy and Performance outlining performance information on "Growing Success" – the Council's Corporate Plan.

**H Thackray  
388035**

**6. MONITORING OF SECTION 106 PLANNING OBLIGATIONS** (Pages 27 - 38)

To consider the quarterly monitoring report outlining the progress in the expenditure of benefits received from Section 106 Agreements.

**R Fuller  
388463**

7. **WORKPLAN STUDIES** (Pages 39 - 44)

To consider, with the aid of a report by the Head of Administration, the programme of studies.

**Mrs J Walker  
387049**

8. **OVERVIEW AND SCRUTINY (SERVICE SUPPORT)** (Pages 45 - 52)

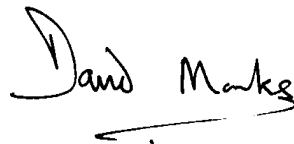
To consider a report by the Head of Administrations on decisions taken by the Panel.

**Mrs J Walker  
387049**

9. **SCRUTINY** (Pages 53 - 62)

To scrutinise decisions since the last meeting. A copy of the relevant Decision Digest is attached.

Dated this 27 day of February 2009



Chief Executive

**Notes**

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

**Please contact Mrs Jessica Walker, Trainee Democratic Services Officer Tel 01480 387049 / email Jessica.Walker@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 Committee/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](http://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.*

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# Agenda Item 1

## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (SERVICE SUPPORT) held in the Countryside Centre, Hinchingsbrooke Country Park, Brampton Road, Huntingdon PE29 6DB on Tuesday, 10 February 2009.

PRESENT: Councillor J A Gray – Chairman.  
Councillors M G Baker, K M Baker,  
P H Dakers, J W Davies, P J Downes,  
A N Gilbert, P M D Godfrey, D Harty,  
Ms S Kemp, M F Newman, R G Tuplin and  
R J West.

APOLOGY An apology for absence from the meeting was submitted on behalf of Councillor J T Bell.

IN ATTENDANCE: Councillor P L E Bucknell

Prior to the arrival of the Chairman, the Vice Chairman took the Chair.

**Councillor P M D Godfrey, Vice Chairman in the Chair.**

### 75. MINUTES

The Minutes of the meeting of the Panel held on 13th January 2009 were approved as a correct record and signed by the Chairman.

### 76. MEMBERS' INTERESTS

No declarations were received.

### 77. LOCAL GOVERNMENT ACT 2000 - FORWARD PLAN

The Panel considered and noted the current Forward Plan of key decisions (a copy of which is appended in the Minute Book) scheduled for consideration by the Cabinet, which had been prepared by the Leader of the Council.

In so doing, the Panel were advised of ongoing progress with regard to a number of forthcoming items in the Plan, together with the likely timescale for their consideration by the Cabinet.

**Councillor J A Gray in the Chair.**

### 78. SCRUTINY

The Panel considered and noted the latest edition of the Council's Decision Digest, summarising the Council's decisions since the

previous meeting.

In so doing, the Panel commented on the recent presentation to all Members on the proposals for the future governance and operation of Hinchingsbrooke Hospital by the Strategic Health Authority. Panel Members reiterated the need to continue to monitor developments and the Chairman explained that it was envisaged that both Scrutiny Panels would adopt a joint approach to scrutinising any forthcoming proposals.

An update was provided in respect of the improvement works at Huntingdon and St. Neots Rail Stations and Members were advised that a decision on the issue of permitted development rights was still awaited. Councillor P L E Bucknell reported on the outcome of his recent discussions with Stagecoach on bus timetabling matters and Members were advised that a report would be circulated to those who previously had expressed concerns over the matter.

Following the distribution to Members of a recent update on enforcement action undertaken within the Planning Division, questions arose with regard to the length of time taken to resolve a number of outstanding cases. Members were invited to direct any specific concerns to the Head of Planning Services and advised that this was the subject of consideration by the Executive Councillor for Planning and Transportation and the Head of Planning Services with regard to the allocation of resources in the current economic climate.

## **79. REGIONAL SCALE SETTLEMENT STUDY**

*(Councillor P L E Bucknell, Executive Councillor for Planning Strategy was in attendance for this Item).*

The Chairman welcomed the Executive Councillor for Planning Strategy and Transportation, together with the Head of Planning Services who had been invited to the meeting to discuss the Regional Scale Settlement Study which had been published recently by the East of England Regional Assembly.

Members were advised that a review of the 2008 East of England Plan which set out growth targets for 2000 to 2021 was being undertaken by the East of England Regional Assembly (EERA) which would forecast the growth required in the region to 2031. As part of the review, EERA had commissioned independent consultants who had now published their Regional Scale Settlement Study which had analysed various potential levels of future growth suggested by the National Housing and Planning Advice Unit. The study had identified potential locations for regional scale growth and regional scale new settlements within the East of England. The consultants had proposed three inter-related strands of growth – continued large scale growth in Cambridge, Norwich and Chelmsford, additional regional scale growth in Ipswich, Colchester and Bury St Edmunds and potential regional scale growth in a number of new growth locations,

the strongest of which options were identified as Braintree and Huntingdon / Alconbury. Members were informed that the latter would comprise a minimum of 20,000 new homes.

In discussing the content of the study, the Panel noted concerns in relation to the timing of the study, its overall robustness and its lack of analysis and justification for the preferred locations. The County Council, in partnership with the district councils in the County had commissioned consultants to prepare a Cambridgeshire Development Study to establish the sustainability of different levels of growth and the Head of Planning Services added that the District Council also would be commissioning its own independent consultants to inform the Council's response to the proposals and evidence at the subsequent Examination in Public of the Regional Plan proposals.

The Head of Planning Services pointed out that the Regional Scale Settlement Study had itself queried whether the sub region of Cambridge and Peterborough should or physically could accommodate growth over and above that contained in the existing Regional Spatial Strategy. He suggested that growth on the scale envisaged at Huntingdon/Alconbury would not be sustainable and that there was concern generally at the scale of growth being proposed by the Government in the current economic climate.

Members acknowledged that a development of the size identified at Huntingdon/Alconbury would alter significantly the character of the District and would further exacerbate the imbalance between housing growth and a shortfall in local employment which had led to out-commuting from the District and congestion on both road and rail links.

The Panel therefore agreed in principle with proposals to rebut strongly the findings of the EERA study and a need for the Council to invest in commissioning its own consultants to provide evidence for the response.

#### RESOLVED

that the Executive Councillor for Planning and Transportation and the Head of Planning Services be requested to attend a future meeting of the Panel to report on the outcome of the Cambridgeshire Development Study and the District Council's response to the Regional Scale Settlement Study.

#### **80. LOCAL INVESTMENT FRAMEWORK**

*(Councillor P L E Bucknell, Executive Councillor for Planning Strategy and Transportation was in attendance for this item).*

With the assistance of a report by the Head of Planning Services (a copy of which is appended in the Minute Book) the Panel considered the content of a Huntingdonshire Local Investment Framework which had been compiled by the Council to determine the level of local and strategic infrastructure required to meet the target of new homes identified for Huntingdonshire in the Core Strategy up to 2026.

The consultants commissioned by the Council to produce the study had identified the infrastructure needs of the growth locations in the District and analysed what contributions developers could make by way of Section 106 planning obligations. A projects database model had been drawn up to deliver the required infrastructure which would be updated in line with changing circumstances. Evidence from the study would be used in the preparation of a supplementary planning document for planning obligations which would link to the Core Strategy and produce a total figure for planning obligations expressed as a tariff per dwelling.

Members were informed that later in the year, regulations were anticipated on the introduction of the Community Infrastructure Levy under the Planning Act 2008. It was anticipated that the Local Investment Framework would provide evidence in producing a charging schedule for developers under the Levy regulations which would be the subject of debate in due course.

RESOLVED

that the Panel endorse the recommendations contained in the report for submission to the Cabinet.

## **81. SECTION 106 WORKING GROUP**

Further to Minute No. 08/81, Councillor D Harty introduced a report (a copy of which is appended in the Minute Book) by the Section 106 Working Group which had been established to investigate the Section 106 process adopted by the Council.

In considering the Members' report, attention was drawn to the key issues that the Group had addressed and its recommendations for change. At the invitation of the Chairman, Councillor P L E Bucknell, as the Executive Councillor for Planning and Transportation welcomed the report and expressed his support for the proposal that future monitoring of Section 106 receipts would be undertaken by the Section 106 Advisory Group. In response to a suggestion that the District Council should collect and allocate money to partner organisations, the Head of Planning Services explained that this would require a fundamental change in procedure and introduce unnecessary complications to the present arrangements.



Arising from a question as to whether lessons from the review could be shared with the County Council, it was agreed that Councillors Harty and Downes should deal with this informally with relevant County officers.

Having regard to comments made by Panel Members and a number of minor amendments suggested by the Head of Planning Services, it was

#### RESOLVED

- (i) that the Panels' appreciation be expressed to the Members of the Working Group for the extensive nature of their review;
- (ii) that subject to a number of minor changes, the Working Group's report and recommendations be endorsed for submission to the Cabinet; and
- (iii) that Councillor D Harty be requested to present the report to the next meeting of the Cabinet.

#### **82. WORKPLAN STUDIES**

The Panel considered and noted a report by the Head of Administration (a copy of which is appended in the Minute Book) reviewing the Panel's programme of studies. In doing so, the Panel was advised that the report on the social consequences of alcohol abuse had been endorsed by the Cabinet at its meeting on 29th January 2009.

#### **83. OVERVIEW AND SCRUTINY (SERVICE SUPPORT)**

The Panel considered and noted a report by the Head of Administration (a copy of which is appended in the Minute Book) reviewing the Panel's progress on issues that had been previously discussed.

In so doing, the Panel were pleased to note following earlier discussions on the problems of heavy goods vehicle parking in the District, that the Alconbury Truck Stop was scheduled to re-open shortly.

Councillor J W Davies, reported that he had received recent correspondence from a resident of St. Audrey's Lane concerning ongoing problems with the foul sewerage system in that area of St Ives. Members were reminded that further information was due from Anglian Water reviewing the situation following action that they had taken and that this would be presented to the Panel shortly.

With respect to the petition concerning commuter parking in the

Longsands area of St. Neots, Councillor Bucknell reported that County Council officers had been asked to undertake further investigative work and it was hoped that a report would be forthcoming in April.

Chairman

## FORWARD PLAN OF KEY DECISIONS

**Prepared by** Councillor I C Bates  
**Date of Publication:** 12 February 2009  
**For Period:** 1 March 2009 to 30 June 2009

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: <a href="mailto:Ian.Bates@huntsdc.gov.uk">Ian.Bates@huntsdc.gov.uk</a>
Councillor L M Simpson	- Deputy Leader of the Council and Executive Councillor for Customer Services and Information Technology	45 Devoke Close Stukeley Meadows Huntingdon Cams PE29 6XE Tel: 01480 388946 E-mail: <a href="mailto:Mike.Simpson@huntsdc.gov.uk">Mike.Simpson@huntsdc.gov.uk</a>
Councillor P L E Bucknell	- Executive Councillor for Planning Strategy and Transport	Compass House Pathfinder Way Warboys PE28 2RD Tel: 01487 824222 E-mail: <a href="mailto:Peter.Bucknell@huntsdc.gov.uk">Peter.Bucknell@huntsdc.gov.uk</a>
Councillor K J Churchill	- Special Advisor to the Cabinet	51 Gordon Road Little Paxton St Neots PE19 6NJ Tel: 01480 352040 E-mail: <a href="mailto:Ken.Churchill@huntsdc.gov.uk">Ken.Churchill@huntsdc.gov.uk</a>
Councillor D B Dew	- Executive Councillor for Leisure	4 Weir Road Hemingford Grey Huntingdon PE28 9EH Tel: 01480 469814 E-mail: <a href="mailto:Douglas.Dew@huntsdc.gov.uk">Douglas.Dew@huntsdc.gov.uk</a>
Councillor C R Hyams	- Executive Councillor for Operational and Countryside Services	22 Bluegate Godmanchester Huntingdon Cams PE29 2EZ Tel: 01480 388968 E-mail: <a href="mailto:Colin.Hyams@huntsdc.gov.uk">Colin.Hyams@huntsdc.gov.uk</a>

Councillor A Hansard	- Executive Councillor for Resources and Policy	78 Potton Road Eynesbury St Neots PE19 2NN Tel: 01480 388942 E-mail: <a href="mailto:Andrew.Hansard@huntsdc.gov.uk">Andrew.Hansard@huntsdc.gov.uk</a>
Councillor Mrs D C Reynolds	- Executive Councillor for Housing and Public Health	17 Virginia Way St Ives PE27 6SQ Tel: 01480 388935 E-mail: <a href="mailto:Deborah.Reynolds@huntsdc.gov.uk">Deborah.Reynolds@huntsdc.gov.uk</a>
Councillor T V Rogers	- Executive Councillor for Finance and Environment	Honeysuckle Cottage 34 Meadow Lane Earith Huntingdon PE28 3QE Tel: 01487 840477 E-mail: <a href="mailto:Terence.Rogers@huntsdc.gov.uk">Terence.Rogers@huntsdc.gov.uk</a>

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](mailto: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
Proposals for Riverside Park	Cabinet	12 Mar 2009	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 other key stakeholders	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
Local Investment Framework	Cabinet	12 Mar 2009	Core Strategy	Richard Probyn, Planning Policy Manager Tel No 01480 388430 or email Richard.Probyn@huntsdc.gov.uk	Adopt as delivery mechanism for Core Strategy	P L E Bucknell	Service Support
Capital Grant Aid Awards	Grants	12 Mar 2009	None	Dan Smith, Community Initiatives Manager Tel No 01480 388377 or email Dan.Smith@huntsdc.gov.uk	Copy of the report made available to all Members prior to meeting	Mrs D C Reynolds and T V Rogers	Service Delivery
Structure Review Working Group - Findings	Cabinet	12 Mar 2009	Previous Working Group Papers	Roy Reeves, Head of Administration Tel No 01480 388003 or email Roy.Reeves@huntsdc.gov.uk	Members	K Churchill	Service Delivery Service Support
Great Fen Collaboration Agreement	Cabinet	12 Mar 2009	None	Malcolm Sharp, Director of Operational Services Tel No 01480 388301 email - Malcolm.Sharp@huntsdc.gov.uk		P L E Bucknell	Service Support
St. Ives Environmental Improvements	Cabinet	12 Mar 2009	None.	Paul Jose, Head of Environmental Management Tel No 01480 388332 email - Paul.Jose@huntsdc.gov.uk	Interested parties	T V Rogers	Service Support
St. Neots Market Town Strategy	Cabinet	12 Mar 2009	St. Neots Market Town Transport Strategy	Richard Probyn, Planning Policy Manager Tel No 01480 388430 or email Richard.Probyn@huntsdc.gov.uk	Approve 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
Master Plan for land Formerly East of Sapley Square, Oxmoor	Cabinet	2 Apr 2009	Draft Issues and Options Document	Richard Probyn, Planning Policy Manager Tel No 01480 388430 or email Richard.Probyn@huntsdc.gov.uk	Approve for adoption as informal planning guidance	P L E Bucknell	Service Support
Draft Planning Contributions Supplementary Planning Document	Cabinet	23 Apr 2009	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
Land Adjacent to - the Grand Cinema, Ramsey	Cabinet	23 Apr 2009	Report to Cabinet - 7th June 2007	Keith Phillips, Estates and Property Manager Tel No 01480 388260 or email Keith.Phillips@huntsdc.gov.uk		A Hansard	Service Support
Lettings Policy Review	Cabinet	23 Apr 2009	HDC Lettings Policy: Allocation of Accommodation: Choice Based Lettings - Code of Guidance for Local Housing Authorities, CLG August 2008	Jon Collen, Housing Needs and Resources Manager Tel No 01480 388220 email - Jon.Collen@huntsdc.gov.uk		Mrs D C Reynolds	Service Delivery
New Industrial Units, Caxton Road, St. Ives	Cabinet	23 Apr 2009	None.	Keith Phillips, Estates and Property Manager Tel No 01480 388260 email - Keith.Phillips@huntsdc.gov.uk	Not applicable	A Hansard	Service Support

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
To adopt Somersham Conservation Area Boundary Changes and Character Statement	Cabinet	23 Apr 2009	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
Huntingdon West Area Action Plan Preferred Options	Cabinet	23 Apr 2009	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
Great Fen Masterplan	Cabinet	23 Apr 2009	None	Malcolm Sharp, Director of Operational Services Tel No 01480 388301 or email Malcolm.Sharp@huntsdc.gov.uk	Consultation process in preparation.	P L E Bucknell	Service Support
Leisure Facilities Strategy	Cabinet	23 Apr 2009	Leisure Facilities Strategy	Ms J Peadon, Leisure Development Manager Tel No 01480 388048 or email Jo.Peadon@huntsdc.gov.uk		D B Dew and L M Simpson	Service Delivery
A14 Statutory Orders Consultations	Cabinet	18 Jun 2009	None.	Richard Probyn, Planning Policy Manager Tel No 01480 388430 or email Richard.Probyn@huntsdc.gov.uk	Endorse HDC's position on the orders	P L E Bucknell	Service Support

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<b>CORPORATE COMMUNICATIONS AND MARKETING GROUP</b>	<b>29 JANUARY 2009</b>
<b>COMT</b>	<b>17 FEBRUARY 2009</b>
<b>OVERVIEW AND SCRUTINY PANEL</b>	<b>10 MARCH 2009</b>
<b>CABINET</b>	<b>12 MARCH 2009</b>

**CONSULTATION ON CODE OF RECOMMENDED PRACTICE ON LOCAL  
AUTHORITY PUBLICITY  
(Communications and Marketing Manager)**

- 1. INTRODUCTION**
- 1.1 This report invites Cabinet to endorse the views on a consultation on proposed changes to the Code of Recommended Practice on Local Authority Publicity (the publicity code). Local authorities have to have regard to the provisions in the code in coming to any decision on publicity. Huntingdonshire District Council officers have regard to the code in all matters of publicity.
- 1.2 The code was first issued in 1988 and covers the content, style, distribution and cost of local authority publicity. It was revised in 2001 to take account for changes in local authorities brought about by the Local Government Act 2000.
- 1.3 More recently the white paper Communities in Control committed the government to consulting on potential changes to the publicity code. The last government consultation a year ago revealed support for it as a useful source of advice for authorities on sensitive issues on the use of resources. Following that the Councillors Commission received views that there was confusion over how far councils could go in promoting and supporting councillors' roles and that the publicity code may have been seen as a hindrance to promoting the role of the councillor. The current consultation paper seeks to confirm the results of the earlier consultation and to establish views across the local government sector and stakeholders. It also asks how the publicity code might function without being, or perceived as a disincentive to effective communication.
- 1.4 The publicity code in its current form is available on request or may be downloaded at  
[www.communities.gov.uk/publications/localgovernment/coderecommended](http://www.communities.gov.uk/publications/localgovernment/coderecommended).
- 2. MAIN PRINCIPLES OF THE CODE**
- 2.1 One of the main objectives of the code is that publicity in all its forms, from public meetings to council publications, advertising, and the website, describing the council's policies, aims and provision of services, should be objective and factual. It must not be presented in a party

political light, or in a way that could be interpreted as such, and that expenditure on publicity should be achieved with the greatest possible cost effectiveness.

- 2.2 Guidance on publicity about individual councillors embraces the greater emphasis the 2000 act placed on individual accountability and the role of overview and scrutiny committees. Guidance on the actions of local authorities in the run-up to an election and in connection with petitions and referenda conducted under the Local Government Act 2000 is also provided. The code states that publicity about individual councillors (eg executive councillors, chairmen of panels etc) may include the position they hold, and their responsibilities, and also information about their 'proposals, decisions and recommendations' but only where 'relevant to their position and responsibilities.' This publicity should avoid 'personalisation' and 'personal image making.'
- 2.3 This is particularly pertinent in the run-up to an election. During this time the code states that the period between the notice of an election and the election itself should preclude proactive publicity, in all its forms, of candidates and other politicians directly involved in the election. It further states that publicity should not deal with controversial issues at this time or report views, proposals or recommendations in such a way that identifies them with individual members or groups of members, although it states that it is acceptable for key members to comment in an emergency or where there is a genuine need for a member level response to an important event outside the authority's control. It states also that proactive events arranged during this period should not involve members likely to be standing for election.
- 2.4 The code includes a section dealing with recruitment advertising for political assistant posts. Huntingdonshire District Council does not have posts of this nature.

### **3. WHAT THE CODE DOES NOT COVER**

- 3.1 The publicity code offers no specific guidance in relation to individual ward members who may not hold a particular responsibility with the council, but whose work with their constituents is of significant importance and value to their communities and such work is worthy of the raised awareness and greater understanding to be gained through publicity. Specific guidance in the publicity code should acknowledge the importance of their work.
- 3.2 A need to raise awareness of the work of Huntingdonshire District Council ward councillors was identified recently. A working group of members and officers has met and as a result a protocol has been drawn up and circulated by the Communications and Marketing Manager suggesting ways in which communications with individual ward members may be enhanced.
- 3.2 While the publicity code now embraces communications by electronic means, it does not specifically address websites and councillors increasingly have their own web pages, or the use of other electronic communications, for example blogs and podcasts which are becoming more frequently used.

## 4. THE CONSULTATION

- 4.1 Publicity in all its forms is an effective way of raising awareness and gaining greater understanding of the work of councils and their democratically elected councillors, particularly in the light of the continuing process of encouraging greater participation by communities, and a revision of the publicity code is to be welcomed. However if the publicity code becomes too prescriptive and unwieldy this could be counterproductive.
- 4.2 The consultation takes the form of 16 questions. These are listed below together with proposed responses:

***Question 1: Is there other guidance (additional to the publicity code) that councils consider creates a barrier to the provision or support, or that needs clarifying?***

Answer: It would be helpful if all guidance about publicity was in the same place. The publicity code should give details of all guidance on publicity.

***Question 2: Is there a requirement for different codes to apply to different types of authority?***

Answer: No. It is considered the principles of the code are equally applicable to all types of authority.

***Question 3: Should the publicity code specifically address the presentation of publicity on an authority's website?***

Answer: Yes. The publicity code in its present form does not sufficiently embrace the greater use of electronic communications, including council websites, blogs and podcasts.

***Question 4: Does anything need to be added or removed from the list of matters an authority should consider in determining whether or not to issue publicity on a certain subject?***

Answer: The current list appears to be adequate.

***Question 5: Should the publicity code specify the different criteria local authorities should use to determine whether or not publicity can be judged to be cost effective?***

Answer: Yes. Not all local authorities have officers who are able to offer expert advice on the cost-effectiveness of publicity. In many instances cheapest is not necessarily the most effective. An example may be the publicity/information required for major initiatives such as LSVT. Additional guidance may be appropriate on identifying the most appropriate medium for particular circumstances.

***Question 6: Is there any aspect of the cost section that is not required or anything that should be added?***

Answer: All aspects in this section should be retained, with greater clarity in regard to the point made in question 5 above.

***Question 7: Should the publicity code contain advice about ethical standards, or should this be left to local authorities to judge for themselves?***

Answer: The definition of 'ethical standards' appears in this instance to be moral standards generally as opposed to 'ethical standards' and the code of conduct relating to elected members.

Communications officers working for local authorities are likely to be members of professional bodies such as the Chartered Institute of Marketing or Chartered Institute of Public Relations which have their own ethical codes of conduct.

**Question 8: Is there any aspect of the content section that is not required or anything which should be added?**

Answer: No but greater clarity in spelling out what constitutes 'publicity' may be helpful. For example public meetings, or consultation events firmly fall into the category of 'publicity'.

**Question 9: Should the publicity code be modified to specifically address the issue of privacy and the dissemination of unsolicited material?**

Answer: The section in the publicity code issued in 1988 offers clearer guidance than the amended version.

**Question 10: Is there any aspect of the dissemination section that is not required or anything that should be added?**

Answer: See answer to question 9 above.

**Question 11: Is there any aspect of the advertising section that is not required or anything which should be added?**

Answer: More guidance on how cost-effectiveness is defined would be helpful. See answer to question 5.

**Question 12: Should adverts for local authority political assistants appear in political publications and websites?**

Answer: This authority does not employ political assistants.

**Question 13: Is there any aspect of the recruitment advertising section that is not required or anything which should be added?**

Answer: Not applicable to this authority.

**Question 14: Given the emphasis given to supporting and raising awareness of the role of the councillor in the White Paper, is there any aspect of the section on councillors that is not required, or anything which should be added?**

Answer: See paragraphs 3.1 and 3.2 of this paper. Guidance specifically on the role of ward councillors should be added so that they may be supported in gaining appropriate publicity. This is particularly relevant in the context of the White Paper Communities in Control: Real people, real power.

**Question 15: Is there any aspect of the timing of publicity section that is not required, or anything which should be added?**

Answer: This section raises the most questions among communications officers and councillors in terms of how it should be interpreted. Clearer guidance than that in the current code is required in terms of:

- Politicians 'involved directly' in the elections. Does this not cover ALL councillors?
- It should be more specific in spelling out timescales between notice of election and the election itself
- It should be more specific in identifying what can and cannot be permitted during this period as 'emergencies' or 'genuine need'.

- How the code applies to councillors who are members of more than one authority.

**Question 16: Is there any aspect of the assistance to others for publicity section that is not required, or anything which should be added?**

Answer: This section appears to be adequate.

- 4.3 The closing date for the consultation is 12 March 2009. A summary of the responses will be posted on the Communities and Local Government's website [www.communities.gov.uk](http://www.communities.gov.uk), and will be used by the department to take decisions on possible changes to the publicity code.

## **5. RECOMMENDATION**

Cabinet are invited to endorse the above as the Council's response to the Communities and Local Government consultation on the Code of recommended practice on local authority publicity.

## **BACKGROUND INFORMATION**

Communities in Control: Real people, real power: Code of Recommended practice on local authority publicity: A consultation.

Code of recommended practice on local authority publicity 1988 and amendments of 2001.

**Contact Officer: Heather Gilling, Communications and Marketing Manager**

 **01480 388033**

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**OVERVIEW & SCRUTINY  
SERVICE DELIVERY PANEL**

**3rd March 2009**

**OVERVIEW & SCRUTINY  
SERVICE SUPPORT PANEL**

**10th March 2009**

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

**1. INTRODUCTION**

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

**2. BACKGROUND INFORMATION**

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

**3. PERFORMANCE MANAGEMENT**

- 3.1 Progress against all 37 objectives is reported to Chief Officers Management Team quarterly on a service basis. A progress report from each Division includes performance data in the form of achievement against a target for each of the objectives that those services contribute towards. This is supported by narrative on achievements, other issues or risks and budgeting information. In addition, a working group jointly appointed by the Panels continues to meet quarterly to monitor progress in the achievement of the Plan and to consider development issues.
- 3.2 Members of the Overview & Scrutiny Panels have an important role in the Council's Performance Management Framework and the process of regular review of performance data has been established. In adopting the updated version of Growing Success, and in particular in prioritising objectives, it was intended that Members should concentrate their monitoring on a small number of objectives to enable them to adopt a strategic overview while building confidence that the Council priorities are being achieved.
- 3.3 Members of the Panels will also find broader performance information of help to them in undertaking their review and scrutiny functions. This information can be provided on a regular or ad-hoc basis.
- 3.4 The priority objectives have been allocated between Panels as follows:

<b>Service Support</b>	<b>Service Delivery</b>
To promote development opportunities in and around the market towns	To help mitigate and adapt to climate change
Effective Partnership	To enable the provision of affordable housing
To be an employer people want to work for	To achieve a low level of homelessness
Maximise business and income opportunities including external funding and grants	To promote active lifestyles

#### **4. PERFORMANCE MONITORING**

4.1 The following performance data is appended for consideration:

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

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

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

#### **5. RECOMMENDATION**

5.1 Members are recommended to;

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

#### **BACKGROUND INFORMATION**

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

Growing Success: Corporate Plan

**Contact  
Officer:**

**Howard Thackray, Policy & Research Manager**



**01480 388035**



**SERVICE SUPPORT (up to 31<sup>st</sup> December 2008)**




**ANNEX A**

Objective		
To promote development opportunities in and around the market towns	Achievements:	<p><b>Promoting Local Procurement:</b> 'Buyer meet supplier' event held to encourage local procurement and promote opportunities available within the Public Sector. 70 businesses attended and 13 key public sector Procurement Mangers each provided one-to-one meetings alongside a Master Class on "How to win public sector contracts". Business Support partners are keen to roll out this format across the county now.</p> <p><b>Visit (Enjoy) Huntingdonshire:</b> Launch to councillors and officers of Visit Huntingdonshire website. This is part of a suite of 'visit Britain' websites which cascade to regional, county and district levels. The project fed into a wider EEDA funded partner initiative involving all five local District Councils and Peterborough in setting up a new Cambridgeshire-wide website 'Visit Cambridgeshire'. The public launch of 'Visit Huntingdonshire' is set for 24th February.</p> <p><b>District Promotion:</b> A new combined visitor and accommodation guide has been produced, which consolidates information from a number of other publications and streamlines the number of documents required. A PDF version is also available on the Council's website.</p>
	Issues:	
	Risks:	
Effective Partnership	Achievements:	<p><b>Sustainable Community Strategy and LAA:</b> Significant progress has been made in developing a performance management system for the SCS and integrating it into wider performance management systems. Scrutiny and accountability arrangements are also being considered for the HSP as well as linkages with the countywide partnerships to deliver the LAA.</p>
	Issues:	<p>Implementation of new Departmental and Divisional structure following Employment Panel approval. The Interim management arrangements will remain in place until recruitment of the Head of People, Performance and Partnerships has been completed – need to consider short term service plan and longer term strategic direction.</p>
	Risks:	<p>Funding may not be secured to employ a full time Young People's worker to support work across the HSP, consequently the reduction in hours will affect the delivery of some actions from the action plan.</p>


To be an employer people want to work for	Achievements:	Training Advisor and Training Support Officer commenced employment in January. The HR team are now fully staffed and plans are in place to address backlog, roll out policy reviews and update processes to ensure the Council's interests are protected.
	Issues:	While a significant number of audit actions have been completed in the last quarter there are still a number outstanding across the HR and Payroll Division. An analysis of these outstanding issues has been undertaken, together with a plan of implementation and review.
	Risks:	
Maximise business and income opportunities including external funding and grants	Achievements:	<b>External Funding:</b> External Funding officer has met with all Heads of Service and identified future funding projects. This will be reported to DMT's in due course.
	Issues:	<b>External Funding strategy:</b> due to External Funding officers time being spent on funding bids the External Funding strategy has been delayed, this work is expected to be complete by April.
	Risks:	<b>S106 agreements:</b> there has been a slowdown in collecting contributions due to the economic downturn and the slowdown in the housing market. Several developers have requested variations to S106 agreements to payment terms.

**SERVICE SUPPORT (up to 31st December 2008)**  
**ANNEX B**

23

Community/Council Aim: Developing communities sustainably						
Objective: To promote development opportunities in and around the market towns						
Division: Planning						
Divisional Objective: To promote development opportunities in and around the market towns						
Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual	Forecast	Trend	Comments:
Develop strategic policy to promote well being of our market towns	Adoption of Core Strategy on target to be adopted by August 2009 (1=Yes, 0=No)	1	1	1		Examination in public expected March 09 QRT
Division: Policy and Strategic Services						
Divisional Objective: To promote development opportunities in and around the market towns						
Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual	Forecast	Trend	Comments:
Implementation of the projects (that contribute market town development) in the Local Economy strategy	% of LES actions/milestones on track	90	100	100		Local economy strategy has been adopted. Action plans have been developed and are on target. QRT
Community/Council Aim: To improve our systems and practices						
Objective: Effective Partnerships						
Division: Policy and Strategic Services						
Divisional Objective: Develop and adopt a sustainable community strategy						
Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual	Forecast	Trend	Comments:
Develop and refine SCS action plans by March 09	on target (1=Yes, =No)	1	1	1		QRT
Deliver and measure performance against action plans for 09/10	% of SCS themed group action plans on target to be delivered in 2009/10	70				Data available in spring 2009 QRT

<b>Divisional Objective: Effective Partnership framework</b>							QRT
Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual	Forecast	Trend	Comments:	
Develop, implement and monitor strategic/operational partnership review programme	Partnership review programme on target (1=yes, 0=No)	1	1	1	↔		QRT
<b>Community/Council Aim: To learn and develop</b>							
<b>Objective: To be and Employer People Wish to Work For</b>							
<b>Division: HR</b>							
<b>Divisional Objective: To attract and retain staff</b>							
Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual	Forecast	Trend	Comments:	
Policies and procedures that keep up to date with modern working patterns	Review programme on target for adoption by Dec 2008 (1 = Yes, 0 = No)	1	1		↔	Adopted Dec 2008	YRL
Recruitment package	% of posts filled within one round of recruitment	90	100		↔	All posts advertised in last quarter have been filled in the first round of recruitment.	QRT
	% of filled posts (for permanent staff) at anyone time	97	98.9			7 posts were vacant at the end of December out of a total of 717 permanent posts.	QRT
To ensure a culture in which staff are able to work to their full potential	Biennial staff survey – % level of satisfaction	80				Staff survey due summer 2009	YRL
<b>Community/Council Aim: To maintain sound finances</b>							
<b>Objective: Maximise business and income opportunities including external funding and grants</b>							
<b>Division: Leisure</b>							
<b>Divisional Objective: Maximise leisure centre income</b>							
Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual	Forecast	Trend	Comments:	
Maximise leisure centre income	Actual income received compared to budget (cumulative quarterly target)	£3,492,000	£3,410,000		↑		QRT
Maintain expenditure within budget	Actual expenditure compared to budget cumulative quarterly target	£5,002,000	£4,300,000	4.83m	↑		QRT
<b>Division: Policy and Strategic Services</b>							
<b>Divisional Objective: To be aware of appropriate funding opportunities and communicate to the appropriate service</b>							
Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual	Forecast	Trend	Comments:	

Co ordinate and maintain a system of internal control via funding Database, liaise with appropriate officers, provide funding advice and assistance in compilation of bids, as required	% of bids which attract funding,( year to date)	70	92.%		d	11 out of 12 bids = (£13,471,268)	QRT
	External Funding strategy on target to be completed by March 2009 (1=Yes, 0=No)	1	0.5			This work could be delayed until April 09	QRT

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## OVERVIEW & SCRUTINY PANEL (Service Support) 10 March 2009

### MONITORING OF SECTION 106 AGREEMENTS (PLANNING OBLIGATIONS) (Report by Head of Policy and Strategic Services)

#### 1. INTRODUCTION

- 1.1 The purpose of this report is to provide the Panel with an update on the receipt of S106 monies and their allocation to and expenditure on specific schemes. The report also provides an overview of future benefits from developments that have commenced but where trigger points for collection of the monies have not been reached and future potential benefits from developments which have not yet commenced.
- 1.2 As requested by the Panel, a copy of this report has been made available to all Members of the Council.

#### 2. BACKGROUND INFORMATION

- 2.1 The report has three appendices: Appendix A: Section 106 Account (covering the period 5 November 2008 to 6 February 2009), Appendix B: Future benefits by location (development commenced) and Appendix C: Future potential benefits by location (development not commenced).

Please note that the summary table has been adjusted to reflect an error in the previous report, and contains an adjusted figure for spend in the previous quarter.

- 2.2 **Appendix A** comprises 5 tables:

- **Table 1. Schemes in place**

These are developments where monies have been received and there is a specific scheme in place.

- **Table 2. Maintenance**

These are developments where monies have been received and where part of the account is ring-fenced for future maintenance of play equipment and open space. Monies will be spent in accordance with approved maintenance schedules.

ID237 was previously reported under Schemes in Place. The service department has now confirmed the sum is for maintenance purposes.

- **Table 3. Unallocated**

These are developments where monies have been received for a general purpose but where a specific scheme is being developed.

- **Table 4. Money spent in the last quarter**

This table shows the actual spending or transfers of money in the last quarter.

- **Table 5. Non-monetary benefits received**

This details non-monetary benefits recorded as received in the last quarter.

- 2.3. Appendices B and C are produced as an ‘early warning’ for council services and others to highlight potential income and help in the earlier development of schemes.

**3. Variation of Section 106 agreements and Grampian Conditions**

The Council has been contacted by three developers in the last quarter requesting variations to the payment schedules detailed in the relevant S106/Grampian Condition. These are being negotiated through the planning department and legal services, and the relevant ward councillors have been informed. The developments are:

ID256: The Elms, Houghton  
ID269: Sapley Road, Huntingdon  
ID244: London Road, Godmanchester

**4. RECOMMENDATION**

- 4.1 The Panel are invited to review and comment on the contents of the monitoring report.

**Contact Officer:** Rachel Fuller, Policy Officer  
☎ (01480) 388463



## Appendix A - Section 106 Account

This schedule highlights S106 monies that have been received and are held in a separate account until they are needed for maintenance or transferred to relevant service budgets (or Town or Parish Council) when schemes are ready to proceed. Where appropriate the schedule also includes an expiry date by which time the money must be spent. It divides the account into five sections:

**Table 1. Schemes in place:** for which money has been received and is earmarked to be spent on a specific scheme.

**Table 2. Maintenance:** money received for future maintenance, usually relating to play equipment or open space. The money will be held in this account until it is drawn down to pay for the maintenance (proportionally over 15 years).

**Table 3. Unallocated:** money received which has yet to be allocated to a specific scheme.

**Table 4. Money spent in the last quarter:** money previously held in the account which has been spent or transferred in the last quarter.

**Table 5. Non-monetary benefits recorded as received in the last quarter.**

### Summary

	This quarter	Previous quarter
Schemes in place (Table 1)	£573,395	£695,644
Maintenance (Table 2)	£203,266	£10,114
Unallocated (Table 3)	£87,515	£95,103
<b>TOTAL</b>	<b>£864,176</b>	<b>£800,861</b>

<b>Spent since the last quarter (Table 4)</b>	<b>£69,905</b>	<b>£49,747</b>
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(Note: This schedule was created 6 February 2009)

**Table 1: Schemes in place**

<b>ID</b>	<b>Date Received</b>	<b>Amount</b>	<b>Location</b>	<b>What the money will be spent on</b>	<b>When it is planned to spend the money</b>	<b>Service responsible</b>	<b>Expiry Date (if any)</b>
<b>25</b>	03/11/1997	27,614	Huntingdon	Coneygear Park Project Play Equipment	Installation due March 2009	Operations	
<b>56</b>	08/02/2000	26,032	St Ives	Provision and/or maintenance of recreation facilities at Hill Rise Park	Consultation ongoing Feb 2009	Operations	
<b>66</b>	28/08/2002	20,922	Eynesbury	Play Area Duck Lane and Henbrook Park: provision and/or maintenance of open space and play equipment	2009	Operations	
<b>93</b>	21/12/2006	11,161	Farcet	Off-site facilities contribution: provision and maintenance of children's and youth/adult open space and play equipment.	TBC: awaiting indemnity	Operations	21/12/2016
<b>103</b>	16/06/2005	53,381	Eynesbury	On-site Facilities Contribution: Local Play Area	2009	Operations	16/06/2010
<b>103</b>	16/06/2005	210,736	Eynesbury	Playing field contribution	Tenders anticipated April 2009	Leisure	16/06/2010
<b>199</b>	27/11/2003	14,614	Godmanchester	Off-site Facilities Contribution: St. Judith's Field Skateboard Ramp	Godmanchester Town Council spending plan outstanding at January 09	Operations	
<b>206</b>	17/07/2007	8,575	Yaxley	Off site recreation Facilities Contribution	2009	Operations	
<b>215</b>	23/10/2006	12,137	Huntingdon/Godmanchester	Off-site Facilities Contribution: for the provision of public open space, recreation and leisure facilities	Godmanchester Town Council spending plan outstanding at	Operations	

								January 09			
								Consultation ongoing Feb 2009		Operations	20/07/2013
228	21/07/2008	36,383	Burleigh Road, St Ives	Off-site Facilities Contribution Hill Rise Skate Park Phase 2				2009		Operations	
244	19/04/2005	£29,500	Godmanchester	Skate Park contribution				2008 transfer to Parish Council will take place on signature of second indemnity 2009 on receipt of Parish Council plan		Operations	
248	27/07/2007	6,704	Brampton	Open Space Contribution				TBC		Operations	
257	31/01/2007	17,127	Somersham	Play Area Contribution: allocated to the redevelopment of the skate park in Somersham				TBC		Operations	
266	03/04/2008	29,231	Huntingdon	Public Open Space contribution				TBC		Operations	
267 NEW	10/12/2008	54,211	Huntingdon	Play Equipment and Open Space Contribution, Riverside Park				2009		Operations	09/12/2013
276 NEW	20/01/2009	15,067	St Ives	Provision of children's casual and equipped play space						Operations	
<b>Total</b>		<b>573,395</b>									
Last quarter		695,644									

ID	Date Received	Amount £	Location	What the money has to be spent on	Service responsible
75	09/05/2007	44,067	Huntingdon	Maintenance (to be transferred)	Huntingdon Town Council
181	15/06/2006	3,987	St Ives	Open Space Maintenance	Operations
237	08/08/2008	155,212	Cambridge Road, St Neots	Sports Facility Contribution	Leisure
<b>Total</b>		<b>203,266</b>			
Last quarter		10,114			

Table 3: Unallocated

ID	Date Received	Amount £	Location	What the money can be spent on	Service responsible	Expiry Date (if any)
69	07/09/2005	22,489.02	St Ives	Recreation and Leisure Facilities Contribution off-site within St Ives. HDC undertaking project to develop play provision North East of St Ives.	Operations	7/09/2010
216	08/03/2007	11,032	St Neots	Off-site Facilities Contribution: provision of children or adult/youth open space and play equipment. Operations working on spending scheme with St Neots TC.	Operations	
224	18/10/2007	17,307	Ramsey	Off-site facilities: Opens space, recreation and leisure facilities. Awaiting spending scheme from Ramsey TC.	Operations	
229	28/01/08	9,304	St Neots	Leisure and Recreation facilities compensation sum	Operations	28/01/2013
229	28/01/08	12,223	St Neots	Leisure and Recreation facilities	Operations	28/01/2013
236 NEW	16/01/2009	15160	St Neots	Off site Facilities Contribution	Operations	
<b>Total</b>		<b>87,515</b>				
Last quarter		95,103				

Table 4. Money spent or transferred in the last quarter

ID	Date received	Amount £	Address	Spend type	Division
33	04/09/2008	18,910	Great Gransden	Shrub bed contribution and commuted sum for public open space maintenance	Operations
87	30/07/2007	17,854	Huntingdon	Sustainable Transport Contribution	Transferred to Cambridgeshire County Council
103	06/12/2006	5,973	Eynesbury	Play Area Maintenance	Operations
113	21/11/2007	11,587	Brampton	Leisure and recreation facilities contribution	Operations
247	30/01/2007	15,581	Huntingdon	Play Area Contribution: Hinchibrooke Park (awaiting transfer from S106 account)	Operations
	<b>Total</b>	<b>69,905</b>			
	Last quarter	49,747			

Table 5: Non-monetary benefits recorded as received in the last quarter

ID	Address			Description
127	Land at	West End	Fenstanton	Provision of 25 car parking spaces
127	Land at	West End	Fenstanton	Provision of interpretation Centre
127	Land at	West End	Fenstanton	Provision of Boardwalks and footpaths
144	26 Ashton Close	Ashton Close	Needingworth	Provision of footpaths
163	Rose Point Cottage	Colne Road	Somersham	Construction of lay-by at owners expense
181	Collingwood Farm	Woodside Way	St Ives	Council to inspect open spaces. Any remedial works to be done by developer.
181	Collingwood Farm	Woodside Way	St Ives	Existing footpath between points A & B on plan to be upgraded to form a cycleway 3 metres wide
181	Collingwood Farm	Woodside Way	St Ives	CCC as Highway Authority to agree to cyclepath between points A & B
181	Collingwood Farm	Woodside Way	St Ives	District Councils agrees to formation of 3m wide cycleway over its land between points B & C
181	Collingwood Farm	Woodside Way	St Ives	New cycleway to meet County Councils Standards
181	Collingwood Farm	Woodside Way	St Ives	CCC to adopt cycleway as public highway
181	Collingwood Farm	Woodside Way	St Ives	Provision of cycleway between points B & C releases Council from obligation to maintain boundary fence

This report shows Section 106 clauses with attached monies from developments that have commenced but where trigger points for the collection of the monies have not yet been reached.

Spend Area	ID	Address (Line 2)	Spend Type	Clause Amount	Spending Department
Bury	82	Bury Road	Open Space Maintenance	£8,000	Operations
Eynesbury	103	Barford Road	On-site Facilities Contribution	£10,000	Operations
			Play Area Maintenance	£24,000	Operations
Fenstanton	173	Headlands	Open Space Maintenance	£5,679	Operations
Godmanchester	199	Roman Way	Open Space Contribution	£4,500	Operations
			Play Area Contribution	£8,000	Operations
	244	London Road	Play Area Maintenance	£25,000	Operations
	261	Wigmore Farm Silver Street	Education contribution 1.part	£128,000	CCC Education
			Education contribution 2.part	£128,000	CCC Education
			On-site Facilities Maintenance	£31,125	Operations
			Open Space Contribution	£75,500	Operations
			Play Area Maintenance	£20,000	Operations
			Primary Health Care Contribution	£39,770	CCC
			Transport Contribution 1.part	£82,000	CCC Transportation
			Transport Contribution 2.part	£82,000	CCC Transportation
Houghton & Wylton	256	Thicket Road	Recreation Facilities Contribution	£16,000	Operations
Huntingdon	75	Kings Ripton Road	On-site Facilities Maintenance	£19,000	Operations
			Open Space Maintenance	£6,120	Operations
	186	Hinchingbrooke Park Road	On-site Facilities Maintenance	£27,000	Operations
			Open Space Maintenance	£37,000	Operations
	218	Parkway	Highways Contribution	£190,000	CCC Transportation
			Open Space Maintenance	£36,000	Operations
			Play Area Maintenance	£9,500	Operations
	220	Ullswater and Handscroft Lane	Education Contribution	£120,000	CCC Education
			Off-site Facilities Maintenance	£5,000	Operations
			Play Area Contribution	£36,000	Operations
			Play Area Maintenance	£9,500	Operations
	269	Sapley Road	Education Contribution	£11,760	CCC Education
			Open Space Contribution	£22,060	Operations
Huntingdonshire	244	London Road	Transport Contribution	£62,000	CCC Transportation
	256	Thicket Road	Affordable Housing Contribution	£142,791	Housing
Kimbolton & Stonely	268	Constable Leys	Education Contribution	£26,000	CCC Education
			Open Space Maintenance	£14,000	Operations
Little Paxton	223	Mill Lane	Education Contribution	£646,000	CCC Education
			Open Space Maintenance	£36,000	Operations

Note: The majority of transportation contributions are paid to Cambridgeshire County Council and are used in partnership with the district council.

This report shows Section 106 clauses with attached monies from developments that have commenced but where trigger points for the collection of the monies have not yet been reached.

Spend Area	ID	Address (Line 2)	Spend Type	Clause Amount	Spending Department
			Play Area Maintenance	£24,500	Operations
			Primary Health Care Contribution	£200,000	Primary Care Trust
			Recreation Facilities Maintenance	£2,000	Operations
St Ives	264	East Street	Education Contribution	£33,400	CCC Education
			Play Equipment Contribution	£22,000	Operations
			Transport Contribution	£20,000	CCC Transport
St Neots	223	Needingworth Road	Transport Contribution 1.part	£221,500	CCC Transportation
		Mill Lane	Transport Contribution 2.part	£221,500	CCC Transportation
	229	Bushmead Road	Amenity Strip Maintenance	£7,200	Operations
			Play Area Maintenance	£8,000	Operations
	231	Huntingdon Street	Education Contribution	£40,000	CCC Education
			Off-site Facilities Contribution	£29,000	Operations
			Transport Contribution	£42,840	CCC Transportation
	236	516 Great North Road	Education Contribution	£12,000	CCC Education
			Off-site Facilities Contribution	£6,000	Operations
			Transport Contribution	£6,000	CCC Transportation
	237	Cambridge Road	Education Contribution	£3,670,000	CCC Education
			On-site Facilities Contribution	£310,000	Community Initiatives
			Play Area Contribution	£261,800	Operations
			Transport Contribution	£3,441,000	CCC Transportation
Warboys	174	Popes Lane	Open Space Maintenance	£1,043	Operations
	210	off High Fen Straight Drove	Environmental conservation contribution	£15,000	Trust Fund
	217	Poplar Farm	Open Space Maintenance	£1,206	Operations
Yaxley	187	Broadway	Open Space Maintenance	£54,000	Operations
	212	Broadway	Highways Contribution	£97,000	CCC Highways
			Open Space Contribution	£22,100	Operations
			Play Area Maintenance	£29,000	Operations
	252	Church Street	Education Contribution	£528,000	CCC Education
			Off-site Facilities Contribution	£13,000	Operations
			On-site Facilities Maintenance	£69,300	Operations
			Transport Contribution	£175,000	CCC Transportation
Grand Total				£11,726,694	

Note: The majority of transportation contributions are paid to Cambridgeshire County Council and are used in partnership with the district council.



## Appendix C - Future Potential S106 Benefits Listed by Location - developments not commenced

This report shows Section 106 clauses with attached monies from developments that have not yet commenced work.

Location	ID	Address	Spend Type	Amount Expected (£)	Service Responsible	
Abbotsley	200	Rectory Road	Education Contribution	£21,000	CCC Education	
	200	Rectory Road	Off-site Facilities Contribution	£13,100	Operations	
	203	East Street	Education Contribution	£24,000	CCC Education	
Hemingford Grey	262	London Road	Recreation Facilities Contribution	£13,000	Operations	
			Off-site Facilities Contribution	£6,500	Operations	
Huntingdon			Play Area Contribution	£8,000	Operations	
	113	32 High Street	Play Area Maintenance	£16,000	Operations	
	230	Thames Road	Education Contribution	£14,000	CCC Education	
			Off-site Facilities Contribution	£59,640	Operations	
			Open Space Maintenance	£40,170	Operations	
			Play Area Maintenance	£6,180	Operations	
	233	Bus Depot Site 15 Stukeley Rd	Education Contribution	£14,000	CCC Education	
	251	Lancaster House	Transport Contribution	£13,750	CCC Transportation	
	260	St Peter's Road	Cycle Paths	£98,000	CCC Transportation	
	265	Brampton Road	Transport Contribution	£40,000	CCC Transportation	
Little Paxton	279	Christie Drive	Play Area Maintenance	£6,000	Operations	
	222	Bydand Lane & rear of Park Crescent	Education Contribution	£4,450	CCC Education	
			Off-site Facilities Contribution	£16,100	Operations	
			Primary Health Care Contribution	£14,000	Huntingdonshire PCT	
	280		Cycle Paths	£250,000	Transport	
	Ramsey	226	Bury Road	Off-site Facilities Contribution	£13,400	Operations
				Transport Contribution	£7,000	HDC Transportation
		243	117A Heme Road	Affordable Housing Contribution	£74,520	Housing
				Education Contribution	£1,750	CCC Education
				Recreation Facilities Contribution	£15,450	Operations
			Transport Contribution	£6,000	CCC Transportation	
277		St Mary's Road	Education Contribution	£40,000	CCC Education	
Sawtry			Highways Contribution	£48,000	CCC Transport	
			Leisure Services Contribution	£324,000	Community Initiatives	
			Miscellaneous	£5,000		
			Play Area Contribution	£25,450	Operations	
			Play Area Maintenance	£20,000		
			Transport Contribution	£100,000	CCC Transport	
	278	Old Station Road	Off-site Facilities Contribution	£21,630	Operations	
	180	Gidding Road	Play Area Contribution	£16,700	Operations	

Note: The majority of transportation contributions are paid to Cambridgeshire County Council and are used in partnership with the district council.

## Appendix C - Future Potential S106 Benefits Listed by Location - developments not commenced

This report shows Section 106 clauses with attached monies from developments that have not yet commenced work.

Location	ID	Address	Spend Type	Amount Expected (£)	Service Responsible
St Ives	239	Houghton Grange	Off-site Facilities Contribution	£60,000	Leisure
			Play Area Contribution	£72,000	Operations
			Play Area Maintenance	£23,000	Operations
			Primary Health Care Contribution	£18,126	Policy and Str. Services
	242	Houghton Road	Transport Contribution	£223,490	
			Play Area Contribution	£80,000	Operations
			Play Area Maintenance	£25,000	Operations
			Primary Health Care Contribution	£21,952	Policy and Str. Services
	254	Orchard House Houghton Road	Transport Contribution	£350,900	CCC Transportation
			Play Area Maintenance	£72,000	Operations
			Primary Health Care Contribution	£19,132	Policy and Str. Services
St Neots	238	15 Church View	Transport Contribution	£424,536	CCC Transportation
			Education Contribution	£14,000	CCC Education
			Off-site Facilities Contribution	£30,750	Operations
			Transport Contribution	£60,000	CCC Transportation
	270	Kings Lane	Education Contribution	£20,040	CCC Education
			On-site Facilities Contribution	£16,317	Operations
			On-site Facilities Maintenance	£6,180	Operations
Yaxley	195	Broadway	Transport Contribution	£20,000	HDC Transportation
	221	west of 3 London Road	Education Contribution	£14,000	CCC Education
<b>Grand Total</b>				<b>£2,968,213</b>	

# Agenda Item 7

## OVERVIEW AND SCRUTINY PANEL (SERVICE SUPPORT)

10<sup>th</sup> MARCH 2009

### WORK PLAN: STUDIES (Report by the Head of Administration)

#### 1. INTRODUCTION

- 1.1 The purpose of this report is to allow Members of the Panel to review their programme of studies.

#### 2. STUDIES

- 2.1 The Council has a duty to improve the social, environmental and economic well-being of the District. This gives the Overview and Scrutiny Panels a wide remit to examine any issues that affect the District by conducting in-depth studies.
- 2.2 Studies are allocated according to the current Executive responsibilities. These were advised in agreement with the Panel Chairmen with effect from September 2008.

#### Service Delivery:

Customer Services &  
Information Technology  
Leisure  
Housing & Public Health  
Operational & Countryside Services

#### Service Support:

Finance & Environment  
Resources & Policy  
Planning Strategy /Transportation  
Special Advisor to the Cabinet

- 2.3 Ongoing studies have been allocated between the Panels accordingly –

STUDY	PANEL	STATUS
Process and Procedures involved with the adoption of roads and sewers.	Service Delivery	Meeting held on 29 <sup>th</sup> January with the Head of Planning Services and a representative from the County Council.
The Processes involved in Applying for Community Grant Aid and the Effectiveness of Grant Schemes.	Service Delivery	Final report considered by the Cabinet on 29 <sup>th</sup> January 2009.
Disability Access	Service Delivery	Final Report considered by the Cabinet on 29 <sup>th</sup> January.
Section 106	Service Support	Final report to be presented to Cabinet meeting on 12 <sup>th</sup> March 2009.
Maximising Council Income	Service Support	Further meeting to be held on 11 <sup>th</sup> March 2009.
Provision of Leisure Facilities for Young People.	Service Delivery	Subject raised as an area for potential study. Scoping report requested with the Heads of Operations and Environmental & Community Health Services – anticipated March 2009

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Homelessness and the Housing Market	Service Delivery	Raised at Panel's January meeting – report considered by Cabinet on 29 <sup>th</sup> January 2009.
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2.4 The Service Support Panel have also identified the following as possible future studies:-

Review of the incentives of the Council's Travel Plan.	Service Support
The Council's Future Borrowing Arrangements.	Service Support

### 3. RECOMMENDATION

3.1 The Panel is requested to note the progress of the studies selected.

**Contact Officer: Mrs Claire Bulman - ☎ (01480) 388234.**

### BACKGROUND DOCUMENTS

Minutes and Reports from previous meetings of the Overview and Scrutiny Panels.

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<b>AREA OF REVIEW</b>	<b>DETAILS/COMMENTS</b>
<b>Title of Study</b> (name of Working Group)	Maximising Income Generation
<b>Appointing Panel</b>	Overview and Scrutiny (Service Support)
<b>Members Assigned</b> (including date Working Group appointed)	Councillors P J Downes, L W McGuire and R J West. Appointed 9 <sup>th</sup> September 2008.
<b>Possible Co-Options to the Group</b>	N/A
<b>Interests Declared</b>	None declared.
<b>Rapporteur</b>	Councillor L W McGuire
<b>Officer Support</b>	Mr Roy Reeves, Head of Administration Mrs Claire Bulman, Democratic Services Officer Mr S Couper, Head of Financial Services Mr D Harwood, Audit & Risk Manager Mr H Thackray, Policy & Strategic Services Manager Ms K Shaw, External Funding Officer
<b>Purpose of Study / Objective</b> (specify exactly what the study should achieve)	To investigate ways in which the Council could maximise its income opportunities and grant availability.
<b>Rationale</b> (key issues and/or reason for conducting a study)	Study suggested by Councillor P J Downes.
<b>Terms of Reference</b>	
<b>Links to Council Policies/Strategies</b>	Links to Council Aim: To maintain sound finances To maximise external funding to support & promote our objectives.

<b>ACTION BY WORKING GROUP</b>	
<b>Methodology / Approach</b> (what types of enquiries will be used to gather evidence)	Information from Head of Financial Services Information from Internal Audit Service Information from Policy & Strategic Services Manager & External Funding Officer.
<b>External/Specialist Support</b>	N/A
<b>Existing Documentation</b>	Charging for Council Services – Draft Report by the Internal Audit Service Income Generation – External Grant Funding – Draft Report by the Internal Audit Service External Funding Prospects – Report by the External Funding Officer Maximising External Funding – Report by the Head of Policy & Strategic Services.
<b>Evidence to be Obtained</b> (e.g. witnesses, documents, site visits, consultation, research,	Further discussion with Head of Financial Services Further discussion with External Funding Officer. Progress on actions within Internal Audit reports.

etc)	
<b>Reference Sites</b>	N/A
<b>Investigations</b>	As outlined above.
<b>Witnesses</b>	Mr S Couper, Head of Financial Services Mr D Harwood, Audit & Risk Manager Mr H Thackray, Policy & Strategic Services Manager Ms K Shaw, External Funding Officer
<b>Site Visits (if necessary)</b> (where and when)	None currently identified.
<b>Meetings of the Working Group</b>	1 <sup>st</sup> December 2008 Further meeting to be held on 11 <sup>th</sup> March 2009.
<b>Costs</b> (resource requirements, additional expenditure, time)	Officer time – both to provide support and conduct research
<b>Possible Barriers to the Study</b> (potential weaknesses)	None currently identified
<b>Projected Timescale</b> (Start and end times)	Start: September 2008 End: TBC



## **OVERVIEW & SCRUTINY PANEL (SERVICE SUPPORT)**

10<sup>TH</sup> MARCH 2009

### **PROGRESS TO DATE (Report by the Head of Administration)**

#### **1. INTRODUCTION**

- 1.1 The Panel have asked for the submission of a brief progress report to their monthly meetings to monitor action taken and the response to any recommendations which they have made.

#### **2. PROGRESS REPORT**


- 2.1 The monthly progress report therefore is attached which covers all outstanding items. Actions previously reported upon as having been completed have been deleted from the report as the process rolls forward. The report is in tabular form and comprises a brief synopsis of the Panel's decisions and the subsequent action taken.

#### **3. CONCLUSION**

- 3.1 The Panel are requested to note the contents of the attached report.

### **BACKGROUND INFORMATION**

Minutes and Reports of the Overview & Scrutiny Panel (Planning and Finance/  
Service Support)

**Contact Officer:** Mrs C Bulman –Democratic Services Officer  
 (01480) 388234

<b>Panel Date</b>	<b><u>Decision</u></b>	<b><u>Action</u></b>	<b><u>Response</u></b>	<b><u>Date</u></b>
	<b>HEAVY GOODS VEHICLE PARKING IN THE DISTRICT</b>			
<b>10/06/08</b>	Endorsed the Working Group's report and recommendations for submission of the Cabinet.	Recommendations endorsed by the Cabinet at their meeting on 26 <sup>th</sup> June 2008.	Agreed with Chairman / Vice Chairman that issue be taken forward by the Freight Quality Partnership.	
<b>09/09/08</b>	Head of Administration was asked to establish the current position with regard to the Panel's recommendations following their referral to the Freight Quality Partnership.	Freight Quality Partnership has now met.	Matter included for discussion on agenda for LAA Reference Group.	<b>Jan 09</b>
<b>13/01/09</b>	The outcome of discussions at the first meeting of the three county group to be reported.	Information on Alconbury Site provided to February meeting. Further information on the outcome of 3 county group still awaited.	Update to be circulated at January meeting. Three County Group established to pool information and develop a strategy for future provision post 2015.	
	<b>PETITION BY ST AUDREY LANE AREA RESIDENTS, ST IVES</b>			
<b>08/07/08</b>	Representatives from Anglian Water in attendance at Panel's July meeting. Requested that an update be provided in 6 months time and that residents be informed of the outcome of their investigations.	Email requesting update sent – 21/10/08	CCTV survey of St Audrey Lane and Pig Lane Surface Water sewer completed. Funding now available to Jet Sewer – will be carried out shortly.	
<b>10/02/09</b>	.Panel made aware of further problems in recent weather. Agreed to seek further update as to what work has and hasn't been completed.	Response to be sought from Anglian Water for April meeting.		

<b>Panel Date</b>	<b><u>Decision</u></b>	<b><u>Action</u></b>	<b><u>Response</u></b>	<b><u>Date</u></b>
<b>14/10/08</b>	<p><b>PETITION TO CONTROL COMMUTER PARKING IN THE LONGSANDS AREA OF STNEOTS</b></p> <p>Chairman to write to the Chairman of Huntingdonshire Traffic Management Area Joint Committee outlining the Panel's concerns and requesting that the matter be progressed at the earliest opportunity.</p> <p>A representative from First Capital Connect to be invited to attend a future meeting to discuss their expansion plans for the car parks at Huntingdon and St Neots.</p>	<p>Update provided to February meeting. Further investigative work being undertaken by the County Council in advance of April Area Joint Committee. Further update expected in April 2009.</p> <p>Letter sent 21/10/08</p>	<p>Item deferred until a later date. TBC. District Council still awaiting a response from the Minister on the issue of permitted development.</p>	<p><b>April 2009</b></p> <p><b>Spring 2009</b></p>
<b>12/02/08</b>	<p><b>CYCLING IN HUNTINGDONSHIRE</b></p> <p>Endorsed the Working Group's report and recommendations for submission of the Cabinet and requested that the study recommendations be placed on the progress report for future monitoring.</p> <p><i>[Recommendations are appended to this report].</i></p>	<p>Considered by the Cabinet at their meeting on 12<sup>th</sup> February 2008. Cabinet noted the recommendations and requested a further report by officers addressing the wider issue of Section 106 funding and partnership working. Agreed that discussions should be held with Cambridgeshire County Council regarding their offer to update the Huntingdonshire Cycling Strategy and the issue of partnership working on cycling provision.</p>	<p>Report updating the Panel on the current position the review of the Cycling Strategy and the provision for funding for Huntingdonshire in the LTP included on Agenda for the meeting for June 08 meeting.</p>	<b>June 08</b>
<b>10/06/08</b>	<p>Asked the Transportation Team Leader to email all Members of the Council asking about any specific issues with regard to cycle routes in their wards. Requested sight of the draft report on the prioritisation of cycle schemes before any consideration by the AJC.</p>	<p>Since the June Panel meeting, it has come to light that the list of potential cycle routes have already been scored and prioritised. A report will be considered by the AJC at their meeting on 7<sup>th</sup> July 2008, seeking ratification of the cycle routes as scored. Requests have been made for reviews to be undertaken annually, with the first review with Members to start in the autumn.</p>	<p>Priority List endorsed by the AJC. District Council members will be contacted before the next review in Summer 2009 to ask about specific issues within their ward.</p>	<b>Spring 2009</b>

<b>Panel Date</b>	<b><u>Decision</u></b>	<b><u>Action</u></b>	<b><u>Response</u></b>	<b><u>Date</u></b>
<b>09/09/08</b>	<b>MAXIMISING COUNCIL INCOME</b> Appointed Councillors P J Downes, L W McGuire and R J West to a Working Group for the purpose of undertaking the above review.	First meeting held on 1 <sup>st</sup> December 2008 to discuss recent reviews by the Internal Audit Service on income generation and discretionary charging.	Further meeting to be held on 11 <sup>th</sup> March 2009 with External Funding Officer and Head of Financial Services. Date	<b>Mar 09</b>
<b>14/05/08</b>	<b>CORPORATE PLAN – GROWING SUCCESS</b> Councillors M G Baker, J A Gray and R G Tuplin appointed to Corporate Plan Working Group.	Quarterly reports submitted to Overview & Scrutiny.	Quarterly meeting held on 26 <sup>th</sup> February 2009. Report to be submitted to Panel's March meeting.	<b>Mar 09</b>
<b>15/01/08</b>	<b>LOCAL AREA AGREEMENTS</b> Minutes of future meetings of the Cambridgeshire Together Joint Accountability Committee should be circulated to all Panel Members.	Meeting held on 24 <sup>th</sup> February 2009. Minutes to be circulated when available.		<b>Feb 09</b>
<b>14/05/08</b>	Councillor J A Gray appointed to Joint Accountability Committee. Substitute members to be appointed in consultation with Head of Administration.			
<b>14/10/08</b>	<b>REVIEW OF LOCAL PROCUREMENT</b> Agreed to hold further meeting with business representatives in the New Year.	Meeting to be held on 12 <sup>th</sup> March 2009 at 4pm. Councillor M G Baker to chair.		<b>Mar 09</b>

<b>Panel Date</b>	<b><u>Decision</u></b>	<b><u>Action</u></b>	<b><u>Response</u></b>	<b><u>Date</u></b>
<b>13/01/09</b>	<p><b>LICENSING ACT – IMPACT ON NIGHTTIME ECONOMY</b></p> <p>Subject to an amendment to one of the recommendations, the Panel endorsed the final report for consideration by the Cabinet at their meeting on 29<sup>th</sup> January 2009.</p> <p>Agreed to re-visit the study towards the end of the year to review progress made towards achievement of the countywide action plan, the night watch project and the availability of statistics from Hinchingsbrooke Hospital on alcohol related accidents and emergency treatment.</p>	Report endorsed by the Cabinet at their meeting on 29 <sup>th</sup> January 2009.		<b>Nov 09</b>
<b>14/04/05</b>	<p><b>MONITORING OF SECTION 106 AGREEMENTS</b></p> <p>Quarterly reports to be submitted to the Panel.</p>	Next report due March 2009		<b>Mar 09</b>
<b>10/02/09</b>	Subject to minor amendments endorsed the Final report for consideration by the Cabinet at their meeting on 12 <sup>th</sup> March 2009.			<b>Feb 09</b>
<b>10/02/08</b>	<p><b>REGIONAL SCALE SETTLEMENT STUDY</b></p> <p>Head of Planning Services to report back on outcome of Cambridgeshire Development Study and HDC response to Regional Scale Settlement Study,</p>			<b>TBA</b>

<b>Panel Date</b>	<b><u>Decision</u></b>	<b><u>Action</u></b>	<b><u>Response</u></b>	<b><u>Date</u></b>
	<b>FORWARD PLAN</b>			
<b>09/10/07</b>	<b>Huntingdon West Area Action Plan</b> Requested that the report should be considered at a future meeting of the Panel.			<b>Apr 09</b>
<b>13/11/07</b>	<b>Parish Plans and Local Plan Policy</b> Circulate report when this becomes available.			<b>TBA</b>
<b>08/07/08</b>	<b>Proposals for Huntingdon Riverside Park</b> Requested that report should be considered at a future meeting of the Panel.			<b>Apr 09</b>
<b>08/07/08</b>	<b>Developer Contributions SPD</b> Requested that report should be considered at a future meeting of the Panel.			<b>Apr 09</b>
<b>14/10/08</b>	<b>A14 Statutory Orders – Consultations</b> Requested that the report should be considered at a future meeting of the Panel.			<b>June 09</b>
<b>13/01/09</b>	<b>Report of the Structure Review Working Group</b> Requested that the report should be considered at a future meeting of the Panel.			<b>Apr 09</b>
	<b>Masterplan for land east of Sapley Square</b> Requested that the report should be considered at a future meeting of the Panel.			<b>Apr 09</b>
	<b>Great Fen Masterplan</b> Requested that the report should be considered at a future meeting of the Panel.			<b>Apr 09</b>

<b>Panel Date</b>	<b><u>Decision</u></b>	<b><u>Action</u></b>	<b><u>Response</u></b>	<b><u>Date</u></b>
	<b>GREAT FEN PROJECT</b>			
<b>08/07/08</b>	Director of Environmental & Community Services to make presentation to future meeting. All Scrutiny Members to be invited.	Comments submitted to Cabinet meeting on 20 <sup>th</sup> November 2008.		<b>Apr 09</b>
<b>11/11/08</b>	Report on the content of the collaboration agreement to be submitted to a future Panel meeting before its consideration by Cabinet.			

#### **RECOMMENDATIONS ARISING FROM CYCLING IN HUNTINGDONSHIRE**

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- (a) that the offer by the County Council to update the Council's existing cycling strategy and to prepare an action plan for its implementation be welcomed and officers requested to conclude this work within the next six months;
- (b) that, following completion of the strategy and action plan, specific contributions be sought in Section 106 Agreements for cycleway provision in Huntingdonshire in appropriate cases;
- (c) that contributions negotiated under (b) above be retained by the District Council for expenditure on implementation of the cycling strategy action plan;
- (d) that the District Council seek the allocation of specific funding through the Local Transport Plan for cycleway provision in Huntingdonshire;
- (e) that the approval of individual cycleway schemes continue to be the responsibility of the Huntingdonshire Traffic Management Area Joint Committee with District Council expenditure continuing to be allocated on a scheme by scheme basis.

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## Decision Digest

Edition 92

**Monthly summary of the decisions taken at meetings of the Council, Cabinet, Overview & Scrutiny and other Panels for the period 28th January to 27th February 2009.**

### **REVIEW OF CENTRAL SERVICES DIRECTORATE**

The Employment Panel has endorsed a new staffing structure for the Central Services Directorate. The revised structure reflects the outcome of a recent review of the Directorate and is intended to address a number of staffing matters, together with new opportunities which have arisen following the appointment of a new Director of Central Services.

In approving the proposals, the Panel was pleased to note that the review had produced significant savings towards the Council's overall targets. The initial findings of the review of the Democratic Structure Working Group also have been taken into consideration.

Having noted that the revised structure provides for the establishment and re-designation of a number of posts in the Directorate, including the deletion of the Head of Human Resources and Payroll Services, the Employment Panel has also approved the procedures for appointments to these posts with immediate effect. At the same time, the Panel has agreed to formally delete from the Council's

establishment the post of Head of Community Services which had been vacant for some time.

As part of the review, consideration also has been given to the role of the Council's Monitoring Officer. Having regard to the significant increase in the workload associated with ethical standards, the need to ensure that the Council adequately resources and uses expertise and knowledge in this field to maintain its own reputation and to ensure that Town and Parish Councils have adequate training to reduce the likelihood of future complaints, the Panel has recommended that the Head of Law, Property and Governance be formally appointed as the Council's Monitoring Officer.

Subsequently, the Cabinet has approved the associated financial implications of the changes.

### **ANNUAL PAY AWARD 2009/10**

Having regard to the Annual Pay Review prepared by Inbucon consultants and the outcome of negotiations with Employee Side Representatives, the Panel has agreed an increase of 2.2% in salary scales for District Council employees with effect from 1st April 2009.

As part of this year's award, the Panel also has agreed to review the salaries of those members of staff on the lower salary scales. The terms of the review are yet to be determined.

### HOME WORKING

The Employment Panel has endorsed the Home Working Policy for the Council, which outlined the process and principles in relation to employees undertaking home working on both a frequent and full-time basis.

The Policy is intended to address the issues which arose during the recent Home Working Pilot which formed one of several projects arising from the Council's Flexible Working Strategy and has been developed in conjunction with relevant services, managers and employees. Further reviews of the Policy will be undertaken when additional information regarding the management of and take up of the opportunity is forthcoming.

### RECRUITMENT

The Employment Panel has been informed of the Council's recruitment process for filling vacant posts, together with details of the circumstances in which external advisers are used in the recruitment of senior posts.

In so doing, the Panel has agreed that it would be premature to introduce any changes to recruitment procedures in advance of the review of the Council's People (HR) Strategy. However, the Panel has expressed some concerns

about the current composition of the Council's Appointments Panel which is used for appointments to senior positions within the Council. Specifically, comments were made about the need to establish a pool of Members from which the Appointments Panel could be constituted on an ad hoc basis, such that problems with availability could be avoided. The Panel has agreed that these comments should be included in the current review of the Constitution by the Corporate Governance Panel.

### SECTION 106 WORKING GROUP

Subject to a number of minor amendments, the Overview & Scrutiny Panel (Service Support) has endorsed the final report of its Working Group on the Council's Section 106 process. In so doing, the Panel has nominated Councillor D Harty to attend the relevant Cabinet meeting to present the Panel's report.

As part of their deliberations, the Panel discussed whether it would be appropriate to share the outcome of their investigations with the County Council and other local authorities. However it was concluded that this could best be dealt with on an informal basis by County Council members.

### REGIONAL SCALE SETTLEMENT STUDY

The Executive Councillor for Planning Strategy & Transport and the Head of Planning Services have updated the Overview & Scrutiny Panel (Service Support) with details of the ongoing review of the 2008

East of England Plan and the Regional Scale Settlement Study which had been recently published by the East of England Assembly. The study had been commissioned to investigate and provide robust recommendations with regard to the potential regional scale new settlements within the East of England and outlined a number of possible new growth locations across the region – including one to the north of Huntingdon.

In discussing the current situation, Panel Members raised a number of questions relating to the options for providing additional housing if required to do so, the creation of sustainable communities, the level of development which would be sustainable within the District and the potential for a change in policy if there were to be a change in Government. At the conclusion of their discussions and having recognised that a certain degree of growth was necessary in the Region, the Panel endorsed proposals to put forward positive alternative location options to those proposed by the EERA study and has acknowledged the need for the District Council to provide suitable investment to respond to the study appropriately.

The Head of Planning Services has been invited to attend a future meeting to report on the outcome of the Cambridgeshire Development Study and the District Council's response to the Regional Scale Settlement Study in due course.

### **LOCAL INVESTMENT FRAMEWORK**

The Overview & Scrutiny Panel (Service Support) has considered the content of the Local Investment Framework whose purpose was to determine the level of local and strategic infrastructure required to meet the target of new homes coming forward in Huntingdonshire up to 2026.

In so doing, the Panel has discussed the possible introduction of a Community Infrastructure levy as part of the 2008 Planning Act and the potential for tariff arrangements to be applied on a house by house basis instead of through a Section 106 agreement. In that respect, the Panel has noted that the Council is working with Cambridgeshire Horizons and other Cambridgeshire Councils to produce a potential scheme for a sub-regional infrastructure tariff.

Whereupon and having raised no objections to the future work programme with regard to the development of the Local Infrastructure Framework and the Community Infrastructure Levy, the Panel endorsed the recommendations within the report for submission to the Cabinet.

### **FINANCIAL STRATEGY, MEDIUM TERM PLAN 2010 TO 2014 AND THE 2009/10 BUDGET**

The Overview and Scrutiny Panel (Corporate and Strategic Framework) has reviewed the Financial Strategy, Medium Term Plan 2010 – 2014 and the Budget and level of Council Tax for 2009/10 in advance of their consideration by the Cabinet and final determination by the Council.

The Panel has been acquainted with details of Executive Councillors' involvement in identifying potential areas for spending adjustments. In so doing, suggestions have been made that investigations might be undertaken to consider the potential benefits of creating single budgets for each Executive Councillor's area of responsibility.

The proposed increases in expenditure on information technology has also been discussed and a further suggestion has been made that those matters identified as requiring approval by the Chief Officers Management Team should instead be submitted to the Cabinet before proceeding.

Having noted the level of unidentified spending adjustments required in the period to 2013/14, the Panel has established a Working Group to review the budget for future years and to express a view on the priority that should be accorded to items contained within it. The Working Group will also aim to identify which items within the budget are a statutory requirement and those which are permissive. The Leader of the Opposition has also suggested that the Council might wish to revisit some of his Party's previous suggestions for achieving savings.

The Panel has also discussed the overall approach that the Authority should adopt in the present economic climate and has identified that the Council should exercise restraint in its spending and implement measures to support and promote the local economy.

The Panel has nevertheless expressed general support for the Financial Strategy, Medium Term Plan and Budget and has recommended that the Cabinet endorse it for submission to the Council.

### **2009/10 TREASURY MANAGEMENT STRATEGY**

The Overview and Scrutiny Panel (Corporate and Strategic Framework) has been acquainted with proposed changes to the Council's Treasury Management for 2009/10, which was requested by Members due to recent events concerning local authorities' investments.

The Panel has considered a proposal for Corporate Bonds to be included under non-specified investments within the Strategy and has discussed the risks associated with such investments. In so doing, the Panel has not expressed any objection to Corporate Bonds being adopted as one of the Council's forms of investment. The Panel has also considered and discussed the Council's approach to long term borrowing.

The Cabinet has recommended the adoption of the Treasury Management Strategy to Council.

### **NEW ACCOMODATION – BUILDING A - OPTION REVIEW**

The Overview and Scrutiny Panel (Corporate and Strategic Framework) has considered the approach to be adopted to the site of Building A of the New Office Accommodation Project. The Panel

has expressed a preference for Option E – namely, disposal of the site by leasehold to Luminus for the construction of social rented housing. The Panel has concurred that this Option was likely to attract grant aid from the Homes and Communities Agency and would enable construction on the whole site to be completed by March 2010. The Panel has concluded that this option represented the most effective use of the site and would provide the best rate of return for the Council.

Subsequently, the Cabinet has approved in principle the disposal of the leasehold interest of the land to the Luminus Group and has authorised the Chief Executive, after consultation with the Leader, to agree the final terms and conditions for the disposal.

## **CUSTOMER SERVICE – QUARTERLY PERFORMANCE REPORT: OCTOBER – DECEMBER 2008**

The Overview and Scrutiny Panel (Service Delivery) has received the Customer Service Quarterly Performance Report for the period October to December 2008. The report outlines the levels of performance and standards achieved by the Service. Clarification on the scope of the activities referred to within the report has also been received, together with details of the procedure for logging complaints at the Call Centre for missed refuse collections and the categorisation of service enquiries by the Customer Service Centres.

The Panel has also been acquainted with the outcome of a “Mystery Shopper” exercise undertaken on the service provided by the Council and has been updated with the latest developments with regard to the Customer Service Centres in St Ives and St Neots.

## **LEISURE CENTRE MANAGEMENT AGREEMENTS**

The Overview and Scrutiny Panel (Service Delivery) has considered a proposal to change the funding and management arrangements for the District’s jointly provided Leisure Centres. The proposal has arisen as a result of recent legislative change affecting the way the education service operates. Savings on audit fees and on the administrative costs associated with the servicing of meetings would be achieved.

The proposal to dispense with the current Management Committees and to replace them with an Active Leisure Forum has been noted. The proposed terms of reference for the Forum has been reviewed and suggestions for changes to the areas covered by the St Ives and Huntingdon Leisure Centres and on the notification period for meetings of the Forum were made.

At a subsequent meeting of the Cabinet, Members felt it would be appropriate to award forum meetings a notice period of 14 days. Particular attention was drawn to the existing lease between the Council and Huntingdon Town Council for the occupation of the sports hall at Huntingdon Leisure Centre and bearing in mind the views of the



Overview and Scrutiny Panel, Executive Councillors felt that a place on the forum should be made for them.

Having considered various issues surrounding the overall management of the proposed arrangements, the Cabinet has

- ◆ endorsed the proposals for the future management and funding arrangements for the leisure centres;
- ◆ agreed that responsibility for the leisure centres be undertaken by the District Council with effect from the new financial year;
- ◆ endorsed the establishment of an active leisure forum;
- ◆ agreed to substitute the existing management agreements with new agreements to be approved by the County Council and the individual school governing bodies; and
- ◆ requested that future levels of performance for the Centres be reported to Cabinet on a 6 monthly basis.

### **PROMOTING BETTER HEALTH IN OLDER PEOPLE THROUGH PHYSICAL ACTIVITY**

The Overview and Scrutiny Panel (Service Delivery) has reviewed progress made in respect of their previous study into promoting better health in older people through physical activity. The Panel was encouraged by the progress made to enhance the services available for older people within Huntingdonshire, in particular, the “Active at 50” project.

The Panel has been advised that a lack of resources has prevented the creation and maintenance of a database of exercise services and facilities for older people from taking place. The Panel are keen that such a database is made publicly available and has asked Officers to investigate ways in which this recommendation might be achieved.

### **ADOPTION OF ROADS AND SEWERS**

The Adoption of Roads and Sewers Working Group, which was established by the Overview and Scrutiny Panel (Service Delivery), has submitted some of its preliminary findings to the Panel. The Working Group has completed its investigations into the procedures associated with the adoption of sewers and the findings are encouraging in that the Government intends to transfer responsibility for privately owned sewers and lateral drains in England to the statutory water and sewerage companies.

An update has also been received on a recent meeting of the Working Group on the County Council’s procedure for adopting roads and the District Council’s powers as the local Planning Authority in the procedure. It has become apparent that the absence of legal powers throughout the adoption process can inhibit the adoption process. The Panel has unanimously expressed the view that a more proactive approach should be taken by the responsible bodies to ensure that roads are adopted in a timely manner.

**FINANCIAL MONITORING**

The Head of Financial Services has drawn to the Cabinet's attention variations to the approved Capital Programme and spending variations in the revenue budget for the current year.

**ASSET MANAGEMENT PLAN**

In noting details of the Council's management of assets, the Cabinet has been advised that work to update the Council's land ownership records was continuing with a new computerised database being acquired to incorporate all information relating to property ownership and asset management.

**HOMELESSNESS AND THE HOUSING MARKET**

The Cabinet has considered current national and local economic factors affecting the housing market and the associated level of demand for social rented housing. The Cabinet was advised that there had been a significant rise in the number of customers presenting themselves to the Council for housing related assistance of late and this has necessitated the deployment of resources to meet the increased level of demand. In discussing the current situation, the Executive Councillor for Housing and Public Health has referred to the need to monitor the situation closely given the uncertainty of the current economic climate and the likelihood of a further increase in demand for housing services, should conditions worsen.

**DISABILITY ACCESS STUDY**

The Cabinet has been briefed on the findings of a study by the Overview and Scrutiny Panel (Service Delivery) into disability access across the District, which examined access to premises/sites other than those provided by the District Council. In so doing, the Cabinet has concurred with the Panel that further work is required to promote advocacy/advice services to those with disabilities and to tackle problems relating to the misuse of disabled bays and blue badge parking, and -

- ◆ requested that representations be made to Cambridgeshire County Council to ensure that the enforcement of blue badge restrictions in any new arrangements for de-criminalised parking be recognised;
- ◆ endorsed the view that the Council should continue to undertake enforcement of parking in disabled bays in the car parks it manages; and
- ◆ requested that the Council instigates discussions on the potential for comprehensive joint advocacy/advice services and other opportunities for joint working between those organisations supporting people with disabilities.

**SOCIAL CONSEQUENCES OF ALCOHOL ABUSE**

The Cabinet has received the final report of the Overview and Scrutiny Panel (Service Support) Working Group on the problems of alcohol abuse and its social consequences within the District. Although related

incidents were evident in Huntingdonshire, it was of some reassurance to Executive Members that the study found that they were at a lower level than in many parts of the country. Nevertheless, the Cabinet welcomed and encouraged the actions being taken by various agencies to reduce such incidents, particularly the development of a countywide alcohol strategy.

With regard to the extent of powers available to enforcement agencies including the County Council's Trading Standards Service and the Police, the Cabinet has requested the Head of Democratic and Central Services to liaise formally with agencies to encourage them to use this power in a positive way to tackle alcohol related crime and disorder. The Cabinet has also requested that where appropriate the District Council's Licensing Section ensure that local residents are aware of the opportunities available to them, under the Licensing Act 2003, to initiate reviews of premises licences and club premises certificates in situations where they were experiencing problems caused by public disorder emanating from these premises.

#### **GRANT AID WORKING GROUP**

The Cabinet has noted the findings of a study by a Working Group of the Overview and Scrutiny Panel (Service Delivery) which reviewed capital and revenue grant aid schemes operating across the Council. In reviewing the issues involved, the Cabinet has requested that the Executive Councillors for Finance and Environment and for Housing and Public Health meet

with the Working Group to discuss the application process, Member/Officer involvement and external funding.

#### **ICT STRATEGY 2009 - 2011**

The Cabinet has approved the content of an ICT Strategy and a supporting action plan for a three-year period 2009 - 2011. The Strategy sets out a vision which supports the specific elements of "Growing Success", largely within the Council's aim "to improve our systems and practice".

#### **URBAN DESIGN FRAMEWORK - LAND AT THE WHADDONS, MAYFIELD DRIVE, HUNTINGDON AND LAND SOUTH OF HIGH STREET, RAMSEY**

Following consultation, the Cabinet has considered responses and suggested amendments to the Urban Design Frameworks for land at the Whaddons, Mayfield Drive, Huntingdon and land south of the High Street, Ramsey. Members have approved the final version of the documents as material consideration in planning decisions and project work.

#### **LUMINUS GROUP - PROPOSED CHANGES TO MEMORANDUM AND ARTICLES OF ASSOCIATION**

In response to a request from the Luminus Group, the Cabinet has approved in principle a proposed amendment to the Memorandum and Articles of Association of Luminus Homes and Oak Foundation, to permit remuneration of Board Members, subject in the



case of the Oak Foundation to the consent of the Charity Commissioners also being obtained and in both instances to the precise wording being agreed by the Head of Law, Property and Governance. The Cabinet also has agreed that the determination of any further proposed amendments to the Memorandum and Articles be delegated to the Head of Law, Property and Governance, after consultation with the Executive Councillor for Housing and Public Health.

which six were approved, five refused and one deferred.

### **TRANSFORMATION FROM DEVELOPMENT CONTROL TO DEVELOPMENT MANAGEMENT**

The national agenda for planning towards 'Place Shaping' has prompted a review of the role and emphasis of development control work. Typically, the development control function is seen as negative and reactive rather than enabling the delivery of development. The new Local Development Framework will shift the emphasis to the creation of a sustainable and deliverable vision for development in the District. To support this change, the Development Control Panel has endorsed a proposal to transform the Development Control function into Development Management. The Head of Planning Services also has been authorised to implement all the necessary administrative and procedural changes required to support the transformation.

### **DEVELOPMENT APPLICATIONS**

At their February meeting, the Development Control Panel determined twelve applications of

